

AUTOMATED BUDGET SYSTEM

Agency Instructions

Office of Policy and Management
Budget and Financial Management Division
450 Capitol Avenue, Hartford, CT 06106

FY 2022 and
FY 2023 Biennium

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1.0 Introduction

This document provides instructions for submitting the FY 2022 and FY 2023 biennial budget request for your agency. This year’s software is similar to versions used in prior years.

As always, **questions regarding the development of your agency’s biennial budget request should be directed to your assigned budget analyst.** Questions regarding the software may be directed to Israel Bonello at 860-418-6249.

2.0 Budget Process Overview and Timeline

The Office of Policy and Management develops and provides, typically on or about August 1st of each year, guidance in the form of a Secretary’s policy letter as well as software to be used by state agencies in submitting their budget requests. Agencies prepare their biennial budget requests, including a baseline budget plan and a separate list of programmatic options if changes in expenditures or revenues are requested. The changes represent anything above or below the present level, as well as any reallocation of resources. The baseline funding level includes entitlement caseload changes, annualization of partial year funding, and other changes based on current law. Agencies must submit their baseline biennial budget requests on or before September 1st of each odd-numbered fiscal year, with program options typically due in October.

In odd-numbered fiscal years, the package presented by the Governor to the General Assembly must contain a separate budget for each of the two fiscal years and a report outlining estimated revenues and expenditures for the three years following the biennium.

When there is no change in Governor by way of election or succession, the Governor transmits the budget document for the next biennium to the legislature by the first session day following February 3rd. If the Governor has been elected or succeeded to the Office of Governor since the submission of the last budget document, the transmission of the budget and associated documents occurs by the first session day following February 14th.

In each even-numbered fiscal year, adjustments and revisions to the second year of the biennium are to be submitted if necessary. Transmittal of the Governor’s recommended midterm adjustments to the General Assembly occurs on the Wednesday after the first Monday in February which is the day that the General Assembly convenes.

2.1 Budget Submission Requirements

The Governor’s recommended budget document is required, by statute, to contain four elements:

- 1. The Governor’s budget message;
- 2. Recommendations for appropriations for every agency for each fiscal year of the biennium (the recommendations would include the operating budgets for the biennium and bonding requirements for capital projects);

3. A draft or drafts of the proposed legislation to implement the Governor's budget including appropriations, bonding and revenue bills; and
4. Recommendations concerning the effect of the state's budget on the economy.

In order to develop recommendations for each agency, agency heads are required to submit estimates of expenditure requirements by September 1st of each year. In order to evaluate these submissions, the Office of Policy and Management specifies planning factors and assumptions to be used and determines the form and format of such submissions.

Biennial budget requests must include expenditure and appropriation data for the most recently completed and current fiscal years as well as each year of the biennium succeeding the current fiscal year. Such data must be detailed by program as well as being detailed by account code.

In addition, each program must be supported by its statutory authorization, description, and performance measures. For each program, the number of permanent full-time positions authorized, together with the number filled and vacant as of the most recently completed fiscal year must also be provided. Finally, budget data on federal and other grants supporting each program must also be provided.

See appendix G for a crosswalk between CoreCT expenditure account codes and budgeted account codes. See appendix H for a listing of budgeted programs by agency.

2.2 Evaluation of Budget Requests

All requests are evaluated based on the efficiency and effectiveness of existing programs or the public need for new and expanded programs as well as for alignment with the Governor's policy objectives and the availability of revenue. Specifically, OPM evaluates baseline budget requests and budget adjustment proposals based on the following factors:

- Technical correctness (do the numbers add up?)
- Conformance with law (state and federal)
- Conformance with gubernatorial policy
- Clearly demonstrated the need for the activity
- Budget program efficiency (resource utilization)
- Budget program effectiveness (objectives met)
- Capital request impact on operating budget; operating request impact on capital budget

For Legislative Branch agencies, Judicial Branch agencies, and the Elections Enforcement Commission, Office of State Ethics, and Freedom of Information Commission, the Governor is required to present the estimated expenditure requirements and revisions that those agencies provide. Nevertheless, all agencies are required to submit budget requests in the format prescribed by the Secretary of OPM.

3.0 Baseline Budget Requests

The starting point for budget development consists of the appropriated programs and funding levels that are in place in the current fiscal year. In order to convert current-year appropriations into the amounts that will be required in the upcoming biennium, a number of adjustments must be applied. Technical adjustments to funding levels should follow the guidelines detailed in the Secretary's policy memo. In addition, each proposed adjustment must be categorized based on the specific type of adjustment being proposed; see below for a list of specific adjustment codes.

In accordance with the Secretary's policy letter, adjustments will generally be needed to account for differences between the current year and each year of the upcoming biennium for the following reasons:

3.1 Technical Adjustments

Proposed adjustments to the current level of appropriations fall into the following categories:

3.1.1 Annualization

An adjustment may be needed to reflect the difference between part-year costs in the current fiscal year and full-year costs in upcoming biennium for any policy changes (either expansions or contractions) that occur during the fiscal year in progress. Annualization adjustments are only made for those items where funding was specifically appropriated by the Legislature for only a portion of the current fiscal year.

- Annualization of part-year funding for positions that were either added or cancelled during the current fiscal year – code 101
- Annualization of any private provider COLA that was partially funded during the current fiscal year – code 102
- Annualization – Other – code 199

3.1.2 Statutory Changes

If current statute requires that a new program begin or end after the conclusion of the current fiscal year, or if statute requires a different funding level for a certain program after the current fiscal year, an adjustment may be required.

- Changes in funding that would be necessary due to statutory funding levels for formula-based grants – code 201
- Changes in funding that would be necessary to support rate increases that are statutorily required for programs that are funded on a fee for service basis – code 202
- Changes in federal law that impact state funding requirements – code 203
- All other funding changes required as a result of Connecticut statutory changes that take place after the current fiscal year – code 299

3.1.3 Wage Costs

Adjustments will be needed to account for changes in state employee salary costs resulting from collective bargaining agreements. The personnel module in the automated budget system will assist in allocating increases to the appropriate categories.

As of August 1st, 2020, the wage provisions of most collective bargaining agreements are scheduled to expire at the end of FY 2021, as a result, most agencies will only request adjustments related to the current year (codes 301 and 302 below).

Do not request wage inflation for unsettled contracts or for nonrepresented employees – OPM will centrally budget funds for such employees in its Reserve for Salary Adjustment account.

- Cost of Current Year COLA – code 301
- Cost of Current Year Annual Increment / PARS – code 302
- Cost of Year 1 COLA – code 311
- Cost of Year 1 Annual Increment / PARS – code 312
- Cost of Year 2 COLA – code 321
- Cost of Year 2 Annual Increment / PARS – code 322

3.1.4 Non-Wage Inflation

Changes in any other cost as a result of price inflation are generally not allowed, except where specifically noted in the Secretary's policy letter. Adjustments consistent with the guidance in the Secretary's letter should be coded as noted below.

- Inflation of fee for service rates. Applies to fee for service reimbursement rates paid by human services agencies. Use only when such adjustments are specifically requested in the Secretary's policy letter – code 401
- Other inflationary increases. Use only for those categories of expenditure that are identified in the Secretary's policy letter – code 499

3.1.5 Caseload Changes

- Changes resulting from increased/decreased caseload during the biennium, such as in fee-for-service or enrollment-based programs, or from increases/decreases in number or frequency of services. Use for: 1) fee for service programs in the departments of Social Services, Children and Families, and Mental Health and Addiction Services; 2) bus, rail or ADA transit subsidies due to ridership changes; 3) enrollment changes in Department of Education charter schools, OPEN Choice and magnet schools programs; 4) population changes in the Department of Public Health's local and district departments of health subsidy; and 5) Office of Policy and Management property tax and elderly renters accounts – code 501

3.1.6 New Facilities

- Changes in the operating costs of facilities that are newly opened or closed – code 602

3.1.7 Miscellaneous / Other

- Annualization of any current-year deficiency to the extent that the deficiency is not one-time in nature – code 701 (only for non-personnel costs) or code 711 (for personnel costs)
- Annualization of any current-year surplus / lapse to the extent that the lapse is not one-time in nature – code 702 (only for non-personnel costs) or code 712 (for personnel costs)
- Annualization of any current-year Finance Advisory Committee transfers to the extent that such transfers are not one-time in nature – code 703 (only for non-personnel costs) or code 713 (for personnel costs)
- Leap year costs for services where costs are reflected on a per diem basis – code 704
- Cost of 27th payroll. There are 27 bi-weekly pay periods during FY 2022. For employees paid on a bi-weekly basis, an adjustment should be requested to reflect the cost of that 27th

payroll. Generally, that adjustment should be approximately 1/26th (3.846%) of bi-weekly payroll costs for FY 2022 only – code 714

- Changes in pension costs based on an actuarial analysis – code 705
- All other changes – code 999

4.0 Budget Options

Once the baseline funding level is established, policy proposals which would result in a budgetary change may be considered. **For the FY 2022/2023 biennium, agencies should prepare options that would result in at least a ten percent reduction from their FY 2021 baseline, exclusive of formula-based municipal aid.** Agencies are urged to consult their assigned OPM budget analyst regarding how potential budget options might fit with the Governor’s policy direction. Budget options are categorized as one of four types: reductions, expansions, reallocations, or revenue generating options. See appendix A for instructions on entering options in the budget software.

4.1 Reduction Options

Agencies are typically asked to propose changes in how their business is conducted that would result in a decrease in State resource requirements. Even in times where resources are robust it is incumbent on agencies to maximize the efficiency of their operations and eliminate ineffective programming. In evaluating potential reduction options, agencies should consider the impact on all parties that may be affected by the change, including other agencies.

4.2 Expansion Options

If permitted by the Secretary’s policy letter, agencies may consider programmatic expansions that would result in a clear benefit to the public that outweighs an increased need for resources. As with reduction proposals, agencies should consider the impact of option proposals on all agencies that may be affected; for example, proposals to increase staffing must consider the impact on the cost of fringe benefits.

