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1983-85

STATE OF IOWA

BUDGET PROCEDURES
MANUAL

1983-1985 BIENNIUM

OFFICE OF STATE COMPTROLLER

88B

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section Appendix	No. 990.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 10 - Federal Funds Recap			Approval <i>James Chalstrom</i>

SB Schedule 10 summarizes all federal funds that have been entered into the budget system. The federal funds are summarized at the budget unit level by program and at program level by cost center on each schedule. Federal funding sources are listed by grant name, federal catalog number, and the federal fiscal year (FFY) from which the funding was originally appropriated by Congress.

SB Schedule 10 may be printed using any six of the columns delineated on SB Table XI. Each schedule will show Cost Center, Program, and Budget Unit for those columns requested.

SB Schedule 10 is a summary schedule that can be used by departmental management personnel to recap federal funding trends and fluctuations.

Section Appendix	No. 990.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 10 - Federal Funds Recap	Approval <i>James Chastrom</i>		

SP. SCHEDULE 10 PU
(FEDERAL FUNDS RECAP-PUDGET UNIT)
DATE 01/01/81
PAGE 1

CATALOG	ACTUAL	ESTIMATED	BASE	BASE	DEPT REQ	DEPT REQ
NUMBER FFY	FY 1981-82	FY 1982-83	FY 1983-84	FY 1984-85	FY 1983-84	FY 1984-85
XXXX (cost center name)						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
TOTAL - COST CENTER						
XXXX (cost center name)						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
TOTAL - COST CENTER						
XXXX (program name)						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
TOTAL - PROGRAM						
(BUDGET UNIT NAME)						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
(grant name) XX.XXX 00						
TOTAL BUDGET UNIT						

Section Appendix	No. 984.10	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Schedule 4CC Part 1 Decision Package Narrative	Approval <i>Janel Chalstrom</i>		

SB Schedule 4CC Part 1
(Decision Package Narrative)

[illegible]

Section Appendix	No. 984.20	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Schedule 4CC Part 2 Decision Package Financial Data - Preprinted	Approval		<i>Ames Chelstrom</i>

CC1	CC5	CC6	CC10	CC14	CC18	CC20	CC21	CC25	CC29	CC33
DEPARTMENT FY 81-82						DEPARTMENT FY 82-83				
DOC	SC	DW	BU	PROG	CC	SC	DW	BU	PROG	CC
CURRENT	1	0045	0004	0002	02	2	0045	0004	0002	02
0022	1				02	2				02

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix Subject SB Schedule 4CC Part 2 Decision Package Financial Data - Blank Update Schedule	No. 984.21	Page No. 1 of 1	Effective/Revision Date 4/30/82 Approval <i>James Chatham</i>
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SB SCHEDULE 4 C.C. PART 2

DEPT. NAME _____
 BUDGET UNIT _____
 PROGRAM _____
 COST CENTER _____

STATE OF IOWA
 OFFICE OF STATE COMPTROLLER
 DECISION PACKAGE (PART 2) FINANCIAL DETAIL

Acc't Code C.C. Level Fields Analyst

FINANCIAL DATA	TYPE	ALLOC	ACT	FY 84	ACT	FY 85
RESOURCES:						
* TOTAL RESOURCES						
DISPOSITION OF RESOURCES						
* Salaries						
* TOTAL DISP. OF RESOURCES						

FEDERAL FUNDS			FY 84		FY 85	
Catalog	FFY	ACT	AMOUNT	ACT	AMOUNT	
Total Federal Funds						
PERSONAL SERVICES			FY 84		FY 85	
CLASS TITLE	CLASS	ACT	FTE	AMOUNT	ACT	FTE
TOTAL SALARIES						
			FY 84		FY 85	
			GROUP	DW	BU	PROG

PRIORITY RANKS

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix	No. 984.40	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Schedule 4CC Part 4 Decision Package Utilities Supplement		Approval <i>James C. LaBrosse</i>	

SB Schedule 4CC Part-4
(Decision Package -
Utilities and Motor Fuel Supplement

STATE OF IOWA
OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS
1983-1985 BIENNium

DECISION PACKAGE-UTILITIES AND MOTOR FUEL SUPPLEMENT

Department _____	Priority No. _____
Division _____	
Program Name _____	
Cost Center Name _____	
Account No. _____	
Cost Center No. _____	

DESCRIPTION	UNITS		PRICE		TOTAL COST	
	FY 84 Units Requested	FY 85 Units Requested	FY 84 Requested Average Unit Price	FY 85 Requested Average Unit Price	FY 84 Request	FY 85 Request
Utilities Section A						
Electricity						
Natural Gas						
L.P. Gas						
Fuel Oil						
Coal						
Other						
Other						
Total Budget (FY 84 & 85) (Carry Forward to SB Schedule 4CC-Part 2) To appropriate expenditure allocation						
Motor Fuel Section B						
Regular						
Premium						
Unleaded						
Diesel #1						
Diesel #2						
Other						
Other						
Total Budget (FY 84 & 85) (Carry Forward to SB Schedule 4CC-Part 2) To appropriate expenditure allocation						

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section Appendix Subject SB Schedule 5CC Cost Center Budget Base Computations - Preprinted	No. 985.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Approval 			

ENGINEERING EXAMINERS, BOARD OF
GENERAL OFFICE
1-82-0-160-001
3000 REGIST & LIC

STATE OF IOWA
OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS FOR 1983-1985 BIENNIAL
PROGRAM - BUDGET BASE COMPUTATION

SB SCHEDULE 5 PR
(BUDGET BASE COMPUTATION)
DATE 04/26/82
PAGE 8

	FY 1981 - 1982		FY 1982 - 1983		BASE BUDGET	
	ACTUAL	BUDGET	BUDGET	ESTIMATED	FY 1983-84	FY 1984-85
RESOURCES						
GENERAL FUND - REGULAR	* 41,169	* 40,669	* 45,138	* 23,119	* 32,501	* 32,442
GENERAL FUND - SALARY ADJ.					2,000	3,000
Federal Funds						
REVERSION				-1,063		
TOTAL RESOURCES AVAILABLE	* 41,169	* 40,669	* 45,138	* 22,056	* 35,563	* 37,551
FTE POSITIONS	=====	=====	=====	=====	=====	=====
DISPOSITION OF RESOURCES						
EXPENDITURES						
SALARIES AND WAGES	* 4,366	* 13,514	* 15,607	* 10,394	* 12,082	* 12,131
OFFICE SUPPLIES AND EXPENSE	4,156	3,254	3,414	7,000	11,820	11,820
PRINTING AND BINDING	1,680	8,394	8,616	1,875	3,047	3,047
TELEPHONE AND TELEGRAPH	1,145	990	1,040	500	700	700
OFFICE RENTAL					1,564	1,564
EQUIPMENT	193	113	113	350	4,000	4,000
BOARD MEMBERS PER DIEM AND T	9,679	8,122	9,547	3,000		
CONTRACTUAL SERVICES	142					
EXAMINATION EXPENSE	53					
MISCELLANEOUS						
4-6 PERCENT REDUCTION		6,282	6,314	-1,063		
REVERSION	19,755					
TOTAL DISPOSITION OF RESOURCES	* 41,169	* 40,669	* 45,138	* 22,056	* 33,563	* 34,551

FEDERAL FUNDS		FY 1981 - 1982		FY 1982 - 1983		BASE BUDGET	
		ACTUAL	BUDGET	BUDGET	ESTIMATED	FY 1983-84	FY 1984-85
CATLG-FY	CATALOG NAME						
10500-81	COOPERATIVE EXTENSION SERVIC					300	750
13217-81	FAMILY PLANNING PROJECTS					950	1,000
13273-81	ALCOHOL RESEARCH						1,250
TOTAL						2,000	3,000

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix	No. 985.10	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Schedule 5CC Cost Center Base Computation Part I Fin. Data & Part II Fed. Funds-Blank Update			Approval <i>James Chulstrom</i>

SB Schedule 5 C C
Abbreviated

DEPT. NAME _____
 BUDGET UNIT _____
 PROGRAM _____
 COST CENTER _____

STATE OF IOWA
OFFICE OF STATE COMPTROLLER
COST CENTER - BASE BUDGET COMPUTATION

Acc'l Code C.C. Level Fields Analyst

				FY '83	FY '84	FY '85
				ADJ. BUDGET BB-4	BASE BUDGET BB-5	BASE BUDGET BB-6
Part I - Financial Detail						
TYPE	ALLOC.	ACT				
RESOURCES:						
TOTAL RESOURCES						
DISPOSITION OF RESOURCES:						
TOTAL DISPOSITION OF RESOURCES						
Part II Federal Funds Detail						
Description	Catalog	FFY	ACT	ADJ. BUDGET BB-4	BASE BUDGET BB-5	BASE BUDGET BB-6
Total Federal Funds						

Section Appendix	No. 985.50	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Schedule 5CC Cost Center Base Budget Computation - Utilities & Motor Fuel Supplement			Approval <i>James Helstrom</i>

Department _____
Division _____
Program Name _____
Account No. _____

Utilities Section A	UNITS					PRICE					TOTAL COST				
	FY 82 Actual Units Consumed	FY 83 Budgeted Units Consumed	FY 83 Estimated Units Consumed	FY 84 Base Budget Units Requested	FY 85 Base Budget Units Requested	FY 82 Actual Average Unit Price	FY 83 Budgeted Average Unit Price	FY 83 Estimated Average Unit Price	FY 84 Requested Average Unit Price	FY 85 Requested Average Unit Price	FY 82 Actual Expend	FY 83 Budget	FY 83 Estimated Expend	FY 84 Base Budget Request	FY 85 Base Budget Request
DESCRIPTION															
Electricity															
Natural Gas															
L.P. Gas															
Fuel Oil															
Coal															
Other															
Other															
TOTAL BASE BUDGET (FY 84 & 85) (Carry Forward to SB Schedule 5 - Part 1) To appropriate expenditure allocation															
Motor Fuel Section B															
Regular															
Premium															
Unleaded															
Diesel #1															
Diesel #2															
Other															
Other															
TOTAL BASE BUDGET (FY 84 & 85) (Carry Forward to SB Schedule 5 - Part 1) To appropriate expenditure allocation															

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	No. 986.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 6 - Budget Comparison Schedule			Approval <i>James Chelstrom</i>

SB Schedule 6 shows the resources and expenditures detail with personal services as a line item expenditure and is specifically designed as a comparison document. Six columns of those outlined on SB Table XI may be selected and will be printed on the same page.

SB Schedule 6 can be printed at the Budget Unit or Program level and is useful to the program manager to compare overall expenditure trends and the request for future funding. Personal services are shown as a line item expenditure on SB Schedule 6 and are not shown in detail.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section Appendix	No. 986.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 6 - Budget Comparison Schedule	Approval <i>James C. Halstrom</i>		

DEVELOPMENT COMMISSION
GENERAL OFFICE
1-82-6-135-001

OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS FOR 1983-1985 BIENNIAL
BUDGET UNIT - BUDGET COMPARISON

SB SCHEDULE 6 - BUDGET COMPARISON
DATE 04/24/82
PAGE

	FY ACTUAL FY 1981-82	ESTIMATED FY 1982-83	FY BASE FY 1983-84	FY BASE FY 1984-85	DEPART REQ FY 1983-84	DEPART REQ FY 1984-85
RESOURCES						
GENERAL FUND - REGULAR	\$ 2,032,812		\$ 2,222,351	\$ 2,245,725	\$ 2,222,351	\$ 2,245,725
GENERAL FUND - SALARY ADJ.			109,285	116,445	109,285	116,445
INTERNAL SERVICES TRANSFER	200					
RECEIPTS						
REFUNDS AND REIMBURSEMENTS	7,203					
MISCELLANEOUS INCOME			4,000	4,000	4,000	4,000
TOTAL RESOURCES AVAILABLE	\$ 2,040,215		\$ 2,335,636	\$ 2,406,170	\$ 2,335,636	\$ 2,406,170
FTE POSITIONS	55.45		55.50	55.00	55.50	55.00
DISPOSITION OF RESOURCES						
EXPENDITURES						
SALARIES AND WAGES	\$ 1,133,420		\$ 1,369,174	\$ 1,370,871	\$ 1,369,174	\$ 1,370,871
TRAVEL	1,774,445		1,774,445	1,774,445	1,774,445	1,774,445
OFFICE SUPPLIES AND EXPENSE	1,533,354		205,600	207,000	205,600	207,000
POSTAGE	5,000		5,000	5,000	5,000	5,000
ADVERTISING	5,000		5,000	5,000	5,000	5,000
PRODUCTS PROMOTION	5,000		5,000	5,000	5,000	5,000
PRINTING AND BINDING	1,000		1,000	1,000	1,000	1,000
TELEPHONE AND TELEGRAPH	5,000		5,000	5,000	5,000	5,000
OFFICE RENTAL	5,000		5,000	5,000	5,000	5,000
AUTOS AND TRUCKS	1,000		1,000	1,000	1,000	1,000
EQUIPMENT	5,000		5,000	5,000	5,000	5,000
BOARD MEMBERS PER DIEM AND	5,000		5,000	5,000	5,000	5,000
CONTRACTUAL SERVICES	5,000		5,000	5,000	5,000	5,000
MANUFACTURERS DIRECTORY	5,000		5,000	5,000	5,000	5,000
PROMOTIONAL EXPENSES	10,590		10,590	10,590	10,590	10,590
EXPORT AND FOREIGN PROMOTIO	15,277		15,277	15,277	15,277	15,277
RESEARCH	36,154		36,154	36,154	36,154	36,154
SPECIAL PROMOTIONS	31,500		31,500	31,500	31,500	31,500
REGIONAL TOURISM DISTRICTS						
PERVERSION	18,717					
TOTAL DISP. OF RESOURCES	\$ 2,040,215		\$ 2,335,636	\$ 2,406,170	\$ 2,335,636	\$ 2,406,170

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section Appendix	No. 987.00	Page No. 1 of 3	Effective/Revision Date 4/30/82
Subject SB Schedule 7 - Personal Services Summary			Approval <i>James Chalstrom</i>

SB Schedule 7 is the summary schedule for personal services and is printed with any three columns as specified on SB Table XI printed side by side on the same page.

SB Schedule 7 is available at the Budget Unit level showing detail by program, or at the Program level showing detail by Cost Center. The personal services class code and class name are shown with the corresponding FTE and dollar amount columns for each year selected.

SB Schedule 7 enables the program manager to review the allocation of positions within programs and cost centers over a three year period. Some positions may be better utilized in another area and this schedule summarizes what is available for reallocation.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section Appendix	No.	Page No. 2 of 3	Effective/Revision Date 4/30/82
Subject SB Schedule 7 - Personal Services Summary		Approval <i>James Chabotom</i>	

HEALTH DEPARTMENT LICENSING AND CERTIFICATION DIVISION 1-82-2-237-001				STATE OF IOWA OFFICE OF STATE COMPTROLLER BUDGET WORKSHEETS FOR 1983-1985 BIENNIAL BUDGET UNIT PERSONNEL SERVICES SUMMARY BY PROGRAM				(PERSONNEL SERVICE SB SCHEDULE 7 BU DATE 04/29/82 PAGE 15)			
PROGRAM	CLASS	CLASS NAME	ESTIMATED FY 1982-83 FTE AMOUNT	FTE	BASE 1983-84 AMOUNT	FTE	BASE 1984-85 AMOUNT	FTE	BASE 1984-85 AMOUNT	FTE	BASE 1984-85 AMOUNT
1000 ADMIN	00012	CLERK TYPIST II		1.00	11,313	1.00	11,315	1.00	11,315	1.00	11,315
	00014	CLERK IV		1.00	14,344	1.00	14,347	1.00	14,347	1.00	14,347
	00025	SECRETARY I									
	00030	ADMINISTRATIVE OFFICER II		1.00	20,373	1.00	20,373	1.00	20,373	1.00	20,373
	99001	SALARIES			250		250		250		250
	99020	EXTRA HELP									
	99045	ADDITIONAL PAY PERIOD ADJ			4,637		4,787		4,787		4,787
	99050	SALARY ADJUSTMENT									
TOTAL - PROGRAM				3.00	51,432	3.00	53,085	3.00	53,085	3.00	53,085
1001 HEARING OFF	00025	SECRETARY I		1.00	11,313	1.00	11,315	1.00	11,315	1.00	11,315
	00030	HEARINGS COMPL OFFCR II		1.00	14,344	1.00	14,347	1.00	14,347	1.00	14,347
	99001	SALARIES			250		250		250		250
	99045	ADDITIONAL PAY PERIOD ADJ			3,098		3,133		3,133		3,133
	99050	SALARY ADJUSTMENT			43,391		44,528		44,528		44,528
TOTAL - PROGRAM				2.00	75,891	2.00	77,005	2.00	77,005	2.00	77,005
1002 BARBERS EXAM	00030	SECRETARY I		1.00	11,313	1.00	11,315	1.00	11,315	1.00	11,315
	02400	HEALTH INSPECTOR		1.00	14,344	1.00	14,347	1.00	14,347	1.00	14,347
	02401	EXEC. SEC. BARBERING		1.00	14,344	1.00	14,347	1.00	14,347	1.00	14,347
	99001	SALARIES			250		250		250		250
	99020	EXTRA HELP									
	99045	ADDITIONAL PAY PERIOD ADJ			5,712		5,826		5,826		5,826
	99050	SALARY ADJUSTMENT									
	99055	BALANCING ADJUSTMENT									
TOTAL - PROGRAM				4.00	75,891	4.00	77,005	4.00	77,005	4.00	77,005
1003 COSMET EXAM	00012	CLERK TYPIST II		2.00	22,626	2.00	22,630	2.00	22,630	2.00	22,630
	00014	CLERK TYPIST III		2.00	28,430	2.00	28,434	2.00	28,434	2.00	28,434
	00030	HEALTH INSPECTOR		1.00	14,344	1.00	14,347	1.00	14,347	1.00	14,347
	02401	EXEC. SEC. COSMETOLOGY		1.00	14,344	1.00	14,347	1.00	14,347	1.00	14,347
	99001	SALARIES			250		250		250		250
	99020	EXTRA HELP									
	99045	ADDITIONAL PAY PERIOD ADJ			7,120		7,420		7,420		7,420
	99050	SALARY ADJUSTMENT									
TOTAL - PROGRAM				6.00	88,298	6.00	90,078	6.00	90,078	6.00	90,078
1004 CHIROP EXAM	15000	CONFIDENTIAL SECRETARY I		1.00	12,096	1.00	12,099	1.00	12,099	1.00	12,099

Section Appendix	No. 987.00	Page No. 3 of 3	Effective/Revision Date 4/30/82
Subject SB Schedule 7 - Personal Services Summary			Approval <i>James Chaalstrom</i>

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O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	No. 989.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 9 - Actual and Projected vs Budgeted Personal Services			Approval <i>James Chalstrom</i>

SB Schedule 9 shows the actual and projected personal services expenditures as compared to budgeted personal services. The total dollar amount and FTE over or under the budgeted amounts will be printed on this schedule for each personal services class title and as a grand total at the Cost Center, Program, or Budget Unit level.

