

HJ  
11  
.184  
P76  
1988

**STATE OF IOWA**

**BUDGET PROCEDURES**

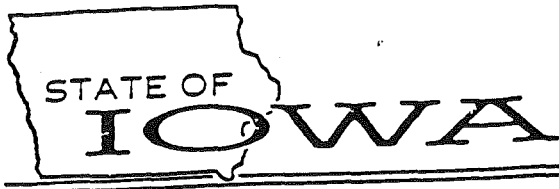
**MANUAL**

**FISCAL YEAR 1988**

**DEPARTMENT OF MANAGEMENT**

90B





TERRY E. BRANSTAD, GOVERNOR

Department of Management  
William Krah1, Director

This manual will assist the departments in meeting the requirements of Section 8.23, Iowa Code 1985. It includes samples of the standard budget request forms, which will be used to prepare the estimates for FY 87 and the budget request for FY 88. Also included are procedures and instructions to be followed during the budget preparation process which indicate supporting data and explanations to be submitted. It is necessary that you read the procedures and instructions and follow them carefully.

If there are any questions concerning the budget preparation process, please feel free to contact your Budget Analyst located in this office. The budget staff is available to assist departments in completing the forms and to consult them regarding policies and procedures.



D E P A R T M E N T   O F   M A N A G E M E N T

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

---

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	001.10	1 of 3	7/2/86

---

TABLE OF CONTENTS - Department Budget Preparation

Approval *James H. Chalstrom*

---

TABLE OF CONTENTS - Department Budget Preparation	001.10
GLOSSARY	101.00
POLICIES	
General	
General Budget Preparation	261.00
PROCEDURES	
General	
General Comments	361.00
How to Prepare the Budget Request	362.00
Operations	
Narrative	
Department's Mission Statement	365.00
Budget Unit's Stated Goals	366.00
Program Description - Decision Package Identification	367.00
Financial Data	
Preparation of FY 87 Estimate	370.00
Computation of FY 88 Base	371.00
Computation of Base Budget Sick Leave Payout	371.01
Decision Packages	376.00
Other - Budget Unit/Fund	
Current Appropriation	
No Appropriation Requested	384.11
Continuing Appropriation Requested	384.12
New Appropriation Requested	384.20
Funds	387.00
TABLES	
SB Table VI A - Type Codes	502.61
SB Table VI B - Revenue Classes	502.62
SB Table VI C - Expenditure Classes	502.63
SB Table VIII - Special Class Codes - Personal Services	502.81
SB Table X - Decision Package Grouping Classification	503.00
SB Table XIV - Appropriation Action Codes	503.40
SB Table XV - Budget Unit Categories	503.50

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	001.10	2 of 3	7/2/86

---

---

TABLE OF CONTENTS - Department Budget Preparation

---

Approval *James H. Chalstrom*

TECHNICAL INSTRUCTIONS

SB Form - 11 Department's Mission Statement	521.00
SB Form - 12 Budget Unit's Stated Goals	522.00
SB Form - 13 Part 1 Program Descriptions	523.10
SB Form - 13 Part 2 Decision Package - Description	523.20
SB Form - 14 Budget Unit/Fund Description	524.00
SB Form 30 - Self-Supporting Programs	539.00
SB Schedule 4 Part 1 Narrative	544.10
SB Schedule 4 Part 1A Performance Measures	544.11
SB Schedule 4 Part 2 Financial Data (Add)	544.21
SB Schedule 4 Part 2 Financial Data (Change/Delete)	544.22
SB Schedule 4 Part 4 Utilities Supplement	544.40
SB Schedule 6 Cost Center Base Computation (Add)	545.20
SB Schedule 6 Cost Center Base Computation (Change/Delete)	545.30
SB Schedule 6 Base Computation Part 4	545.50
SB Schedule 6 Base Budget Computation - Preprinted	546.00
SB Schedule 8 Base Budget Federal Funds - Preprinted	548.00
SB Schedule 10 Position Cost Allocation Schedule - Preprinted	550.00

APPENDIX

Budget Preparation	
Budget Pricing Information	
Printing	931.00
Office Equipment	932.00
Vehicle Rates	
Rental Rates	933.10
Depreciation	933.20
Energy Costs	934.00
How to Calculate the Cost of a New Position	940.00
Sample Documents	
Forms	
SB Form - 11 Department's Mission Statement	971.00
SB Form - 12 Budget Unit's Stated Goals	972.00
SB Form - 13 Subunit Description and Decision Package	
Description	973.00
SB Form - 14 Budget Unit/Fund Description	974.00
SB Form - 30 Self-Supporting Programs	979.00
Schedules	
SB Schedule - 4 Part 1 Decision Package Narrative	984.10
SB Schedule - 4 Part 1A Decision Package Performance	
Measures	984.11
SB Schedule - 4 Part 2 Decision Package Financial Data	
Blank Update Schedule	984.21

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	001.10	3 of 3	7/2/86

---

TABLE OF CONTENTS - Department Budget Preparation

Approval *James H. Chalstrom*

---

APPENDIX (continued)

SB Schedule - 4 Part 4 Decision Package Utilities Supplement	984.40
SB Schedule - 6 Computation Part I - Financial Data and Part II - Federal Funds - Blank Update Schedule	985.10
SB Schedule - 6 Base Computation Part III Personal Services - Blank Update Schedule	985.11
SB Schedule - 6 Base Budget Computation - Utilities and Motor Fuel Supplement	985.50





DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	101.00	1 of 4	6/16/86

TABLE OF CONTENTS

Approval *James H. Chalmers*

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

Adj. Budget - The appropriated budget for FY 88 as adjusted to reflect the current operations of a department.

Agency - An operating entity within state government created by statute or the constitution and charged with the responsibility of providing certain services to the public or for carrying out a particular mission. See Department.

Agency Code - A three digit code used to identify Agencies. See Department Code.

Appropriation - A three digit code used to identify specific authorizations to spend granted by the General Assembly.

Base Budget - The minimum level of operation calculated by applying a predetermined percent to the ADJ. BUDGET (75 percent for FY 88)

Budget Chart - Consists of three parts:

1. BBUF - To display all Budget Units/Funds in an Agency
2. BCAT - To display/update Budget Unit/Fund description, including list of organizations in the BU/Fund
3. BORG - To display/update organization descriptions

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

Budget Unit - A predetermined grouping of one or more organizations, identified by a unique code that indicates an individual entity. There may be one or more Budget Units within an Agency. Generally equals each appropriation made by the General Assembly.

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

Catalog - A five digit number used to identify the various federal funds in the Budget System. (Is identical to the Federal Catalog Number)

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

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	101.00	2 of 4	6/16/86

---

TABLE OF CONTENTS

Approval *James H. Chalmers*

---

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 field to describe decision packages with similar purposes.

Decision Package Description (BDES) - A brief description of each Decision Package.

Department - An operating entity within State Government created by statute or the constitution and charged with the responsibility of providing certain services to the public or for carrying out a particular mission. See Agency.

Department Code - A three digit code used to identify Departments. See Agency Code.

FFY - Federal Fiscal Year.

Field - A group of one or more characters.

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

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. Data entered in the Budget System by Class.

Fund - An independent fiscal entity which is segregated for the purpose of carrying on specific activities or objectives in accordance with special regulations, restrictions, or limitations.

Fund Type - A one letter code that enables the aggregation of funds for the production of reports.

D E P A R T M E N T   O F   M A N A G E M E N T

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

---

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	101.00	3 of 4	7/2/86

---

TABLE OF CONTENTS

Approval *James H. Chalstrom*

---

Level - The location of an organization in the budget hierarchy.

Object Category - A combination of similar object classes used for reporting in the Budget Document.

Object Class - A three digit number used to identify disbursements for the budget system.

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

Organization - A responsibility center within the management structure of an agency.

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 two 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.

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

#1 - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 1 organization.

#2 - Level 2 - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 2 organization.

#3 - Level 3 - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 3 organization.

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
INTRODUCTION	101.00	4 of 4	7/2/86

---

TABLE OF CONTENTS

Approval *James H. Chalmers*

---

#4 - Level 4 - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 4 organization.

#5 - Level 5 - A four digit number that allows up to 9,999 Decision Packages to be ranked within a Level 5 organization.

OP - A two digit number that is part of the Decision Package location identification that allows up to 99 Decision Packages to be ranked within the organization at the Level of entry.

Program ID - Four character field that identifies each program in budget system, e.g., BCAT, BMOV, etc.

Request Line - The topline of all screens where the four (4) letter Program Identification and the FY, Fund, Agency, Appropriation identification is entered.

Revenue Category - A combination of similar Revenue Classes used for reporting in the Budget Document.

Revenue Class - A three digit number used to identify receipts for the budget system.

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

Subunit - A lower level of a Budget Unit, usually Level 1 organization in the budget system, which is important enough to be identified and described separately.

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section Policies	Instruction No. 261.00	Page No. 1 of 3	Effective/Revision Date 7/2/86
------------------	---------------------------	--------------------	-----------------------------------

---

Subject  
General Budget Preparation

Approval

*William Kralik*

In accordance with Section 8.23 of The Code, 1985, all departments shall transmit to the Department of Management on or before September 1, 1986, estimates of their expenditure requirements including every proposed expenditure for fiscal year 1988.

Budgets will be submitted utilizing a Modified Base Budget concept.

I. Base Budget Policies:

A "Base Budget" shall be established for the year of 1987-88. Departments may establish these on a department wide basis for the operating budget. The completed base budget shall meet the following tests:

A. Fiscal Year 1988

1. The expenditure level shall not exceed 75 percent of the 1987 fiscal year disposition of resources adjusted for unusual and one time expenditures made within the year, and
2. The appropriation supporting those expenditures shall not exceed 75 percent of the 1987 fiscal year appropriation.
3. Base Budget must be one under which you can operate the department, if necessary.
4. At least three decision packages should be used to bring the budget request up to the current level.

B. Exceptions to the 75 Percent Base Budget level

1. Standing appropriations will compute the "Base" as the current statutory requirements.
2. Capitals will not have a base budget.
3. Federal block grants having a pass through requirement not subject to state match will be allowed to exclude that portion from the 75 percent computation.
4. Budgets funded 100 percent by federal categorical grants or contract agreements should reflect the best federal grant or contract information available.
5. All other funds and accounts not budgeted by the General Assembly should reflect projected activity.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Policies	261.00	2 of 3	7/2/86

---

Subject  
General Budget Preparation

Approval



II. Federal Funds

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

III. Fuel and Utility Schedules

- A. Fuel and Utility schedules are required.
- B. Fuel and utility unit usage should be the same as FY87 adjusted for:
  - 1. New buildings opened
  - 2. Buildings closed
  - 3. Energy conservation measures implemented
- C. Departments should use the best estimate available for fuel and utility rate. If the department does not have a reliable 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 for space under the Department of General Services control will be included in the Department of General Services' budget. However, rent applicable to non-general fund activities should be budgeted for reimbursement to the general fund.
- B. Rent may be adjusted in the FY 88 Base to reflect the anticipated rate increase applicable to the FY 88 renewals.