The Governor’s ability to consider expansion proposals will be driven by the merits of the particular proposal in light of the availability of funding. The Secretary’s policy letter on options will provide guidance on the extent to which expansion options will be considered. Frequently, the Secretary will ask that agencies provide OPM with expansion option concepts that can be reviewed so that agencies do not undertake the process of fully developing and submitting expansion proposals which have little likelihood of being funded.

4.3 Reallocation options

Reallocation options allow an agency to propose a reallocation of resources between appropriations in order to fund an increase in funding in one area by reducing funding in a different area. Reallocation options also accomplish realignment of resources from their original SID(s) to more appropriate SID(s). In addition to proposing reallocation options within their own agency, agencies may propose reallocation options that cross agencies by contacting their assigned OPM budget analyst.

4.4 Revenue Options

Agencies may propose options that would result in an increase in state revenue that more than offsets any increase in costs that are required to implement the revenue increase. Agencies should note, however, that the constitutional spending cap limits the growth in state appropriations and may limit the ability to support even those costs that are more than offset by revenue gains.

5.0 Automated Budget System

The Automated Budget System can be downloaded at the following internet address:

<http://159.247.5.226/BudgetSystem2016/publish.htm>

Follow instructions on the screen to download and install the budget system. Once the system is installed, a shortcut to the system, titled “ABS”, will be added to your computer’s start menu. Each time the software is opened, it will check to ensure you have the latest version of the software installed on your PC. If a newer version is available, the system will prompt you to update the software.

5.1 System Navigation

The menu bar at the top of the screen allows users to log in, select an agency to work on (for users that have access to more than one agency), access the biennial budget system or access the options system. Note that options functionality is not available until the Secretary provides guidance on budget options. Also note that once technical adjustments have been submitted, additional changes to the baseline can no longer be made – contact your assigned budget analyst if you discover that a correction is necessary after your submission has been made.

Most screens have a save button that will allow the user to save data changes. Any data which has been entered or changed but not yet saved will generally be shaded blue. You must press the save button prior to leaving any screen in order to save your updates.

Because your baseline budget request is equal to the sum of your existing FY 2021 appropriations plus any adjustments to those appropriations, **you are strongly advised to complete the “baseline” allocation of your FY 2021 appropriations by program and account code before calculating or entering adjustments for the biennium.**

5.2 System Security

Users are assigned a UserID and password. Agency users only have access to assigned agencies. If you need to assign additional users, or if you need to reset your password, please contact your assigned OPM analyst.

5.3 System Modules

The following modules are available under Biennial Budget:

- Baseline: Allows users to verify or correct prior year expenditures and to allocate current year appropriations by program and by account code.

- Roster: Displays a roster of the positions and is used to calculate personnel cost inflation based on assumptions contained in the Secretary's baseline budget policy letter.
- Adjustments: Allows users to request any additional adjustments to current-year appropriations which are consistent with the Secretary's baseline budget policy letter.
- Additional Funds: Allows for the entry of data on federal and private funds that are available to the agency.
- Capital Budget: Captures information on capital projects and related funding.
- Supplemental Budget Information: Captures spending plan and consultant contracts.
- Reports: Allows the user to print budget reports.

Under Options, the following additional modules are available:

- Options: Allows the user to enter budget options (reduction, revenue, reallocation, or expansion)
- Option reports: Allows the user to print budget reports.

5.3.1 Baseline

The baseline for calculating the necessary amount of funding for the upcoming biennium is the current year (FY 2021) appropriation. Because current statute requires budget requests to be detailed by program and by account, you must allocate your FY 2020 expenditures and FY 2021 appropriation by program and by account within each program.

As noted above, you are strongly advised to complete the baseline allocation of your FY 2021 appropriations by program and account code before calculating or entering any other adjustments for the biennium.

The Baseline screen has two tabs: Actuals and Estimated. The Actuals tab shows your agency's FY 2020 expenditures by SID and Account. Allocate these costs by account and program until the value in the Remaining column is zero for each SID. The Estimated tab shows your agency's FY 2021 appropriation by SID. Allocate the appropriation by account and program until the value in the Remaining column is zero for each SID. The Baseline process is not complete until the amount in the remaining column is zero for each SID on the Actuals and the Estimated tabs.

5.3.2 Roster

The Roster screen has two tabs: Position Count and Roster Edit.

The Position Count tab has three frames. The top frame shows the agency's FY 2021 authorized position count and the count of permanent full-time positions that have passed all the roster check edits.

The middle frame has a table to capture the count of Full-Time Permanent positions, including both filled and vacant positions as of the end of FY 2020 and authorized positions for FY 2021. You must allocate your agency's positions by program for each year. The total for the full-time permanent positions for each year must be equal to the authorized position count for each budgeted fund.

The bottom frame has a table to capture the total number of other positions equated to full-time equivalents for FY 2020 through FY 2023 for each budgeted fund.

If your agency has employees with scheduled increases in FY 2021, FY 2022, or FY 2023, you will use the Roster Edit tab to calculate the costs associated with these increases and to create Technical Adjustments which reflect the value of those increases.

The roster requires that the permanent fulltime position count of the edited roster data matches the budgeted position count. First, click the Populate Roster button to access the records for your agency's employees. Second, click the Check Roster button to verify the information in each employee's record is valid. The Error Checked field will be checked if the record has passed all the validations, the Errors field will be populated with a code for any errors. Here is the list of possible error codes and a brief description:

1. RegTemp/FullPart: The application will only calculate increases where the RegTemp field is R and the FullPart field is F.
2. CompFreq: The application will only calculate increases where the CompFreq field is BCT for employees paid bi-weekly or S for employees paid semi-monthly.
3. BU/SalPlan: Invalid bargaining unit salary plan combination.
4. Grade: Invalid grade for Class Code.
5. Min/Max: CompRate less than the minimum or greater than maximum for this salary plan and grade (for range plan employees only).
6. Step: Invalid step for salary plan and grade.
7. DistPerc: Sum of percentages is greater than 100%.

Please note that it is acceptable that not all employees pass the edit checks. Only permanent full-time employees paid on a bi-weekly or semi-monthly will pass all the checks. The Pay Periods button will be enabled when the Roster Positions and the Authorized Positions are equal for each fund.

5.3.2.1 Pay Periods

The Pay Periods screen has tabs for FY 2021, FY 2022, FY 2023 and a summary. Each fiscal year has a tab for Bi-Weekly and Semi-Monthly payroll rollouts. Click the Create Pay Periods button to create the pay period rollout for all positions that passed all the roster edits coded to appropriated funds. The summary tab includes the calculations for wage cost adjustments, based on the roster and scheduled collective bargaining increases, that are necessary for the following adjustments:

- Cost of Current Year COLA – code 301
- Cost of Current Year Annual Increment / PARS – code 302
- Cost of Year 1 COLA – code 311
- Cost of Year 1 Annual Increment / PARS – code 312
- Cost of Year 2 COLA – code 321
- Cost of Year 2 Annual Increment / PARS – code 322

Based on those calculations, the system will generate up to eight technical adjustments when the Create Option button is clicked (there will be separate FY 2022 and FY 2023 adjustments for codes 311 and 312). There is a button at the bottom of this tab to generate these adjustments.

5.3.3 Baseline Adjustments

Baseline (technical) adjustments are similar to budget options in that they represent changes to the base (current year) level of funding. Expenditure information for all technical adjustments (and budget options)

must be at the appropriation, program, and account code level of detail; however there are generic codes that may be used during budget development if a particular program or account code isn't known, but the system will not allow final submission until valid codes are entered for all adjustments.

All baseline adjustments must be accompanied by a category code – see section 3.1.

5.3.4 Additional Funds

The system displays a listing, by program, fund, SID, and Catalog of Federal Domestic Assistance (CFDA) number (if federal) of actual expenditures and filled and vacant position counts for other funds for the most recently completed fiscal year. Agencies should make corrections to the actual expenditure and position information and add the estimated expenditure and number of funded positions for all federal and other funds for the current year and each year of the upcoming biennium. Agencies can also add additional funds that are anticipated in the future.

5.3.5 Capital Budget Request

Agency requests for capital funding are due no later than August 31, 2020. All fields in the application must be completed to be considered by the Office of Policy and Management. Please return an original summary report with a copy of all forms to the Office of Policy and Management/Economics, Capital and Revenue Forecasting Section.

5.3.5.1 Biennial Capital Budget

Section 4-78 of the Connecticut General Statutes (C.G.S.) requires that the Governor present to the General Assembly estimated authorizations for FY 2022 and FY 2023. In addition, anticipated authorizations for three additional fiscal years FY 2024, FY 2025 and FY 2026 must be submitted to OPM for out-year planning purposes.

The capital budget request must be submitted no later than August 31, 2020, and must include:

1. The agency summary report, signed by the Agency Head, and the project report of each program/project requested. A signed original, or an electronically signed copy of the original, must be received by OPM in order for the request to be considered. Any additional supporting documentation should be submitted with the original reports.
2. Other requirements – PLEASE NOTE: Capital Development Impact Statements (CDIS) and a map in accordance with Section 4-66b C.G.S., and Co-Location Statements in accordance with Section 4b-31 C.G.S are not required to be included with biennial capital budget requests unless requested by the Secretary of the Office of Policy and Management. However, if in your opinion, the filing of a CDIS or Co-Location Statement would further support the proposed project, please feel free to submit this additional justification. CEPA: Certain types of state actions which may significantly affect the environment are subject to an evaluation in conjunction with requirements set forth in the Connecticut Environmental Policy Act. At the appropriate stage, agencies should check their Environmental Classification Document to determine the type of environmental analysis, if any, that is applicable to the project. Agencies submitting requests for capital projects on the capital request form must indicate whether or not it is an action covered by CEPA.

5.3.5.2 Description:

Program/Project Title: Choose “new program” the drop down list provided.

Contact Name/Phone: Agency person responsible for the project or program.

Agency Priority: All requests must be ranked in priority sequence. THIS MUST BE FILLED IN.

Bond Type: Choose one of the following prospective financing codes from the list provided.