SB Schedule 9 will be printed monthly or quarterly during the current fiscal year at the request of the department.

SB Schedule 9 is used by departmental budget and management personnel to monitor the personal services expenditures. SB Schedule 9 is not used to prepare the budget.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section Appendix	No. 989.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 9 - Actual and Projected vs Budgeted Personal Services		Approval <i>James C. Halstrom</i>	

STATE OF IOWA
OFFICE OF STATE COMPTROLLER
PERSONNEL UTILIZATION REPORT FOR FY 1981-82
ACTUAL AND PROJECTED VS BUDGETED PERSONNEL SERVICES

SB SCHEDULE 9 BU
BUDGET UNIT 1
DATE 04/07/82
PAGE 1

PERSONNEL SERVICES CLASS TITLE	FUNDS EXPENDED JULY 1, 1981 TO MAR 31, 1982	PROJECTED EXPENSES APR 1, 1982 TO JUNE 30, 1982	TOTAL PROJECTED EXPENDITURES	TOTAL DEPARTMENTAL BUDGET	(OVER) DEPT BUDGET	UNDER DEPT BUDGET	PER CENT ACTUAL TO DEPT BUDGET
SECRETARY I	10,803.00	8,900.00	19,703.00	25,100.00	5,397.00		78.5%
SECRETARY II	2,505.00	2,505.00	5,010.00	28,000.00	22,990.00		17.5%
WORD PROCESSOR I	1,100.00	1,100.00	2,200.00	10,000.00	7,800.00		22.0%
WORD PROCESSOR II	10,800.00	10,800.00	21,600.00	10,000.00	11,600.00		17.5%
HEARINGS COMPL OFFCR II	6,000.00	20,000.00	26,000.00	80,000.00	54,000.00		13.0%
PUBLIC SERV EXEC I	14,000.00	14,000.00	28,000.00	22,000.00	6,000.00		27.3%
CONSTRUCTION TECH. II	53,000.00	16,000.00	69,000.00	6,000.00	63,000.00		9.5%
NAT RESOURCE ENG I	2,000.00	2,000.00	4,000.00	1,000.00	3,000.00		40.0%
NAT RESOURCE ENG II	6,000.00	17,000.00	23,000.00	9,000.00	14,000.00		22.2%
NAT RESOURCE ENG III	72,000.00	11,000.00	83,000.00	107,000.00	24,000.00		22.4%
NAT RESOURCE ENG IV	32,000.00	2,000.00	34,000.00	31,000.00	3,000.00		110.0%
WATER COMMISSIONER	26,000.00	3,000.00	29,000.00	32,000.00	3,000.00		90.6%
NAT RESOURCES COUNCIL DIR	24,000.00	2,000.00	26,000.00	30,000.00	4,000.00		86.7%
CONFIDENTIAL SECRETARY II	10,000.00	1,000.00	11,000.00	1,000.00	10,000.00		110.0%
CONFIDENTIAL SECRETARY III	1,000.00	0.00	1,000.00	16,000.00	15,000.00		6.3%
EXTRA HELP	0.00	0.00	0.00	0.00	0.00		0.0%
SALARY ADJUSTMENT	0.00	0.00	0.00	47,000.00	47,000.00		100.0%
TOTAL BUDGET-UNIT AMOUNTS	427,111.00	117,785.00	544,896.00	592,000.00	47,104.00		78.5%

NATURAL RESOURCES COUNCIL
SALARIES, SUPPORT, MAINTENANCE, AND MISC.
1-82-6-345-001

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	Instruction No. 940.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject How to Calculate the Cost of a New Position			Approval <i>James Chatron</i>

I. Calculation of base pay for a new employee.

- A. Using the appropriate pay plan, multiply the first step of the correct pay grade by the appropriate number of pay periods for that step. This should not exceed 26 pay periods.
- B. Repeat this procedure for subsequent steps of the pay grade until 26 pay periods have been accumulated. The sum of this calculation is the base pay.

NOTE: Educational differential, lead workers pay, maintenance pay, and shift differential, if any, should be added to this amount.

II. Calculation of the state's share of Social Security Tax (FICA).

- A. Multiply the base pay by the appropriate rate from Instruction II-B. These rates are for the calendar year, therefore, it will be necessary to determine the portion of salary earned in each calendar year.
- B. Rates:
 1. 1982 - 6.70% of the base wages up to \$32,400
 2. 1983 - 6.70% of the base wages up to \$33,900
 3. 1984 - 6.70% of the base wages up to \$36,000
 4. 1985 - 7.05% of the base wages up to \$38,100

III. Calculation of employees share of Iowa Public Employees Retirement System (IPERS) contributions.

- A. Multiply the base pay by the appropriate rate from Instruction III-B. These rates are for the calendar year, therefore, it will be necessary to determine the portion of salary earned in each calendar year.
- B. Rates:
 1. 1982 - 5.75% of the base wages up to \$20,000
 2. 1983 - 5.75% of the base wages up to \$20,000
 3. 1984 - 5.75% of the base wages up to \$21,000
 4. 1985 - 6.25% of the base wages up to \$21,000

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	Instruction No. 940.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject How to Calculate the Cost of a New Position			Approval <i>James Chalstrom</i>

IV. Calculation of Health Insurance.

- A. Multiply \$66 by the number of months position is projected (i.e. for entire fiscal year $12 \times \$66 = \792).

V. Calculation of Life Insurance

- A. Multiply the monthly rate of \$5.50 by the number of months the position is projected. Note: Only 11 months will be charged to fiscal 1983.

VI. Calculation of Disability Insurance.

- A. Multiply .9% by the base wages up to a maximum of \$40,000. Note: Only 11 months will be charged to fiscal 1983.

VII. Calculation of Judicial Retirement.

- A. Employers share of Judicial retirement is calculated by multiplying the base wages by 3%.

VIII. Calculation of Peace Officers Retirement.

- A. Multiply base wages and longevity, if applicable, by 16%.

IX. Calculation of Longevity Pay.

- A. If longevity is applicable, the following annual amounts should be added to the base wages.

After 4 years of service - \$300.00
After 9 years of service - \$600.00
After 14 years of service - \$900.00
After 19 years of service - \$1,200.00

X. Total Employer Cost

- A. Total employer cost is the sum of the amounts calculated in I through IX.

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix	No. 963.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Form 03 Special Purpose Program Analysis			Approval <i>James Christrom</i>

SB FORM 03

OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS
1983-1985 BIENNIIUM
SPECIAL PURPOSE PROGRAM ANALYSIS

FOR DATA PROCESSING USE ONLY

B-1

Department _____
Division _____

Special Purpose Program Analysis _____
(Name)

Program Description:

--

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix	No. 964.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Form 04 Capital Outlay Analysis			Approval <i>James Chalstrom</i>

SB FORM 04

OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS
1983-1985 BIENNium
CAPITAL OUTLAY ANALYSIS

FOR DATA PROCESSING USE ONLY

C-1

Department _____
Division _____

Capital Outlay Analysis: _____

(Name)

Program Description:

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	No. 971.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Form 11 Department's Mission Statement			Approval <i>James C. Ekstrom</i>

SB FORM 11

OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS
1983-1985 BIENNIAL
DEPARTMENT'S MISSION STATEMENT

FOR DATA PROCESSING USE ONLY

--	--

Department Name _____	Code 1981
Department Head, Title _____	
Statutory Authority - Chapter _____	
Department's Mission Statement:	

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix	No. 972.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Form 12 Budget Unit's Stated Goals			Approval <i>James Chalstrom</i>

SB FORM 12

OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS
1983 - 1985 BIENNIAL
BUDGET UNIT'S STATED GOALS

FOR DATA PROCESSING USE ONLY
A-1

Department _____
Division _____

Operations Analysis _____
(Division or Department)

Budget Unit's Stated Goals:

--

Section Appendix	No. 973.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Form 13 Program Descriptions Decision Package Identification			Approval <i>James Chalstrom</i>

Program Description:

[illegible]

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	No. 981.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 1.- Priority Ranking Schedule			Approval <i>James Chelstrom</i>

SB Schedule 1 shows the base plus the adjustments and decision packages listed in priority order. The decision package description, total expenditures, total general fund appropriation, and total other appropriation type are shown for each decision package. The total resources and expenditures detail is illustrated on SB Schedule 3.

Any two DP columns as shown on SB Table XI can be printed on SB Schedule 1 on the Department Wide, Budget Unit, and Program level.

SB Schedule 1 is useful as an overview of the departmental, budget unit, and program request priorities. SB Schedule 1 can be printed prior to assigning priority ranks to decision packages to any level above the cost center. The schedule will print the decision packages in cost center numerical sequence by cost center priority. The program manager can then review the decision packages and assign priorities.

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section Appendix	No. 981.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 1 - Priority Ranking Schedule			
Approval <i>James Chatham</i>			

HEALTH DEPARTMENT.

STATE OF IOWA
OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS FOR 1983-1985 BIENNium
PANKING SCHEDULE-DEPARTMENT WIDE

(RANKING SCHEDULE-DEPARTMENT WIDE)
SB SCHEDULE 1 DW
DATE 04/29/82
PAGE 1

RANK NAME AND INCREMENT	DEPARTMENT REQUEST FY 1983-84			DEPARTMENT REQUEST FY 1984-85		
	EXPENDITURES	FTE	APPROPRIATION	EXPENDITURES	FTE	APPROPRIATION
BASE ADJUSTMENT TO BASE	\$ 21,935,417	320.37	\$ 5,307,088	\$ 22,263,926	320.37	\$ 5,524,865
001 LICENSING & CERTIFICATION BOARDS - EXPENSES ESTABLISH INVESTIGATOR AND SECRETARY TO PROVIDE REQUIRED LEVEL OF ADMINISTRATIVE AND CLERICAL SUPPORT AND OTHER DENATAL BOARD RELATED EXPENSES.				61,730	2.00	61,730
003 LICENSING & CERTIFICATION BOARDS - EXPENSES INCREASE ADMINISTRATIVE SUPPORT OF THE PHYSICAL THERAPY BOARD TO PROVIDE GREATER EFFECTIVENESS IN DISCHARGE OF THE BOARD'S RESPONSIBILITIES.	6,500		6,500	5,000		5,000
004 LICENSING & CERTIFICATION BOARDS - EXPENSES INCREASE THE LEVEL OF ADMIN. SUPPORT EXPENDITURES TO PROVIDE GREATER EFFECTIVENESS IN DISCHARGE OF THE BOARD OF FUNERAL DIRECTORS RESPONSIBILITIES.	4,200		4,200	4,200		4,200
005 LICENSING & CERTIFICATION BOARDS - EXPENSES INCREASE LEVEL OF SUPPORT TO OFFSET HIGHER EXAMINATION EXPENSE.	750		750	1,500		1,500
006 LICENSING & CERTIFICATION BOARDS - EXPENSES ADD TO CURRENT LEVEL OF ADMINISTRATIVE SUPPORT TO ALLOW PROCESSING OF COMPLAINTS, APPLICATIONS, AND GREATER BOARD OF PSYCHOLOGY EXAMINERS ACTIVITIES.	2,500		2,500	4,000		4,000
TOTAL	ESTIMATED FY 1982-83 \$ 21,949,367	320.37	\$ 5,321,038	\$ 22,340,356	322.37	\$ 5,601,295

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	No. 982.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 2 - Summary			Approval <i>James Chalstrom</i>

SB Schedule 2 shows the detail of the base plus the programs listed individually when ordered at the Budget Unit level or displays the detail of the base plus the individual cost center detail when ordered at the program level.

SB Schedule 2 will show the detail for one column per request. Those columns available are illustrated on SB Table XI.

SB Schedule 2 does not provide a comparison of year to year expenditures, but does provide detail of support items in each cost center or program and exhibits the allocation of resources between programs and cost centers to aid the program manager in decision making. Personal services are a line item expenditure on this schedule and are not shown in detail.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section Appendix	No. 982.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 2 - Budget Summary			Approval <i>James C. Halstrom</i>

(BUDGET UNIT SUMMARY BY PROGRAM)
DATE 04/29/82
PAGE 2

OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS FOR 1983-1985 BIENNIAL
BUDGET UNIT SUMMARY BY PROGRAM
DEPARTMENT REQUEST FY 1983-84

ATTORNEY GENERAL
GENERAL OFFICE
1-82-0-030-001

	ADMIN (1000)	CRIM DIV (3000)	CIVIL DIV (5000)	ST DEPT REIM (7000)	TOTAL BUDGET UNIT
RESOURCES					
GENERAL FUND - REGULAR	\$ 327,336	\$ 602,760	\$ 1,051,324		\$ 2,111,722
GENERAL FUND - SALARY ADJ.	21,506		45,308		188,580
FEDERAL AID		70,000			70,000
REFUNDS AND REIMBURSEMENTS				\$ 387,771	387,771
INTRA FUND TRANSFER				188,863	188,863
INTER FUND TRANSFER				548,626	548,626
TOTAL RESOURCES AVAILABLE	\$ 348,914	\$ 672,760	\$ 1,156,632	\$ 1,125,260	\$ 3,303,566
FTE POSITIONS	8.83	31.00	42.00	40.00	121.83
DISPOSITION OF RESOURCES					
EXPENDITURES					
SALARIES AND WAGES	\$ 263,454	\$ 450,212	\$ 1,059,622	\$ 1,076,455	\$ 3,249,743
TRAVEL	1,500	2,000	2,000	2,000	7,500
AIRPLANE EXPENSE			11,000		11,000
OFFICE SUPPLIES AND EXPENS	1,500	2,000	2,000	2,000	7,500
POSTAGE	1,500	2,000	2,000	2,000	7,500
MAINTENANCE	1,500	2,000	2,000	2,000	7,500
BOOKS AND PERIODICALS	1,500	2,000	2,000	2,000	7,500
PRINTING AND BINDING	1,500	2,000	2,000	2,000	7,500
TELEPHONE AND TELEGRAPH	1,500	2,000	2,000	2,000	7,500
OFFICE RENTAL	1,500	2,000	2,000	2,000	7,500
EQUIPMENT RENTAL	1,500	2,000	2,000	2,000	7,500
EQUIPMENT	1,500	2,000	2,000	2,000	7,500
INSURANCE	1,500	2,000	2,000	2,000	7,500
COURT COSTS	1,500	2,000	2,000	2,000	7,500
OUTSIDE COUNSEL	1,500	2,000	2,000	2,000	7,500
TOTAL DISP. OF RESOURCES	\$ 348,914	\$ 672,760	\$ 1,156,632	\$ 1,125,260	\$ 3,303,566

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	No. 983.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 3 - Base and Decision Package Detail			Approval <i>James Chelstrom</i>

SB Schedule 3 shows the detail of the base plus the decision package detail for one year of the biennium per schedule and is available at the Budget Unit, Program, or Cost Center level. The resources and expenditures detail is illustrated for the DP column selected from SB Table XI.

SB Schedule 3 provides a detailed version of SB Schedule 1, but illustrates only one column per schedule rather than the two shown on SB Schedule I.

SB Schedule 3 is used to analyze the detail of each decision package and to determine whether accurate decision package narrative has been entered for each package request.

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section Appendix	No. 983.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject SB Schedule 3 - Base and Decision Package Detail			
Approval <i>J. Ernest Kalish</i>			

DEVELOPMENT COMMISSION
GENERAL OFFICE
1-82-6-135-001

STATE OF IOWA
OFFICE OF STATE COMPTROLLER
BUDGET WORKSHEETS FOR 1983-1985 BIENNIAL
BUDGET UNIT BASE AND DECISION PACKAGES
DEPARTMENT REQUEST FY 1984-85

(BUDGET UNIT BASE AND DECISION PACKAGES)
DATE 04/29/82
PAGE 7

ESTIMATED	BASE	ADJ. TO BASE	PRTY 0001 INTL OFFICE CC 4000-01	PRTY 0002 TRAVEL PROM. CC 4000-01	PRTY 0003 TRAVEL PROM. CC 4000-02	TOTAL
RESOURCES						
GENERAL FUND - REGULAR	\$ 2,285,725		\$ 95,615	\$ 100,000	\$ 11,000	\$ 2,492,340
GENERAL FUND - SALARY ADJ.	116,445					116,445
RECEIPTS						
REFUNDS AND REIMBURSEMENTS						
FEES, TAXES, LICENSES, OR	4,000					4,000
MISCELLANEOUS INCOME						
INTRA FUND TRANSFER						
REVERSION						
TOTAL RESOURCES AVAILABLE	\$ 2,406,170		\$ 95,615	\$ 100,000	\$ 11,000	\$ 2,612,785
FTE POSITIONS	59.00		1.00			60.00
DISPOSITION OF RESOURCES						
EXPENDITURES						
SALARIES AND WAGES	\$ 1,370,871		\$ 36,745			\$ 1,407,616
TRAVEL	171,885		14,000			185,885
OFFICE SUPPLIES AND EXPENS	207,001		8,804			215,805
POSTAGE						
ADVERTISING	80,708		21,000			101,708
PRODUCTS PROMOTION	72,000			\$ 100,000	\$ 11,000	183,000
PRINTING AND BINDING	171,464		3,400			174,864
TELEPHONE AND TELEGRAPH						
OFFICE RENTAL	88,712		1,425			90,137
AUTOS AND TRUCKS						
EQUIPMENT	7,241		2,000			9,241
BOARD MEMBERS PER DIEM AND	21,500					21,500
CONTRACTUAL SERVICES	21,500					21,500
MANUFACTURERS DIRECTORY	21,500					21,500
PROMOTIONAL EXPENSES	13,755		1,241			15,000
EXPORT AND FOREIGN PROMOTI	2,774					2,774
CURRENCY EXCHANGE						
RESEARCH						
ASSISTANCE						
SPECIAL PROMOTIONS	103,225		2,000			105,225
REGIONAL TOURISM DISTRICTS	31,500					31,500
4.5 PERCENT REDUCTION						
INTRA FUND TRANSFER						
STATE APPROPRIATION						
REVERSION						
TOTAL DISP. OF RESOURCES	\$ 2,406,170		\$ 95,615	\$ 100,000	\$ 11,000	\$ 2,612,785

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22
Page No.
1 of 5
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Change

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To change financial and personal services data relating to the Department's request for current biennium.