V. General

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

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

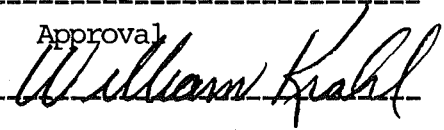
---

Section	Instruction No.	Page No.	Effective/Revision Date
Policies	261.00	3 of 3	7/2/86

---

Subject  
General Budget Preparation

Approval



- C. All Departments that bill for services should complete SB Form 30.
- D. All Requests will be reviewed taking into consideration Mission, Goals, and Objectives of the State.
- E. Provisions should be made to cover the audit costs incurred resulting from the federal requirement of the "Single Audit Concept." This cost is to be funded 100 percent from the applicable federal funding.
- F. Performance Measures must be definitive, valid, and realistic with supporting data readily available.
- G. All final Departmental budget requests must be transmitted by the Department of Management to the Legislative Fiscal Bureau by law.





DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	361.00	1 of 1	7/2/86

Subject  
General Comments

Approval *James H. Chalmers*

There are separate sections of data that need to be included in the Budget Request for FY88. They are:

I. Budget Units

II. Funds

The Budget Units are subdivided into several categories. See SB Table XV - Budget Unit Categories.

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

The Budget request for the other Budget Units will be listed by the categories shown on SB Table XV - Budget Unit Categories.

The estimate of activity for FY88 in all funds must also be submitted. Financial data and personal services data, where applicable, must be submitted for all funds, and narrative for selected funds that are shown separately in the budget document.

The computer system is available to assist in the preparation of the budget requests. As various portions of the request are completed, the data should 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 financial 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.



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

---

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	362.00	1 of 2	7/2/86

---

Subject  
How to Prepare the Budget Request

Approval *James H. Chelton*

---

GENERAL

The preparation of the Budget Unit requests, and the financial data for the Funds can be prepared simultaneously.

The Department's Mission Statement, Budget Unit's Stated Goals and the Subunit Descriptions should all be submitted to the Department of Management as soon as possible.

The following time table should be followed:

- |                            |                   |
|----------------------------|-------------------|
| 1. FY 1987 Estimate        | July 1, 1986      |
| 2. FY 1988 Base Budget     | August 1, 1986    |
| 3. Decision Packages       | August 15, 1986   |
| 4. Estimates for all Funds | September 1, 1986 |

The statutory deadline for the submission of the budget request is September 1, 1986. 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 Subunit Descriptions for all of the Subunits within each of the Budget Units. See Procedure 367.00.
- D. Prepare the FY 1988 Base Budget for all organizations within each Subunit. See Procedure 371.00.

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	362.00	2 of 2	7/2/86

---

Subject  
How to Prepare the Budget Request

Approval *James H Chalstrom*

---

- E. Prepare whatever Decision Packages are desired. See Procedure 376.00.
  - F. Prepare Decision Package Description for each Decision Package. See Procedure 367.00.
  - G. Prepare Performance Measures in cooperation with Department of Management.
  - 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.
  - I. Submit completed SB Schedule 10 to your Budget Analyst.
- II. Other - Prepare the Other Budget Unit requests. See Procedures 384.11, 384.12 and 384.20.
- III. Prepare the Estimates for the Budget/Funds. See Procedure 387.00.
- IV. When ALL of the previous procedures have been completed, notify your budget analyst.
- V. The Department of Management will return to the Department a computer printout which will be the Department's official budget request for the year.
- VI. The Department Head will sign the request and return two copies to the Department of Management.

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	365.00	1 of 1	6/12/86

---

Subject  
Department's Mission Statement

Approval *James H. Chalstrom*

---

GENERAL

Each Department must submit a Mission Statement.

PROCEDURES

- I. Follow Technical Instruction 521.00 to prepare the document.
- II. Submit according to time schedule in Procedure 362.00 if on-line update capability is not available.
- III. Enter in computer if on-line capability is available. Detailed instructions will be available the middle of August.



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	366.00	1 of 1	6/12/86

---

Subject  
Budget Unit's Stated Goals

Approval *James H. Chelstrom*

---

GENERAL

Each Department must submit Budget Unit's Stated Goals for each Budget Unit within the Department.

PROCEDURES

- I. Follow Technical Instruction 522.00 to prepare the document.
- II. Submit according to time schedule in Procedure 362.00 if on-line capability is not available.
- III. Enter in computer if on-line capability is available. Detailed instructions will be available in the middle of August.





DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	367.00	1 of 1	6/12/86

Subject	Subunit Descriptions Decision Package Descriptions	Approval <i>James H. Chalovich</i>
---------	---	------------------------------------

GENERAL

This document (SB Form 13) has multipurpose usage:

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

PROCEDURES

- I. Subunit Description
  - A. Follow Technical Instructions 523.10 to prepare the document.
  - B. Submit according to time schedule in Procedure 362.00 if on-line capability is not available.
  - C. Enter in computer if on-line capability is available. Detailed instructions will be available in the middle of August.
- II. Summary Sheet for Decision Packages. See Technical Instruction 523.10 for appropriate instruction.
  - A. Complete the Subunit Description in Part 1 SB Form 13. Use the same description that was submitted earlier for the subunit. This does involve duplicating the Subunit Description once. Under the previous procedures this same subunit description was entered on each Decision Package which required many more duplications of the subunit description.
- III. Decision Package Description (BDES). See Technical Instruction 523.20 for appropriate instruction.



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	370.00	1 of 1	7/2/86

---

Subject  
Preparation of FY 87 Estimate

Approval *James H. Chelstrom*

---

The estimate for FY 87 that is being submitted for conversion to IFAS prior to July 1, 1986, will be used in the budget process. You will not be required to duplicate this work when the budget request is submitted this fall.

If there are significant changes in your proposed operation for FY87, they may be made in cooperation with your budget analyst.



D E P A R T M E N T   O F   M A N A G E M E N T

S T A T E   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 7/2/86
-----------------------	---------------------------	--------------------	-----------------------------------

---

Subject  
Computation of FY 88 Base Budget

Approval *James H. Chalmers*

---

GENERAL

The Departments will receive a computer printout of SB Schedule 6 for each organization included in the FY87 estimate. A Base Budget shall be established for FY 88.

The Departments will also receive a computer printout of SB Schedule 10 Position Cost Allocation Schedule for each organization having personal services included in the FY 87 estimate.

SB Schedule 6 will have the Personal Services moved to the Base Budget FY 88 (column 5) . There will be no entries moved for Resources or for Support items in the Disposition of Resources.

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

PROCEDURES

- I. If there have been any changes in organizations, or any change is desired for FY 88, contact your budget analyst.
- II. Complete the individual line items to reflect how the Department anticipates it will establish the 75 percent Base Budgets for FY 88. Apply percent to amounts in B B-4. See Technical Instructions 545.20, 545.30 and 545.40 for appropriate action.
- III. When completed, each organization should be in balance. The total expenditures for the Department should not exceed 75 percent of the estimated expenditures for FY 87 for the entire Department, but may vary between organizations.
- IV. Prepare a SB Schedule 4 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.



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	371.01	1 of 1	6/12/86

Subject	Computation of FY 88 Base Budget Sick Leave Pay Out	Approval	<i>James H. Chalstrom</i>
---------	--	----------	---------------------------

GENERAL

The amount of anticipated Sick Leave Pay Out for FY 88 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 6.
- II. Class Code 99052 Sick Leave Pay Out (SB Table VIII) should be used to enter the correct amount.
- III. See Technical Instructions 545.20, 545.30, 546.00 and 550.00 for appropriate action.





DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section PROCEDURES	Instruction No. 376.00	Page No. 1 of 1	Effective/Revision Date 7/2/86
-----------------------	---------------------------	--------------------	-----------------------------------

Subject  
Decision Packages

Approval *James H. Chelstrom*

GENERAL

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

Each Decision Package will consist of the following:

1. SB Schedule 4 Part 1 Narrative
2. SB Schedule 4 Part 1A Performance Measures
3. SB Schedule 4 Part 2 Financial Data
4. SB Schedule 4 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 4 Part 1 Narrative. See Technical Instruction 544.10 for appropriate action.
- II. Prepare SB Schedule 4 Part 4 Utilities Supplement (when applicable). See Technical Instruction 544.40 for appropriate action.
- III. Prepare SB Schedule 4 Part 2 Financial Data. See Technical Instructions 544.21 and 544.22 for appropriate action.
- IV. Prepare SB Schedule 4 Part 1A Performance Measures. See Technical Instructions 544.11 for appropriate action.
- V. Follow the above steps for each Decision Package to be prepared.
- VI. Submit according to time schedule in Procedure 362.00.



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	384.11	1 of 1	6/12/86

Subject Other - Current Appropriation  
No Appropriation Requested

Approval *James H Chalstrom*

GENERAL

The estimated financial activity for FY 88 must be submitted as well as the estimated activity for FY 87.

SB Schedules 6, 7, 8 and 10 are being distributed for Budget Unit/Fund currently in the accounting system.

A copy of the Other 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 14. See Technical Instructions 524.00 for appropriate instruction.
- II. Complete the estimated activity for FY 87. SB Schedules 6, 8 and 10 will be used to enter the data. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- III. The estimate for FY 88 will be entered in column 5 on SB Schedule 6, 8 and 10 headed FY 88 Base Budget. The total activity for the year is being treated by the system as the base budget for the FY 88. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	384.12	1 of 1	6/12/86

Subject Other - Current Appropriation - With  
Continuing Appropriation Requested

Approval *James H. Chalmers*

GENERAL

The estimated financial activity for the FY 87 must be submitted.

SB Schedules 6, 7, 8 and 10 are being distributed for each Budget Unit/Fund currently in the accounting system.

A copy of the Other description that is currently in the system is also being distributed.

The modified base budget procedures will be followed for all Other requests that are continuation of existing appropriations. The Base Budget for FY 88 must be submitted on SB schedule 6. The balance of the request will be prepared as Decision Packages on SB Schedule 4.

PROCEDURES

- I. Review the narrative and make the desired changes on the computer printout. If the changes are excessive, submit on SB Form 14. See Technical Instructions 524.00 for appropriate action.
- II. Complete the estimated activity for FY 87. SB Schedules 6, 8 and 10 will be used to enter the data. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- III. The Base Budget for FY 88 will be calculated next. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 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, 544.21 and 544.22 for appropriate action.



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	384.20	1 of 1	6/12/86

Subject	Other
	Request for New Appropriations

Approval *James H. Chalstrom*

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 a budget Unit/Fund number for the new number and copies of the forms and schedules to be used.
- II. Complete SB Form 14. See Technical Instructions 524.00 for appropriate action.
- III. Prepare SB Schedule 4 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.





DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
PROCEDURES	387.00	1 of 1	7/2/86

---

Subject  
Funds

Approval *James H. Chabot*

---

GENERAL

The estimated financial activity for FY 87 and FY 88 in all funds must be submitted during the budget process. The 75 percent base budget process is not used for these funds. SB Schedules 6, 7, 8, and 10 are being distributed for each fund that is currently in the accounting system. This allows us to incorporate ALL positions in the budget process.

PROCEDURES

- I. The first step is to complete the estimated activity for FY 87. SB Schedules 6 and 8 will be used to enter the data for all funds. If personal services are involved, SB Schedule 10 must also be used. See Technical Instructions 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- II. The estimate for FY 88 will be entered in in column 5 on SB Schedules 6, 8 and SB Schedule 10 headed FY 1988 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 545.20, 545.30, 548.00 and 550.00 for appropriate action.
- III. If there are funds for which you do not receive preprinted SB Schedules 6, 8 and SB Schedule 10, contact your budget analyst.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	502.61	1 of 1	6/20/86

---

Subject SB Table VI-A Account Type

Approval *James H. Chalmers*

---

<u>Description</u>	<u>Account Type</u>
Balance Brought Forward	01
Appropriation	05
Receipts	20
Transfers In:	
Intra Fund	21
Inter Fund	22
Appropriation	23
Authorized by General Assembly	24
Expenditures	66
Transfers Out:	
Intra Fund	71
Inter Fund	72
Appropriation	73
Authorized by General Assembly	74
Appropriation	92
Reversions	93
Balance Carried Forward	94



DEPARTMENT OF MANGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	502.62	1 of 2	6/20/86

---

Subject SB Table VI-B Revenue Classes

Approval *James H. Chalmers*

---

Taxes

- 101 - Beer Tax
- 102 - Cigarette Tax
- 103 - Tobacco Products Tax
- 104 - Equipment Car Tax
- 105 - Franchise Tax - Financial Institutions
- 106 - Income Tax - Corporation
- 107 - Income Tax Individual
- 108 - Inheritance Tax
- 109 - Moneys & Credits - Credit Union
- 110 - Insurance Premium Tax
- 111 - Sales Tax
- 112 - Liquor Tax
- 113 - Use Tax
- 114 - Fuel Taxes
- 115 - Other Taxes

Receipts from Other Entities

- 201 - Federal Support
- 202 - Local Governments
- 203 - Other States
- 204 - Intra-State Receipts
- 205 - Reimbursement from Other Agencies

Interest, Dividends, Bonds & Loans

- 301 - Interest
- 302 - Dividends
- 303 - Bonds and Loans

04 - Fees, Licenses & Permits

- 401 - Fees, Licenses & Permits

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	502.62	2 of 2	6/20/86

---

Subject SB Table VI-B Revenue Classes

Approval *James H. Chalmers*

---

Refunds & Reimbursements

501 - Refunds and Reimbursements

Sales, Rents & Service

- 601 - Sale of Real Estate
- 602 - Sale of Equipment & Salvage
- 603 - Rents & Leases
- 604 - Agricultural Sales
- 605 - Liquor
- 606 - Other Sales and Services

Miscellaneous

- 701 - Unearned Receipts
- 702 - Promotional Checkoffs
- 703 - Income Tax Checkoffs
- 704 - Other

Centralized Payroll

- 801 - Payroll Deductions

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	502.63	1 of 2	7/2/86

---

Subject SB Table VI-C Expenditure Classes

Approval *James H. Chulstrom*

---

CLASS

01 - Personal Services

101 Personal Services

02 - Travel & Subsistence

202 Personal Travel  
203 State Vehicle - Operation  
204 State Vehicle - Depreciation

03 - Supplies & Materials

301 Office Supplies  
302 Facility Maintenance Supplies  
303 Equipment Maintenance Supplies  
304 Prof. & Scientific Supplies & Mat.  
305 Highway Maintenance Supplies  
306 Housing & Subsistence Supplies  
307 Agricultural, Conservation & Hort.  
Supplies  
308 Other Supplies  
309 Printing & Binding  
310 Drugs & Biologicals  
311 Food  
312 Uniforms & Related Items  
315 Regents Library Acquisitions

04 - Contractual Services

401 Communications  
402 Rentals  
403 Utilities  
405 Professional & Scientific Services  
406 Outside Services  
407 Intra-state Transfers  
408 Advertising & Publicity  
409 Outside Repairs/Services  
410 Data Processing  
411 Attorney General Reimbursement  
412 Auditor of State Reimbursements  
413 Examination Expense  
414 Reimbursement to Other Agencies

05 - Equipment & Repairs

501 Equipment  
502 Office Equipment

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	502.63	2 of 2	6/20/86

---

Subject SB Table VI-C Expenditure Classes

Approval *James H Chalstrom*

---

CLASS

06 - Claims & Miscellaneous

601	Claims
602	Other Expenses & Obligations
603	Inventory
604	Securities
605	Appropriation Clearing
606	Withheld Income Taxes
607	Life Insurance Premiums
608	Health Insurance Premiums
609	Bonds, Credit Union, Deferred Compensation
610	Disability Premiums
611	FICA Contributions
612	IPERS Contributions
613	Judicial Retirement Contributions
614	Peace Officer Retirement
615	Other Centralized Payroll Disbursements

07 - Licenses, Permits, Refunds & Other

701	Licenses
702	Fees
703	Refunds - Income Tax
704	Refunds - Sales & Use Tax
705	Refunds - Other
706	Refunds - Income Tax Corporations

08 - State Aid & Credits

801	State Aid
802	Tax Credits
803	Aids to Individuals
804	Agricultural Aid
805	Health Aids & Reimbursements
806	Employment Benefits
807	Loans to Local Governments

09 - Plant Improvements & Additions

901	Capitals
-----	----------



DEPARTMENT OF MANGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	502.81	1 of 1	6/20/86

---

Subject SB Table VIII  
Special Class Codes Personal Services

Approval *James H Chalstrom*

---

<u>CLASS CODE</u>	<u>TITLE</u>
99005	Fac. & Instr. Officials Salaries
99010	Prof. & Sci. Salaries
99015	General Service Staff Salaries
99020	Extra Help
99025	Overtime
99026	Shift Differential
99027	Per Diem
99028	Cleaning
99029	Holiday Pay
99030	Stand By
99035	Call Back
99040	Longevity
99043	Per Diem POR
99050	Resident Labor
99052	Sick Leave Pay Out
99080	Salary Adjustment - 1st year
99090	Vacancy Factor



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	503.00	1 of 1	6/20/86

---

Subject SB Table X Decision Package Grouping  
Classification

Approval *James H. Chalmers*

---

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
Reduction of current program (program contraction)	L
New legislation enacted	M



DEPARTMENT OF MANGEMENT

STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	503.40	1 of 1	6/20/86

Subject SB Table XIV - Appropriation Action  
Codes

Approval *James H Chalstrom*

<u>Action Code</u>	<u>Description</u>
A	Add - To add a new appropriation
E	Estimated Revisions (Standing Unlimited) - To record the adjustments to standing unlimited appropriations
J	Salary Adjustment - To record the salary adjustments
L	Supplemental/Legislature Reductions - To record action taken by the General Assembly to adjust existing appropriations, either up or down
R	Reduction/Restoration
X	Comparable Worth Adjustment



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
TECHNICAL INSTRUCTIONS	503.50	1 of 1	6/20/86

---

Subject SB Table XV - Budget Unit Categories

Approval *James H. Chalstrom*

---

BUDGET UNIT CATEGORIES

Operations - Operating budgets for all Departments in all three branches government and Budget Units that do not fit in any category below.

Assistance  
Payments - All appropriations that provide for direct or indirect payment of assistance to individuals, partnerships or corporations.

Local Tax Credits  
& Program Aids - All appropriations that provide for direct payment to political subdivisions of the State including the Area Schools.

Tax or Fee  
Refunds - All appropriations that refund taxes or fees.

Retirement Program  
Supplements - All appropriations that provide supplemental funding to State Retirement Systems.

Capital - All Capital Appropriations regardless of funding sources.





DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

521.00

Page No.

1 of 1

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

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. Departments with on-line capabilities will enter directly into the computer.

INSTRUCTIONS:

- I. Coding - For Department of Management Use Only
- 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.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

522.00

Page No.

1 of 1

Effective/Revision Date

6/12/86

Approval

*James H. Chalmers*

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. Departments with on-line capabilities will enter directly into the computer.

INSTRUCTIONS:

- I. Coding - For Department of Management Use Only
- 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. Budget Unit - Enter the name of the Budget Unit 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 Budget Unit of a Department, enter the name of the Budget Unit 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.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

523.10

Page No.

1 of 1

Effective/Revision Date

6/12/86

Approval

*James W. Chalstrom*

DOCUMENT TITLE: Subunit Descriptions & Decision Package Description

DOCUMENT NO: SB Form 13 - Part I

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

PURPOSE: To provide a uniform format for the narrative of the Subunit 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. Departments with on-line capabilities will enter directly into the computer.

INSTRUCTIONS:

- I. Coding - For Department of Management Use Only
- 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. Budget Unit - Enter the name of the Budget Unit for which the form is being prepared.
- IV. Subunit - Enter the name of the Subunit for which the form is being prepared.
- V. Subunit Description - Enter a brief description of the Subunit.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

523.20

Page No.

1 of 2

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package Description (BDES)

DOCUMENT NO: SB Form 13 - Part II

NO. OF SETS SUBMITTED: as necessary      NO. OF COPIES PER SET: three (3)

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

GENERAL:

A description that is appropriate for a Decision Package at the Organization level may not properly describe the combined Decision Packages at the Subunit /Budget Unit level. A more inclusive description can be entered at the Subunit/Budget Unit level. The BDES need be entered only once at the Subunit/ Budget Unit level on the first Organization in the Subunit/Budget Unit.

INSTRUCTIONS:

I. Organization Level

- A. Budget Unit - Enter the eleven (11) digit account number of the Budget Unit in which the Organization is located.
- B. Organization - Enter the four (4) digit number of the Organization for which the Decision Package is being submitted.
- C. ORGN Priority - Enter the two (2) digit number that is the Organization Priority Ranking for the Decision Package.
- D. 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.
- E. To change the description, enter the new description on the form. The new data will replace the existing data in the computer.

II. Subunit Level (level #1 organization in Budget System)

- A. Enter "Subunit" next to Brief Description.
- B. Budget Unit - Enter the eleven (11) digit account number of the Budget Unit in which the Organization is located.
- C. Organization - Enter the four (4) digit number of the first Organization of the Organizations being combined within the Subunit.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

523.20

Page No.