STO - Special Tax Obligation Bonds (DOT only)

GO - General Obligation Bonds

REV - Revenue Bonds

Authorization Language:

In this section the agency should provide suggested language for inclusion in the Governor’s Recommended Capital Budget for each year that funding is requested.

Description:

Provide detailed description of the program/project including any pertinent statistics. For lump sum amounts (i.e. alterations/improvements) a list of projects to be completed must be provided.

Justification:

Departmental justification should be a complete statement of the need for the project/program, including all relevant statistics and a statement of approved policies to justify the request. An explanation of the current level request should detail what the funds requested in Year 1 (FY 2022) and/or Year 2 (FY 2023) will be specifically used for, e.g. phase of development, project overruns, etc. Also, please indicate what steps the agency has taken to ensure the preservation of the state’s capital assets (regular and on-going maintenance, adequate revenue stream or plant reserves for replacement and refurbishment). Identify how completion of this project will impact your ability to maintain facilities if additional operating funds are not made available. If this request is for new construction, explain in full all alternatives that were considered including the rationale for rejecting them.

Funds Requested

This represents the amount the agency is requesting for either or both fiscal years of the biennium. If applicable, the agency should also indicate the estimated requests for this project/program for the three out years.

5.3.5.3 Summary:

Statutory Reference: If applicable.

Project Type: Grant-in-Aid or State Project

Town: The town in which the project will be located.

Agency Budget Program: Reference by program title the major operating program under which this project will fall.

Total Estimated Cost: Total Project Cost- all funds.

Total Estimated State Funds: Total estimated state funds required.

Unallocated Balance: Unallocated balance of state funds available for the project.

Total Estimated Other Funds: Total estimated other funds (not state).

Estimated Federal Funds: Projected Federal Match or Federal Funds available for the project.

Prior State Authorizations:

Include: Fund, Act, Section, Authorized Amount, and Unallocated Balance of each authorization for the program/project. If the project/program is new, this section is left blank.

Cost Estimates: Drop Down list of project cost types is available. Choose as many cost types as necessary to provide the detailed project budget.

Est. Design Cost: Enter the estimated design cost associated with the construction/renovation of this project. Please consider the following items as part of the estimated design cost and include the appropriate item:

1. Planning
2. Architect and Engineering Fee
3. Survey Costs
4. Geotechnical/Borings Costs
5. Permits
6. Peer Review

Est. Equipment Cost: Enter the estimated equipment costs associated with this project. Please include the following items in your estimate (NOT FOR CAPITAL EQUIPMENT PURCHASE FUND REQUESTS):

1. Movable Equipment
2. Telecommunications

Est. Construction Cost: Enter the estimated construction cost associated with this project. Please include the following items as part of the estimated construction cost:

1. Special Inspections
2. Relocation
3. Construction Manager Fee

Acquisition Cost: Enter the estimated cost of acquisition if applicable.

Contingency Fee: Enter an estimated contingency fee. The fee should be calculated as not more than 10% of the Est. Construction Cost for renovations and improvements, and not more than 5% of the Est. Construction Cost for new construction.

Estimated Arts Cost: Enter amount if applicable (usually 1% of the Estimated Construction Cost).

DAS Fee: Projects which, by statute, must be administered by the DAS will be charged a fee for time actually spent on the project. The DAS fee will cover the costs of the Design and Review, Equipment and

Construction Inspection sections of the department. Percentages may vary dependent on the type and complexity of projects, renovation projects in particular.

Previous Funding: List all previously allocated funds for the project by bond commission date.

Please indicate Yes/No as to whether or not the project complies with CDIS, C&D Plan, CEPA, Co-Location, or OCHA. Please indicate Yes/No as to whether or not the required documentation has been submitted to OPM.

5.3.5.4 Legislative Change:

A legislative change may be requested as follows: On the first screen of the application check the box underneath the agency name labeled “legislative change?” In the drop down menu choose “add new program.” A new screen pops up:

Complete the four required fields:

Statutory Reference: If applicable.

Legislative Change Title: Enter a brief identifying title. Once saved, this title will be added to the pull-down menu of existing programs.

Old Language: Current authorization language.

Proposed New Language: Proposed new authorization language. Also, please state why the change is necessary.

5.3.5.5 Cancellation:

A cancellation of an existing authorization may be proposed as follows: On the first screen of the application check the box underneath the agency name labeled “cancellation.” In the drop down menu choose “add new program.” A new screen pops up:

Complete the required fields:

Title: Enter a brief identifying title. Once saved, this title will be added to the pull-down menu of existing programs.

Act Type: PA (Public Act) or SA (Special Act)

Act #: Number of the Public Act or Special Act authorizing the funds.

Section: Section number of the Act authorizing the funds.

Amount to be Cancelled: The amount of the funds to be cancelled.

Description:

This section must be completed to document and justify any reductions or cancellations in amounts currently authorized under existing bond acts for a project/program. Agencies should identify why cancellations are proposed, including but not limited to:

A. Completed Projects

Agencies must verify with existing agency records or with the Department of Public Works that a particular project is "closed-out" and that all outstanding payments for that project have been completed. After this review, amounts remaining should be listed on the form for cancellation. (Projects that are partially completed and for which final payments have not been made should not be listed for cancellation.)

B. Projects Not Completed - No Longer Required

Projects that have not proceeded to the construction stage and are no longer being requested should be listed for cancellation provided that all outstanding architectural or other pre-construction activities have been paid in total. Amounts that are no longer required should be listed on the form for reduction.

5.3.5.6 Getting Help:

Direct questions regarding the capital budget to:

- Steve Kitowicz 860-418-6409 steven.kitowicz@ct.gov
- Brian Tassinari 860-418-6303 brian.tassinari@ct.gov

5.3.6 Supplemental Budget Information

Although the following information is not directly tied to requested appropriation amounts, all of the following supplemental information submissions must be completed in order to complete the baseline budget submission.

5.3.6.1 Agency Purpose / Program Narratives

Agencies must provide a narrative description for each budgeted program as well as for the agency as a whole. Copies of the agency purpose and program narrative text used during the FY 2020-2021 biennium will be available for edit. See appendix B for instructions on entering agency purpose and program narratives in the budget software.

5.3.6.2 Consultant Contracts

Your baseline budget request must be accompanied by a listing of all current and proposed consultant contracts. The automated budget system will include the following data fields for completion:

- Name of vendor
- Description of service
- Start and end date of contract
- Total contract amount
- SID, Program, Account code
- Amount in current year and each year of the biennium

5.3.6.3 Spending Plans

Spending plans are required for grant accounts in POS agencies. The automated budget system will include the following data fields for completion:

- Payment arrangement: POS, PSA, FFS, Other
- Service Category or Type
- Vendor name (or “TBD” if not yet contracted)
- SID
- Estimated payment amount by fiscal year

5.3.6.4 SID Descriptions

Enter or Revise the following information for each appropriated SID:

- Description
- Statutory Reference
- Agency Fiscal Contact
- Agency Programmatic Contact

5.3.7 Leases

Pursuant to CGS Sec. 4b-23, OPM’s Bureau of Assets Management provided directions, under separate cover, for completing your agency’s state facilities plan. Completion of all required plan documents is required in order to allow for the review of requested lease costs.

5.3.8 Baseline Budget Request Printing and Submission

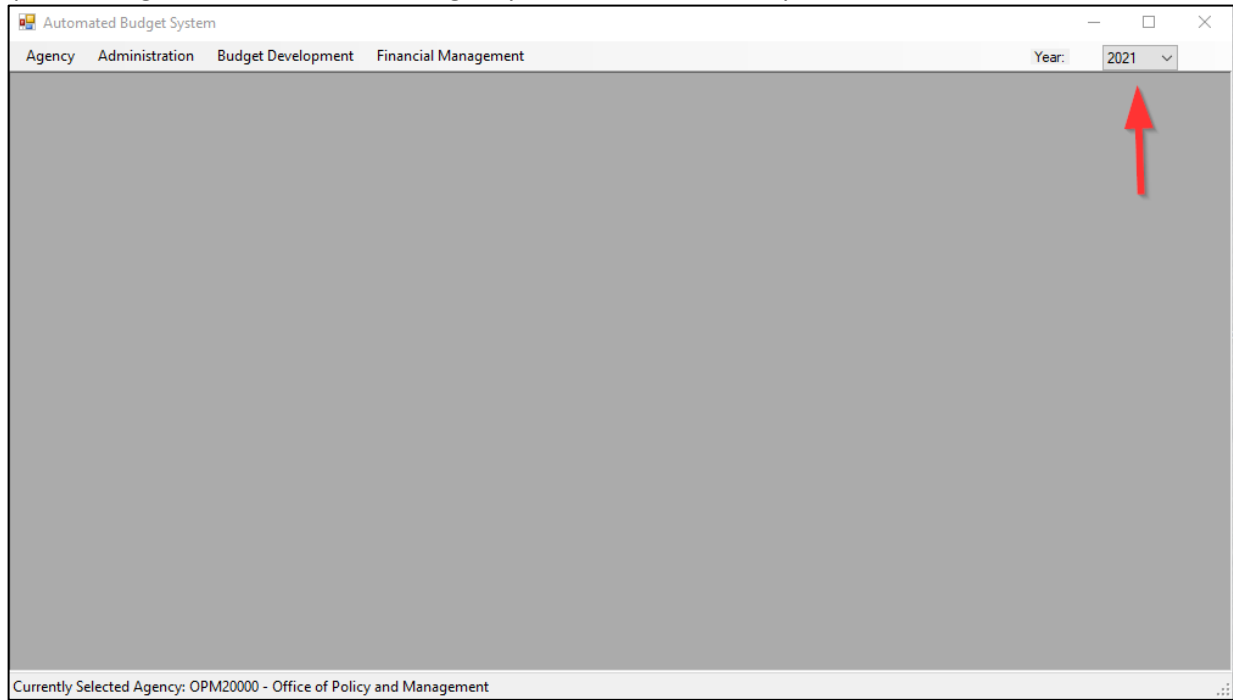
Baseline budget submissions are due to OPM by August 31, 2020. Submissions are not considered complete until all of the following steps are completed:

- Automated Budget System data must be transmitted electronically using the “Submit” button on the technical adjustments tab. Note that the system will ensure both of the following are true when the submit button is pressed:
 - FY 2021 values for each Fund-SID combination must be to equal the FY 2021 appropriation – see 5.3.1 - Baseline.
 - Any default Program or Account Codes that were used temporarily in the development of any adjustment has been converted to a valid Program or Account Code – see 5.3.4 - Baseline Adjustments and appendices F and G for valid account and program codes.
- Agencies must complete all required supplemental budget information noted above in section 5.3.6.
- Agencies must submit, to their assigned budget analyst, a copy of form BR-1, signed, or electronically signed, by the agency head.
- Remember to provide a copy of your submission to the Office of Fiscal Analysis.