GENERAL INSTRUCTIONS:

- I. SB schedule 4CC - Part 2 is divided into five sections for data entry. They are:
 - A. Coding Information
 - B. Financial Data
 - C. Federal Funds
 - D. Personal Services
 - E. Priority Ranks
- II. SB Schedule 4CC Part - Part 2 should be completed in the following sequence:
 - A. Coding - Upper left
 - B. Information - Upper right
 - C. Federal Funds
 - D. Personal Services
 - E. Financial Data (Resources and Disposition of Resources).
 - F. Priority Ranks
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 4CC - Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. FTE - The limit in this field is six digits, four to the left of the decimal and two to the right i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	544.22
Page No.	2 of 5
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Change

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

GENERAL INSTRUCTIONS: (Continued)

B. AMOUNT - There are nine characters available in this field with a limit of 999,999,999.

IV. All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4CC - Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.

A. CATALOG - The limit in this field is five digits.

B. FFY - The limit in this field is two digits.

C. AMOUNT - There are nine characters available in this field with a limit of 999,999,999.

V. Entries need be made only for the items being changed.

INSTRUCTIONS:

I. Coding

A. ACC'T CODE - Enter the ten (10) digit Budget Unit number.

B. C.C. - Enter the four (4) digit Cost Center number.

C. LEVEL - Enter the two (2) digit Cost Center Priority Level for this Decision Package.

D. FIELD TYPE - Alternatives.

1. Decision Package - Enter DP.

2. Adjustment - Enter AJ.

E. Enter the four (4) character analyst identification of the analyst submitting the document.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	544.22
Page No.	3 of 5
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Change

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. PROGRAM - Enter the name of Program.
- D. COST CENTER - Enter the name of Cost Center.

III. Personal Services

- A. CLASS TITLE - Enter the name of the CLASS being changed.
This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five (5) digit Class Code of the position being changed.
- C. ACT - Enter 2 for Change for the first year.
- D. FTE - Enter the number of FTE for each CLASS to be changed in the first year of the biennium.
- E. AMOUNT - Enter in whole dollars the correct amount for each CLASS to be changed in the first year of the biennium.
- F. ACT - Enter 2 for Change for the second year.
- G. FTE - Enter the number of FTE for each CLASS to be changed in the second year of the biennium.
- H. AMOUNT - Enter in whole dollars the correct amount for each CLASS to be changed in the second year of the biennium.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.22
Page No.
4 of 5
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Change

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

IV. Federal Funds

- A. CATALOG - Enter the five (5) digit catalog number of the Federal Grant under which Federal Funds being changed are being received.
- B. FFY - Enter the Federal Fiscal Year from which the Federal Funds being changed are being received.
- C. ACT - Enter 2 for Change for the first year.
- D. AMOUNT - Enter the correct amount of Federal Funds to be received during the first year of the biennium.
- E. ACT - Enter 2 for Change for the second year.
- F. AMOUNT - Enter the correct amount of Federal Funds to be received during the second year of the biennium.

V. Financial Data

- A. TYPE - Enter the appropriate TYPE CODE (SB Table VI) for data being submitted.
- B. ALLOC. - Enter the appropriate allocation (SB Table VI) for data being submitted. This field must be completed for all Receipts, TYPE CODE 20, and Disbursements, TYPE CODE 66. When any other TYPE CODES are being used, this field should be left blank. If desired allocation is not on SB Table VI, contact your Budget Analyst in the Comptroller's Office.
- C. ACT - Enter 2 for Change for the first year.
- D. AMOUNT - Enter in whole dollars the correct amount for each TYPE changed for the first year of the biennium.
- E. ACT - Enter 2 for Change for the second year.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	544.22
Page No.	5 of 5
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Change

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

F. AMOUNT - Enter in whole dollars the correct amount for each TYPE being changed for the second year of the biennium.

VI. Priority Ranks (When Field Type DP is Used)

A. GROUP - Enter the proper Group for this Decision Package from the SB Table X - Group.

B. FY 84 (Make entry only if Priority Ranks are being changed)

1. DW - Enter the new four (4) digit number that is the Department Wide priority ranking for this Decision Package for the first year of the biennium.
2. BU - Enter the new four (4) digit number that is the Budget Unit priority ranking for this Decision Package for the first year of the biennium.
3. PROG - Enter the new four (4) digit number that is the Program priority ranking for this Decision Package for the first year of of the biennium.

C. FY 85 (Make entry only if Priority Ranks are being changed)

1. DW - Enter the new four (4) digit number that is the Department Wide priority ranking for this Decision Package for the second year of the biennium.
2. BU - Enter the new four (4) digit number that is the Budget Unit priority ranking for this Decision Package for the second year of the biennium.
3. PROG - Enter the new four (4) digit number that is the Program priority ranking for this Decision Package for the second year of the biennium.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.23

Page No.

1 of 4

Effective/Revision Date

4/30/82

Approval

James Chalmers

DOCUMENT TITLE: Decision Package - Part 2 - Delete

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To delete financial and personal services data relating to the Department's request for the current biennium.

GENERAL INSTRUCTIONS:

- I. SB schedule 4CC - Part 2 is divided into five sections for data entry. They are:
 - A. Coding Information
 - B. Financial Data
 - C. Federal Funds
 - D. Personal Services
 - E. Priority Ranks
- II. SB Schedule 4CC - Part 2 should be completed in the following sequence:
 - A. Coding - Upper left.
 - B. Information - Upper right.
 - C. Federal Funds
 - D. Personal Services
 - E. Financial Data (Resources and Disposition of Resources)
 - F. Priority Ranks

INSTRUCTIONS:

- I. Coding
 - A. ACC'T CODE - Enter the ten (10) digit Budget Unit number.
 - B. C.C. - Enter the four (4) digit Cost Center number.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	544.23
Page No.	2 of 4
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Delete

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- C. LEVEL - Enter the two (2) digit Cost Center priority level for this Decision Package.
- D. FIELD TYPE - Alternative
 - 1. Decision Package - Enter DP.
 - 2. Adjustment - Enter AJ.
- E. Enter the four (4) character analyst identification of the analyst submitting the document.

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. PROGRAM - Enter the name of Program.
- D. COST CENTER - Enter the name of Cost Center.

III. Personal Services

- A. CLASS TITLE - Enter the name of the CLASS being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five (5) digit Class Code of the position being deleted.
- C. ACT - Enter 2 for Change for the first year.
- D. FTE - Enter zeros for the CLASS being deleted.
- E. AMOUNT - Enter zeros for the CLASS being deleted.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.23
Page No.
3 of 4
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Delete

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- F. ACT - Enter 2 for Change for the second year.
- G. FTE - Enter zeros for the CLASS being deleted.
- H. AMOUNT - Enter zeros for the CLASS being deleted.

IV. Federal Funds

- A. CATALOG - Enter the catalog number of Federal Funds being deleted.
- B. FFY - Enter the Federal Fiscal Year of the Federal Funds being deleted.
- C. ACT - Enter 2 for change if the Federal Funds are being deleted during the first year of the biennium.
- D. AMOUNT - Enter zeros for the CATALOG and FFY being deleted during the first year of the biennium.
- E. ACT - Enter 2 for Change if the Federal Funds are being deleted during the second year of the biennium.
- F. AMOUNT - Enter zeros for the CATALOG and FFY being deleted during the second year of the biennium.

V. Financial Data

- A. TYPE - Enter the appropriate type code (SB Table VI) for data being deleted.
- B. ALLOC. - Enter the appropriate allocation (SB Table VI) for data being submitted. This field must be completed for all Receipts, TYPE CODE 20, and Disbursement, TYPE CODE 66. When any other TYPE CODES are being used, this field should be left blank. If desired allocation is not on SB Table VI, contact your Budget Analyst in the Comptroller's office.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
544.23
Page No.
4 of 4
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Delete

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- C. ACT - Enter 2 for Change for the first year.
- D. AMOUNT - Enter zeros for the TYPE being deleted.
- E. ACT - Enter 2 for Change for the second year.
- F. AMOUNT - Enter zeros for the TYPE being deleted.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.40

Page No.

1 of 3

Effective/Revision Date

4/30/82

Approval

James Chalstrom

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4CC - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To provide supporting data for the cost of utilities and motor fuel

GENERAL INSTRUCTIONS:

- I. SB Schedule 4CC - Part 4 - Utilities and Motor Fuel Supplement is divided into three parts:
 - A. Coding
 - B. Section A - Utilities
 - C. Section B - Motor Fuel
- II. SB Schedule 4CC - Part 4 should be completed in the following sequence:
 - A. Coding in the upper left corner
 - B. Section A - Utilities
 - C. Section B - Motor Fuels
- III. Information should be entered for each specific utility and motor fuel listed. Enter on the line titled "Other" the amount of all other items charged to the allocation so the total will tie in to an amount on the SB Schedule 4CC - Part 2.
- IV. It is not necessary to prepare a separate SB Schedule 4CC - Part 4 for each cost center. All of the information for a Budget Unit may be entered in one cost center within the Budget Unit. If there is more than one Budget Unit within a department, a separate SB Schedule 4CC - Part 4 must be prepared for each Budget Unit expending funds for utilities or motor fuels.

INSTRUCTIONS:

- I. Form Identification (Upper Left Corner)
 - A. Department - Enter the name of the Department.
 - B. Division - Enter the name of the Division.

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BUDGET DIVISION

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4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4CC - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

C. Program Name - Enter the name of the Program.

D. Account No. - Enter the ten (10) digit number of the Budget Unit.

II. Section A - Utilities

A. Units

1. FY 84 Units Requested - Enter in thousands the number of BTU's requested on this Decision Package for the year for each type of fuel listed. For electricity, use kilowatt hour.
2. FY 85 Units Requested - Enter in thousands the number of BTU's requested for the year for each type of fuel listed. For electricity, use kilowatt hours.

B. Price

1. FY 84 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each utility used. This should be the same as included in the base for the year as shown on SB Schedule 5 - Part 4.
2. FY 85 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each utility used. This should be the same as included in the base for the year as shown on SB Schedule 5 - Part 4.

C. Total Cost

1. FY 84 Request - Enter the total amount for each utility requested on this Decision Package for the year.
2. FY 85 Request - Enter the total amount for each utility requested on this Decision Package for the year.

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4/30/82

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James Chalstrom

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4CC - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

III. Section B - Motor Fuels

A. Units

1. FY 84 Units Requested - Enter in thousands the number of units requested for this Decision Package for the year for each type of motor fuel listed.
2. FY 85 Units Requested - Enter in thousands the number of units requested for this Decision Package for the year for each type of motor fuel listed.

B. Price

1. FY 84 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each motor fuel used. This should be the same as included in the base for the year as shown on SB Schedule 5 - Part 4.
2. FY 85 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each motor fuel used. This should be the same as included in the base for the year as shown on SB Schedule 5 - Part 4.

C. Total Cost

1. FY 84 Request - Enter the total amount for each type of motor fuel requested on this Decision Package for the year.
2. FY 85 Request - Enter the total amount for each type of motor fuel requested on this Decision Package for the year.

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4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center **NO. OF COPIES PER SET:** one (1)

PURPOSE: To enter the Adjusted Budget as prepared by the Departments for the second year of the biennium and the Base Budgets for the Budget Request.

GENERAL INSTRUCTIONS:

- I. SB Schedule 5CC is divided into four sections for data entry. They are:
 - A. Coding Information
 - B. Part I - Financial Data
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
- II. SB Schedule 5CC should be completed in the following sequence:
 - A. Coding Information
 - B. Information - Upper Right
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
 - E. Part I - Financial Data
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 5CC. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. FTE - The limit in this field is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.
 - B. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.

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Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center **NO. OF COPIES PER SET:** one (1)

GENERAL INSTRUCTIONS: (Continued)

- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 5CC. The total will be carried forward by the computer to the Financial Data portion of the schedule.
- A. Catalog - The limit in this field is five digits.
 - B. FFY - The limit in this field is two digits.
 - C. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.

INSTRUCTIONS:

I. Coding

- A. The ten (10) digit Budget Unit account number will be preprinted.
- B. The four (4) digit Cost Center number will be preprinted.
- C. The two (2) alpha Field Type (BB) will be preprinted.
- D. Enter the four (4) character Analyst identification in the blank space.

II. Federal Funds

- A. Description - Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- B. Catalog - The catalog number will be preprinted.
- C. FFY - The Federal Fiscal Year will be preprinted.
- D. ACT - Enter 2 for Change.
- E. ACTUAL FY 82 BB-1 - The actual amount for the Catalog and FFY will be preprinted.

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<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center **NO. OF COPIES PER SET:** one (1)

INSTRUCTIONS: (Continued)

- F. BUDGET FY 82 BB-2 - The Budget for the Catalog and the FFY will be preprinted.
- G. BUDGET FY 83 BB-3 - The Budget for the Catalog and the FFY will be preprinted.
- H. ADJ. BUDGET FY 83 BB-4 - Enter the amount of Federal Funds estimated to be received during FY 83 for each Catalog and FFY.
- I. BASE BUDGET FY 84 BB-5 - Enter the amount of Federal Funds estimated to be included on the Base for FY 84 for each Catalog and FFY.
- J. BASE BUDGET FFY 85 BB-6 - Enter the amount of Federal Funds estimated to be included in the Base for FY 85 for each Catalog and FFY.

III. Personal Services

- A. Class Title - Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five (5) digit Class Code of the position being entered.
- C. 1981-1982 ACTUAL BB-1 - The ACTUAL FTE and AMOUNT by CLASS total will be preprinted.
- D. 1981-1982 BUDGET BB-2 - The BUDGET FTE and AMOUNT by CLASS total will be preprinted.
- E. 1982-1983 BUDGET BB-3 - The BUDGET FTE and AMOUNT by CLASS total will be preprinted.
- F. FTE BB-4 - Enter the total FTE for each CLASS to be funded during FY 83.
- G. AMOUNT BB-4 - Enter in whole dollars the cost of the FTE BB-4 for the CLASS.

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<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (Continued)

- H. FTE BB-5 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 84.
- I. AMOUNT BB-5 - Enter in whole dollars the cost of the FTE BB-5 for the CLASS.
- J. FTE BB-6 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 85.
- K. AMOUNT BB-6 - Enter in whole dollars the cost of the FTE BB-6 for the CLASS.

IV. Financial Data

- A. TYPE - Preprinted
- B. ALLOC - Preprinted
- C. ACT - Preprinted - 2 (change)
- D. ACTUAL - FY 82 BB-1 - Preprinted
- E. BUDGET - FY 82 BB-2 - Preprinted
- F. BUDGET - FY 83 BB-3 - Preprinted
- G. ADJUST BUDGET FY 83 BB-4 - Printed by computer
- H. BASE BUDGET FY 84 BB-5 - Printed by computer
- I. BASE BUDGET FY 85 BB-5 - Printed by computer

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DOCUMENT TITLE: Cost Center Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center **NO. OF COPIES PER SET:** one (1)

PURPOSE: To add Federal Funds, Personal Services and Financial data to the first six columns in the Budget System which are:

BB-1	ACTUAL - FY 82
BB-2	BUDGET - FY 82
BB-3	BUDGET - FY 83
BB-4	ADJ. BUDGET - FY 83
BB-5	BASE BUDGET - FY 84
BB-6	BASE BUDGET - FY 85

GENERAL INSTRUCTIONS:

- I. SB Schedule 5CC is divided into four sections for data entry. They are:
 - A. Coding Information
 - B. Part I - Financial Data
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
- II. SB Schedule 5CC should be completed in the following sequence:
 - A. Coding Information
 - B. Information - Upper Right
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
 - E. Part I - Financial Data
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 5CC. The total will be carried forward by the computer to the Financial Data portion.
 - A. FTE - The limit in this field is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

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James Chalstrom

DOCUMENT TITLE: Cost Center Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center NO. OF COPIES PER SET: one (1)

GENERAL INSTRUCTIONS (continued)

- B. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 5CC. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. Catalog - The limit in this field is five digits.
 - B. FFY - The limit in this field is two digits.
 - C. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.

INSTRUCTIONS:

I. Coding

- A. Acc't Code - Enter the ten (10) digit Budget Unit number.
- B. C.C. - Enter the four (4) digit Cost Center number.
- C. Level - Leave this space blank.
- D. Field Type - BB preprinted.
- E. Enter the four (4) character analyst identification of the analyst submitting the document.

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. PROGRAM - Enter the name of Program.
- D. COST CENTER - Enter the name of Cost Center.

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<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center NO. OF COPIES PER SET: one (1)

INSTRUCTIONS:

III. Part II - Federal Funds

- A. Description - Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- B. Catalog - Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
- C. FFY - Enter the two (2) digit Federal Fiscal Year form which the Federal Funds are being received.
- D. ACT - Enter 1 for Add.
- E. ACTUAL FY 82 BB-1 - Do not use this column.
- F. BUDGET FY 82 BB-2 - Do not use this column.
- G. BUDGET FY 83 BB-3 - Do not use this column.
- H. ADJ. BUDGET FY 83 BB-4 - Enter the amount of Federal Funds estimated to be received during FY 83 for each catalog number and FFY.
- I. BASE BUDGET FY 84 BB-5 - Enter the amount of Federal Funds estimated to be included in the Base for FY 84 for each catalog and FFY.
- J. BASE BUDGET FY 85 BB-6 - Enter the amount of Federal Funds estimated to be included in the Base for FY 85 for each catalog and FFY.

IV. Part III - Personal Services

- A. Class Title - Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five (5) digit Class Code for the position being added.

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4/30/82

Approval

James Chelstrom

DOCUMENT TITLE: Cost Center Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center **NO. OF COPIES PER SET:** one (1)

INSTRUCTIONS: (continued)

- C. ACT - Enter 1 for Add.
- D. FTE BB-1 - Do not use this column.
- E. AMOUNT BB-1 - Do not use this column.
- F. FTE BB-2 - Enter the FTE that has been budgeted and funded by CLASS for FY 82.
- G. AMOUNT BB-2 - Enter in whole dollars the AMOUNT that has been appropriated for FY 82 for the CLASS.
- H. FTE BB-3 - Enter the FTE that has been budgeted and funded by CLASS for FY 83.
- I. AMOUNT BB-3 - Enter in whole dollars the AMOUNT that has been appropriated for FY 83 for the CLASS.
- J. FTE BB-4 - Enter the total FTE for each CLASS to be funded during FY 83.
- K. AMOUNT BB-4 - Enter in whole dollars the cost of the FTE for the CLASS.
- L. FTE BB-5 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 84.
- M. AMOUNT BB-5 - Enter in whole dollars the cost of the FTE BB-5 for the CLASS.
- N. FTE BB-6 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 85.
- O. AMOUNT BB-6 - Enter in whole dollars the cost of the FTE BB-6 for the CLASS.