2 of 2

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package Description (BDES)

DOCUMENT NO: SB Form 13 - Part II

NO. OF SETS SUBMITTED: as necessary NO. OF COPIES PER SET: three (3)

PURPOSE:

INSTRUCTIONS: (continued)

- D. ORGN Priority - Enter the two (2) digit number that is the Organization Priority ranking for the Decision Package.
- E. Brief Description - Enter a brief description of the combined Decision Packages, not to exceed three (3) lines of not more than fifty (50) characters per line.
- F. To change the description, enter a new description on the form. The new data will replace the existing data.
- G. To delete the combined description, enter DELETE in the first spaces of the description and it will be deleted.

III. Budget Unit Level

- A. Enter "Budget Unit" next to Brief Description.
- B. Budget Unit - Enter the eleven (11) digit account number of the Budget Unit in which the Organization is located.
- C. Organization - Enter the four (4) digit number of the first Organization of the Organizations being combined within the Budget Unit.
- D. ORGN Priority - Enter the two (2) digit number that is the Organization Priority ranking for the Decision Package.
- E. Brief Description - Enter a brief description of the combined Decision Packages, not to exceed three (3) lines of not more than fifty (50) characters per line.
- F. To change the description, enter a new description on the form. The new data will replace the existing data.
- G. To delete the combined description, enter DELETE in the first spaces of the description and it will be deleted.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

524.00

Page No.

1 of 1

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Unit/Fund Description

DOCUMENT NO: SB Form 14

NO. OF SETS SUBMITTED: one per BU/Fund NO. OF COPIES PER SET: three (3)

PURPOSE: To provide a uniform format for the narrative submitted by all departments. The narrative can be entered directly into the computer from this form. The data is placed on this form by the department. Departments with on-line capabilities will enter directly into the computer.

GENERAL INSTRUCTIONS:

- I. This document will be used for all Budget Unit categories except operations, (see SB Table XV), and any funds for which descriptions are desired to be displayed in the Budget Document. If you have any questions, contact your Budget Analyst.

INSTRUCTIONS:

- I. Coding - For Department of Management Use Only
- 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. Budget Unit/Fund Name - Enter the name of the Budget Unit/Fund for which the form is being prepared.
- IV. Budget Unit Category - If the description is for a Budget Unit, enter the proper category as shown on SB Table XV - Budget Unit Category. If for a Fund, leave blank.
- V. BU/Fund Description - Enter the Description of the Budget Unit/Fund that is designed to print in the Budget Document.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

539.00

Page No.

1 of 1

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Self-supporting Programs

DOCUMENT NO: SB Form 30

NO. OF SETS SUBMITTED: one per program NO. OF COPIES PER SET: two (2)

PURPOSE: To provide a comparison of receipts collected with the actual or estimated cost of the program.

INSTRUCTIONS:

- I. Department Name - In this space, enter the name of the department as it appears in the formal alphabetical listing in the budget document.
- II. Self-supporting Unit - Enter the name of the self-supporting unit as appropriate. Thus, the Board of Accountancy will be entered as: "Accountancy, Board of".
- III. Enter actual receipts collected or estimated receipts in the appropriate fiscal year. This amount should total receipts collected less refunds. Please attach supporting schedule of number and types of fees, licenses, etc. used to arrive at total receipts.
- IV. Enter direct expenditures. This would be amount actually spent, estimated or requested.
- V. Enter indirect expenditures. See your budget analyst for rates. NOTE: Self-supporting programs which are no longer paying rent directly should add this cost to their indirect costs.
- VI. Add direct and indirect costs together to obtain the total cost of program.
- VII. Subtract total costs from total receipts to determine receipts over (under) costs difference.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.10

Page No.

1 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4 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 4 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:
- II. Complete each item on the Decision Package - Narrative - SB Schedule 4 - Part 1. All data should be typed for better legibility.
- III. Complete one set of Decision Package Narrative - SB Schedule 4 - Part 1 for the BASE of each organization. The BASE is the minimum level for which the same supporting data should be submitted as for each Decision Package.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.10

Page No.

2 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4 Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS:

- I. The data in the upper left portion of SB Schedule 4 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. Budget Unit - Enter the name of the Budget Unit submitting the data.
  - C. Subunit Name - Enter the name of the Subunit for which the data is being submitted.
  - D. Organization Name - Enter the name of the organization for which the data is being submitted.
  - E. Budget Unit No. - Enter the eleven (11) digit number of the Budget Unit.
  - F. Organization No. - Enter the four (4) digit number of the organization on which the data is to be entered.
  - G. Organization Priority - Enter the two (2) digit priority rank of the Decision Package within the organization.
  - H. BU Priority - Enter the four (4) digit priority rank of the Decision Package within the Budget Unit.
- 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.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.10

Page No.

3 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chelton*

DOCUMENT TITLE: Decision Package - Narrative

DOCUMENT NO: SB Schedule 4 Part 1

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

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.





DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.11

Page No.

1 of 3

Effective/Revision Date

7/2/86

Approval

*James W. Chalmers*

DOCUMENT TITLE: Decision Package - Performance Measures

DOCUMENT NO: SB Schedule 4 Part 1-A

NO. OF SETS SUBMITTED: each budget unit NO. OF COPIES PER SET: two (2)

PURPOSE: To allow the Department to submit Performance Measures by Budget Unit for the Organizations immediately below the Budget Unit (Level #1).

GENERAL INSTRUCTIONS:

- I. Submit only three (3) performance measures for each level #1 organization within the Budget Unit.
- II. SB Schedule 4 Part I-A should be completed in the following sequence:
  - A. Information - upper left
  - B. The name of each Level #1 organization and the three performance measures for that organization.
- III. All data should be typed for better legibility
- IV. If you have more than six Decision Packages for any organization, prepare your own form in the exact same format listing performance measures for ALL decision packages. Check with your Budget Analyst.

INSTRUCTIONS:

- I. The data in the upper left portion of SB Schedule Part I-A is used to identify the Budget Unit for which the data is being submitted.
  - A. Department - Enter the name of the Department submitting the data.
  - B. Budget Unit - Enter the name of the Budget Unit for which the data is being submitted.
  - C. Budget Unit No. - Enter the eleven (11) digit Budget Unit number.
- II. Complete a section for each Level #1 organization within the Budget Unit.
  - A. \* - Enter the name of the Level #1 organization for which the performance measures are being submitted.
  - B. Performance Measures
    1. \*\* - Enter on each line the description of the performance measure in the first column.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.11

Page No.

2 of 3

Effective/Revision Date

7/2/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Decision Package - Performance Measures

DOCUMENT NO: SB Schedule 4 Part 1-A

NO. OF SETS SUBMITTED: each budget unit NO. OF COPIES PER SET: two (2)

INSTRUCTIONS:

2. 1984 Actual - Enter the actual total units being measured for this Performance Measure for this organization during FY 84.
3. 1985 Actual - Enter the actual total units being measured for this Performance Measure for this organization for FY 85.
4. 1986 Actual - Enter the actual total units being measured for this Performance Measure for this organization for FY 86.
5. 1987 Budget - Enter the actual total units being measured for this Performance Measure for this organization included in the budget for FY 87.
6. 1988 Request Base - Enter the actual total units being measured for this Performance Measure for the base budget for this organization in the FY 88 budget request.
7. 1988 Request Priority #1 - Enter the units being measured for this performance measure for priority #1 for this organization in the FY 88 budget request.
8. 1988 Request Priority #2 - Enter the units being measured for this performance measure for priority #2 for this organization in the FY 88 budget request.
9. 1988 Request Priority #3 - Enter the units being measured for this performance measure for priority #3 for this organization in the FY 88 budget request.
10. 1988 Request Priority #4 - Enter the units being measured for this performance measure for priority #4 for this organization in the FY 88 budget request.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.11

Page No.

3 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Decision Package - Performance Measures

DOCUMENT NO: SB Schedule 4 Part 1-A

NO. OF SETS SUBMITTED: each budget unit NO. OF COPIES PER SET: two (2)

INSTRUCTIONS:

11. 1988 Request Priority #5 - Enter the units being measured for this performance measure for priority #5 for this organization in the FY 88 budget request.
12. 1988 Request Priority #6 - Enter the units being measured for this performance measure for priority #6 for this organization in the FY88 budget request.
13. 1988 Request Total - Enter the total of the units shown for the Base, Priority #1, Priority #2, Priority #3, Priority #4, Priority #5 and Priority #6 for this performance measure for this organization in the FY 88 budget request.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

1 of 5

Effective/Revision Date

6/12/86

Approval

*James H Chalstrom*

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - 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 FY 88.

GENERAL INSTRUCTIONS:

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

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

2 of 5

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

GENERAL INSTRUCTIONS: (Continued)

B. AMOUNT - There are eleven (11) characters available in this field with a limit of 99,999,999,999.

IV. All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4 - 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 eleven (11) characters available in this field with a limit of 99,999,999,999.

#### INSTRUCTIONS:

##### I. Coding

A. FY - Enter the two (2) digit fiscal year

B. FUND - Enter the three (3) digit Fund number

C. AGENCY - Enter the three (3) digit Agency number

D. APPROPRIATION - Enter the three (3) digit Appropriation number

E. ORGN - Enter the four (4) digit Organization number

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

3 of 5

Effective/Revision Date

6/12/86

Approval

*James H Chabot*

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

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. SUBUNIT - Enter the name of the subunit.
- D. ORGANIZATION - Enter the name of Organization.

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. FTE - Enter the number of FTE for each class for FY 88.
- D. AMOUNT - Enter in whole dollars the amount for FY 88.

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. AMOUNT - Enter the amount of Federal Funds to be received during FY 88.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

4 of 5

Effective/Revision Date

6/12/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

V. Financial Data

A. Acct Type - Key in the two (2) digit account type. (See SB Table VI-A)

B. Acct:

1. If ACCT TYPE is 05, key in the three (3) digit appropriation number.
2. If ACCT TYPE is 20, key in the three (3) digit Revenue Class number.
3. If ACCT TYPE is 21, 22, or 23, key in the three (3) digit agency number from which the transfer is being made.
4. If ACCT TYPE is 66, key in the three (3) digit object class number.
5. If ACCT TYPE is anything else, leave blank.

C. Ref:

1. If ACCT TYPE is 05, key in the appropriate letter from SB table XIV in the first column.
2. If ACCT TYPE is 21, 22, or 23, key in the four (4) digit organization number from which the transfer is being made.
3. If ACCT TYPE is anything else, leave blank.

D. Financial Data Columns - Key in the amounts you desire to add.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.21

Page No.