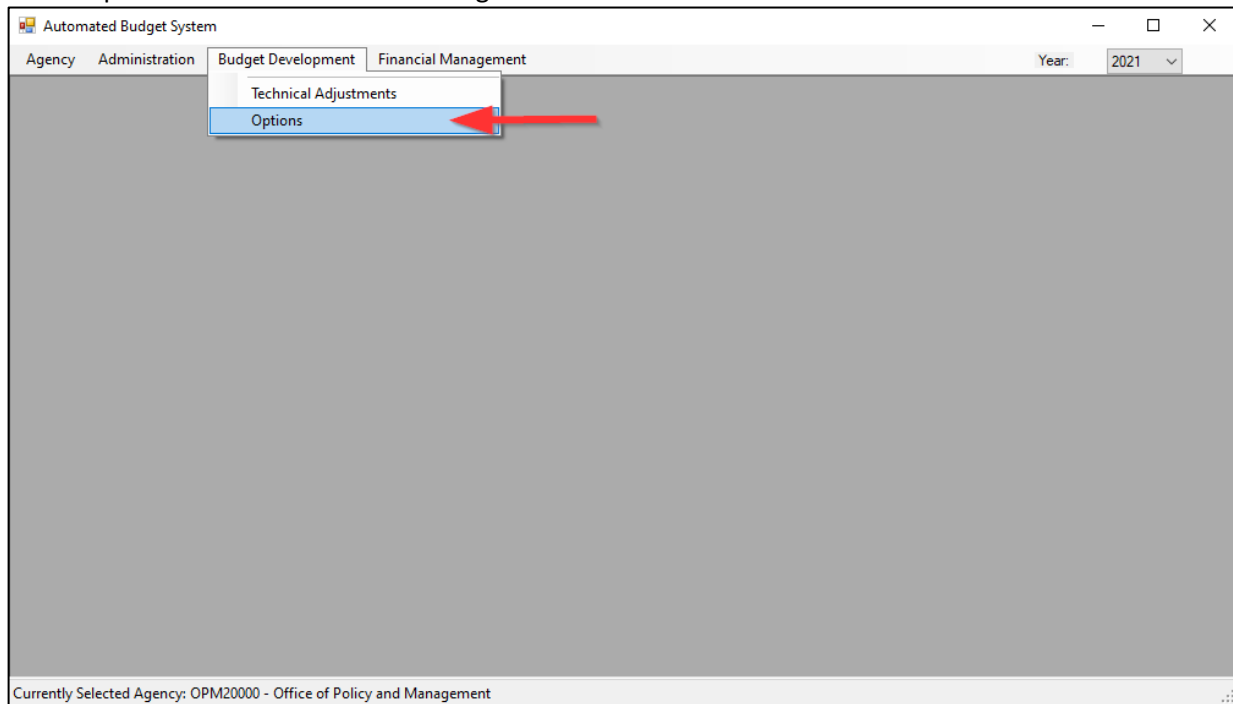
.

Appendix A: Creating Budget Options

1. Open and login to the Automated Budget System and select fiscal year 2021:



2. Select Options from the Financial Management menu:



3. The Budget Option form opens. Select the Fund impacted by the option and click the Add Option link.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection Option Maintenance

Option Status: Not Submitted Add Option Print Selected Options Print All Options Delete Selected Options Submit

View	Type	Title	Adjustment Submitted	Option ID	Show in Report
------	------	-------	----------------------	-----------	----------------

Currently Selected Agency: OPM20000 - Office of Policy and Management

4. The General Information Tab opens. Select the type of option (Reductions, Revenue, or Reallocation) from the Type drop down box and populate the Option Title, Statutory Reference, and Option Description and click the Save button.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Agency Adjustment Title: Option Test Priority: 1 Print Option

Statutory Reference: N/A Sub Type

Description: Option Test Type: Reductions

Currently Selected Agency: OPM20000 - Office of Policy and Management

5. The Option appears in the Budget Option form. Click the View button for the Option you wish to edit.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection Option Maintenance

Option Status: Not Submitted Add Option Print Selected Options Print All Options Delete Selected Options Submit

View	Type	Title	Adjustment Submitted	Option ID	Show in Report
☐	Reductions	Option Test	0	8848	☒

Currently Selected Agency: OPM20000 - Office of Policy and Management

6. The General Information tab is re-opened with the Agency Adjustment Title, Statutory Reference, and Description. Information can be edited or the option printed from this screen. Click the save button to save any changes. Click the Positions / Financials tab to add or edit financial, position and revenue information.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Agency Adjustment Title: Option Test Type: Reductions Priority: 1 Print Option

Statutory Reference: N/A Sub Type:

Description: Option Test

Currently Selected Agency: OPM20000 - Office of Policy and Management

7. On the Positions / Financials tab, financial information can be entered by clicking the Add Cost link, Position Information can be entered by clicking the Add Positions link and Revenue can be entered by clicking the Add Revenue link.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Associated Cost Add Cost Remove Selected Costs Paste Fiscal 14987 -

Program Code	Program Desc	SID Code	SID Desc	Account Code	Account Desc	Year1 Adj	Year2 Adj

Positions Add Positions Remove Selected Positions Paste Positions

Program Code	Program Desc	Year1 Adj	Year2 Adj

Revenue Items Add Revenue Remove Selected Revenue Paste Revenue

Account Code	Account Desc	Year1 Adj	Year2 Adj

Currently Selected Agency: OPM20000 - Office of Policy and Management

8. Financial, Position and Revenue information can be entered, modified and saved by editing the information in the table provided.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Associated Cost Add Cost Remove Selected Costs Paste Fiscal 14987 -

Program Code	Program Desc	SID Code	SID Desc	Account Code	Account Desc	Year1 Adj	Year2 Adj
00000	Unknown Program	10010	Personal Services	50110	Salaries & Wages-Full Time	100000	100000
			Total			100,000	100,000

Positions Add Positions Remove Selected Positions Paste Positions

Program Code	Program Desc	Year1 Adj	Year2 Adj
00000	Unknown Program	1	1

Revenue Items Add Revenue Remove Selected Revenue Paste Revenue

Account Code	Account Desc	Year1 Adj	Year2 Adj
40010	Revenues	2000	2000

Currently Selected Agency: OPM20000 - Office of Policy and Management

9. Financial, Position and Revenue information can also be deleted by selecting the desired row and then clicking the Remove Selected Costs, Delete Positions, or Remove Selected Revenue buttons.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection General Information Financials / Positions

Associated Cost 14987 -

Add Cost Remove Selected Costs Paste Fiscal

Program Code	Program Desc	SID Code	SID Desc	Account Code	Account Desc	Year1 Adj	Year2 Adj
00000	Unknown Program	10010	Personal Services	50110	Salaries & Wages-Full Time	100000	100000
Total						100,000	100,000

Positions

Add Positions Remove Selected Positions Paste Positions

Program Code	Program Desc	Year1 Adj	Year2 Adj
00000	Unknown Program	1	1

Revenue Items

Add Revenue Remove Selected Revenue Paste Revenue

Account Code	Account Desc	Year1 Adj	Year2 Adj
40010	Revenues	2000	2000

Currently Selected Agency: OPM20000 - Office of Policy and Management

10. When all work is completed and the agency is ready to submit options to OPM, click the Submit Options button.

Automated Budget System - [Budget Options]

Agency Administration Budget Development Financial Management Reports Year: 2021

Fund: 11000 - General Fund Type: Options Save

Selection

Option Status: Not Submitted

Add Option Print Selected Options Print All Options Delete Selected Options Submit

View	Type	Title	Adjustment Submitted	Option ID	Show in Report
	Reductions	Option Test	0	14987	☒

Currently Selected Agency: OPM20000 - Office of Policy and Management

Appendix B: Submitting Agency Purpose and Program Descriptions

Accessing and Editing Agency Narrative

1. Open and login to ABS, select Biennial Budget from the Budget Development menu, and click the Short Narrative button.

The screenshot shows the 'Automated Budget System - [Budget Baseline Main]' window. The 'Budget Development' menu is selected. The 'Short Narrative' button is highlighted with a red arrow. The 'Fund' dropdown is set to '11000 - General Fund'. The 'Submitted' status is 'No'.