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James Chalstrom

DOCUMENT TITLE: Cost Center Budget Base Computation - Add

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per Cost Center **NO. OF COPIES PER SET:** one (1)

INSTRUCTIONS: (continued)

V. Part I - Financial Data

- A. TYPE - Enter the appropriate TYPE CODE (SB Table VI) for data being submitted.
- B. ALLOC. - Enter the appropriate ALLOC (SB Table VI) for data being submitted. This field must be completed for all Receipts, TYPE CODE 20, and Disbursements, TYPE CODE 66. When any other TYPE CODES are being used, this field should be left blank. If desired allocation is not on SB Table VI, contact your Budget Analyst in the Comptroller's office.
- C. ACT - Enter 1 for Add.
- D. ACTUAL FY 82 BB-1 - Do not use this column.
- E. BUDGET FY 82 BB-2 - Enter in whole dollars the AMOUNT that has been appropriated by TYPE and/or ALLOC for FY 82.
- F. BUDGET FY 83 BB-3 - Enter in whole dollars the AMOUNT that has been appropriated by TYPE and/or ALLOC for FY 83.
- G. ADJ. BUDGET FY 83 BB-4 - Enter in whole dollars the correct adjusted BUDGET for FY 83 as determined by the Departments for each line of data.
- H. BASE BUDGET FY 84 BB-5 - Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 84 for each line of data.
- I. BASE BUDGET FY 85 BB-6 - Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 85 for each line of data.

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James Chalstrom

DOCUMENT TITLE: Cost Center Budget Base Computation - Change

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

PURPOSE: To change Federal Funds, Personal Services and Financial data in the first six columns in the Budget System which are:

BB-1	ACTUAL - FY 82
BB-2	BUDGET - FY 82
BB-3	BUDGET - FY 83
BB-4	ADJ. BUDGET - FY 83
BB-5	BASE BUDGET - FY 84
BB-6	BASE BUDGET - FY 85

GENERAL INSTRUCTIONS:

- I. SB Schedule 5CC is divided into three sections for data entry. They are:
 - A. Coding Information
 - B. Part I - Financial Data
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
- II. SB Schedule 5CC should be completed in the following sequence:
 - A. Coding Information
 - B. Information - Upper Right
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
 - E. Part I - Financial Data
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 5CC. The total will be brought forward by the computer to the Financial Data portion.
 - A. FTE - The limit in this field is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

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<i>James Chelstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Change

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

GENERAL INSTRUCTIONS: (continued)

- B. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 5CC. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. Catalog - The limit in this field is five digits.
 - B. FFY - The limit in this field is two digits.
 - C. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.

INSTRUCTIONS:

I. Coding

- A. Acc't Code - Enter the ten (10) digit Budget Unit number.
- B. C.C. - Enter the four (4) digit Cost Center number.
- C. Level - Leave this space blank.
- D. Field Type - BB preprinted.
- E. Enter the four (4) character analyst identification of the analyst submitting the document.

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of the Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. PROGRAM - Enter the name of Program.
- D. COST CENTER - Enter the name of Cost Center.

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James Chalstrom

DOCUMENT TITLE: Cost Center Budget Base Computation - Change

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

III. Part II - Federal Funds

- A. Description - Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- B. Catalog - Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
- C. FFY - Enter the two (2) digit Federal Fiscal Year from which the Federal Funds are being received.
- D. ACT - Enter 2 for Change.
- E. ACTUAL FY 82 BB-1 - Do not use this column.
- F. BUDGET FY 82 BB-2 - Do not use this column.
- G. BUDGET FY 83 BB-3 - Do not use this column.
- H. ADJ. BUDGET FY 83 BB-4 - Enter the amount of Federal Funds estimated to be received during FY 83 for each catalog number and FFY.
- I. BASE BUDGET FY 84 BB-5 - Enter the amount of Federal Funds estimated to be included in the Base for FY 84 for each catalog and FFY.
- J. BASE BUDGET FY 85 BB-6 - Enter the amount of Federal Funds estimated to be included in the Base for FY 85 for each catalog and FFY.

IV. Part III - Personal Services

- A. Class Title - Enter the name of the class being used. This is for information only and is not entered into the computer from this
- B. CLASS - Enter the five (5) digit Class Code of the position being changed.

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Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Change

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

- C. ACT - Enter 2 for Change.
- D. FTE BB-1 - Enter the correct ACTUAL FTE for the CLASS for FY 82.
- E. AMOUNT BB-1 - Enter in whole dollars the correct AMOUNT for the FTE BB-1 for FY 82.
- F. FTE BB-2 - Enter the correct BUDGET FTE for the CLASS for FY 82.
- G. AMOUNT BB-2 - Enter in whole dollars the AMOUNT for the FTE BB-2 for FY 82.
- H. FTE BB-3 - Enter the correct BUDGET FTE for the CLASS for FY 83.
- I. AMOUNT BB-3 - Enter in whole dollars the correct AMOUNT for the FTE BB-3 for FY 83.
- J. FTE BB-4 - Enter the correct total FTE for each CLASS to be funded FY 83.
- K. AMOUNT BB-4 - Enter in whole dollars the cost of the FTE BB-4 for FY 83.
- L. FTE BB-5 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 84.
- M. AMOUNT BB-5 - Enter in whole dollars the cost of the FTE BB-5 for the CLASS.
- N. FTE BB-6 - Enter the correct total FTE for each CLASS to be funded in the BASE BUDGET for FY 85.
- O. AMOUNT BB-6 - Enter in whole dollars the cost of the FTE for the CLASS.

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<i>James Chabstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Change

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: one (1)

INSTRUCTIONS: (continued)

V. Part I - Financial Data

- A. TYPE - Enter the appropriate TYPE CODE (SB Table VI) for data being submitted.
- B. ALLOC. - Enter the appropriate ALLOC (SB Table VI) for data being submitted. This field must be completed for all Receipts, TYPE CODE 20, and Disbursements, TYPE CODE 66. When any other TYPE CODES are being used, this field should be left blank. If desired allocation is not on SB Table VI, contact your Budget Analyst in the Comptroller's office.
- C. ACT - Enter 2 for Change.
- D. ACTUAL FY 82 BB-1 - Enter in whole dollars the correct ACTUAL for each TYPE and/or ALLOC for FY 82.
- E. BUDGET FY 82 BB-2 - Enter in whole dollars the correct AMOUNT that has been appropriated by TYPE and/or ALLOC for FY 82.
- F. BUDGET FY 83 BB-3 - Enter in whole dollars the correct AMOUNT that has been appropriated by TYPE and/or ALLOC for FY 83.
- G. ADJ. BUDGET FY 83 BB-4 - Enter in whole dollars the correct adjusted BUDGET for FY 83 as determined by the Departments for each line of data.
- H. BASE BUDGET FY 84 BB-5 - Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 84 for each line of data.
- I. BASE BUDGET FY 85 BB-6 - Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 85 for each line of data.

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Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Delete

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per cost center NO. OF COPIES PER SET: one (1)

PURPOSE: To delete Federal Funds, Personal Services and Financial data from the first six columns in the Budget System which are:

BB-1	ACTUAL - FY 82
BB-2	BUDGET - FY 82
BB-3	BUDGET - FY 83
BB-4	ADJ. BUDGET - FY 83
BB-5	BASE BUDGET - FY 84
BB-6	BASE BUDGET - FY 85

GENERAL INSTRUCTIONS:

- I. SB Schedule 5CC is divided into four sections for data entry. They are:
 - A. Coding Information
 - B. Part I - Financial Data
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
- II. SB Schedule 5CC should be completed in the following sequence:
 - A. Coding Information
 - B. Information - Upper Right
 - C. Part II - Federal Funds
 - D. Part III - Personal Services
 - E. Part I - Financial Data
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 5CC. The total will be brought forward by the computer to the Financial Data portion.
 - A. FTE - The limit in this field is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	545.40
Page No.	2 of 4
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Delete

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per cost center NO. OF COPIES PER SET: one (1)

GENERAL INSTRUCTIONS: (continued)

- B. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 5CC. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. Catalog - The limit in this field is five digits.
 - B. FFY - The limit in this field is two digits.
 - C. AMOUNT - There are nine (9) characters available in this field with a limit of 999,999,999.

INSTRUCTIONS:

I. Coding

- A. Acc't Code - Enter the ten (10) digit Budget Unit number.
- B. C.C. - Enter the four (4) digit Cost Center number.
- C. Level - Leave this space blank.
- D. Field Type - BB preprinted.
- E. Enter the four (4) character analyst identification of the analyst submitting the document.

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. PROGRAM - Enter the name of Program.
- D. COST CENTER - Enter the name of Cost Center.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

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Budget Worksheets

Instr. No.
545.40
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Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Delete

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per cost center **NO. OF COPIES PER SET:** one (1)

INSTRUCTIONS: (continued)

III. Part II - Federal Funds

- A. Description - Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- B. Catalog - Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
- C. FFY - Enter the two (2) digit Federal Fiscal Year from which the federal funds are being received.
- D. ACT - Enter 2 for Change.
- E. ACTUAL FY 82 BB-1 - Do not use this column.
- F. BUDGET FY 82 BB-2 - Do not use this column.
- G. BUDGET FY 83 BB-3 - Do not use this column.
- H. ADJ. BUDGET FY 83 BB-4 - Enter zeros for the catalog and FFY to be deleted.
- I. BASE BUDGET FY 84 BB-5 - Enter zeros for the catalog and FFY to be deleted.
- J. BASE BUDGET FY 85 BB-6 - Enter zeros for the catalog and FFY to be deleted.

IV. Part III - Personal Services

- A. Class Title - Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five (5) digit Class Code of the position being deleted.

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BUDGET DIVISION

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Budget Worksheets

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4/30/82
Approval
<i>James Chelstrom</i>

DOCUMENT TITLE: Cost Center Budget Base Computation - Delete

DOCUMENT NO: SB Schedule 5CC

NO. OF SETS SUBMITTED: one per cost center **NO. OF COPIES PER SET:** one (1)

INSTRUCTIONS: (continued)

C. ACT - Enter 2 for Change.

D. Enter zeros only in the columns from which data is to be deleted for the CLASS. Make no entry in the columns for which the data will remain.

V. Part I - Financial Data

A. TYPE - Enter the appropriate TYPE CODE (SB Table VI) for data being submitted.

B. ALLOC. - Enter the appropriate ALLOC (SB Table VI) for data being submitted. This field must be completed for all Receipts, TYPE CODE 20, and Disbursements, TYPE CODE 66. When any other TYPE CODES are being used, this field should be left blank. If desired allocation is not on SB Table VI, contact your Budget Analyst in the Comptroller's office.

C. ACT - Enter 2 for Change.

D. Enter zeros only in the columns from which data is to be deleted. Make no entry in the columns for which the data will remain.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	545.50
Page No.	1 of 5
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To provide supporting data for the cost of utilities and motor fuel

GENERAL INSTRUCTIONS:

- I. SB Schedule 5 - Part 4 - Utilities and Motor Fuel Supplement is divided into three parts:
 - A. Coding
 - B. Section A - Utilities
 - C. Section B - Motor Fuel
- II. SB Schedule 5 - Part 4 should be completed in the following sequence:
 - A. Coding in the upper left corner
 - B. Section A - Utilities
 - C. Section B - Motor Fuels
- III. Information should be entered for each specific utility and motor fuel listed. Enter on the line titled "Other" the amount of all other items charged to the allocation so the total will tie in to an amount on the SB Schedule 5CC.
- IV. It is not necessary to prepare a separate SB Schedule 5 - Part 4 for each cost center. All of the information for a Budget Unit may be entered in one cost center within the Budget Unit. If there is more than one Budget Unit within a department, a separate SB Schedule 5 - Part 4 must be prepared for each Budget Unit expending funds for utilities or motor fuels.

INSTRUCTIONS:

- I. Form Identification (Upper Left Corner)
 - A. Department - Enter the name of the Department.
 - B. Division - Enter the name of the Division.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

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Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

C. Program Name - Enter the name of the Program

D. Account No. - Enter the ten (10) digit number of the Budget Unit

II. Section A - Utilities

A. Units

1. FY 82 Actual Units Consumed - Enter in thousands the actual number of BTU's consumed during the year for each type of fuel listed. For electricity, use kilowatt hour.
2. FY 83 Budgeted Units - Enter in thousands the number of BTU's budgeted for the year for each type of fuel listed. For electricity, use kilowatt hour.
3. FY 83 Estimated Units Consumed - Enter in thousands the number of BTU's estimated to be consumed during the year for each type of fuel listed. For electricity, use kilowatt hour.
4. FY 84 Units Requested - Enter in thousands the number of BTU's included in the Base for the year for each type of fuel listed. for electricity, use kilowatt hour.
5. FY 85 Units Requested - Enter in thousands the number of BTU's included in the Base for the year for each type of fuel listed. For electricity, use kilowatt hour.

B. Price

1. FY 82 Actual Average Unit Price - Enter the actual average unit price paid during the year for utility used.
2. FY 83 Budgeted Average Unit Price - Enter the budgeted unit price for the year for each utility used.

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BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

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Effective/Revision Date	4/30/82
Approval	<i>James Chelstrom</i>

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

3. FY 83 Estimated Average Unit Price - Enter the estimated average unit price to be paid during the year for each utility used.
4. FY 84 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each utility used.
5. FY 85 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each utility used.

C. Total Cost

1. FY 82 Actual Expenditures - Enter the actual amount spent during the year for each utility used. Estimate the total cost based on the total currently available.
2. FY 83 Budget - Enter the total amount for each utility used that was included in the budget for the year.
3. FY 83 Estimated Expenditures - Enter the total amount for each utility used that you currently estimate will be spent during the year.
4. FY 84 Request - Enter the total amount for each utility used that you included in the Base for the year.
5. FY 85 Request - Enter the total amount for each utility used that you included in the Base for the year.

III. Section B - Motor Fuel

A. Units

1. FY 82 Actual Units Consumed - Enter in thousands the actual number of units consumed during the year for each type of motor fuel listed.

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BUDGET DIVISION

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Budget Worksheets

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Approval	<i>James Chelstrom</i>

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

2. FY 83 Budgeted Units Consumed - Enter in thousands the number of units budgeted for the year for each type of motor fuel listed.
3. FY 83 Estimated Units Consumed - Enter in thousands the number of units estimated to be consumed during the year for each type of motor fuel listed.
4. FY 84 Units Requested - Enter in thousands the number of units requested in the Base for the year for each type of motor fuel listed.
5. FY 85 Units Requested - Enter in thousands the number of units requested in the Base for the year for each type of motor fuel listed.

B. Price

1. FY 82 Actual Average Unit Price - Enter the actual average unit price paid during the year for each motor fuel used.
2. FY 83 Budgeted Average Unit Price - Enter the budgeted unit price for the year for each motor fuel used.
3. FY 83 Estimated Average Unit Price - Enter the estimated average unit price to be paid during the year for each type of motor fuel used.
4. FY 84 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each motor fuel used.
5. FY 85 Requested Average Unit Price - Enter the requested unit price to be paid during the year for each motor fuel used.

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Page No.

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Effective/Revision Date

4/30/82

Approval

James Chalstrom

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 5 - Part 4

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

C. Total Cost

1. FY 82 Actual Expenditures - Enter the actual amount spent during the year for each type of motor fuel used. Estimate the total cost based on the total currently available.
2. FY 83 Budget - Enter the total amount for each type of motor fuel that was included in the budget for the year.
3. FY 83 Estimated Expenditures - Enter the total amount for each type of motor fuel that you currently estimate will be spent during the year.
4. FY 84 Request - Enter the total amount for each type of motor fuel that you are requesting in the Base for the year.
5. FY 85 Enter the total amount for each type of motor fuel that you are requesting in the Base for the year.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	548.10
Page No.	1 of 3
Effective/Revision Date	4/30/82
Approval	<i>James Chabstrom</i>

DOCUMENT TITLE: Position Cost Allocation Schedule - Preprinted

DOCUMENT NO: SB Schedule 8CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To adjust by position the Personal Services Detail on the Budget T.O. To list the positions the Departments will fund during the second year of the biennium for which funds have been appropriated. To list the positions the Departments will fund in the Base Budget for each year of the biennium.

GENERAL INSTRUCTIONS:

- I. SB Schedule 8CC will be preprinted by the computer for each Budget Unit having a separate ten digit account code after the payroll projections are run, and will include data in some fields. These fields will be mentioned at the appropriate time.
- II. The names in the upper left of SB Schedule 8CC will be preprinted.
- III. The name of each Cost Center will be preprinted on the document. Within each cost center, the information will be divided into two groups. They are:
 - A. Positions included in the spending plan by the department.
 - B. Positions not included in the spending plan by the department.

The positions in Group A will be listed first and totaled and then the positions in Group B will be listed and totaled. There will be a total for each Program within a Budget Unit and a grand total for the Budget Unit. The following information will appear in both Groups A and B.

- A. Class Name: The name of each class of positions on the Budget T.O. for each Cost Center.
- B. Employee Name: The last name of each employee in the class as of the date of the projection will print. If the position is vacant, the word "vacant" will appear. If the position is permanent part time or exempt part time, the letter PT will appear in front of the name.
- C. Class Total: The total FTE's and dollars for all positions in each class.
- D. Cost Center Total: The total FTE's and dollar for all classes in the Cost Center.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

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548.10

Page No.

2 of 3

Effective/Revision Date

4/30/82

Approval

James Christensen

DOCUMENT TITLE: Position Cost Allocation Schedule - Preprinted

DOCUMENT NO: SB Schedule 8CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

GENERAL INSTRUCTIONS: (continued)

- IV. PROJ. POS. - This field will be preprinted and show the number of positions being projected. The number will not be greater than one (1) because each position is listed separately, but could be less than one (1) if the position is split between more than one cost center or if the positions is part-time.
- V. FY 83 PROJECTED COST - This field will be preprinted showing the total projected cost of each position for FY 83. The cost includes fringe benefits as well as the base salary.
- VI. FY 84 PROJECTED COST - This field will be preprinted showing the total projected cost of each position for FY 84. The cost includes fringe benefits as well as the base salary.
- VII. FY 85 PROJECTED COST - This field will be preprinted showing the total projected cost of each position for FY 85. The cost includes fringe benefits as well as the base salary.
- VIII. SB Schedule 8CC utilizes two of the sections for data entry. They are:
 - A. Coding Information
 - B. Personal Services
- IX. SB Schedule 8CC should be completed in the following sequence:
 - A. Coding
 - B. Personal Services
- X. The limit in the FTE fields is six (6) digits, four (4) to the left of the decimal and two (2) to the right, i.e. 9999.99. The two (2) digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.
- XI. The limit in the AMOUNT fields in nine (9) digits, i.e. 999,999,999. The AMOUNT should always be entered in whole dollars.
- XII. The amounts that will be entered into the Budget System are the totals for each CLASS. It is imperative that the CLASS TOTAL line be completed for each CLASS.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

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Effective/Revision Date
4/30/82
Approval
<i>James Chelstrom</i>

DOCUMENT TITLE: Position Cost Allocation Schedule - Preprinted

DOCUMENT NO: SB Schedule 8CC

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS:

I. Coding

- A. The ten (10) digit Budget Unit account number will be preprinted.
- B. The four (4) digit Cost Center number will be preprinted.
- C. Level - Leave this space blank.
- D. The two (2) alpha Field Type (BB) will be preprinted.
- E. Enter the four (4) character Analyst identification in the blank

II. Personal Services

- A. FTE BB-4 - Enter the FTE submitted by the Departments by CLASS for the Adjusted Budget for the second year of the biennium.
- B. AMOUNT BB-4 - Enter in whole dollars the AMOUNT submitted by the Departments by CLASS for the Adjusted Budget for the second year.
- C. FTE BB-5 - Enter the FTE by CLASS to be funded in the BASE BUDGET for FY 84.
- D. AMOUNT BB-5 - Enter in whole dollars the cost of the positions entered under FTE BB-5 based on the FY 84 PROJECTED COST.
- E. FTE BB-6 - Enter the FTE by CLASS for the positions to be funded in the BASE BUDGET for FY 85.
- F. AMOUNT BB-6 - Enter in whole dollars the cost of the positions entered under FTE BB-6 based on the FY 85 PROJECTED COST.