5 of 5

Effective/Revision Date

6/12/86

Approval

*James H Chalstrom*

DOCUMENT TITLE: Decision Package - Part 2 - Add

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

VI. Priority Ranks (When Column DP is Used)

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

B. FY 88

1. Dept - Enter the Four (4) digit number that is the Department Wide priority ranking for this Decision Package for FY 88
2. BU - Enter the four digit (4) number that is the Budget Unit priority ranking for this Decision Package for FY 88
3. #1 - Enter the four (4) digit number that is the Level 1 priority ranking for this Decision Package for FY 88.
4. #2 - Enter the four (4) digit number that is the Level 2 priority ranking for this Decision Package for FY 88.
5. #3 - Enter the four (4) digit number that is the Level 3 priority ranking for this Decision Package for FY 88.
6. #4 - Enter the four (4) digit number that is the Level 4 priority ranking for this Decision Package for FY 88.
7. #5 - Enter the four (4) digit number that is the Level 5 priority ranking for this Decision Package for FY 88.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.22

Page No.

1 of 5

Effective/Revision Date

6/12/86

Approval

*James W. Chalstrom*

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - 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

GENERAL INSTRUCTIONS:

- I. SB Schedule 4 - Part 2 is divided into five sections for data entry. They are:
  - A. Coding Information
  - B. Financial Data - BFIN
  - C. Federal Funds - BFED
  - D. Personal Services - BPER
  - E. Priority Ranks - BPTY
- 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- BFED
  - D. Personal Services- BPER
  - E. Financial Data (Resources and Disposition of Resources) - BFIN
  - F. Priority Ranks- BPTY
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 4 - 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.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.22

Page No.

2 of 5

Effective/Revision Date

6/12/86

Approval

*James H. Chelton*

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary NO. OF COPIES PER SET: two (2)

GENERAL INSTRUCTIONS: (Continued)

- B. AMOUNT - There are eleven (11) characters available in this field with a limit of 99,999,999,999.
- IV. All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4 - 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 eleven (11) characters available in this field with a limit of 99,999,999,999.
- VI. When all Financial, Personal Services and Federal Funds data has been deleted for a Decision Package, the priorities will be deleted by Data Processing when they purge the files at irregular intervals. Because of this, you do NOT delete priorities.
- VII. The system will generate offsetting entries for the following:
  - A. Appropriations - 05 (Fund from which appropriated)
  - B. Intra and Inter Fund Transfers - 21 and 22 (Agency and Organization from which transferred.)
  - C. Transfers approved by General Assembly - 24 (Agency and Organization from which transferred)
- VIII. The system will NOT generate offsetting entries for the following which must be done manually.
  - A. Appropriations Transfer - 23

INSTRUCTIONS:

I. Coding

- A. FY - Enter the two (2) digit fiscal year
- B. FUND - Enter the three (3) digit Fund number

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.22

Page No.

3 of 5

Effective/Revision Date

6/12/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary NO. OF COPIES PER SET: two (2)

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. SUBUNIT - Enter the name of the subunit.
- D. ORGANIZATION - Enter the name of Organization.

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. TO CHANGE:
  - 1. FTE - Enter the correct number of FTE for each CLASS to be changed for FY 88.
  - 2. AMOUNT - Enter the whole dollars the correct amount for each CLASS to be changed for FY 88.
- D. TO DELETE:
  - 1. FTE - Enter zero for each CLASS being deleted for FY 88
  - 2. AMOUNT - Enter zero for each CLASS being deleted for FY 88

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.22

Page No.

4 of 5

Effective/Revision Date

6/12/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

C. TO CHANGE - Enter in whole dollars the correct amount of Federal Funds to be received in FY 88 for each catalog number.

D. TO DELETE - Enter zeros in the amount columns for each catalog to be deleted for FY 88.

V. Financial Data - (BFIN)

A. ACCT TYPE - Enter the two (2) digit account type (See SB Table VI-A)

B. TO CHANGE - Enter in whole dollars the correct amount for each Acct Type to be changed for FY 88.

C. TO DELETE - Enter zeros for each Acct Type to be deleted for FY 88.

VI. Priority Ranks (When Column DP is Used - BPTY)

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

B. FY 88 (Make entry only if Priority Ranks are being changed)

1. DEPT - Enter the new four (4) digit number that is the Department Wide priority ranking for this Decision Package for FY 88.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.22

Page No.

5 of 5

Effective/Revision Date

6/12/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Decision Package - Part 2 - Change/Delete

DOCUMENT NO: SB Schedule 4 - Part 2

NO. OF SETS SUBMITTED: as necessary

NO. OF COPIES PER SET: two (2)

INSTRUCTIONS: (Continued)

2. BU - Enter the four digit (4) number that is the Budget Unit priority ranking for this Decision Package for FY 88
3. #1 - Enter the four (4) digit number that is the Level 1 priority ranking for this Decision Package for FY 88.
4. #2 - Enter the four (4) digit number that is the Level 2 priority ranking for this Decision Package for FY 88.
5. #3 - Enter the four (4) digit number that is the Level 3 priority ranking for this Decision Package for FY 88.
6. #4 - Enter the four (4) digit number that is the Level 4 priority ranking for this Decision Package for FY 88.
7. #5 - Enter the four (4) digit number that is the Level 5 priority ranking for this Decision Package for FY 88.





DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.40

Page No.

1 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chelton*

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4 - 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 4 - 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 4 - 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 4 - Part 2.
- IV. It is not necessary to prepare a separate SB Schedule 4 - Part 4 for each organization. All of the information for a Budget Unit may be entered in one organization within the Budget Unit. If there is more than one Budget Unit within a department, a separate SB Schedule 4 - 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. Budget Unit - Enter the name of the Budget Unit.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.40

Page No.

2 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4 - 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

INSTRUCTIONS: (Continued)

- C. Subunit Name - Enter the name of the Subunit.
- D. Organization Name - Enter the name of the Organization for which the data is being submitted.
- E. Budget Unit No. - Enter the eleven (11) digit number of the Budget Unit.
- F. Organization No. - Enter the four (4) digit number of the Organization on which the data is to be entered.
- G. Organization Priority - Enter the two (2) digit priority rank of the Decision Package within the Organization.
- H. BU Priority - Enter the four (4) digit priority rank of the Decision Package within the Budget Unit.

II. Section A - Utilities

- A. Units - FY 88 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.
- B. Price - FY 88 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.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

544.40

Page No.

3 of 3

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Decision Package - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 4 - 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

INSTRUCTIONS: (Continued)

- C. Total Cost - FY 88 Request - Enter the total amount for each utility requested on this Decision Package for the year.

III. Section B - Motor Fuels

- A. Units- FY 88 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 - FY 88 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 - FY 88 Request - Enter the total amount for each type of motor fuel requested on this Decision Package for the year.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.20

Page No.

1 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 6

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

PURPOSE: To add Federal Funds, Personal Services and Financial data to the  
Base Budget column in the Budget System: BB-5 BASE BUDGET - FY 88

GENERAL INSTRUCTIONS:

I. SB Schedule 6 is divided into four sections. They are:

- A. Coding Information
- B. Part I - Financial Data (BFIN)
- C. Part II - Federal Funds (BFED)
- D. Part III - Personal Services (BPER)

II. SB Schedule 6 should be completed in the following sequence:

- A. Coding Information
- B. Information - Upper Right
- C. Part II - Federal Funds (BFED)
- D. Part III - Personal Services (BPER)
- E. Part I - Financial Data (BFIN)

III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 6. 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.

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION  
TECHNICAL INSTRUCTIONS  
Budget Worksheets

Instr. No.  
545.20  
Page No.  
2 of 5  
Effective/Revision Date  
7/2/86

Approval *James H. Chelton*

DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 6

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

GENERAL INSTRUCTIONS (continued)

- B. AMOUNT - There are eleven (11) characters available in this field with a limit of 99,999,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 6. 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 eleven (11) characters available in this field with a limit of 99,999,999,999.
- V. The system will generate offsetting entries for the following:
  - A. Appropriations - 05 (Fund from which appropriated)
  - B. Intra and Inter Funds transfers - 21 and 22 (Agency & Organization from which transferred)
  - C. Transfers approved by the General Assembly - 24 (Agency and Organization from which transferred)
- VI. The system will NOT generate offsetting entries for the following which must be done manually:
  - A. Appropriations Transfers - 23
- VII. If you wish to change the estimate for FY 87, contact your financial analyst.

INSTRUCTIONS:

I. Coding

- A. FY - Enter the two (2) digit fiscal year.
- B. FUND - Enter the three (3) digit fund number.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.20

Page No.

3 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 6

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

GENERAL INSTRUCTIONS (continued)

C. AGENCY - Enter the three (3) digit Agency number.

D. APPR - Enter the three (3) digit Appropriation number.

E. ORGN - Enter the four (4) digit Organization number.

II. Form Identification (Upper Right Corner)

A. DEPT. NAME - Enter the name of Department.

B. BUDGET UNIT - Enter the name of the Budget Unit.

C. SUBUNIT - Enter the name of the Subunit.

D. ORGANIZATION - Enter the name of the Organization.

III. Part II - Federal Funds (BFED)

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. BASE BUDGET FY 88 BB-5 - Enter the amount of Federal Funds estimated to be included in the Base for FY 88 for each catalog and FFY.

IV. Part III - Personal Services (BPER)

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.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.20

Page No.

4 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 6

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

INSTRUCTIONS: (continued)

- B. CLASS - Enter the five (5) digit Class Code for the position being added.
- C. FTE BB-5 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 86.
- D. AMOUNT BB-5 - Enter in whole dollars the cost of the FTE BB-5 for the CLASS.

V. Part I - Financial Data (BFIN)

- A. Acct Type - Key in the two (2) digit account type. (See SB Table VI-A)
- B. Acct:
  - 1. If ACCT TYPE is 05, key in the three (3) digit appropriation number.
  - 2. If ACCT TYPE is 20, key in the three (3) digit Revenue Class number.
  - 3. If ACCT TYPE is 21, 22, or 23, key in the three (3) digit agency number from which the transfer is being made.
  - 4. If ACCT TYPE is 66, key in the three (3) digit object class number.
  - 5. If ACCT TYPE is anything else, leave blank.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.20

Page No.

5 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base Computation - Add

DOCUMENT NO: SB Schedule 6

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

INSTRUCTIONS: (continued)

C. Ref:

1. If ACCT TYPE is 05, key in the appropriate letter from SB table XIV in the first column.
2. If ACCT TYPE is 21, 22, 23 or 24, key in the four (4) digit organization number from which the transfer is being made.
3. If ACCT TYPE is anything else, leave blank.

D. BASE BUDGET FY 88 BB-5 - Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 88 for each line of data.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.30

Page No.

1 of 4

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 6

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

PURPOSE: To change Federal Funds, Personal Services and Financial data to the Base Budget column in the Budget System: BB-5 BASE BUDGET - FY 88

GENERAL INSTRUCTIONS:

- I. SB Schedule 6 is divided into four sections. They are:
  - A. Coding Information
  - B. Part I - Financial Data (BFIN)
  - C. Part II - Federal Funds (BFED)
  - D. Part III - Personal Services (BPER)
- II. SB Schedule 6 should be completed in the following sequence:
  - A. Coding Information
  - B. Information - Upper Right
  - C. Part II - Federal Funds (BFED)
  - D. Part III - Personal Services (BPER)
  - E. Part I - Financial Data (BFIN)
- III. All Personal Services data must be entered on the Personal Services portion of SB Schedule 6. 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.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.30

Page No.