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM2000 - Office of Policy and Management

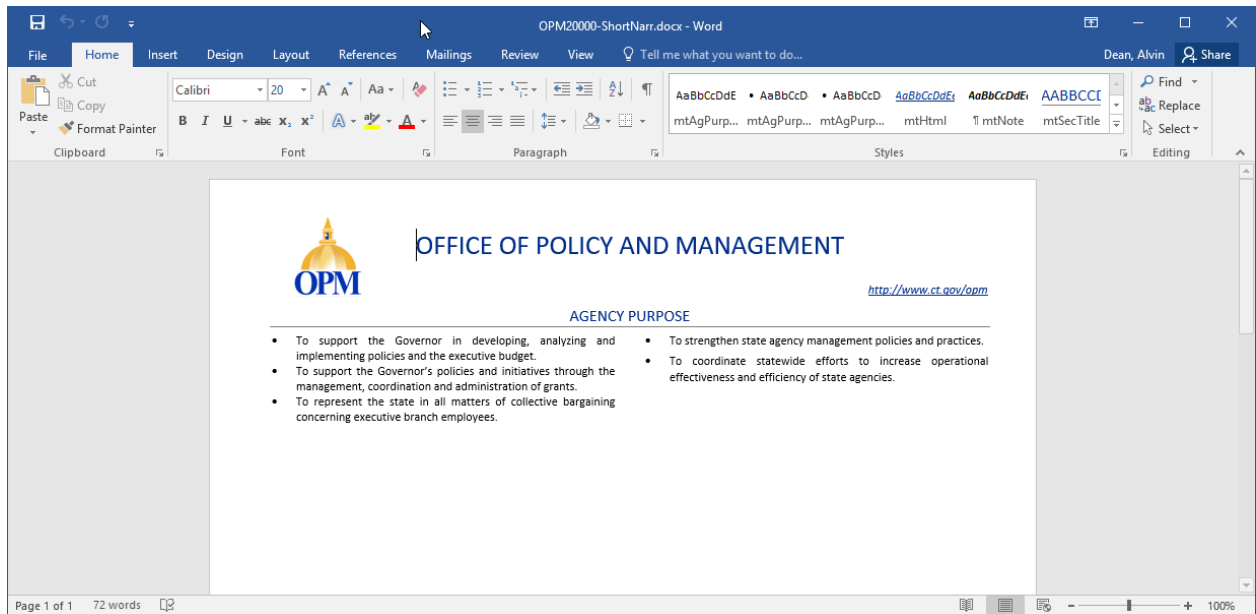
2. The Agency Purpose window opens. Click the Open Agency Purpose button.

The screenshot shows the 'Automated Budget System - [Budget Baseline Main]' window. The 'Short Narrative' button is highlighted. The 'Agency Purpose' window is open, showing the 'Open Agency Purpose' button highlighted with a red arrow. The 'Submission Status' is 'Not Submitted'.

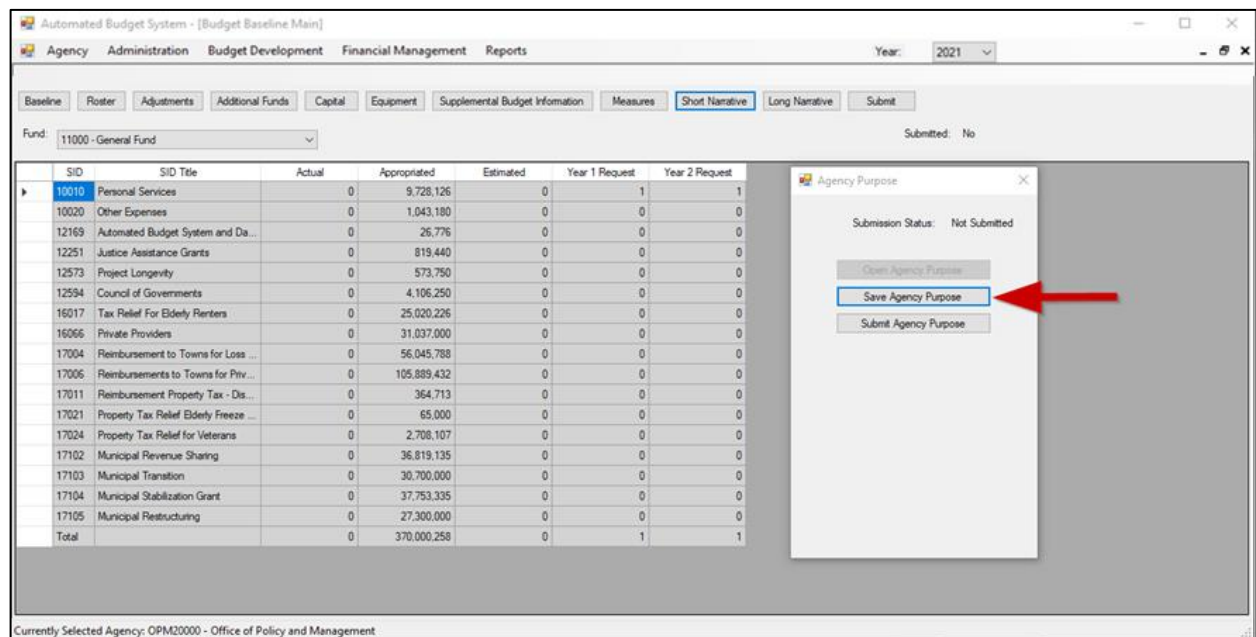
SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM2000 - Office of Policy and Management

- The Agency Purpose document opens in Microsoft Word. The user may edit the text, but the format of the document must not be changed. Choose File>Save As to save the file locally; ABS creates a file temporarily on the user's local drive that is deleted when the Agency Purpose window is closed.



- Click the Save Agency Purpose button in ABS to save the edits. Note that edits will not be saved in ABS if this button is not clicked. Click the Submit Agency Purpose when you are finished and ready to submit the text to OPM. Note that submitting the agency purpose will lock this window, so do not submit the agency purpose until it is final.



- Click the Agency Purpose Exit Button. This will close Microsoft Word and delete the local Agency Purpose document.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2021

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Agency Purpose

Submission Status: Not Submitted

Open Agency Purpose

Save Agency Purpose

Submit Agency Purpose

Currently Selected Agency: OPM20000 - Office of Policy and Management

Accessing and Editing Agency Program Descriptions

1. Open and login to ABS select Biennial Budget from the Budget Development menu and click the Long Narrative button.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2021

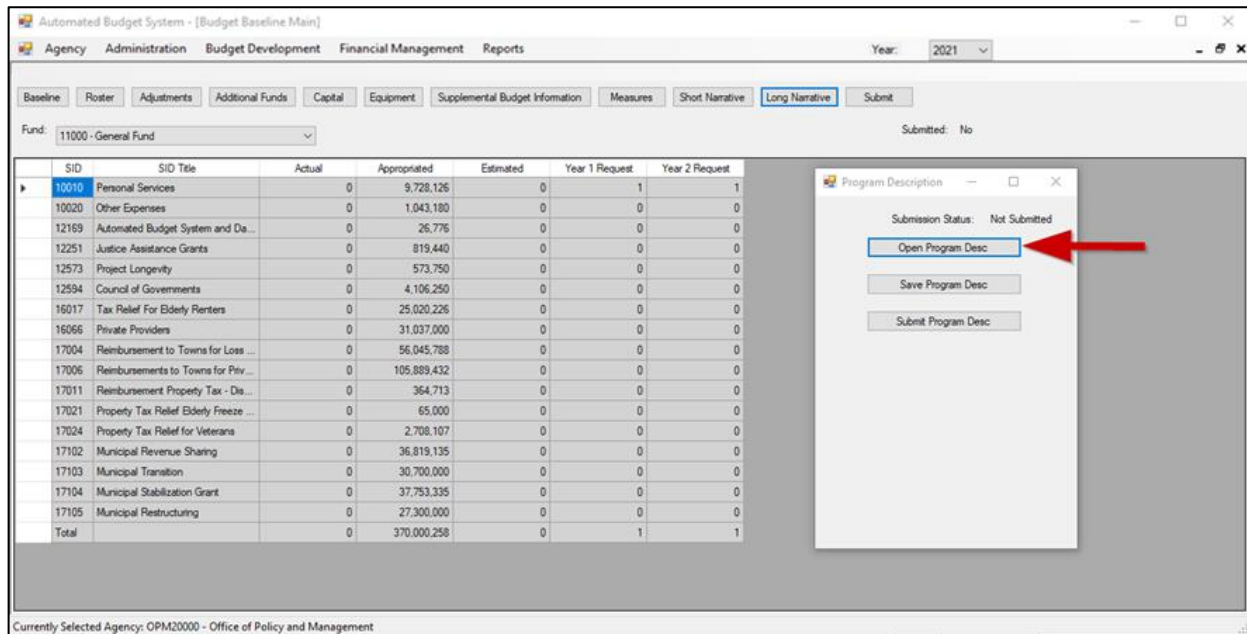
Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

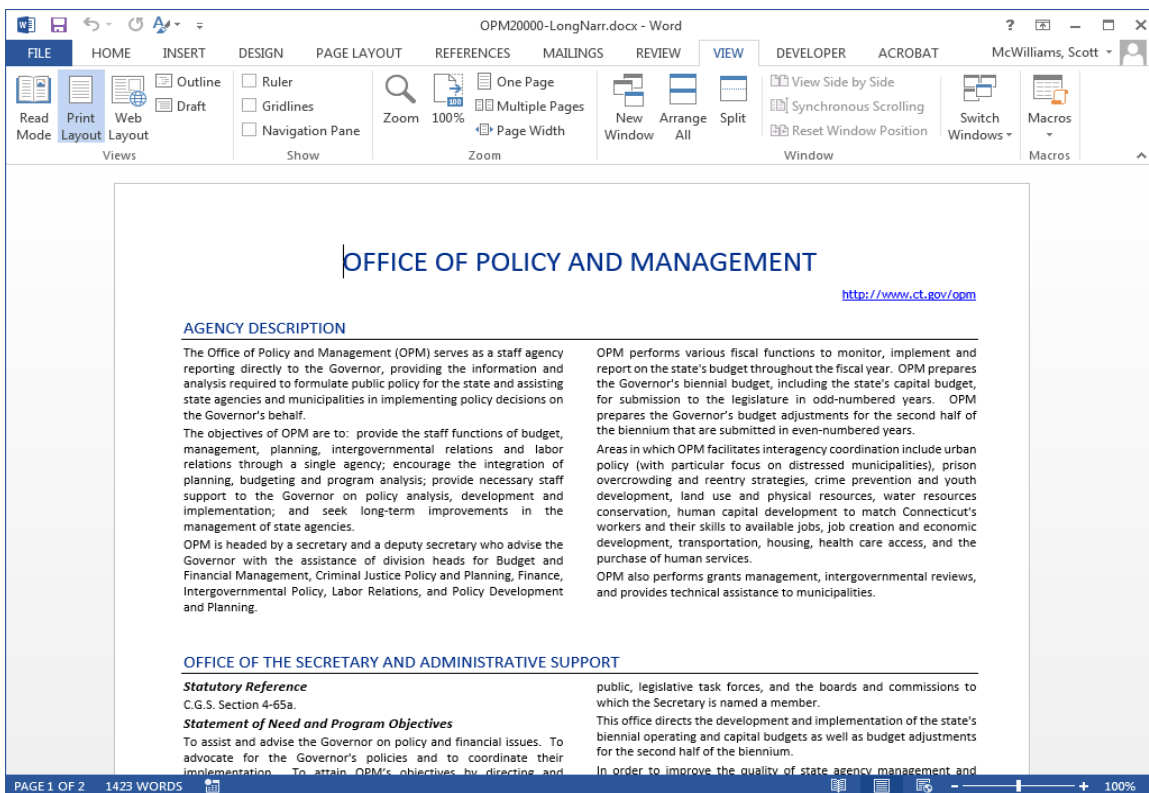
SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM20000 - Office of Policy and Management

- The Program Description window opens. Click the Open Program Desc button.