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section APPENDIX	Instruction No. 931.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Budget Pricing Information - Printing			Approval <i>James Chalstrom</i>

- I. PAPER: Paper prices will probably remain fairly stable through the middle of 1983. Due to the present economy there is an ample supply of paper which will tend to hold prices at the current levels.
- II. STOCK COMPUTER PAPERS: This item has raised very little during the last year. Using the present system of 8 lines to the inch and a smaller sheet will probably result in little increase in these costs.
- III. BUSINESS MACHINE CARDS: Usage of this item is still declining. A cost increase of 6% per year can be anticipated.
- IV. PRINTING OF CUSTOM BUSINESS FORMS: Competition still holds the price down for these items. Specialty forms with little competition will show the greatest increase. A 6 or 7% increase will probably be maximum.
- V. CONVENTIONAL PRINTING: Increases during the last year have been less than 3%. Competition has created a buyers market and has held the prices down.
- VI. COPIERS: Increase for copier costs will be less than 3%.

Any specific questions concerning printing, paper and copier costs should be directed to the Printing Division of the Department of General Services.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section APPENDIX	Instruction No. 932.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject Budget Pricing Information - Office Equipment			Approval <i>James Chalstrom</i>

OFFICE EQUIPMENT PRICE LIST

<u>DESKS</u>	<u>COST</u>
Metal Executive, 60" x 30" dbl. pedestal w/center drawer	\$391.44
Metal Steno, 60" x 30" sgl. pedestal type w/32" x 19" typing unit	477.12
Wood Modern Style Executive, 72" x 36"	470.00
Wood Modern Style Steno, 60" x 30" w/30" x 18" return	420.00
<u>CONFERENCE TABLES</u>	
60" x 30" Metal Frame	224.40
72" x 36" Metal Frame	234.30
<u>CHAIRS</u>	
Executive Type, Swivel w/arms, metal base upholstered	198.95
Steno Type, metal base, upholstered	99.90
Metal Side Chairs, w/arms, upholstered	61.75
Metal Side Chairs w/o arms, upholstered	46.25
Wood Base Executive Chair, upholstered hi-back	323.20
One-Piece Plastic Seat & Back Side Chairs	22.95
<u>FILES - FULL SUSPENSION (LETTER)</u>	
Two Drawer, Lateral 30" wide	153.40
Four Drawer	271.04
Five Drawer	325.36
<u>FILES - FULL SUSPENSION (LEGAL)</u>	
Two Drawer, Lateral 30" wide	153.40
Four Drawer	271.04
Five Drawer	325.36
<u>BOOKCASE</u>	
36" wide x 42" high, 2 shelves	101.55

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section APPENDIX	Instruction No. 932.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject Budget Pricing Information - Office Equipment			Approval <i>James Charlstrom</i>

COAT RACKS

COST

16 Unit

\$125.00

DICTATING & TRANSCRIPTION EQUIPMENT

Tape Dictating Unit (Cassette)

479.00

Tape Transcription Unit (Cassette)

479.00

CALCULATORS & ADDING MACHINES

Electronic Calculator, Portable

30.00

Electronic Calculator, Desk Type, Memory;

Display Type

110.00

Printing Tape Type

159.20

TYPEWRITERS (WITHOUT TRADES)

Selectric, Ball Type 13.5" w/o dual pitch

760.50

Standard Type Bar Electric w/Regular Keyboard 13"

655.00

Correcting Selectric, Ball Type 13.5"

w/dual pitch

913.00

The above prices are current as of 1st quarter, 1982. If prices are needed on equipment not listed, contact the Central Purchasing Division of the Department of General Services.

These prices do not include the .012 administrative charge made by General Services.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section APPENDIX	Instruction No. 933.10	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Budget Pricing Information Vehicle Rates - Rental Rates			Approval <i>James Chabstrom</i>

Effective July 1, 1982, rental rates for Vehicle Dispatcher Division Pool Vehicles will be as follows:

Mini Compact (sedans)	- 13¢ per mile or minimum of \$6.50 per day
Sub Compact (sedans & wagons)	- 14¢ per mile or minimum of \$7.00 per day
Compact (sedans, wagons & pickups)	- 15¢ per mile or minimum of \$7.50 per day
Mid Size (sedans & wagons)	- 16¢ per mile or minimum of \$8.00 per day
Large Size (Diesel sedans & wagons)	- 16¢ per mile or minimum of \$8.00 per day
Large Size (Gas sedans, wagons & pickups)	- 17¢ per mile or minimum of \$8.50 per day
Vans (12 passenger)	- 25¢ per mile or minimum of \$12.50 per day
Vans (15 passenger)	- 27¢ per mile or minimum of \$13.50 per day

The minimum charge is applicable only if the vehicle is not driven an average of 50 miles per day. For example, if a sub compact car is rented for ten days and not driven an average of 50 miles per day ($50 \times 10 \times 14¢ = \70.00) = same cost as driving 500 miles $\times 14¢ = \$70.00$.

The minimum daily charge is necessary to expedite the return of pool vehicles not being properly utilized.

The reimbursement rate for private vehicles is 24¢ per mile as of July 1, 1982.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section APPENDIX	Instruction No. 933.20	Page No. 1 of 3	Effective/Revision Date 4/30/82
Subject Budget Pricing Information Vehicle Rates - Depreciation			Approval <i>James Chalstrom</i>

VEHICLE DISPATCHER DEPRECIATION RATES

ESTIMATED DEPRECIATION CHARGES FOR FISCAL YEAR 1983, 1984 AND 1985
BASED UPON 65,000 AVERAGE VEHICLE MILEAGE (EXCEPT ENFORCEMENT IS 90,000 MILES)

	FISCAL 1983		FISCAL 1984		FISCAL 1985	
	COST	ESTIMATED DEPRECIATION	COST	ESTIMATED DEPRECIATION	COST	ESTIMATED DEPRECIATION
A. VEHICLE COST & DEPRECIATION						
Sub Compact	6,400	3,100	6,800	3,500	7,200	3,900
Per Month-						
42 Months		75		85		95
Depreciation						
Rate Per Mile		.0477		.0538		.0600
Compact Wagon	7,400	4,100	7,800	4,500	8,200	5,000
Per Month-						
42 Months		100		110		120
Depreciation						
Rate Per Mile		.0631		.0692		.0769
Compacts	7,000	4,200	7,400	4,600	7,800	5,100
Per Month-						
42 Months		100		110		120
Depreciation						
Rate Per Mile		.0646		.0708		.0784
Mid Size Sedan	7,300	3,600	7,800	4,000	8,300	4,500
4 spd						
Per Month-						
42 Months		85		95		110
Depreciation						
Rate Per Mile		.0553		.0615		.0692
Mid Size Wagon	8,550	4,500	9,000	5,000	9,500	5,500
A/T						
Per Month-						
42 Months		105		120		130
Depreciation						
Rate Per Mile		.0692		.0769		.0846

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section APPENDIX	Instruction No. 933.20	Page No. 2 of 3	Effective/Revision Date 4/30/82
Subject Budget Pricing Information Vehicle Rates - Depreciation			Approval <i>James Chalstrom</i>

	FISCAL 1983 ESTIMATED		FISCAL 1984 ESTIMATED		FISCAL 1985 ESTIMATED	
	COST	DEPRECIATION	COST	DEPRECIATION	COST	DEPRECIATION
Large Size Sedan (Diesel)	9,700	5,100	10,300	5,700	10,900	6,300
Per Month-						
42 Months		120		135		150
Depreciation						
Rate Per Mile		.0785		.0877		.0969
Large Size Wagon 2-Seat (Diesel)	10,100	5,100	10,700	5,700	11,300	6,400
Per Month-						
42 Months		120		135		150
Depreciation						
Rate Per Mile		.0785		.0877		.0984
Large Size Wagon 3-Seat (Diesel)	10,300	5,100	10,900	5,700	11,500	6,400
Per Month-						
42 Months		120		135		150
Depreciation						
Rate Per Mile		.0785		.0877		.0984
Mid Size Enforcement	8,600	7,000	9,100	7,500	9,600	8,000
Per Month-						
36 Months						
(90,000 Miles)		195		210		220
Depreciation						
Rate Per Mile		.0778		.0833		.0888

B. DEPRECIATION COST
PER MILE

Sub Compact	.0477	.0538	.0600
Compact Wagon	.0631	.0692	.0769
Compact	.0646	.0708	.0784
Mid Size Sedan 4 spd	.0553	.0615	.0692
Mid Size Wagon A/T	.0692	.0769	.0846
Large Size Sedan (Diesel)	.0785	.0877	.0969

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section APPENDIX	Instruction No. 933.20	Page No. 3 of 3	Effective/Revision Date 4/30/82
Subject Budget Pricing Information Vehicle Rates - Depreciation			Approval <i>James Chalstrom</i>

	FISCAL 1983 ESTIMATED		FISCAL 1984 ESTIMATED		FISCAL 1985 ESTIMATED	
	COST	DEPRECIATION	COST	DEPRECIATION	COST	DEPRECIATION
Large Size Wagon 2-Seat (Diesel)		.0785		.0877		.0984
Large Size Wagon 3-Seat (Diesel)		.0785		.0877		.0984
Mid Size Enforcement		.0788		.0833		.0888

C. INSURANCES RATES
PER VEHICLE

Year	120.00	120.00	120.00
Month	10.00	10.00	10.00

D. VANS AND TRUCKS

RECOMMENDED DEPRECIATION PER MONTH

6,001 - 7,000	- - - - -	70.00	(Based upon 60 months)
7,001 - 8,000	- - - - -	80.00	(" " " ")
8,001 - 9,000	- - - - -	90.00	(" " " ")
9,001 - 10,000	- - - - -	100.00	(Based upon 72 months)
10,001 - 11,000	- - - - -	110.00	(" " " ")
11,001 - 12,000	- - - - -	115.00	(" " " ")
12,001 - 13,000	- - - - -	120.00	(" " " ")
13,001 - 15,000	- - - - -	125.00	(Based upon 84 months)
15,001 - 17,000	- - - - -	150.00	(" " " ")
17,001 - 20,000	- - - - -	175.00	(" " " ")
20,001 - 25,000	- - - - -	200.00	(" " " ")
25,001 - 30,000	- - - - -	235.00	(" " " ")
30,001 - 35,000	- - - - -	275.00	(" " " ")
35,001 - 40,000	- - - - -	310.00	(" " " ")
40,001 - 45,000	- - - - -	350.00	(" " " ")
45,001 - 50,000	- - - - -	400.00	(" " " ")

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section Appendix	Instruction No. 934.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Budget Pricing Information - Energy Costs*			Approval <i>James Chalstrom</i>

UTILITIES	<u>FY83</u>	<u>FY84</u>	<u>FY85</u>
Electricity, Cents per kwh	6.10	6.70	7.35
Natural gas, \$ per million BTU	3.90	4.70	5.65
Liquid Propane, \$ per million BTU	6.05	6.70	7.70
Fuel Oil #2, \$ per million BTU	8.10	9.00	10.00
Coal - Average estimated Prices per million BTU's Heat Content**		2.45	2.82
MOTOR FUELS			
Gasoline, Regular, Leaded Cents per gallon	1.08	1.23	1.43
Gasoline, Gasahol Cents per gallon	1.14	1.29	1.49
Gasoline, Unleaded Cents per gallon	1.15	1.30	1.49
Diesel, (on road) Cents per gallon	1.09	1.23	1.43

*Electricity prices are for commercial users, natural gas prices are for firm users, and gasoline prices are for self-service. All prices are estimates as of 4/13/82.

**This average is based upon prices for unwashed Iowa coal, with a 25 percent estimated non-recurring cost escalation for washed Iowa coal and an additional 15 percent annual price increase. However, this average would be comparable for non-Iowa coal.

OFFICE OF STATE COMPTROLLER
BUDGET DIVISION

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.30	Page No. 1 of 4	Effective/Revision Date 4/30/82
Subject SB Table III - Special Department Codes Departments Defined			Approval <i>James Chalstrom</i>

ACCOUNTING DEPARTMENT CODE	DEPARTMENT	BUDGET SPECIAL DEPT. CODE
000	Special Taxes ('X' Accounts)	000
001	Accountancy, Board of	010
002	Administrative Rules Coordinator	020
004	Aging, The Commission on the	030
005-008, 010, 012	Agriculture, Department of	040
020	Appeal Board	060
023	Appellate Defender	065
025	Architectural Examiners, Board of	070
028	Arts Council	080
030, 031	Attorney General	090
035	Auditor of State	100
040	Banking Department	110
043	Beef Industry Council	120
044	Beer and Liquor Control Department	130
045	Blind, Commission for the	140
051	Campaign Finance Disclosure Commission	155
052	Capital Planning Commission	160
060	Citizens' Aide, Office of	175
062	Civil Rights Commission	180
063	College Aid Commission	185
064	Code Editor	188
065-068, 069	Commerce Commission	190
075, 076	Comptroller, Office of State	200
080	Conservation Commission	210
090	Corn Promotion Board	215
120	Council of State Governments	220
125	Credit Union Department	230
208	Crime Commission (Expires 6-30-82)	240
208	Criminal & Juvenile Justice Planning Agency (Effective 7-1-82)	240
130	Dairy Commission	250
135	Development Commission	260
148	Egg Council	305
149	Employment of the Handicapped, Committee on	310
155	Energy Policy Council	325
160	Engineering Examiners, Board of	330

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.30	Page No. 2 of 4	Effective/Revision Date 4/30/82
Subject SB Table III - Special Department Codes Departments Defined			Approval <i>James Chabstrom</i>

<u>ACCOUNTING DEPARTMENT CODE</u>	<u>DEPARTMENT</u>	<u>BUDGET SPECIAL DEPT. CODE</u>
163,226	Environmental Quality, Department of	335
165	Executive Council	340
170	Fair Board	350
175	Flood Control	360
191-196, 198, 199	General Services, Department of	380
197	Iowa Public Broadcasting Network	381
200	Geological Survey	390
204,205	Governor	400
210	Governor, Lieutenant	410
220-241 (except 226)	Health, State Department of	420
250	Herbert Hoover Birthplace Foundation, Inc.	430
270, 271, 273	Historical Department, State	470
274	Housing Finance Authority	475
275	Family Farm Development Authority	476
278	Indian Reservation Officer	485
280	Industrial Commissioner	490
285	Insurance, Department of	500
150	Job Services	525
293	Judicial Department	540
295	Labor, Bureau of	550
297	Land Preservation Committee	553
296	Landscape Architectural Examiners	555
209	Law Enforcement Academy	560
190, 298	Legislature	570
300	Legislative Fiscal Bureau	575
305	Legislative Service Bureau	580
315	Library Commission, State	600
323, 324	Medical Examiners, Board of	620
326	Mental Health Advisory Council	624
325	Mental Health Authority	625
327	Merit Employment Department	630
335	Mississippi River Parkway Commission	650

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.30	Page No. 3 of 4	Effective/Revision Date 4/30/82
Subject SB Table III - Special Department Codes Departments Defined			Approval <i>James Chabstrom</i>

<u>ACCOUNTING DEPARTMENT CODE</u>	<u>DEPARTMENT</u>	<u>BUDGET SPECIAL DEPT. CODE</u>
345	Natural Resources Council	660
346	Nurse Examiners, Board of	670
348	Occupational Safety and Health Review Comm.	675
349	Parole, Board of	677
350	Permanent School Fund	680
355	Pharmacy Examiners	690
357	Pioneer Lawmakers	710
206	Planning and Programming, Office of	720
180,367,368	Public Defense, Department of	750
369	Public Employment Relations Board	755
370-372	Public Instruction, Department of	760
380-384	Public Safety, Department of	770
391, 392	Railway Finance Authority	775
390	Real Estate Commission	780
395	Refugee Service Center	785
400-440, 450	Regents, State Board of	800
452, 453	Revenue, Department of	810
479	Science, Academy of	815
460	Secretary of State	820
471	Social Services, Department of	
470	" " " "	
100	" " " "	
472, 108, 109,		
110, 114, 115	" " " "	830
473, 111, 112,		
113	" " " "	
474, 117, 118	" " " "	
475, 102-105	" " " "	
476, 106, 107	" " " "	
477, 478	" " " "	
480, 481	Soil Conservation Department	840
487	Soybean Promotion Board	850
492	Status of Women, Commission on	865
494	Substance Abuse, Department of	867

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.30	Page No. 4 of 4	Effective/Revision Date 4/30/82
Subject SB Table III - Special Department Codes Departments Defined			Approval <i>James Chelstrom</i>

<u>ACCOUNTING DEPARTMENT CODE</u>	<u>DEPARTMENT</u>	<u>BUDGET SPECIAL DEPT. CODE</u>
600-670	Transportation, Department of	895
510	Treasurer of State	910
513	Turkey Marketing Council	915
520	Uniform State Laws, Commission on	920
521	Veterans Affairs, Department of	923
522	Vocational Education Advisory Council	925
525	Watchmaking Examiners, Board of	930
530	Water, Air & Waste Management, Department of	940

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.60	Page No. 1 of 3	Effective/Revision Date 4/30/82
Subject SB Table VI Type Code and Use of Special Allocation Code			Approval <i>James Chalstrom</i>