2 of 4

Effective/Revision Date

7/2/86

Approval

*James H. Chalmers*

DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 6

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

GENERAL INSTRUCTIONS (continued)

- B. AMOUNT - There are eleven (11) characters available in this field with a limit of 99,999,999,999.
- IV. All Federal Funds data must be entered on the Federal Funds portion of SB Schedule 6. 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 eleven (11) characters available in this field with a limit of 99,999,999,999.
- V. The system will generate offsetting entries for the following:
  - A. Appropriations - 05 (Fund from which appropriated)
  - B. Intra and Inter Funds transfers - 21 and 22 (Agency & Organization from which transferred)
  - C. Transfers approved by the General Assembly - 24 (Agency and Organization from which transferred)
- VI. The system will NOT generate offsetting entries for the following which must be done manually:
  - A. Appropriations Transfers - 23
- VII. If you wish to change the estimate for FY 87, contact your financial analyst.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.30

Page No.

3 of 4

Effective/Revision Date

7/2/86

Approval

*James H. Chalson*

DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 6

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

GENERAL INSTRUCTIONS (continued)

I. Coding

- A. FY - Enter the two (2) digit fiscal year.
- B. FUND - Enter the three (3) digit fund number.
- C. AGENCY - Enter the three (3) digit Agency number.
- D. APPR - Enter the three (3) digit Appropriation number.
- E. ORGN - Enter the four (4) digit Organization number.

II. Form Identification (Upper Right Corner)

- A. DEPT. NAME - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of the Budget Unit.
- C. SUBUNIT - Enter the name of the Subunit.
- D. ORGANIZATION - Enter the name of the Organization.

III. Part II - Federal Funds (BFED)

- 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.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.30

Page No.

4 of 4

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base Computation - Change/Delete

DOCUMENT NO: SB Schedule 6

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

GENERAL INSTRUCTIONS (continued)

- D. TO CHANGE - Enter in whole dollars the correct amount of Federal Funds for each catalog number to be received in FY 88.
- E. TO DELETE - Enter zeros in the amount columns for each catalog to be deleted for FY 88.

IV. Part III - Personal Services (BPER)

- 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 changed/deleted.
- C. TO CHANGE:
  - 1. FTE - Enter the correct number of FTE for each CLASS to be changed for FY 88.
  - 2. AMOUNT - Enter the whole dollars the correct amount for each CLASS to be changed for FY 88.
- D. TO DELETE:
  - 1. FTE - Enter zero for each CLASS being deleted for FY 88.
  - 2. AMOUNT - Enter zero for each CLASS being deleted for FY 88.

V. Part I - Financial Data (BFIN)

- A. ACCT TYPE - Enter the two (2) digit account type (See SB Table VI-A)
- B. TO CHANGE - Enter in whole dollars the correct amount for each Acct Type to be changed for FY 88.
- C. TO DELETE - Enter zeros for each Acct Type to be deleted for FY 88.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

1 of 5

Effective/Revision Date

7/2/86

Approval

*James N. Chalmers*

DOCUMENT TITLE: Base Budget - Utilities and Motor Fuel Supplement

DOCUMENT NO: SB Schedule 6 - 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 6 - 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 6 - 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 6.
- IV. It is not necessary to prepare a separate SB Schedule 6 - Part 4 for each organization. All of the information for a Budget Unit may be entered in one organization within the Budget Unit. If there is more than one Budget Unit within a department, a separate SB Schedule 6 - 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. Budget Unit - Enter the name of the Budget Unit.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

2 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chastrom*

INSTRUCTIONS: (Continued)

C. Subunit - Enter the name of the Subunit.

D. Budget Unit No. - Enter the eleven (11) digit Budget Unit number.

II. Section A - Utilities

A. Units

1. FY 86 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 87 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 87 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 88 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. FY88 Total Units Requested - Enter in thousands the number of BTU's included in the Total Request (Base plus ALL Decision Packages) for the year for each type of fuel listed. For electricity, use kilowatt hour.

B. Price

1. FY 86 Actual Average Unit Price - Enter the actual average unit price paid during the year for utility used.
2. FY 87 Budgeted Average Unit Price - Enter the budgeted unit price for the year for each utility used.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

3 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

INSTRUCTIONS: (Continued)

3. FY 87 Estimated Average Unit Price - Enter the estimated average unit price to be paid during the year for each utility used.
4. FY 88 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 86 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 87 Budget - Enter the total amount for each utility used that was included in the budget for the year.
3. FY 87 Estimated Expenditures - Enter the total amount for each utility used that you currently estimate will be spent during the year.
4. FY 88 Request - Enter the total amount for each utility used that you included in the Base for the year.
5. FY 88 Total Request - Enter the total amount (Base plus All Decision Packages) for each utility used for the year.

III. Section B - Motor Fuel

A. Units

1. FY 86 Actual Units Consumed - Enter in thousands the actual number of units consumed during the year for each type of motor fuel listed.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

4 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

INSTRUCTIONS: (Continued)

2. FY 87 Budgeted Units Consumed - Enter in thousands the number of units budgeted for the year for each type of motor fuel listed.
3. FY 87 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 88 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 88 Total Units Requested - Enter in thousands the number of units requested in the Total Request (Base plus ALL Decision Packages) for the year for each type of motor fuel listed.

B. Price

1. FY 86 Actual Average Unit Price - Enter the actual average unit price paid during the year for each motor fuel used.
2. FY 87 Budgeted Average Unit Price - Enter the budgeted unit price for the year for each motor fuel used.
3. FY 87 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 88 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each motor fuel used.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

545.50

Page No.

5 of 5

Effective/Revision Date

7/2/86

Approval

*James H. Chalstrom*

INSTRUCTIONS: (Continued)

C. Total Cost

1. FY 86 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 87 Budget - Enter the total amount for each type of motor fuel that was included in the budget for the year.
3. FY 87 Estimated Expenditures - Enter the total amount for each type of motor fuel that you currently estimate will be spent during the year.
4. FY 88 Request - Enter the total amount for each type of motor fuel that you are requesting in the Base for the year.
5. FY 88 Total Request - Enter the total amount for each type of motor fuel (Base plus ALL Decision Packages) that you are requesting for the year.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

546.00

Page No.

1 of 2

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 6

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

PURPOSE: To enter the Financial Data for the Base Budget for FY 88.

GENERAL INSTRUCTIONS:

I. SB Schedule 6 will have the following data preprinted:

- A. BB - 4 Estimate for FY 87 as submitted for conversion to IFAS prior to June 13, 1986.
- B. BB - 5 Personal services, total only, for FY 88, based on a current projection of same positions budgeted for FY 87

II. The supporting personal services detail by class and position are shown on SB Schedule 10 (preprinted).

III. The supporting Federal Funds detail by FFY and catalog number are shown on SB Schedule 8 (preprinted).

IV. SB Schedule 5 Part I - Financial Data, may be used to update BB-5 Base Budget for FY 88

(See Instructions 545.20 and/or 545.30)

INSTRUCTIONS:

I. Acct Type - Key in the two (2) digit account type. (See SB Table VI-A)

II. Acct:

- A. If ACCT TYPE is 05, key in the three (3) digit appropriation number.
- B. If ACCT TYPE is 20, key in the three (3) digit Revenue Class number.
- C. If ACCT TYPE is 21, 22, or 23, key in the three (3) digit agency number from which the transfer is being made.
- D. If ACCT TYPE is 66, key in the three (3) digit object class number.
- E. If ACCT TYPE is anything else, leave blank.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

546.00

Page No.

2 of 2

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base Computation - Preprinted

DOCUMENT NO: SB Schedule 6

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

PURPOSE: To enter the Financial Data for the Base Budget for FY 88.

INSTRUCTIONS:

III. Ref:

- A. If ACCT TYPE is 05, key in the appropriate letter from SB table XIV in the first column.
- B. If ACCT TYPE is 21, 22, 23 or 24, key in the four (4) digit organization number from which the transfer is being made.
- C. If ACCT TYPE is anything else, leave blank.

- IV. BASE BUDGET FY 88 BB-5 - Enter in whole dollars the correct amounts to be included in the BASE BUDGET FY 86 for each line of data.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

548.00

Page No.

1 of 1

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Budget Base - Federal Funds - Preprinted

DOCUMENT NO: SB Schedule 8

NO. OF SETS SUBMITTED: as necessary NO. OF COPIES PER SET: two (2)

PURPOSE: To enter the Federal Funds data for the Base Budget for FY 88.

GENERAL INSTRUCTIONS:

- I. SB Schedule 8 will include the Federal Funds included in the Estimate for FY 87 as submitted for conversion to IFAS prior to June 12, 1986.
- II. The totals have been carried forward to the same columns on SB Schedule 6.
- III. SB Schedule 5 - Part II, Federal Funds, may be used to update the detail data for BB-5 Base Budget for FY 88.

INSTRUCTIONS:

- I. Description - Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- II. Catalog - Enter the five (5) digit catalog number of the Federal Grant under which the Federal Funds are being received.
- III. FFY - Enter the two (2) digit Federal Fiscal Year from which the Federal Funds are being received.
- IV. BASE BUDGET FY 88 BB-5 - Enter the amount of Federal Funds estimated to be included in the Base for FY 86 for each catalog and FFY.





DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

550.00

Page No.

1 of 2

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Position Cost Allocation Schedule - Preprinted

DOCUMENT NO: SB Schedule 10

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 in the Base Budget for  
FY 88.

GENERAL INSTRUCTIONS:

- I. SB Schedule 10 will be preprinted by the computer for each Budget Unit 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 10 will be preprinted.
- III. The name of each Organization will be preprinted on the document. Within each Organization, 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 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 Organization.
- 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. Organization Total: The total FTE's and dollar for all classes in the Organization.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

TECHNICAL INSTRUCTIONS

Budget Worksheets

Instr. No.

550.00

Page No.

2 of 2

Effective/Revision Date

6/12/86

Approval

*James H. Chalstrom*

DOCUMENT TITLE: Position Cost Allocation Schedule - Preprinted

DOCUMENT NO: SB Schedule 10

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 88 PROJECTED COST - This field will be preprinted showing the total projected cost of each position for FY 88. The cost includes fringe benefits as well as the base salary.

INSTRUCTIONS:

- I. 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.
- II. CLASS - Enter the five (5) digit Class Code for the position being added.
- III. FTE BB-5 - Enter the total FTE for each CLASS to be funded in the BASE BUDGET for FY 88.
- VI. AMOUNT BB-5 - Enter in whole dollars the cost of the FTE BB-5 for the CLASS.

DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	931.00	1 of 1	6/20/86

---

Subject  
Budget Pricing Information - Printing

Approval *James H. Chelstrom*

---

- I. PAPER: This has been fairly constant through 1986. Could possibly show a 5% increase in 1987. If there is ample supply, the price of paper will hold.
- II. STOCK COMPUTER PAPERS: Multi-part will probably have a 5% increase. Single-part will remain steady through 1987 with a possible increase of 1 to 2%.
- III. BUSINESS MACHINE CARDS: Business machine card usage is diminishing and the cost will probably remain the same.
- IV. PRINTING OF CUSTOM BUSINESS FORMS: This item will probably show a 4% increase. If it were not for good competition, the increase would be high.
- V. CONVENTIONAL PRINTING: Increases in this area will probably be no more than 2%. There still exists a buyers market for conventional printing.
- VI. COPIERS: Increase for copier costs will be approximately 3% for service but remain fairly constant for purchases.



D E P A R T M E N T   O F   M A N A G E M E N T

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

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	932.00	1 of 2	6/20/86

---

Subject  
Budget Pricing Information - Office Equipment

Approval *James H Chelstrom*

---

OFFICE EQUIPMENT PRICE LIST

DESKS

COST

Metal Executive, 60" x 30" dbl. pedestal w/center drawer	\$621.18
Metal Steno, 66" x 30" sgl. pedestal type w/36" x 18" typing unit	701.22
Wood Modern Style Executive, 72" x 36"	503.00
Wood Modern Style Steno, 60" x 30" w/42" x 18" return	547.50

CONFERENCE TABLES

60" x 30" Metal Frame	270.86
72" x 36" Metal Frame	321.32

CHAIRS

Executive Type, Swivel w/arms, metal base upholstered	311.60
Steno Type, metal base, upholstered	178.22
Metal Side Chairs, w/arms, upholstered	66.55
Metal Side Chairs w/o arms, upholstered	47.70
Wood Base Executive Chair, upholstered hi-back	305.00
One-Piece Plastic Seat & Back Side Chairs	24.95

FILES - FULL SUSPENSION

Two Drawer, Lateral 30" wide 18" deep w/lock	223.88
Four Drawer, Lateral 30" wide, 18" deep w/lock	388.02
Five Drawar, Lateral 30" wide, 18" deep w/lock	464.58

BOOKCASE

36" wide x 42" high x 15" deep, adjustable shelves	157.01
--	--------

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	932.00	2 of 2	6/20/86

---

Subject  
Budget Pricing Information - Office Equipment

Approval *James H. Chalmers*

---

COAT RACKS

COST

12 Units 23 1/4" deep x 61" high x 50 1/2" long      \$140.00

DICTATING & TRANSCRIPTION EQUIPMENT

Tape Dictating Unit (Portable)	180.00
Tape Recorder/Transcriber, desk top	435.00

CALCULATORS & ADDING MACHINES

Electronic Calculator, Portable	7.95
Electronic Calculator, Desk Type, 10 digit Display Type	75.00
Printing Tape Type, No Display, 10 Digit	92.50

TYPEWRITERS (WITHOUT TRADES)

Electronic Typewriter, Portable, 500 Character, Correction Memory	309.00
Electronic Typewriter, Desk Unit with Disk Drive	690.00
Correcting Selectric, Ball Type 13.5" w/dual pitch	690.00

The above prices are current as of 2nd quarter, 1986. 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.

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	933.10	1 of 1	6/20/86

---

Subject    Budget Pricing Information  
            Vehicle Rates - Rental Rates

Approval *James H. Chalstrom*

---

Effective July 1, 1986, rental rates for Vehicle Dispatcher Division Pool Vehicles will be as follows:

Sub Compact (sedans)	- 16¢ per mile or minimum of \$8.00 per day
Compact (sedans)	- 15¢ per mile or minimum of \$7.50 per day
Compact Wagon	- 23¢ per mile or minimum of \$11.50 per day
Mid Size (sedans)	- 15¢ per mile or minimum of \$7.50 per day
Mid Size Wagon	- 19¢ per mile or minimum of \$9.50 per day
Large Size (sedans)	- 17¢ per mile or minimum of \$8.50 per day
Large Size Wagon	- 18¢ per mile or minimum of \$9.00 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 ( $50 \times 10 \times 15¢ = \$75.00$ ) = same cost as driving 500 miles  $\times 15¢ = \$75.00$ .

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





DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	933.20	1 of 3	6/20/86

Subject    Budget Pricing Information Vehicle Rates - Depreciation	Approval <i>James H. Chalmers</i>
---	-----------------------------------

VEHICLE DISPATCHER DEPRECIATION RATES  
ESTIMATED DEPRECIATION CHARGES FOR FISCAL YEAR 1987 AND 1988  
BASED UPON 68,000 AVERAGE VEHICLE MILEAGE

A. VEHICLE COST & DEPRECIATION	<u>COST</u>	FISCAL 1987 <u>ESTIMATED DEPRECIATION</u>	<u>COST</u>	FISCAL 1988 <u>ESTIMATED DEPRECIATION</u>
Compacts	6,657	5,326	6,990	5,592
Per Month-				
35 Months		150		160
Depreciation				
Rate Per Mile		.0783		.0822
Compact Wagon	7,179	5,744	7,538	6,031
Per Month-				
35 Months		165		170
Depreciation				
Rate Per Mile		.0844		.0886
Mid Size Sedan	8,381	6,705	8,800	7,040
Per Month-				
35 Months		190		200
Depreciation				
Rate Per Mile		.0986		.1035
Mid Size	8,903	7,123	9,348	7,479
2-Seat Wagon				
Per Month-				
35 Months		200		215
Depreciation				
Rate Per Mile		.1047		.1099
Large Size Sedan	10,958	8,767	11,506	9,205
Per Month-				
35 Months		250		265
Depreciation				
Rate Per Mile		.1289		.1353
Large Size	10,958	8,767	11,506	9,205
2-Seat Wagon				
Per Month				
35 Months		250		265
Depreciation-				
Rate Per Mile		.1289		.1353

## DEPARTMENT OF MANAGEMENT

## STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	933.20	2 of 3	6/20/86

Subject	Budget Pricing Information Vehicle Rates - Depreciation	Approval <i>James H. Chalstrom</i>
---------	--	------------------------------------

		FISCAL 1987 ESTIMATED		FISCAL 1988 ESTIMATED
	<u>COST</u>	<u>DEPRECIATION</u>	<u>COST</u>	<u>DEPRECIATION</u>
Large Size 3-Seat Wagon Per Month- 35 Months Depreciation- Rate Per Mile	11,066	8,853  250 .1301	11,619	9,296  265 .1367
Large Size Enforcement Per Month- 35 Months Depreciation Rate Per Mile	11,189	8,952  255 .1316	11,714	9,399  270 .1382
Large Size Enforcement Per Month- 28 Months Depreciation- Rate Per Mile	11,689	9,359  335 .1376	12,283	9,872  350 .1451
Large Size Extra Per Month- 35 Months Depreciation- Rate Per Mile	10,103	8,083  230 .1188	10,608	8,487  240 .1248

# DEPARTMENT OF MANAGEMENT

## STATE BUDGET DIVISION

Section Appendix	Instruction No. 933.20	Page No. 3 of 3	Effective/Revision Date 6/20/86
---------------------	---------------------------	--------------------	------------------------------------

Subject    Budget Pricing Information  
            Vehicle Rates - Depreciation

Approval *James H Chalstrom*

### B. DEPRECIATION COST PER MILE

	FISCAL YEAR 1987 ESTIMATED DEPRECIATION	FISCAL YEAR 1988 ESTIMATED DEPRECIATION
Compact	.0783	.0822
Compact Wagon	.0844	.0886
Mid-Size Sedan	.0986	.1035
Mid-Size 2-Seat Wagon	.1047	.1099
Large Size Sedan	.1289	.1353
Large Size 2-Seat Wagon	.1289	.1353
Large Size 3-Seat Wagon	.1301	.1367
Large Size Enforcement	.1316	.1382
Large Size Enforcement	.1376	.1451
Large Size Extra	.1188	.1248

### C. INSURANCES RATES PER VEHICLE

Year	144.00	144.00
Month	12.00	12.00

### D. VANS AND TRUCKS

#### RECOMMENDED DEPRECIATION PER MONTH

6,001 - 7,000	\$200.00	(Based upon 35 months)
7,001 - 8,000	230.00	( " " " " )
8,001 - 9,000	260.00	( " " " " )
9,001 - 10,000	210.00	(Based upon 48 months)
10,001 - 11,000	230.00	( " " " " )
11,001 - 12,000	250.00	( " " " " )
12,001 - 13,000	270.00	( " " " " )
13,001 - 15,000	250.00	(Based upon 60 months)
15,001 - 17,000	285.00	( " " " " )
17,001 - 20,000	335.00	( " " " " )
20,001 - 25,000	350.00	(Based upon 72 months)
25,001 - 30,000	415.00	( " " " " )
30,001 - 35,000	485.00	( " " " " )
35,001 - 40,000	550.00	( " " " " )
40,001 - 45,000	530.00	(Based upon 84 months)
45,001 - 50,000	600.00	( " " " " )



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	934.00	1 of 1	6/16/86

---

Subject  
Budget Pricing Information - Energy Costs\*

Approval *James H Chalstrom*

---

UTILITIES	<u>FY 87</u>	<u>FY 88</u>
Electricity, Cents per kwh	7.60¢	7.85¢
Natural gas, \$ per million BTU	\$4.33	\$4.47
Liquid Propane, \$ per million BTU	\$5.15	\$5.70
Fuel Oil #2, \$ per million BTU	\$4.61	\$5.20
Coal - Average estimated Prices per million BTU's Heat Content**	\$1.80	\$1.85
MOTOR FUELS		
Gasoline, Regular, Leaded Cents per gallon	77¢	88¢
Gasoline, Gasahol Cents per gallon	77¢	88¢
Gasoline, Unleaded Cents per gallon	77¢	88¢
Diesel, (on road) Cents per gallon	64¢	72¢

\* Electricity prices are for commercial users, natural gas prices are for firm users, and gasoline prices are for large volume contractual purchases. Gasoline prices do not include excise taxes of 13¢ state and 9¢ federal. Diesel prices do not include excise taxes of 15 1/2¢ state and 9¢ federal. Sales tax is not included. All prices are estimates as of 4/16/84.

\*\* This average is based upon prices for washed Iowa coal. However, these figures are comparable for non-Iowa coal.



DEPARTMENT OF MANAGEMENT

STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	940.00	1 of 2	6/20/86

---

Subject  
How to Calculate the Cost of a New Position

Approval *James H. Chastain*

---

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. 1986 - 7.15% of the base wages up to \$42,000
  2. 1987 - 7.15% of the base wages up to \$44,400\*
  3. 1988 - 7.51% of the base wages up to \$46,800\*

\* Estimated

NOTE: New Peace Officers employed after March 31, 1986, who have previously been exempt will be paying the Medicaid deduction of 1.45% up to the FICA maximum base wages above.