- The Program Description opens in Microsoft Word. The user may edit the text of the purpose, but the format of the document must not be changed. Choose File>Save As to save the file locally; ABS creates a file temporarily on the user's local drive that is deleted when the Program Description window is closed.



- Click the Save Program Desc in ABS to save the edits. Note that edits will not be saved in ABS if this button is not clicked. Click the Submit Program Desc when you are finished. Note that submitting the program description will lock this window, so do not submit the agency purpose until it is final.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2021

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv ...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM20000 - Office of Policy and Management

Program Description

Submission Status: Not Submitted

Open Program Desc

Save Program Desc

Submit Program Desc

- Click the Agency Purpose Exit Button. This will close Microsoft Word and delete the local Agency Purpose document.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2021

Baseline Roster Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	0	9,728,126	0	1	1
10020	Other Expenses	0	1,043,180	0	0	0
12169	Automated Budget System and Da...	0	26,776	0	0	0
12251	Justice Assistance Grants	0	819,440	0	0	0
12573	Project Longevity	0	573,750	0	0	0
12594	Council of Governments	0	4,106,250	0	0	0
16017	Tax Relief For Elderly Renters	0	25,020,226	0	0	0
16066	Private Providers	0	31,037,000	0	0	0
17004	Reimbursement to Towns for Loss ...	0	56,045,788	0	0	0
17006	Reimbursements to Towns for Priv ...	0	105,889,432	0	0	0
17011	Reimbursement Property Tax - Dis...	0	364,713	0	0	0
17021	Property Tax Relief Elderly Freeze ...	0	65,000	0	0	0
17024	Property Tax Relief for Veterans	0	2,708,107	0	0	0
17102	Municipal Revenue Sharing	0	36,819,135	0	0	0
17103	Municipal Transition	0	30,700,000	0	0	0
17104	Municipal Stabilization Grant	0	37,753,335	0	0	0
17105	Municipal Restructuring	0	27,300,000	0	0	0
Total		0	370,000,258	0	1	1

Currently Selected Agency: OPM20000 - Office of Policy and Management

Program Description

Submission Status: Not Submitted

Open Program Desc

Save Program Desc

Submit Program Desc

Appendix C: Submitting Agency Measures

1. Open and login to ABS. Select Biennial Budget from the Budget Development menu and click the Measures button.

The screenshot shows the 'Automated Budget System - [Budget Baseline Main]' window. The 'Measures' button is highlighted with a red arrow. The window displays a table of budget data for the year 2021.

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	9,930,029	9,728,126	9,728,126	10,774,701	11,392,287
10020	Other Expenses	1,073,501	1,043,180	1,043,180	1,180,030	1,180,030
12169	Automated Budget System and Da...	16,278	26,776	26,776	26,776	26,776
12251	Justice Assistance Grants	811,401	819,440	819,440	822,153	825,480
12573	Project Longevity	550,747	573,750	573,750	573,750	573,750
12594	Council of Governments	1,856,250	4,106,250	4,106,250	4,106,250	4,106,250
16017	Tax Relief For Elderly Renters	24,034,255	25,020,226	25,020,226	25,020,226	25,020,226
16066	Private Providers	0	31,037,000	31,037,000	0	0
17004	Reimbursement to Towns for Loss ...	50,306,432	56,045,788	56,045,788	71,700,000	71,700,000
17006	Reimbursements to Towns for Priv...	98,377,556	105,889,432	105,889,432	159,300,000	159,300,000
17011	Reimbursement Property Tax - Dis...	364,713	364,713	364,713	364,713	364,713
17021	Property Tax Relief Elderly Freeze ...	50,025	65,000	65,000	40,000	40,000
17024	Property Tax Relief for Veterans	2,700,685	2,708,107	2,708,107	2,708,107	2,708,107
17102	Municipal Revenue Sharing	35,221,814	36,819,135	36,819,135	0	0
17103	Municipal Transition	36,000,000	30,700,000	30,700,000	0	0
17104	Municipal Stabilization Grant	55,480,953	37,753,335	37,753,335	0	0
17105	Municipal Restructuring	20,000,000	27,300,000	27,300,000	27,300,000	27,300,000
Total		336,774,639	370,000,258	370,000,258	303,916,706	304,537,619

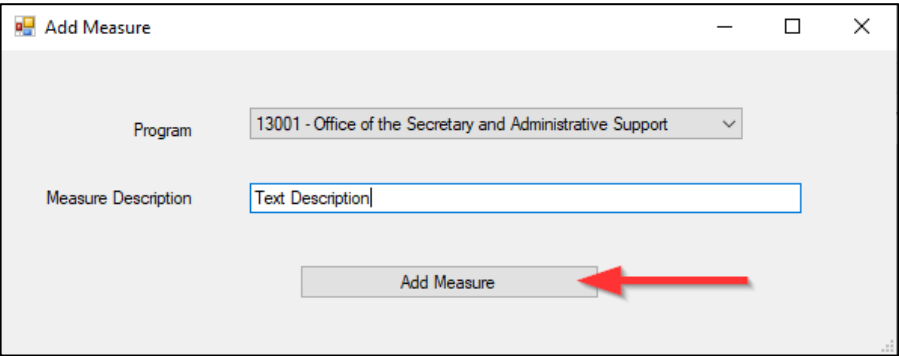
Currently Selected Agency: OPM20000 - Office of Policy and Management

2. The Measures window opens. Click the Add button to enter and add a measure.

The screenshot shows the 'Measures' window. The 'Add' button is highlighted with a red arrow. The window displays a table for adding measures.

Exclude	Program	Priority	Description	Actual	Estim

3. The Add Measure window opens. Select a Program, enter a Measure Description and click Add Measure.

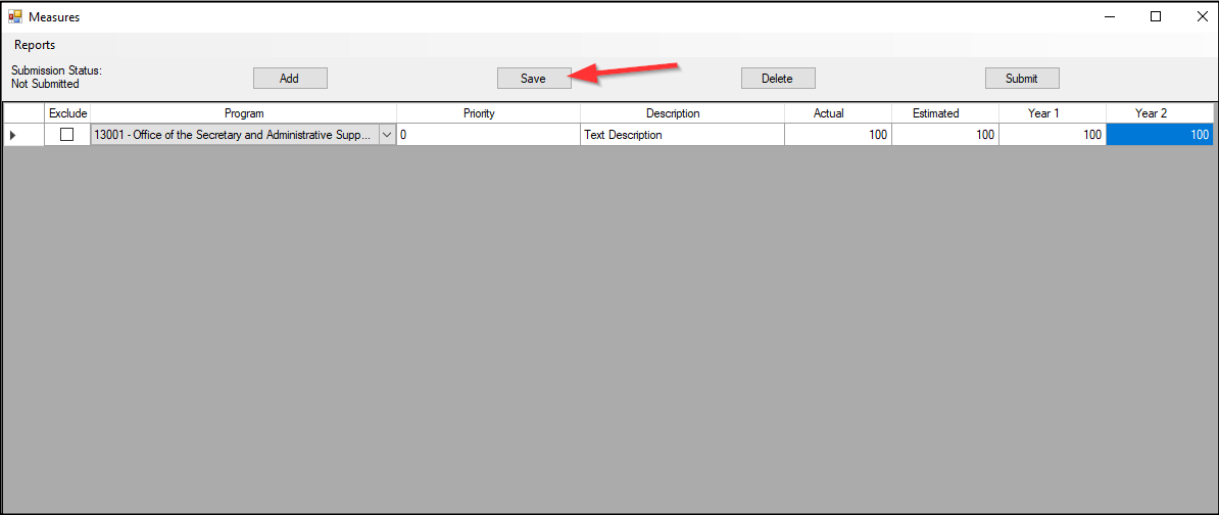


Program: 13001 - Office of the Secretary and Administrative Support

Measure Description: Text Description

Add Measure

4. A measure is created. You may edit the Priority, Description and the Actual (FY 2020), Estimated (FY 2021), Year 1 (FY 2022), and Year 2 (FY 2023) values. The priority field allows you to sort the measures in the order you choose. Click the save button to save any changes you have made.