<u>Journal</u> <u>Type</u>	<u>Name</u>	<u>Type</u> <u>Code</u>	<u>Special</u> <u>Allocation</u> <u>Code</u>
17F	Balance Brought Forward (positive)	01	None
25F	Balance Brought Forward (negative)	03	None
Appropriation:			
1AP	General Fund - Regular	05	None
1AP	General Fund - Salary Adjustment	06	None
1AP	Road Use Tax Fund - Regular	07	None
1AP	Road Use Tax Fund - Salary Adjustment	08	None
1AP	Primary Road Fund - Regular	09	None
1AP	Primary Road Fund - Salary Adjustment	10	None
-	Trust & Revolving Fund - Regular	11	None
-	Trust & Revolving Fund - Salary Adjustment	12	None
-	Supplemental Appropriation	13	None
15C	Internal Services Transfer	14	None
Receipts:			
3CR	Federal Aid	20	0800
-	Student Tuition and Fees	20	0805
3CR	Refunds and Reimbursements	20	0810
-	Local Support	20	0815
3CR	Fees, Taxes, Licenses Permit	20	0820
3CR	Sales and Services	20	0830
3CR	Governmental Subdivisions	20	0840
3CR	Centralized Payroll Deduction	20	0850
3CR	Miscellaneous Income	20	0860
3CR	Income Tax Checkoff	20	0870
-	State Funds Applied	20	0875
-	Federal Funds Applied	20	0880
-	State and Federal Funds Applied	20	0881
-	Non-Federal Gifts and Grants	20	0882
-	State Equipment Aid	20	0885
-	State Vocational Aid	20	0890
-	Federal Vocational Aid	20	0895
10G	Intra Fund Transfer	21	None
16T	Inter Fund Transfer	22	None
6AT	Appropriation Transfer	23	None
2AL-7AT-11U	Allocation	31	None
12R	Reversions	32	None

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.60	Page No. 2 of 3	Effective/Revision Date 4/30/82
Subject SB Table VI Type Code and Use of Special Allocation Code			Approval <i>James C. Halstrom</i>

<u>Journal</u> <u>Type</u>	<u>Name</u>	<u>Type</u> <u>Code</u>	<u>Special</u> <u>Allocation</u> <u>Code</u>
	Expenditures:		
	FTE's	66	0000
4CD	Salaries	66	1001 * T
4CD	Travel	66	2001 * T
4CD	Office Supplies	66	3001 *
4CD	Other Supplies	66	3002 *
4CD	Postage	66	3003
4CD	Books and Periodicals	66	3011
4CD	Food	66	3012 *
4CD	Housing Substance & Supplies	66	3013 *
4CD	Clothing	66	3015 *
4CD	Agricultural Supplies	66	3017 *
4CD	Drugs and Biologicals	66	3018 *
4CD	Micrographic Supplies	66	3021
4CD	Equipment Operating Expense	66	3030 *
4CD	Printing and Binding	66	3101 *
4CD	Telephone	66	3104 *
4CD	Utilities	66	3106 *
4CD	Data Processing	66	3109
4CD	Office Rental	66	3112
4CD	Equipment Rental	66	3113
4CD	Fuel and Purchased Electricity	66	3114
4CD	Utilities, Rents and Dues	66	3121 T
4CD	Hearing Expense	66	3124
4CD	Autos and Trucks	66	3300
4CD	Equipment	66	3301 * T
4CD	Office Equipment	66	3302 *
4CD	Insurance	66	3401 *
4CD	Board Members Per Diem and Travel	66	3404
4CD	Bond Principal Paid	66	3406 T
4CD	Interest Paid	66	3407 T
4CD	Dues	66	3408
4CD	Contractual Services	66	3422 *
4CD	External Services	66	3431 T
4CD	Examination Expense	66	3432
4CD	General Expense	66	3434
4CD	Materials and Supplies	66	3451 T
4CD	Miscellaneous	66	3453 T
4CD	Repairs and Alterations	66	3465 *
4CD	Support, Maintenance & Miscellaneous	66	3466
4CD	Salaries, Support, Maintenance & Miscellaneous	66	3467

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.60	Page No. 3 of 3	Effective/Revision Date 4/30/82
Subject SB Table VI Type Code and Use of Special Allocation Code			Approval <i>James Christensen</i>

<u>Journal</u> <u>Type</u>	<u>Name</u>	<u>Code</u>	<u>Special</u> <u>Allocation</u> <u>Code</u>
	Expenditures: (continued)		
4CD	Unemployment Compensation	66	3477 T
4CD	Audit Expense	66	3485
4CD	Professional & Scientific Service	66	3487 *
4CD	Freight & Express Charges	66	3497
4CD	State Aid	66	3501 *
4CD	Assistance	66	3504 *
4CD	Expenditure Adjustment	66	3545
4CD	Road Construction	66	3700 T
4CD	Right of Way	66	3701 T
4CD	Indirect Cost	66	3800 *
4CD	Plant Improvements	66	4000 *
4CD	Unemployment & Retirement Benefits	66	4005 *
4CD	Liquor Purchases	66	4006 *
4CD	Centralized Purchases	66	4007 *
4CD	Allowance	66	4010
4CD	Refunds and Reimbursements	66	4015 *
4CD	Individual Income Tax Refunds	66	4020 *
4CD	Sales Tax Refunds	66	4025
4CD	Corporate Tax Refunds	66	4030 *
4CD	Use Tax Refunds	66	4035 *
4CD	Rentals	66	4036 *
4CD	State Equipment Aid	66	5000
4CD	State Vocational Aid	66	5010
4CD	Federal Vocational Aid	66	5020
4CD	Other	66	Alloc. Account set up on Budget Chart
10G	Intra Fund Transfer	71	None
16T	Inter Fund Transfer	72	None
6AT	Appropriation Transfer	73	None
2AL-7AT-11U	Allocation	91	On Chart
1AP	State Appropriation	92	None
12R	Reversions	93	None
17F	Balance Forward (positive)	94	None
24F	Balance Forward (negative)	95	None
-	General Assembly Authorization - Regular	98	None
-	General Assembly Authorization - Salary Adjust.	99	None

* Indicates allocations used to sort objective codes on SB Table VII B

T Indicates allocations used to sort objective codes on SB Table VII C (DOT)

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.81	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Table VIII Special Class Codes Personal Services			Approval <i>James Chalstrom</i>

CLASS
CODE

TITLE

99005	Fac. & Instr. Officials Salaries
99010	Prof. & Sci. Salaries
99015	General Service Staff Salaries
99020	Extra Help
99025	Overtime
99030	Stand By
99035	Call Back
99040	Longevity
99050	Resident Labor
99052	Sick Leave Pay Out
99080	Salary Adjustment
99090	Vacancy Factor

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 503.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject SB Table X Decision Package Grouping Classification			Approval <i>James Chalstrom</i>

GROUPING CLASSIFICATION

Replacement of Federal Funds	A
Return to current level of service	B
New program	C
Expansion of current program (program improvement)	D
Specific one-time need	E
Capital improvements	F
Change in funding source	G
Self-supporting	H
Maintenance and equipment replacement	I
Program population increase	J
Opening new facilities	K

OFFICE OF STATE COMPTROLLER BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	503.10	1 of 1	4/30/82
Subject SB Table XI - Index of State Budget System Schedules and Data Available			
Approval <i>James C. Harrison</i>			

DATA COLUMNS

	BB1	BB2	BB3	BB4	BB5	BB6	AJ1	AJ2	AJ3	AJ4	AJ5	AJ6	DP1	DP2	DP3	DP4	DP5	DP6	MS1	MS2	MS3	MS4	MS5	MS6
SB Schedule 1 - DW													*	*	*	*	*	*						
- BU													⊙	⊙	⊙	⊙	⊙	⊙						
- PR													⊙	⊙	⊙	⊙	⊙	⊙						
SB Schedule 2 - BU	⊙	⊙	⊙	⊙	⊙	⊙							⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
- PR	⊙	⊙	⊙	⊙	⊙	⊙							⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
SB Schedule 3 - BU													⊙	⊙	⊙	⊙	⊙	⊙						
- PR													⊙	⊙	⊙	⊙	⊙	⊙						
- CC													*	*	*	*	*	*						
SB Schedule 4 - CC	0	0	0	0	0	0	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	0	0	0	0	0	0
SB Schedule 5 - BU	*	*	*	*	*	*																		
- PR	*	*	*	*	*	*																		
- CC	*	*	*	*	*	*																		
SB Schedule 6 - BU	*	*	*	*	*	*							*	*	*	*	*	*	*	*	*	*	*	*
- PR	*	*	*	*	*	*							*	*	*	*	*	*	*	*	*	*	*	*
SB Schedule 7 - BU	⊙	⊙	⊙	⊙	⊙	⊙							⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
- PR	⊙	⊙	⊙	⊙	⊙	⊙							⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
SB Schedule 8 - CC				*	*	*																		
SB Schedule 9 - BU																		*		*	*	*	*	*
- PR																		*		*	*	*	*	*
- CC																		*		*	*	*	*	*
SB Schedule 10 - ALL	*	*	*	*	*	*							*	*	*	*	*	*	*	*	*	*	*	*

* DENOTES PRINTED COPY: 0 DENOTES TERMINAL DISPLAY: ⊙ BOTH PRINT AND DISPLAY

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	513.00
Page No.	1 of 1
Effective/Revision Date	4/30/82
Approval	<i>James Chatstrom</i>

DOCUMENT TITLE: Special Purpose Program Analysis

DOCUMENT NO: SB Form 03

NO. OF SETS SUBMITTED: one per appropriation NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative submitted by all departments. Also, the narrative can be entered directly into the computer from this form. The data is placed on this form by the departments. This form describes the program for which the Special Purpose Appropriation is requested.

INSTRUCTIONS:

- I. CODING: Enter on the first line of the box in the upper left of the form the following:
 - A. The two digit Budget Function for the Department as defined on SB Tables I and II.
 - B. The three digit Special Departmental Code for the Department as defined on SB Table III.
 - C. The ten digit account number in the Budget System on which the accompanying financial data will be entered.
 - D. B-1 (preprinted).
- II. Department - Enter the name of the Department as shown on SB Form 11.
- III. Division - Enter the Division for which the form is being prepared.
- IV. Special Purpose Program Analysis - Enter the name of the Special Program for which the appropriation is requested.
- V. Program Description - Describe the Special Program for which the appropriation is being requested.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
514.00
Page No.
1 of 1
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Capital Outlay Analysis

DOCUMENT NO: SB Form 04

NO. OF SETS SUBMITTED: one per appropriation NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative submitted by all departments. Also, the narrative can be entered directly into the computer from this form. The data is placed on this form by the departments. This form is to describe the projects for which the Capital Appropriation is being requested.

INSTRUCTIONS:

- I. CODING: Enter on the first line of the box in the upper left of the form the following:
 - A. The two digit Budget Function for the Department as defined on SB Tables I and II.
 - B. The three digit Special Departmental Code for the Department as defined on SB Table III.
 - C. The ten digit account number in the Budget System on which the accompanying financial data will be entered.
 - D. C-1 (preprinted)
- II. Department - Enter the name of the Department as shown on SB Form 11.
- III. Division - Enter the Division for which the appropriation is being requested.
- IV. Capital Outlay Analysis - Enter the name of the Capital program.
- V. Program Description - Describe the project or projects for which the appropriation is being requested.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
521.00
Page No.
1 of 1
Effective/Revision Date
4/30/82
Approval
<i>James Chabot</i>

DOCUMENT TITLE: Department's Mission Statement

DOCUMENT NO: SB Form 11

NO. OF SETS SUBMITTED: one per department NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative submitted by all Departments. Also the narrative can be entered directly into the computer from this form. The data is placed on this form by the Departments.

INSTRUCTIONS:

- I. CODING: Enter on the first line of the box in the upper left of the form the following:
 - A. The two digit Budget Function for the Department as defined on SB Tables I and II.
 - B. The three digit Special Departmental Code for the Department as defined on SB Table III.
- II. Department Name - In this space the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Department Head, Title - Enter the name of the Department Head and appropriate title.
- IV. Statutory Authority - Enter the Appropriate Chapters of the Code of Iowa under which the Department gains its authority.
- V. Department's Mission Statement - Enter the Mission Statement for the Department. Include the purpose for the existence of the Department, who does the Department serve and what are the services.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
522.00
Page No.
1 of 1
Effective/Revision Date
4/30/82
Approval
<i>James Charlstrom</i>

DOCUMENT TITLE: Budget Unit's Stated Goals

DOCUMENT NO: SB Form 12

NO. OF SETS SUBMITTED: one per Budget unit NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narratives of the Budget Unit's Goals submitted by all Departments. Also the narrative can be entered directly into the computer from this form. The data is placed on this form by the Departments.

INSTRUCTIONS:

- I. CODING: Enter on the first line of the box in the upper left of the form the following:
 - A. The two digit Budget Function for the Department as defined on SB Tables I and II.
 - B. The three digit Special Departmental Code for the Department as defined on SB Table III.
 - C. The ten digit account number in the Budget System on which the accompanying financial data will be entered.
 - D. A1
- II. Department Name - In this space the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Division - Enter the name of the Division for which the form is being prepared.
- IV. Operations Analysis - If only one set of SB Form - 12 is being prepared for the Department, the name of the Department is entered in this space. If a set of SB Form - 12 is being prepared for each Division or other unit of a Department, enter the name of the subdivision for which it is being prepared.
- V. Budget Unit's Stated Goals - Enter the goals of the Budget Unit for which the form is prepared. The goals are not limited to any specific time period.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
523.10
Page No.
1 of 1
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Program Descriptions & Decision Package Identification

DOCUMENT NO: SB Form 13 - Part I

NO. OF SETS SUBMITTED: one per Program

NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative of the Program Descriptions submitted by all Departments. Also the narrative can be entered directly into the computer from this form.

The data is placed on this form by the Departments.

INSTRUCTIONS:

- I. CODING: Enter on the first line of the box in the upper left of the following:
 - A. The two digit Budget Function for the Department as defined on SB Tables I and II.
 - B. The three digit Special Departmental Code for the Department as defined on SB Table III.
 - C. The ten digit account number in the Budget System on which the accompanying financial data will be entered.
 - D. A1
- II. Department Name - In this space the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Division - Enter the name of the Division for which the form is being prepared.
- IV. Program Name - Enter the name of the Program for which the form is being prepared.
- V. Program Description - Enter a brief description of the program.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.
523.20
Page No.
1 of 1
Effective/Revision Date
4/30/82
Approval
<i>James Chaistron</i>

DOCUMENT TITLE: Program Descriptions & Decision Package Identification

DOCUMENT NO: SB Form 13 - Part II

NO. OF SETS SUBMITTED: one per Program

NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a brief description of each Decision Package submitted for each program to be printed on SB Schedule - 1 Ranking Schedules.

INSTRUCTIONS:

- I. Budget Unit - Enter the ten (10) digit account number of the Budget Unit in which the Cost Center is located.
- II. Cost Center - Enter the four (4) digit number of the Cost Center for which the Decision Package is being submitted.
- III. C.C. Priority - Enter the two (2) digit number that is the Cost Center Priority ranking for the Decision Package.
- IV. Brief Description - Enter a brief description of each Decision Package, not to exceed three (3) lines of not more than fifty (50) characters per line.

To change the description, enter the new description on the form. The new data will replace the existing data in the computer.

To delete the description, enter DELETE in the first spaces of the description and it will be deleted.

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BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.	544.10
Page No.	1 of 4
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4CC Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To allow the Department to submit pertinent data concerning each Decision Package which will permit the reviewing authority to make a rational decision whether to approve, disapprove, or modify the Decision Package

GENERAL INSTRUCTIONS:

- I. SB Schedule 4CC Part 1 should be completed in the following sequence:
 - A. Information - upper left
 - B. Section I - Brief Description of Decision Package
 - C. Section II - Objectives to be accomplished if this package is approved.
 - D. Section III - What are the consequences of not approving this package?
 - E. Section IV - Alternative ways of performing the function, activity or operation described in this Decision Package.
 - F. Section V - The Cumulative Funding total including this Decision Package is:
 - G. Section VI - Is this function, operation or activity currently being done?
 - H. Section VII - The Cumulative Service Level Total including this Decision Package is:
 - I. Section VIII - Objective/Performance Measures
- II. Complete each item on the Decision Package - Narrative - SB Schedule 4CC - Part 1. All data should be typed for better legibility.
- III. Complete one set of Decision Package Narrative - SB Schedule 4CC - Part 1 for the BASE of each cost center. The BASE is the minimum level for which the same supporting data should be submitted as for each Decision Package.

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BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

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2 of 4
Effective/Revision Date
4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4CC Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS:

- I. The data in the upper left portion of SB Schedule 4CC Part 1 is used to relate SB Schedule Parts one (1) and two (2) of the same Decision Package. The data in the box must be completed.
 - A. Department - Enter the name of the Department submitting the data.
 - B. Division - Enter the name of the Division submitting the data. If the Department has more than one Budget Unit, this will correspond to the Budget Unit.
 - C. Program Name - Enter the name of the Program for which the data is being submitted.
 - D. Cost Center Name - Enter the name of the cost center for which the data is being submitted.
 - E. Account No. - Enter the ten digit number of the account on which the data is to be entered.
 - F. Cost Center No. - Enter the four digit number of the cost center on which the data is to be entered.
 - G. Priority No. - Enter the two digit priority rank of the Decision Package within the cost center.
- II. Section I - Enter in this space a brief description of the Decision Package. The description can be the same as submitted on SB Form 13 - Part II.
- III. Section II - Enter in this section the objectives to be accomplished if this package is approved.
- IV. Section III - Enter in this section the consequences of not approving this package.

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BUDGET DIVISION

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Budget Worksheets

Instr. No.

544.10

Page No.

3 of 4

Effective/Revision Date

4/30/82

Approval

James Chalstrom

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4CC Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- V. Section IV - Enter in this section the alternative ways of performing the function, activity or operation described in this Decision Package.
- VI. Section V - Check the box in this section that indicates where this Decision Package places the cumulative level of funding.
- VII. Section VI - Check the box that indicates whether this function, operation or activity is currently being done.
- VIII. Section VII - Check the box in this section that indicates where this Decision Package place the cumulative level of service.
- IX. Section VIII - Objective/Performance Measures
 - A. Enter in the first box the Objective/Performance Measures for this Decision Package. There are provisions made for only four Objectives/Performance Measures per Cost Center.
 - B. Column 1 - Total 1982 Actual - Enter here the total units being measured for this Objective/Performance Measure for the Cost Center during FY 82.
 - C. Column 2 - Total 1983 Budget - Enter here the total units being measured for this Objective/Performance Measure for the Cost Center included in the Budget for FY 83.
 - D. Column 3 - 1984 Request This Package - Enter the units requested to be accomplished by this Decision Package during FY 84.
 - E. Column 4 - 1984 Request Cumulative - Enter the cumulative total units requested to be accomplished for this Objective/Performance Measure for this Cost Center including the Base and all prior Decision Packages during FY 84.