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. 1986 - 5.75% of the base wages up to \$22,000
  2. 1987 - 5.75% of the base wages up to \$23,000
  3. 1988 - 5.75% of the base wages up to \$24,000

DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

---

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	940.00	2 of 2	6/20/86

---

Subject  
How to Calculate the Cost of a New Position

Approval *James H. Chalmers*

---

IV. Calculation of Health Insurance.

- A. Multiply \$113.54 by the number of months position is projected  
(i.e. for entire fiscal year 12 x \$113.54 = \$1,362.48)

V. Calculation of Dental Insurance

- A. Multiply \$5.82 by the number of months position is projected  
(i.e. for entire fiscal year 12 x \$5.82 = \$69.84)

VI. Calculation of Life Insurance

- A. Multiply the monthly rate of \$3.50 by the number of months the  
position is projected (i.e. for entire fiscal year 12 x \$3.50 =  
\$42.00)

VII. Calculation of Disability Insurance.

- A. Multiply .0085 by the base wages up to a maximum of \$40,000.

VIII. Calculation of Judicial Retirement.

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

VIII. Calculation of Peace Officers Retirement.

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

X. 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

XI. Total Employer Cost

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



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Instruction No. Page No. Effective/Revision Date  
Appendix 971.00 1 of 1 6/12/86

Subject  
SB Form 11 Department's Mission Statement

Approval *James H. Chalstrom*

Form 075-100  
6-86

FOR DATA PROCESSING USE ONLY


DEPARTMENT OF MANAGEMENT  
State Budget Division  
**BUDGET WORKSHEETS**  
FY July 1, 1987 to June 30, 1988  
DEPARTMENT'S MISSION STATEMENT

SB FORM 11

Department Name \_\_\_\_\_

Department Head, Title \_\_\_\_\_

Statutory Authority - Chapter \_\_\_\_\_

Code 1985

Department's Mission Statement:



Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	972.00	1 of 1	6/12/86

Approval *James H. Chelstrom*

SB FORM 12

Department \_\_\_\_\_  
Budget Unit \_\_\_\_\_

Operations Analysis \_\_\_\_\_  
(Budget Unit or Department)

**Budget Unit's Stated Goals:**



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Appendix Instruction No. 973.00 Page No. 1 of 1 Effective/Revision Date 6/12/86

Subject SB Form 13 Program Descriptions Decision Package Description Approval *James H Chalstrom*

Form 075-113  
6/86

FOR DATA PROCESSING USE ONLY

DEPARTMENT OF MANAGEMENT

State Budget Division

**BUDGET WORKSHEETS**

FY July 1, 1987 to June 30, 1988

SUBUNIT DESCRIPTIONS & DECISION PACKAGE DESCRIPTION

SB FORM 13

Department _____		Part II			Decision Package Description	
Budget Unit _____	Subunit Name _____	Budget Unit	ORGN	ORGN Priority	Brief Description	
Subunit Description:					1	
					2	
					3	
		Budget Unit	ORGN	ORGN Priority	Brief Description	
					1	
					2	
					3	
		Budget Unit	ORGN	ORGN Priority	Brief Description	
					1	
					2	
					3	
		Budget Unit	ORGN	ORGN Priority	Brief Description	
					1	
					2	
					3	
Budget Unit	ORGN	ORGN Priority	Brief Description			
			1			
			2			
			3			



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Appendix Instruction No. 974.00 Page No. 1 of 1 Effective/Revision Date 6/12/86

Subject SB Form 14  
Budget Unit/Fund Description

Approval *James H. Chalstrom*

Form 075-112  
6/86

FOR DATA PROCESSING USE ONLY


DEPARTMENT OF MANAGEMENT  
State Budget Division  
**BUDGET WORKSHEETS**  
FY July 1, 1987 to June 30, 1988  
BUDGET UNIT/FUND DESCRIPTION

SB FORM 14

Department \_\_\_\_\_  
Budget Unit \_\_\_\_\_

BU/Fund Name

BU/Category

BU/Fund Description:

--





DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Instruction No. Page No. Effective/Revision Date  
Appendix 979.00 1 of 1 6/12/86

Subject  
SB Form 30 Self-Supporting Programs

Approval *James H Chalstrom*

Form 075-104  
6/86

SB Form 30

DEPARTMENT OF MANAGEMENT  
State Budget Division  
**BUDGET WORKSHEETS**  
FY July 1, 1987 to June 30, 1988  
SELF-SUPPORTING UNITS

Department \_\_\_\_\_

Self-Supporting Unit \_\_\_\_\_

	Actual FY 1984	Actual FY 1985	Actual FY 1986	Estimated FY 1987	Department Request FY 1988
Revenues:					
_____					
_____					
_____					
Total Revenues					
Expenditures:					
Direct					
Indirect - Central Services					
Department Services					
Other					
Total Cost of Program					
Receipts Over (Under) Costs					



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section	Instruction No.	Page No.	Effective/Revision Date
Appendix	984.10	1 of 1	6/12/86

Subject SB Schedule 4 Part 1  
Decision Package Narrative

Approval *James H. Chalmers*

Form 075-111  
6/86

Department _____
Budget Unit _____
Subunit Name _____
Organization Name _____
Budget Unit No. _____
Organization No. _____
Organization Priority _____ BU Priority _____

DEPARTMENT OF MANAGEMENT  
State Budget Division  
**BUDGET WORKSHEETS**  
FY July 1, 1987 to June 30, 1988  
DECISION PACKAGE-NARRATIVE

SB Schedule 4 Part 1  
(Decision Package Narrative)

<p>I. Brief Description of Decision Package</p>	<p>III. What are the consequences of not approving this package?</p>
<p>II. Objectives to be accomplished if this package is approved.</p>	<p>IV. Alternative ways of performing the function, activity or operation described in this Decision Package.</p>

V. The Cumulative Funding Total Including this Decision Package is:

- ☐ Below Current Level  
☐ Equal to Current Level  
☐ Greater than Current Level

VI. Is this function, operation or activity currently being done?

- ☐ Yes ☐ No

VII. The Cumulative Service Level Total Including this Decision Package is:

- ☐ Below Current Level  
☐ Equal to Current Level  
☐ Greater than Current Level













DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Appendix Instruction No. 984.40 Page No. 1 of 1 Effective/Revision Date 6/12/86

Subject SB Schedule 4 Part 4 Decision Package  
Utilities Supplement

Approval *James H. Chalmers*

rm 075-107  
56

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

DEPARTMENT OF MANAGEMENT  
State Budget Division  
**BUDGET WORKSHEETS**  
FY July 1, 1987 to June 30, 1988

DECISION PACKAGE-UTILITIES AND MOTOR FUEL SUPPLEMENT

Department \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Subunit Name \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Budget Unit No. \_\_\_\_\_  
Organization No. \_\_\_\_\_ Organization  
Priority \_\_\_\_\_

Utilities Section A	UNITS	PRICE	TOTAL COST
	FY 88 Units Requested	FY 88 Requested Average Unit Price	FY 88 Request
DESCRIPTION			
Electricity			
Natural Gas			
L. P. Gas			
Fuel Oil			
Coal			
Other			
Other			
Total Budget (FY 88) (Carry Forward to SB Schedule 4-Part 2) To appropriate expenditure allocation			

Motor Fuel Section B	UNITS	PRICE	TOTAL COST
	FY 88 Units Requested	FY 88 Requested Average Unit Price	FY 88 Request
DESCRIPTION			
Regular			
Premium			
Unleaded			
Diesel #1			
Diesel #2			
Other			
Other			
Total Budget (FY 88) (Carry Forward to SB Schedule 4-Part 2) To appropriate expenditure allocation			



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Appendix Instruction No. 985.10 Page No. 1 of 1 Effective/Revision Date 7/2/86

Subject SB Schedule 6 Base Computation  
Part I Fin. Data & Part II Fed. Funds-Blank Update

Approval *James H. Chalmers*

Form 075-108  
06

DEPARTMENT OF MANAGEMENT  
State Budget Division  
COST CENTER - BASE BUDGET COMPUTATION

SB Schedule 6

Dept. Name \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Subunit \_\_\_\_\_  
Organization \_\_\_\_\_

FY Fund Agency APPR ORGN

				FY '87	FY '88
				Adj. Budget BB-4	Base Budget BB-5
<b>Part I - Financial Detail (BFIN)</b>					
Resources:					
<b>Total Resources</b>					
Disposition of Resources:					
<b>Total Disposition of Resources</b>					
<b>Part II Federal Funds Detail (BFED)</b>					
				Adj. Budget BB-4	Base Budget BB-5
Description					
<b>Total Federal Funds</b>					



## STATE BUDGET DIVISION

Approval *James H Chalstrom*

SB Schedule 6 - Part III

Dept. Name \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Subunit \_\_\_\_\_  
Organization \_\_\_\_\_

## Part III

[illegible]



DEPARTMENT OF MANAGEMENT  
STATE BUDGET DIVISION

Section Appendix Instruction No. 985.50 Page No. 1 of 1 Effective/Revision Date 7/2/86

Subject SB Schedule 6 Base Budget  
Computation - Utilities & Motor Fuel Supplement

Approval *James H. Chalmers*

Form 075-105  
86

Department \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Subunit Name \_\_\_\_\_  
Budget Unit No. \_\_\_\_\_

DEPARTMENT OF MANAGEMENT  
State Budget Division  
**BUDGET WORKSHEETS**  
FY July 1, 1987 to June 30, 1988  
BASE BUDGET UTILITIES & MOTOR FUEL SUPPLEMENT

Schedule 6 Part IV  
Base Budget  
Utilities and Motor Fuel Supplement

Utilities Section A	UNITS					PRICE				TOTAL COST				
	FY 86 Actual Units Consumed	FY 87 Budgeted Units Consumed	FY 87 Estimated Units Consumed	FY 88 Base Budget Units Requested	FY 88 Total Units Requested	FY 86 Actual Average Unit Price	FY 87 Budgeted Average Unit Price	FY 87 Estimated Average Unit Price	FY 88 Requested Average Unit Price	FY 86 Actual Expend	FY 87 Budget	FY 87 Estimated Expend	FY 88 Base Budget Request	FY 88 Total Budget Request
DESCRIPTION														
Electricity														
Natural Gas														
LP Gas														
Fuel Oil														
Coal														
Other														
Other														
TOTAL BASE BUDGET (FY 88) (Carry Forward to SB Schedule 6 - Part 1) To appropriate expenditure allocation														
Motor Fuel Section B														
Regular														
Premium														
Unleaded														
Diesel #1														
Diesel #2														
Other														
Other														
TOTAL BASE BUDGET (FY 88) (Carry Forward to SB Schedule 6 - Part 1) To appropriate expenditure allocation														







STATE LIBRARY OF IOWA



3 1723 02109 5427