Measures

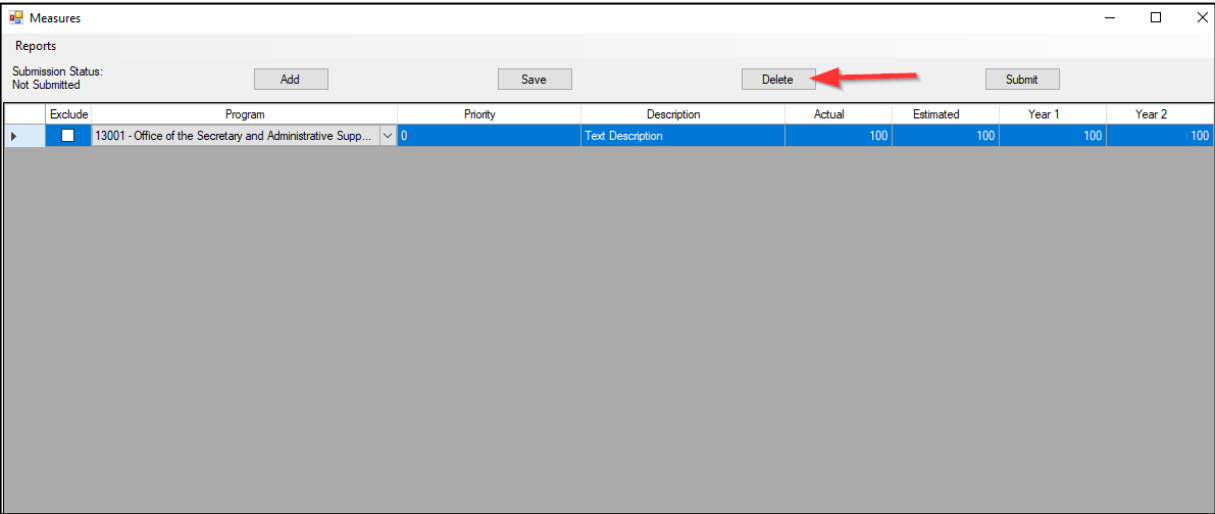
Reports

Submission Status: Not Submitted

Buttons: Add, Save, Delete, Submit

Exclude	Program	Priority	Description	Actual	Estimated	Year 1	Year 2
☐	13001 - Office of the Secretary and Administrative Supp...	0	Text Description	100	100	100	100

5. Measures can be deleted by selecting the desired row and clicking the delete button.

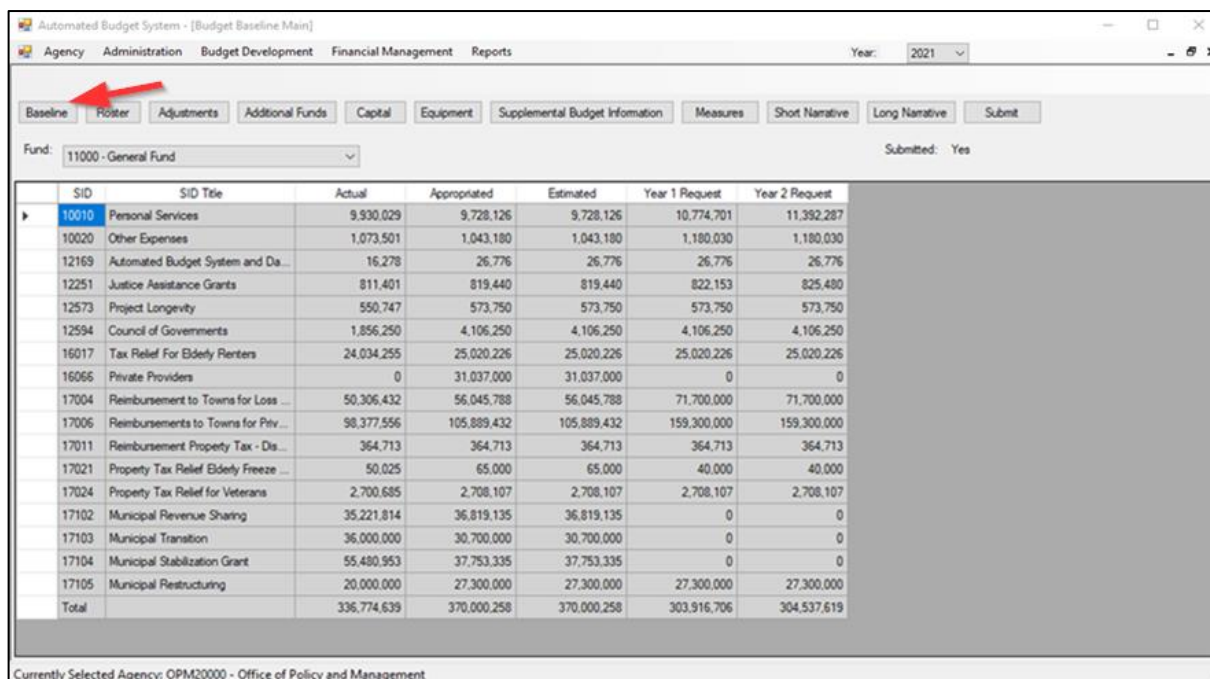


6. Click the Submit button when you are finished and ready to submit measures to OPM. Note that submitting measures will lock this window, so do not submit the measures until they are final.



Appendix D: Submitting Agency Baseline

1. Open and login to ABS. Select Biennial Budget from the Budget Development menu and click the Baseline button.



Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2021

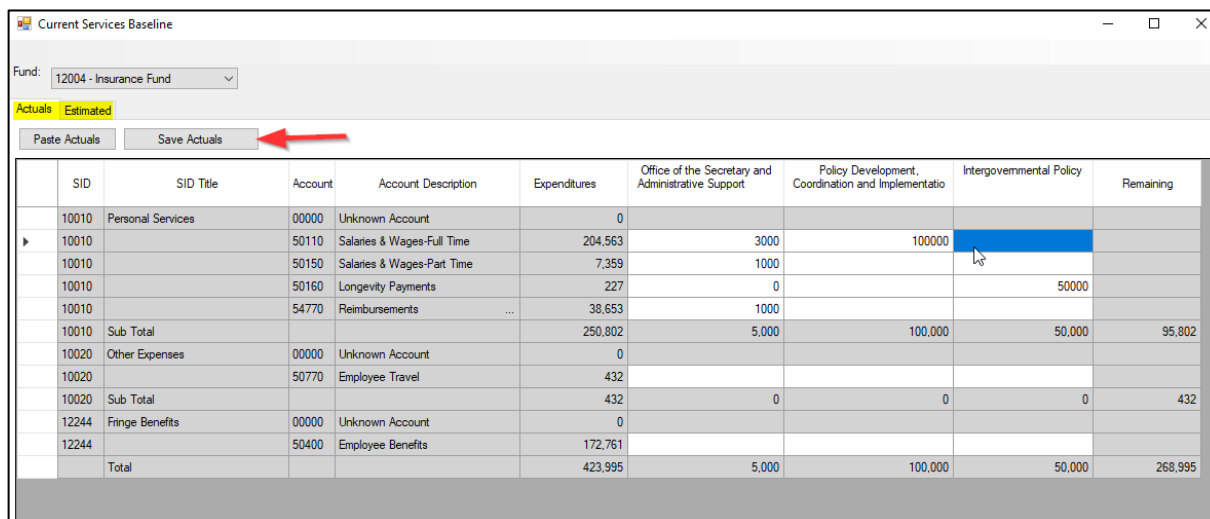
Baseline **Roller** Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: Yes

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	9,930,029	9,728,126	9,728,126	10,774,701	11,392,287
10020	Other Expenses	1,073,501	1,043,180	1,043,180	1,180,030	1,180,030
12169	Automated Budget System and Da...	16,278	26,776	26,776	26,776	26,776
12251	Justice Assistance Grants	811,401	819,440	819,440	822,153	825,480
12573	Project Longevity	550,747	573,750	573,750	573,750	573,750
12594	Council of Governments	1,856,250	4,106,250	4,106,250	4,106,250	4,106,250
16017	Tax Relief For Elderly Renters	24,034,255	25,020,226	25,020,226	25,020,226	25,020,226
16066	Private Providers	0	31,037,000	31,037,000	0	0
17004	Reimbursement to Towns for Loss ...	50,306,432	56,045,788	56,045,788	71,700,000	71,700,000
17006	Reimbursements to Towns for Priv ...	98,377,556	105,889,432	105,889,432	159,300,000	159,300,000
17011	Reimbursement Property Tax - Dis...	364,713	364,713	364,713	364,713	364,713
17021	Property Tax Relief Elderly Freeze ...	50,025	65,000	65,000	40,000	40,000
17024	Property Tax Relief for Veterans	2,700,685	2,708,107	2,708,107	2,708,107	2,708,107
17102	Municipal Revenue Sharing	35,221,814	36,819,135	36,819,135	0	0
17103	Municipal Transition	36,000,000	30,700,000	30,700,000	0	0
17104	Municipal Stabilization Grant	55,480,953	37,753,335	37,753,335	0	0
17105	Municipal Restructuring	20,000,000	27,300,000	27,300,000	27,300,000	27,300,000
Total		336,774,639	370,000,258	370,000,258	303,916,706	304,537,619

Currently Selected Agency: OPM20000 - Office of Policy and Management

2. The Baseline window will open and there will be 2 tabs (as highlighted in picture). You will need to fill out the actuals and estimated tabs making sure to zero out remaining column for each SID. When you are done making changes in ether tab make sure to click the save button.