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BUDGET DIVISION

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Budget Worksheets

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4/30/82
Approval
<i>James Chalmers</i>

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4CC Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

- F. Column 5 - 1985 Request This Package - Enter the units requested to be accomplished by this Decision Package during FY 85.
- G. Column 6 - 1985 Request Cumulative - Enter the cumulative total units requested to be accomplished for this Objective/Performance Measure for this Cost Center, including the Base and all prior Decision Packages during FY 85.
- H. Column 7 - 1984 Recommendation This Package - Enter the units recommended to be accomplished by this Decision Package during FY 84.
- I. Column 8 - 1984 Recommendation Cumulative - Enter the cumulative units recommended to be accomplished for this Objective/Performance Measure for this Cost Center including the Base and all prior Decision Packages during FY 84.
- J. Column 9 - 1985 Recommendation This Package - Enter the units recommended to be accomplished by this Decision Package during FY 85.
- K. Column 10 - 1985 Recommendation Cumulative - Enter the cumulative units recommended to be accomplished for this Objective/Performance Measure for this Cost Center including the Base and all prior Decision Packages during FY 85.

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BUDGET DIVISION

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Budget Worksheets

Instr. No.	544.21
Page No.	1 of 5
Effective/Revision Date	4/30/82
Approval	<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE: To add financial and personal services data relating to the Department's request for current biennium.

GENERAL INSTRUCTIONS:

- I. SB schedule 4CC - Part 2 is divided into five sections for data entry. They are:
 - A. Coding Information
 - B. Financial Data
 - C. Federal Funds
 - D. Personal Services
 - E. Priority Ranks
- II. SB Schedule 4CC - Part 2 should be completed in the following sequence:
 - A. Coding - Upper left
 - B. Information - Upper right
 - C. Federal Funds
 - D. Personal Services
 - E. Financial Data (Resources and Disposition of Resources).
 - F. Priority Ranks
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 4CC - Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. FTE - The limit in this field is six digits, four to the left of the decimal and two to the right i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

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4/30/82
Approval
<i>James Chabstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

GENERAL INSTRUCTIONS: (Continued)

- B. AMOUNT - There are nine characters available in this field with a limit of 999,999,999.
- IV. All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4CC - Part 2. The total will be carried forward by the computer to the Financial Data portion of the schedule.
 - A. CATALOG - The limit in this field is five digits.
 - B. FFY - The limit in this field is two digits.
 - C. AMOUNT - There are nine characters available in this field with a limit of 999,999,999.

INSTRUCTIONS:

I. Coding

- A. ACC'T CODE - Enter the ten (10) digit Budget Unit number.
- B. C.C. - Enter the four (4) digit Cost Center number.
- C. LEVEL - Enter the two (2) digit Cost Center Priority Level for this Decision Package.
- D. FIELD TYPE - Alternatives.
 - 1. Decision Package - Enter DP.
 - 2. Adjustment - Enter AJ.
- E. Enter the four (4) character analyst identification of the analyst submitting the document.

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BUDGET DIVISION

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DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. PROGRAM - Enter the name of Program.
- D. COST CENTER - Enter the name of Cost Center.

III. Personal Services

- A. CLASS TITLE - Enter the name of the class being used.
This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five (5) digit Class Code of the position being entered.
- C. ACT - Enter 1 for Add for the first year.
- D. FTE - Enter the number of FTE for each class for the first year of the biennium.
- E. AMOUNT - Enter in whole dollars the amount for each class for the first year of the biennium.
- F. ACT - Enter 1 for Add for the second year.
- G. FTE - Enter the number of FTE for each class for the second year of the biennium.
- H. AMOUNT - Enter in whole dollars the amount for each class for the second year of the biennium.

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4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

IV. Federal Funds

- A. CATALOG - Enter the five (5) digit catalog number of the Federal Grant under which Federal Funds are being received.
- B. FFY - Enter the Federal Fiscal Year from which the Federal Funds are being received.
- C. ACT - Enter 1 for Add for the first year.
- D. AMOUNT - Enter the amount of Federal Funds to be received during the first year of the biennium.
- E. ACT - Enter 1 for Add for the second year.
- F. AMOUNT - Enter the amount of Federal Funds to be received during the second year of the biennium.

V. Financial Data

- A. TYPE - Enter the appropriate TYPE CODE (SB Table VI) for data being submitted.
- B. ALLOC. - Enter the appropriate allocation (SB Table VI) for data being submitted. This field must be completed for all Receipts, TYPE CODE 20, and Disbursements, TYPE CODE 66. When any other TYPE CODES are being used, this field should be left blank. If desired allocation is not on SB Table VI, contact your Budget Analyst in the Comptroller's Office.
- C. ACT - Enter 1 for Add for the first year.
- D. AMOUNT - Enter in whole dollars the amount for each TYPE for the first year of the biennium.
- E. ACT - Enter 1 for Add for the second year.

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4/30/82
Approval
<i>James Chalstrom</i>

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4CC - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

PURPOSE:

INSTRUCTIONS: (Continued)

F. AMOUNT - Enter in whole dollars the amount for each TYPE for the second year of the biennium.

VI. Priority Ranks (When Field Type DP is Used)

A. GROUP - Enter the proper Group for this Decision Package from the SB Table X - Group.

B. FY 84

1. DW - Enter the Four (4) digit number that is the Department Wide priority ranking for this Decision Package for the first year of the biennium.
2. BU - Enter the four digit (4) number that is the Budget Unit priority ranking for this Decision Package for the first year of the biennium.
3. PROG - Enter the four (4) digit number that is the Program priority ranking for this Decision Package for the first year of of the biennium.

C. FY 85

1. DW - Enter the four (4) digit number that is the Department Wide priority ranking for this Decision Package for the second year of the biennium.
2. BU - Enter the four (4) digit number that is the Budget Unit priority ranking for this Decision Package for the second year of the biennium.
3. PROG - Enter the four (4) digit number that is the Program priority ranking for this Decision Package for the second year of the biennium.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

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O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section INTRODUCTION	Instruction No. 101.00	Page No. 1 of 4	Effective/Revision Date 4/30/82
GLOSSARY			Approval <i>James C. R. Peterson</i>

Account Code or Acc't Code - A ten digit number used to identify accounts in both the Accounting and Budget Systems.

Actions or ACT - Instructions to the computer telling it whether to add, change or delete data.

ADJ. BUDGET - The appropriated budget for FY83 as adjusted to reflect the current operations of a department.

ALLOC or Allocation Code - A four digit number used to identify receipts and disbursements for the budget system. (See SB Table VI.)

Analyst - A four character field used to identify the individual submitting the data.

Budget Function - Groups Budget Units into common areas. (See SB Tables I and II.)

Budget Unit - The third level of Decision Units in the Budget System. Generally corresponds to an appropriation. May only be one Budget Unit within a department. A summary of all programs contained within the Budget Unit.

Base Budget - The minimum level of operation for each year of the biennium, calculated by applying a predetermined percent to the ADJ. BUDGET (90 percent for FY84).

Budget Document - The printed budget books that are distributed upon release of the Governor's budget.

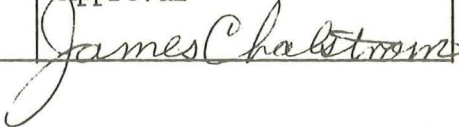
Budget Flag - A two character field that is used to designate accounts that are to be combined within the Budget System. The first character in the field is used to designate ALL accounts to be combined. Alpha characters are used, allowing twenty-six groupings within a Special Departmental Code and Function. The letter P, designating the primary account on which the data will be combined will be the second character in the field for that account. Enter letter O as the second character in the field for all accounts being combined on a primary account. (For Comptroller's Budget Staff only)

Capital Outlay - An appropriation for long-term additions to or betterment of state property, i.e. land, buildings or equipment.

Character - One column of data.

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

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Cost Center or CC - The first level of Decision Unit in the Budget System. A four digit field used to identify sub-units of a program.

Class - A five digit field used to identify personnel positions, i.e. 00025 to a Secretary I.

Current Biennium - The two year period for which the budget is being prepared (1983-85).

Decision Package - A document that identifies and describes a discrete activity, function or operation in a definitive manner for management evaluation and comparison with other activities.

Decision Package Grouping Classification - A series of groups into which individual decision packages are combined for analysis. (See SB Table X.)

Department - The fourth level of Decision Unit in the Budget System. An organizational unit of State Government created by statute, constitution or otherwise, for a specific purpose or purposes.

Division - An organizational unit of a department (it may or may not receive a separate appropriation).

DOC - A three digit number used to identify input documents.

FFY - Federal Fiscal Year.

Field - A group of one or more characters.

Field Type - A two character field used to separate data within the Budget System. The three Field Types are as follows:

BB - Used on SB Schedule 5CC when computing the BASE BUDGET.

AJ - Used on SB Schedule 4CC - Part 2 when adjusting the BASE BUDGET. Not prioritized and appears before all Decision Packages on Priority Ranking Schedules. (For Comptroller's Budget Staff only)

DP - Used on SB Schedule 4CC - Part 2 when prioritizing the data on the Priority Ranking Schedules.

Financial Data - The amounts in whole dollars only showing Resources and Disposition of Resources in the various columns in the budget file.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section INTRODUCTION	Instruction No. 101.00	Page No. 3 of 4	Effective/Revision Date 4/30/82
GLOSSARY			Approval <i>James C. Chastrom</i>

FTE or Full Time Equivalent - One person working full time for one year. Can also be computed as various other combinations, such as two persons working full time for six months, etc. Also signifies 2080 hours worked within one year.

Non-Budgeted Accounts - Accounts that are maintained by the departments for which there are no specified appropriations. For example, Clearing Accounts and Trust Accounts.

Operations - An appropriation to fund the performance of the normal functions of a Department or Division.

Personal Services Detail - The FTE's and dollar cost of the salary portion of the Financial Data within the Budget System.

Personal Services Special Class Code - Class codes assigned to types of salary expenditures for budget purposes. (See SB Table VIII.)

Priority Ranks - The method by which Decision Packages are ranked and/or classified.

Decision Package Grouping Classification - A one character alpha field used to group similar Decision Packages. (See SB Table X.)

DW - Department Wide - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Department. Might not be used by some Departments.

BU - Budget Unit - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Budget Unit.

PR - Program - A four digit number that allows up to 9,999 Decision Packages to be ranked within a program.

CC - Cost Center - A two digit number that allows up to 99 Decision Packages to be ranked within a Cost Center.

Program - The second level of Decision Unit in the Budget System. A major activity which a department or division utilizes to reach its goals.

Previous Biennium - The two year period for which a budget has been prepared and funds appropriated (1981-83).

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section INTRODUCTION	Instruction No. 101.00	Page No. 4 of 4	Effective/Revision Date 4/30/82
GLOSSARY			Approval <i>James Chalstrom</i>

Special Allocation Code - A four digit number used to group receipt and expenditure objectives from actual accounting data into more general receipt and expenditure groupings. Used in accounting conversion on non-allocated accounts. Used in Budget System for update of receipts and expenditures.

Special Department Code - A three digit number assigned to each Department so that all accounts within the Department will be grouped together within the Budget System.

Special Purpose Program - Programs or portions thereof requiring appropriations other than operations or capital projects, i.e. grants, aids, etc.

TYPE - A two digit field used with reference to the journal types in the Accounting System. (see SB Table VI.)

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section Policies	Instruction No. 261.00	Page No. 1 of 3	Effective/Revision Date 4/30/82
Subject General Biennial Budget Preparation			Approval <i>Arthur B. Claus</i>

In accordance with 8.23 of the Code, all departments shall transmit to the State Comptroller on or before September 1, 1982, estimates of their expenditure requirements including every proposed expenditure for each fiscal year of the 1983-85 biennium.

Budgets will be submitted utilizing a "ninety percent base budget" concept.

I. Base Budget Policies:

A "Base Budget" shall be established for each year of 1983-85 biennium. Departments may establish these on a department wide basis for the operating budget. The base budget level shall be as follows:

A. Fiscal Year 1984

1. The expenditure level shall not exceed 90 percent of the 1983 fiscal year disposition of resources adjusted for unusual and one time expenditures made within the year, and
2. The general, trust or special fund appropriation supporting those expenditures shall not exceed 90 percent of the 1983 fiscal year appropriation.

B. Fiscal Year 1985

1. The fiscal year 1984 base may be increased by 5 percent of the non-salary items (excluding rent, fuel and utilities which are addressed in III and IV) to reflect a partial adjustment for inflation.

C. Exceptions to the 90 Percent level (both years)

1. Standing appropriations will compute the "Base" as the current statutory requirements.
2. Capitals will have an absolute zero base.
3. Federal block grants having a pass through requirement not subject to state match will be allowed to exclude that portion from the 90 percent computation.
4. Budgets funded 100 percent by federal categorical grants or contract agreements should reflect the current federal grant or contract amount.
5. All other funds and accounts not budgeted by the General Assembly should reflect projected activity.

OFFICE OF STATE COMPTROLLER

BUDGET DIVISION

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II. Federal Funds

Federal funds will be budgeted by federal catalog number to show which federal fiscal year's funds apply to each of the state fiscal years.

III. Fuel and Utility Schedules

- A. Fuel and Utility schedules will continue to be required.
- B. Fuel and utility unit usage should be the same as FY84, taking into consideration:
 - 1. New buildings opened
 - 2. Buildings closed
 - 3. Reduced consumption resulting from previous energy conservation expenditures
- C. Departments should use their best estimate available for fuel and utility costs. If the department does not have a best estimate, then the guidelines furnished by the Energy Policy Council should be used. These can be found in the Appendix. Those departments that do not use the Energy Policy guidelines should be able to substantiate the figures they do use.

IV. Rent

- A. All rent under General Services control will be included in General Services' budget.
- B. Rent may be adjusted in the FY 85 Base to reflect the anticipated increase applicable to the 1983-85 biennium renewals.

V. General

- A. Departments will not ask for pay plan adjustments. This will be handled by the Governor in cooperation with the Merit Employment Department and through the Collective Bargaining Process.
- B. General Services guidelines for equipment, printing, rent and vehicle costs will be used in preparing the biennial budget request.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

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- C. Provisions should be made to cover the additional audit costs incurred resulting from the federal requirement of the "Single Audit Concept." This additional cost is to be funded 100 percent from the applicable federal funding. Departments should consult with the State Auditor's office to assure that they have this cost adequately covered. A new allocation, Audit Expense 3485, has been added to the system to reflect this expenditure.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 361.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject General Comments			Approval <i>James Chalstrom</i>

There are four separate sections of data that need to be included in the Budget Request for FY 1983-85 biennium. They are:

- A. Operations Budget Request
- B. Special Purpose Program Budget Request
- C. Capital Outlay Budget Requests
- D. Non-Budgeted and Revolving Account Estimates

The Operations Budget Request will make up the bulk of the total request. This includes the narrative for the Department as well as for all of the Budget Units and Programs. All of the personal services and financial data for the operation of the Department is included in the Operations Budget Request.

The Special Purpose Program Budget Requests are for the funding of the non-operational special programs as defined in the Glossary. There will be narrative and financial data but no personal services data in this request.

The Capital Outlay Budget Requests are for proposed Capital Expenditures. There will be narrative and financial data included but no personal services data.

The estimate of activity for FY 1983-85 biennium in all non-budgeted and revolving accounts must also be submitted. There is no narrative but financial data and personal services data, where applicable, must be submitted.

The computer system is fully operational and is available to assist in the preparation of the budget requests. As various portions of the request are completed they should be submitted to the Comptroller's Office and the data will be entered into the computer. As the various stages of budget preparation progress, printouts of the data will be made available to you to aid in the decision making process of your budget preparation. The actual working details can be obtained from the budget analyst assigned to your department.

All Departments utilizing the computer system to assist in developing their budget request should contact their budget analyst to schedule input to and output from the computer. A brief description of the schedules available will be found in the appendix.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 362.00	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject How to Prepare the Budget Request			Approval <i>James Chalstrom</i>

GENERAL

The preparation of the Operations, Special Purpose Program, Capital Outlay requests, and the financial data for the Non-Budgeted and Revolving Funds can be prepared simultaneously.

The Department's Mission Statement, Budget Unit's Stated Goals and the Program Descriptions should all be submitted to the Comptroller's Office as soon as possible, but in no case later than August 1, 1982.

The Financial Data Schedules, SB Schedules 4, 5, and 8, should be submitted as soon as possible. If the Department utilizes the computer system in the preparation of its budget request the following timetable should be followed:

- | | |
|----------------------------|-----------------|
| 1. FY 1983 Estimate | July 15, 1982 |
| 2. FY 1984/85 Base Budgets | July 15, 1982 |
| 3. Decision Packages | August 15, 1982 |

The statutory deadline for the submission of the budget request is September 1, 1982. This will not be specifically mentioned in each section of this procedure but does apply to the entire budget request.

PROCEDURES

I. Operations

- A. Prepare the Department's Mission Statement. See Procedure 365.00.
- B. Prepare the Budget Unit's Stated Goals for each Budget Unit within the Department. See Procedure 366.00
- C. Prepare the Program Descriptions for all of the Programs within each of the Budget Units. See Procedure 367.00.
- D. Prepare the FY 1982/83 Estimate for all of the cost centers within each program. See Procedure 370.00.
- E. Prepare the FY 1984 and FY 1985 Base Budgets for all cost centers within each Program. See Procedure 371.00.

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 362.00	Page No. 2 of 2	Effective/Revision Date 4/30/82
Subject How to Prepare the Budget Request			Approval <i>James Chalstrom</i>

- F. Prepare whatever Decision Packages are desired. See Procedure 376.00.
- G. Prepare Program Description - Decision Package Identification for each Program. See Procedure 367.00.
- H. The Departments that are utilizing the computer system in the budget preparation process will be receiving computer printouts to assist management in the decision making process. As changes are made in the data, repeat whichever of the above steps are necessary.
- II. Special Purpose Program - Prepare the Special Purpose Program Requests. See Procedures 385.11, 385.12 and 385.20.
- III. Capital Outlay Analysis - Prepare the Capital Outlay Analysis. See Procedures 386.10 and 386.20.
- IV. Prepare the Estimates for the Non-Budget and Revolving Funds. See Procedure 387.00.
- V. When ALL of the previous procedures have been completed, notify your budget analyst.
- VI. The Comptroller's Office will return to the Department a computer printout which will be the Department's official budget request for the biennium.
- VII. The Department Head will sign the request and return two copies to the Comptroller's Office.

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 365.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Department's Mission Statement			Approval <i>James Chalstrom</i>

GENERAL

Each Department must submit a Mission Statement on SB Form 11.

PROCEDURES

- I. Follow Technical Instruction 521.00 to prepare the document.
- II. Submit according to time schedule in Procedure 362.00.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 366.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Budget Unit's Stated Goals			Approval <i>James Chalstrom</i>

GENERAL

The Departments will receive a computer printout of the Stated Goals for each of the Budget Units included in the budget process two years ago.

PROCEDURES

- I. Review the computer printout for any changes either in Budget Units or in in the narrative itself.
- II. If there have been any changes in the Budget Units or any changes are desired for the next biennium, contact your budget analyst.
- III. For the Budget Units that remain the same, make the desired corrections in the narrative on the computer printout.
- IV. If the corrections are of such magnituted that it is impractical to make changes on the printout, complete SB Form 12. See Technical Instructions 522.00 for appropriate action.
- V. Submit according to time schedule in Procedure 362.00.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 367.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Program Descriptions Decision Package Identification			Approval <i>James Chalstrom</i>

GENERAL

This document (SB Form 13) has multipurpose usage:

1. Part 1 is used to enter the Program Description into the computer.
2. Part 2 is used to enter the brief description of each Decision Package within each Program into the computer.
3. The entire document is used as a summary sheet for all of the Decision Packages within each Program.

The Departments will receive a computer printout of the Program Descriptions for each of the Programs that were included in the budget process two years ago.

PROCEDURES

I. Program Description

- A. Review the computer printout for any changes either in the Programs being used or in the narrative itself.
- B. If there have been any changes in the Programs or any changes are desired for the next biennium, contact your budget analyst.
- C. For the Programs that remain the same, make the desired changes or corrections in the narrative on the computer printout.
- D. If the corrections are of such magnitude that it is impractical to make the changes on the printout, complete SB Form 13 Part 1. See Technical Instructions 523.10 for appropriate instructions.
- E. Submit according to time schedule in Procedure 362.00.

II. Summary Sheet for Decision Packages. See Technical Instruction 523.10 for appropriate instruction.

- A. Complete the Program Description in Part 1 SB Form 13. Use the same description that was submitted earlier for the program. This does involve duplicating the Program Description once. Under the previous procedures this same program description was entered on each Decision Package which required many more duplications of the program description.



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Section PROCEDURES	Instruction No. 370.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Preparation of FY 83 Estimate			Approval <i>James Chalstrom</i>

GENERAL

The Departments will receive a computer printout of SB Schedule 5CC Cost Center Base Budget Computation Schedule for each cost center to which funds were appropriated previously or actual activity has occurred.

The Departments will also receive a computer printout of SB Schedule 8CC Position Cost Allocation Schedule for each cost center having personal services.

SB Schedule 5CC Cost Center Base Budget Computation will have the Personal Services transferred to Estimated FY 83 Adj. Budget (column 4). There will be no entries transferred for Resources or for Support items in the Disposition of Resources.

PROCEDURES

- I. If there are any proposed changes in cost centers, contact your budget analyst.
- II. Complete the individual line items to reflect how the Department anticipates it will actually spend the funds budgeted for FY 83. See Technical Instructions 545.10 through 545.50 and 548.10 for appropriate instructions.
- III. When finished with the adjustments, each cost center should be in balance and the total resources for the Department should be no greater than the total amounts appropriated by the General Assembly for FY 83.
- IV. Submit according to time schedule in Procedure 362.00.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 371.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Computation of FY 84 and FY 85 Base Budgets			Approval <i>James Chabstrom</i>

GENERAL

The Departments will receive a computer printout of SB Schedule 5CC Cost Center Base Budget Computation for each cost center to which funds were appropriated previously. A Base Budget shall be established for each year of the 1983-85 biennium.

The Departments will also receive a computer printout of SB Schedule 8CC Position Cost Allocation Schedule for each cost center having personal services.

SB Schedule 5CC Cost Center Base Budget Computation will have the Personal Services transferred to the Base Budget FY 84 (column 5) and Base Budget FY 85 (column 6). There will be no entries transferred for Resources or for Support items in the Disposition of Resources.

See Policy 261.00, General Biennial Budget Preparation for policies to be followed.

PROCEDURES

- I. If there have been any changes in cost centers, or any change is desired for the next biennium, contact your budget analyst.
- II. Complete the individual line items to reflect how the Department anticipates it will establish the 90 percent Base Budgets for FY 84 and FY 85. See Technical Instructions 545.10 through 545.50 and 548.10 for appropriate action.
- III. When completed, each cost center should be in balance. The total expenditures for the Department should not exceed 90 percent of the estimated expenditures for FY 82/83 for the entire Department but may vary between Cost Centers, Programs and Budget Units.
- IV. Prepare a SB Schedule 4CC Part 1 - Narrative for each Base Budget calculated. See Technical Instruction 544.10 for appropriate action.
- V. Submit according to time schedule in Procedure 362.00.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 371.01	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Computation of FY84 and FY85 Base Budgets Sick Leave Pay Out			Approval <i>James Chalstrom</i>

GENERAL

The amount of anticipated Sick Leave Pay Out for the 1983-85 biennium should be included in the Base Budget Computations.

PROCEDURES

- I. The amount of the estimated Sick Leave Pay Out should be entered using the Personal Services portion of SB Schedule 5CC.
- II. Class Code 99052 Sick Leave Pay Out (SB Table VIII) should be used to enter the correct amount.
- III. See Technical Instructions 545.10 through 545.40 and 548.10 for appropriate action.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 376.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Decision Packages			Approval <i>James Chalstrom</i>

GENERAL

A separate set of SB Schedule 4CC's should be prepared for each Decision Package for which funding is requested.

Each Decision Package will consist of the following:

1. SB Schedule 4CC Part 1 Narrative
2. SB Schedule 4CC part 2 Financial Data
3. SB Schedule 4CC Part 4 Utilities Supplement (when applicable)

If there are any questions concerning the number and makeup of any proposed Decision Packages, contact your budget analyst.

PROCEDURES

- I. Prepare SB Schedule 4CC Part 1 Narrative. See Technical Instruction 544.10 for appropriate action.
- II. Prepare SB Schedule 4CC Part 4 Utilities Supplement (when applicable). See Technical Instruction 544.40 for appropriate action.
- III. Prepare SB Schedule 4CC Part 2 Financial Data. See Technical Instructions 544.21, 544.22 or 544.23 for appropriate action.
- IV. Follow the above steps for each Decision Package to be prepared.
- V. Submit according to time schedule in Procedure 362.00.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 385.11	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Special Purpose Program - Current Appropriation - No Appropriation Requested			Approval <i>James Chalstrom</i>

GENERAL

The estimated financial activity for the 1983-85 biennium must be submitted as well as the estimated activity for FY 83.

An SB Schedule 5CC is being distributed for each account currently in the accounting system.

A copy of the Special Purpose Program description that is currently in the system is also being distributed.

PROCEDURES

- I. Review the narrative and make any desired changes on the computer printout. If the changes are excessive, submit on SB Form 03. See Technical Instructions 513.00 for appropriate instruction.
- II. Complete the estimated activity for FY 83. SB Schedule 5CC will be used to enter the data on all accounts. See Technical Instructions 545.10 through 545.40 for appropriate action.
- III. The estimate for the first year of the 1983-85 biennium will be entered in column 5 on SB Schedule 5CC headed FY 84 Base Budget. The total activity for the year is being treated by the system as the base budget for the first year of the biennium. See Technical Instructions 545.10 through 545.40 for appropriate action.
- IV. The estimate for the second year of the 1983-1985 biennium will be entered in column 6 on SB Schedule 5CC headed FY 1985 Base Budget. The total activity for the year is being treated by the system as the Base Budget for the second year of the biennium. See Technical Instructions 545.10 through 545.40 for appropriate action.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 385.12	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Special Purpose Program - Current Appropriation - With Continuing Appropriation Requested			Approval <i>James Chalstrom</i>

GENERAL

The estimated financial activity for the FY 83 must be submitted.

An SB Schedule 5CC is being distributed for each account currently in the accounting system.

A copy of the Special Purpose Program description that is currently in the system is also being distributed.

The modified base budget procedures will be followed for all Special Purpose Program requests that are continuation of existing appropriations. The Base Budget for FY 84 and FY 85 must be submitted on SB schedule 5CC. The balance of the request will be submitted as Decision Packages on SB Schedule 4CC Part 2.

PROCEDURES

- I. Review the narrative and make the desired changes on the computer printout. If the changes are excessive, submit on SB Form 03. See Technical Instructions 513.00 for appropriate action.
- II. Complete the estimated activity for FY 83. SB Schedule 5CC will be used to enter the data on all accounts. See Technical Instructions 545.10 through 545.40 for appropriate action.
- III. The Base Budget for FY 84 and FY 85 will be calculated next. See Technical Instructions 545.10 through 545.40 for appropriate action.
- IV. The next step is to prepare the Decision Packages which will make up the balance of the budget request. See Technical Instructions 544.10 and 544.21 through 544.23 for appropriate action.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 385.20	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Special Purpose Program Request for New Appropriations			Approval <i>James Chalstrom</i>

GENERAL

Since this is a request for an entirely new appropriation, there will be no preprinted forms to be used.

Prepare the three Decision Packages for each new appropriation requested.

PROCEDURES

- I. Contact your budget analyst for the assignment of an account number for the new account and copies of the forms and schedules to be used.
- II. Complete SB Form 03. See Technical Instructions 513.00 for appropriate action.
- III. Prepare SB Schedule 4CC Part 1 and Part 2 for each of the three levels requested. See Technical Instructions 544.10 and 544.21 through 544.23 for appropriate action.
- IV. Rank the three Decision Packages in priority order. See Technical Instructions 544.21 through 544.23 for appropriate action.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 386.10	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Capital - Current Appropriation No Appropriation Requested			Approval <i>James Chalstrom</i>

GENERAL

The estimated financial activity for the 1983-85 biennium must be submitted as well as the estimated activity for FY 83.

An SB Schedule 5CC is being distributed for each account currently in the accounting system.

A copy of the Capital Outlay description that is currently in the system is being distributed.

PROCEDURES

- I. Review the narrative and make any desired changes on the computer printout. If the changes are excessive, submit SB Form 04. See Technical Instruction 514.00 for appropriate action.
- II. Complete the estimated activity for FY 83. SB Schedule 5CC will be used to enter the data on all accounts. See Technical Instructions 545.10 through 545.40 for appropriate action.
- III. The estimate for the first year of the 1983-85 biennium will be entered in column 5 on SB Schedule 5CC headed FY 1984 Base Budget. The total activity for the year is being treated by the system as the base budget for the first year of the biennium. Again see Technical Instructions 545.10 through 545.40 for appropriate action.
- IV. The estimate for the second year of the 1983-85 biennium will be entered in column 6 on SB Schedule 5CC headed FY 1985 Base Budget. The total activity for the year is being treated by the system as the base budget for the second year of the biennium. See Technical Instructions 545.10 through 545.40 for appropriate action.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 386.20	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Capital Request for New Appropriation			Approval <i>James Chalstrom</i>

GENERAL

Since this is a request for an entirely new appropriation there will be no preprinted forms to be used.

Prepare a separate Decision Package for each project included in the request.

PROCEDURES

- I. Contact your budget analyst for the assignment of an account number for the new account and copies of the forms and schedules to be used.
- II. Complete SB Form 04. See Technical Instructions 514.00 for appropriate action.
- III. Prepare SB Schedule 4CC Part 1 and Part 2 for each of the Decision Packages included in the request. See Technical Instructions 544.10 and 544.21 through 544.23 for appropriate action.
- IV. Rank the Decision Packages in priority order. See Technical Instructions 544.21 through 544.23 for appropriate action.

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section PROCEDURES	Instruction No. 387.00	Page No. 1 of 1	Effective/Revision Date 4/30/82
Subject Non-Budgeted and Revolving Funds			Approval <i>James Chalstrom</i>

GENERAL

The estimated financial activity for FY 83 and the 1983-85 biennium in all non-budgeted and revolving fund accounts must be submitted during the budget process. The 90 percent base budget process is not used for these accounts. An SB Schedule 5CC is being distributed for each non-budgeted account and revolving fund account that is currently in the accounting system. Also an SB Schedule 8CC is being distributed for any of the accounts that involve personal services. This allows us to incorporate ALL positions in the budget process.

PROCEDURES

- I. The first step is to complete the estimated activity for FY 83. SB Schedule 5CC will be used to enter the data for all accounts. If personal services are involved, SB Schedule 8CC must also be used. See Technical Instructions 545.10 through 545.40 and 548.10 for appropriate action.
- II. The estimate for the first year of the 1983-85 biennium will be entered in in column 5 on SB Schedule 5CC and SB Schedule 8CC headed FY 1984 Base Budget. The total activity for the year is being treated by the system as the base budget for the first year of the biennium. Again see Technical Instructions 545.10 through 545.40 and 548.10 for appropriate action.
- III. The estimate for the second year of the 1983-1985 biennium will be entered in column 6 on SB Schedule 5CC headed FY 1985 Base Budget. The total activity for the year is being treated by the system as the base budget for the second year of the biennium. See Technical Instructions 545.10 through 545.40 for appropriate instructions.
- IV. If there are non-budgeted accounts or revolving funds for which you do not receive preprinted SB Schedule 5CC and SB Schedule 8CC, contact your budget analyst.

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Section TECHNICAL INSTRUCTIONS	Instruction No. 502.10	Page No. 1 of 2	Effective/Revision Date 4/30/82
Subject SB Table I Function Codes			Approval <i>James Chalstrom</i>

ACCOUNTING FUNCTION

<u>Name</u>	<u>Code</u>
State Departments	0
Education	1
Human Resources	2
Transportation and Law Enforcement	3 & 4
Judicial	5
Natural Resources	6
Legislative	7
Tax Credits and Aids	8
Capital	9
Appropriable Receipts	X

BUDGET FUNCTION

<u>First Digit</u>		<u>Second Digit</u>	
<u>Title</u>	<u>No.</u>	<u>Title</u>	<u>No.</u>
Education	1	State Operations & Programs	1
General Government	2	Legislative Operating & Programs	2
Human Resources	3	Judicial Operating & Programs	3
Natural Resources	4	State Institutions	4
Regulatory & Finance	5	Assistance Payments & Programs	5
Social Services	6	Local Tax Credits & Program Aids	6
Transportation & Law Enforce.	7	Tax or Fee Refunds	7
Appropriable Receipts	X	Retirement Program Supplements	8
		Capital	9
		Appropriable Receipts	X

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

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Subject SB Table I Function Codes			Approval <i>James Chalstrom</i>

BUDGET FUNCTION - Second Digit

<u>Title</u>	<u>Description</u>	<u>No.</u>
State Operations and Programs	Operating budgets for all Departments in the Executive Branch and Special Purpose Program appropriations that do not fit in any category below.	1
Legislative Operation and Programs	Operating budgets for all Departments in the Legislative Branch and Special Purpose Program appropriations that do not fit in any category below.	2
Judicial Operations and Programs	Operating budgets for all Departments in the Judicial Branch and Special Purpose Program appropriations that do not fit in any category below.	3
State Institutions	Operating budgets for all institutions operated by the Board of Regents and the Department of Social Services.	4
Assistance Payments and	All appropriations that provide for direct or indirect payment of assistance to individuals, partnerships or corporations.	5
Local Tax Credits and Program Aids	All appropriations that provide for direct payment to political subdivisions of the State including the Area Schools.	6
Tax or Fee Refunds	All appropriations that refund taxes or fees.	7
Retirement Program Supplements	All appropriations that provide supplemental funding to State Retirement Systems.	8
Capital	All Capital Appropriations regardless of funding source.	9
Appropriable Receipts	Receipts deposited in the General Fund and are available to be appropriated.	X

O F F I C E O F S T A T E C O M P T R O L L E R

B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.20	Page No. 1 of 3	Effective/Revision Date 4/30/82
Subject SB Table II - Departments by Function			Approval <i>James Chalstrom</i>

DEPARTMENTS

BUDGET FUNCTION

First Digit

(See SB Table I for second digit)

Accountancy, Board of	5
Administrative Rules Coordinator	2
Aging, The Commission on	3
Agriculture, Department of	4
Appeal Board	2
Appellate Defender	2
Architectural Examiners, Board of	5
Arts Council	2
Attorney General	2
Auditor of State	5
Banking Department	5
Beef Industry Council	4
Beer and Liquor Control Department	5
Blind, Commission for the	1
Campaign Finance Disclosure Commission	5
Capital Planning Commission	2
Citizens' Aide, Office of	2
Civil Rights Commission	3
College Aid Commission	1
Code Editor	2
Commerce Commission	5
Comptroller, Office of State	5
Conservation Commission	4
Corn Promotion Board	4
Council of State Governments	2
Credit Union Department	5
Crime Commission (Expires 6-30-82)	7
Criminal and Juvenile Justice Planning Agency (Effective 7-1-82)	7
Dairy Commission	4
Development Commission	4
Egg Council	4
Employment of the Handicapped, Committee on	3
Energy Policy Council	4
Engineering Examiners, Board of	5

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.20	Page No. 2 of 3	Effective/Revision Date 4/30/82
Subject SB Table II - Departments by Function			Approval <i>James Chalstrom</i>

DEPARTMENTS

BUDGET FUNCTION

First Digit

(See SB Table I for second digit)

Environmental Quality, Department of	4
Executive Council	2
Fair Board	4
Family Farm Development Authority	3
Flood Control	7
General Services, Department of	2
Geological Survey	4
Governor	2
Governor, Lieutenant	2
Health, State Department of	3
Herbert Hoover Birthplace Foundation, Inc.	4
Historical Department, State	2
Housing Finance Authority	3
Iowa Public Broadcasting Network	1
Indian Reservation Officer	2
Industrial Commissioner	5
Insurance, Department of	5
Job Services	5
Judicial Department	2
Labor, Bureau of	2
Landscape Architectural Examiners	5
Law Enforcement Academy	7
Legislature	2
Legislative Fiscal Bureau	2
Legislative Service Bureau	2
Library Commission, State	2
Medical Examiners, Board of	3
Mental Health Advisory Council	3
Mental Health Authority	3
Merit Employment Department	2
Mississippi River Parkway Commission	4
Natural Resources Council	4
Nurse Examiners, Board of	3

O F F I C E O F S T A T E C O M P T R O L L E R
B U D G E T D I V I S I O N

Section TECHNICAL INSTRUCTIONS	Instruction No. 502.20	Page No. 3 of 3	Effective/Revision Date 4/30/82
Subject SB Table II - Departments by Function			Approval <i>James Chalstrom</i>

DEPARTMENTS

BUDGET FUNCTION

First Digit

(See SB Table I for second digit)

Occupational Safety & Health Review Commission	5
Parole, Board of	3
Permanent School Fund	1
Pharmacy Examiners	3
Pioneer Lawmakers	2
Planning and Programming, Office of	2
Public Defense, Department of	7
Public Employment Relations Board	5
Public Instruction, Department of	1
Public Safety, Department of	7
Railway Finance Authority	7
Real Estate Commission	5
Refugee Service Center	5
Regents, State Board of	1
Revenue, Department of	5
Science, Academy of	2
Secretary of State	5
Social Services, Department of	6
Soil Conservation Department	4
Soybean Promotion Board	4
Status of Women, Commission on	3
Substance Abuse, Department of	3
Transportation, Department of	7
Treasurer of State	5
Turkey Marketing Council	4
Uniform State Laws, Commission on	2
Veterans Affairs, Department of	3
Vocational Education Advisory Council	1
Watchmaking Examiners, Board of	5
Water, Air and Waste Management, Department of	4

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