Current Services Baseline

Fund: 12004 - Insurance Fund

Actuals **Estimated**

Paste Actuals Save Actuals

SID	SID Title	Account	Account Description	Expenditures	Office of the Secretary and Administrative Support	Policy Development, Coordination and Implementation	Intergovernmental Policy	Remaining
10010	Personal Services	00000	Unknown Account	0				
10010		50110	Salaries & Wages-Full Time	204,563	3000	100000		
10010		50150	Salaries & Wages-Part Time	7,359	1000			
10010		50160	Longevity Payments	227	0		50000	
10010		54770	Reimbursements	38,653	1000			
10010	Sub Total			250,802	5,000	100,000	50,000	95,802
10020	Other Expenses	00000	Unknown Account	0				
10020		50770	Employee Travel	432				
10020	Sub Total			432	0	0	0	432
12244	Fringe Benefits	00000	Unknown Account	0				
12244		50400	Employee Benefits	172,761				
Total				423,995	5,000	100,000	50,000	268,995

Appendix E: Submitting Roster

1. Open and login to ABS. Select Biennial Budget from the Budget Development menu and click the Roster button.

Automated Budget System - [Budget Baseline Main]

Agency Administration Budget Development Financial Management Reports Year: 2021

Baseline **Roster** Adjustments Additional Funds Capital Equipment Supplemental Budget Information Measures Short Narrative Long Narrative Submit

Fund: 11000 - General Fund Submitted: No

SID	SID Title	Actual	Appropriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	9,930,029	9,728,126	9,728,126	10,774,701	11,392,287
10020	Other Expenses	1,073,501	1,043,180	1,043,180	1,180,030	1,180,030
12169	Automated Budget System and Da...	16,278	26,776	26,776	26,776	26,776
12251	Justice Assistance Grants	811,401	819,440	819,440	822,153	825,480
12573	Project Longevity	550,747	573,750	573,750	573,750	573,750
12594	Council of Governments	1,856,250	4,106,250	4,106,250	4,106,250	4,106,250
16017	Tax Relief For Elderly Renters	24,034,255	25,020,226	25,020,226	25,020,226	25,020,226
16066	Private Providers	0	31,037,000	31,037,000	0	0
17004	Reimbursement to Towns for Loss ...	50,306,432	56,045,788	56,045,788	71,700,000	71,700,000
17006	Reimbursements to Towns for Priv...	98,377,556	105,889,432	105,889,432	159,300,000	159,300,000
17011	Reimbursement Property Tax - Dis...	364,713	364,713	364,713	364,713	364,713
17021	Property Tax Relief Elderly Freeze ...	50,025	65,000	65,000	40,000	40,000
17024	Property Tax Relief for Veterans	2,700,685	2,708,107	2,708,107	2,708,107	2,708,107
17102	Municipal Revenue Sharing	35,221,814	36,819,135	36,819,135	0	0
17103	Municipal Transition	36,000,000	30,700,000	30,700,000	0	0
17104	Municipal Stabilization Grant	55,480,953	37,753,335	37,753,335	0	0
17105	Municipal Restructuring	20,000,000	27,300,000	27,300,000	27,300,000	27,300,000
Total		336,774,639	370,000,258	370,000,258	303,916,706	304,537,619

Currently Selected Agency: OPM20000 - Office of Policy and Management

2. The Roster window will now be open. In this window there are two tabs Position count and Roster Edit. The Position Count tab has three tables, two of which you will need to fill out. The middle table captures the Fulltime permanent positions. The bottom table captures the total number of other positions. Make sure to click save one you are done making changes.

Roster

Position Summary

Fund	Authorized Positions	Roster Positions	Difference
11000	125.00	0.00	125.00

Position Count Roster Edit

Paste Save

Fund	Fund Title	Fiscal Year	Position Type	Authorized Positions	Office of the Secretary and Administrative Support	Policy Development, Coordination and Implementation	Intergovernmental Policy	Total
11000	General Fund	2020	Filled	0	24	57	13	94
11000	General Fund	2020	Vacant	0	2	28	1	31
11000	General Fund	2021	Filled	125	26	63	15	104
11000	General Fund	2021	Vacant	0	0	22	0	22
11000	General Fund	2022	Filled	0	26	63	14	103
11000	General Fund	2022	Vacant	0	0	22	0	22
11000	General Fund	2023	Filled	0	26	63	14	103
11000	General Fund	2023	Vacant	0	0	22	0	22

Paste Save

Fund	Fund Title	Fiscal Year	Position Type	Office of the Secretary and Administrative Support	Policy Development, Coordination and Implementation	Intergovernmental Policy	Total
11000	General Fund	2020	Oth Eq to FT	1	1	0	2
11000	General Fund	2021	Oth Eq to FT	1	1	0	2
11000	General Fund	2022	Oth Eq to FT	1	1	0	2
11000	General Fund	2023	Oth Eq to FT	1	1	0	2

3. On the Roster Edit tab you will click on 'Populate Roster' button to see a list of your employees (keep in mind it might not be up to date). You may edit the rows for employees entered by selecting the employee row and then clicking on the column cell you want to change. Remember to click save after making changes.

The screenshot shows the 'Roster' application window. At the top, there is a 'Position Summary' table with columns: Fund, Authorized Positions, Roster Positions, and Difference. The data row shows Fund 11000, Authorized Positions 125.00, Roster Positions 125.00, and Difference 0.00.

Below the summary is a tabbed interface with 'Position Count' and 'Roster Edit' tabs. The 'Roster Edit' tab is active, showing a toolbar with buttons: 'Populate Roster' (highlighted with a red arrow), 'Add Employee', 'Paste', 'Check Roster', 'Save', 'Delete', 'Create Roster', and 'Pay Periods'.

The main area displays a table of employees with the following columns: Employee Name, PCN, Employee Number, Filled/Vacant, Class Code, Class Title, SalPlan, Grade, Step, BU Code, BU Description, and CompFreq. The first row is selected, showing Austin Jr, Thomas C. with PCN 85414, Employee Number 339672, Filled/Vacant F, Class Code 6342MP, Class Title PrinLbrRelSpec, SalPlan MP, Grade 70, Step 0, BU Code 3, BU Description, and CompFreq BCT.

Employee Name	PCN	Employee Number	Filled/Vacant	Class Code	Class Title	SalPlan	Grade	Step	BU Code	BU Description	CompFreq
Austin Jr, Thomas C.	85414	339672	F	6342MP	PrinLbrRelSpec	MP	70	0	3		BCT
Barnes, Benjamin B.	96157	109302	F	7046EX	SctyOPM	EX	1	0	1		BCT
Baudoin, Kyle G.	108419	113873	F	6297AR	Planning Analyst	AR	22	1	16	Administrative & Residual (P...	BCT
Beattie, Douglas H.	2695	336806	F	7086CL	Office Assistant	CL	13	10	7		BCT
Bedward, Lennox L.	118025	63491	F	5499FM	Mail Handler	FM	11	3	6		BCT
Bobula, Kendall S.	108420	169213	F	6855AR	Research Analyst	AR	22	2	16	Administrative & Residual (P...	BCT
Bozeman, Charese L.	115481	169208	F	1308AR	Fiscal/Administrative Officer	AR	23	1	16	Administrative & Residual (P...	BCT
Brierley, Kristen E.	114446	42996	F	5256MP	Labor Relations Specialist	MP	68	0	3		BCT
Brown-Brewton, Sandra F.	118982	595976	F	0450EX	Undrs-OPM	EX	3	0	1		BCT
Brown-Brewton, Sandra F.	83685	595976	F	5681MP	LbrRelAsstChf	MP	73	0	2		BCT
Bye, Gareth D.	2693	563339	F	0425MP	PolicyAndLegislativeAdvisor	MP	73	0	2		BCT
Cabanillas, Jessica M.	89461	554552	F	6335MP	PrincipalBudgetSpecialist	MP	68	0	2		BCT
Calloway, Vernieke R.	115346	619893	F	0126MP	FscI/AdminMgr1	MP	66	0	2		BCT
Cieplinski, Christine M.	114444	558112	F	6342MP	PrinLbrRelSpec	MP	70	0	3		BCT

4. You can also add an employee by clicking on the 'Add Employee' button. This will pop up a new window.

This screenshot is identical to the one above, showing the 'Roster' application window with the 'Roster Edit' tab active. The 'Add Employee' button in the toolbar is now highlighted with a red arrow.

5. This will open the Roster add window. Here you may use the available salary plan dropdown to filter what salary plans you would like to select, by clicking 'Filter Job Codes'. After selecting a salary plan you will need to select the remaining criteria like Bargaining Unit, Fund, SID, Program on the bottom and when you are ready click 'Add Position' to add a new row to the roster table from the previous screen.

Number of Positions to Add:

☒ Agency Positions ☐ All Positions

Salary Plan: **CN-Engineering & Scientific Confidential** Position Description:

Filter Job Codes

	SalPlan	Class Code	Class Title	Grade
▶	CN	7615CN	IT Analyst 2 (Conf)	028
	CN	7611CN	IT Analyst 1 (Confid)	023
	CN	7617CN	IT Analyst 3 (Confid)	030

Bargaining Unit: **Other** Step: **0** Pay Freq: **BCT**

Fund: **11000 - General Fund** Sid: **16284** Prog: **13001**

Add Positions

6. After clicking 'Add Position' you should be able to find the new row added to the roster table with the same criteria you chose in the pop up window labeled as 'Vacant' for employee name.

Position Summary

Fund	Authorized Positions	Roster Positions	Difference
▶ 11000	125.00	125.00	0.00

Position Count: Roster Edit

Populate Roster Add Employee Paste Check Roster Save Delete Create Roster Pay Periods

Employee Name	PCN	Employee Number	Filed/Vacant	Class Code	Class Title	SalPlan	Grade	Step	BU Code	BU Description	CompFreq	CompRate	Next AI Date	StdHrs	FTE	Reg/Temp	Part/Full	Salary Set	Agency
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	1581MP	PolicyDevelopmentCoordinator	MP	66	0	2		BCT	0.00		40.00	1.00	R	F	AGENCY	OPM20000
Vacant			V	7611CN	IT Analyst 1 (Confid)	CN	23	1	3		BCT	2,580.35		40.00	1.00	R	F	AGENCY	OPM20000
▶ Vacant			V	7611CN	IT Analyst 1 (Confid)	CN	023	0	99	Other	BCT	0.00	01/01/2017	40.00	1.00	R	F	AGENCY	OPM20000
Vacant -CCT			V	2292AR	Planning Analyst	AR	15	1	16	Administrative & Residual (P...	BCT	1,762.23		40.00	1.00	R	F	AGENCY	OPM20000

7. You may also delete and added row in the roster table by selecting a row, so that it is highlighted. And then click on the 'Delete' button to remove the row.

The screenshot shows the 'Roster' application window. At the top, there is a 'Position Summary' table with columns: Fund, Authorized Positions, Roster Positions, and Difference. The values are: Fund 11000, Authorized Positions 125.00, Roster Positions 125.00, and Difference 0.00. Below this is a 'Position Count' section with a 'Roster Edit' tab. A toolbar contains buttons: 'Populate Roster', 'Add Employee', 'Paste', 'Check Roster', 'Save', 'Delete' (highlighted with a red arrow), 'Create Roster', and 'Pay Periods'. The main area is a table with columns: Employee Name, PCN, Employee Number, Filled/Vacant, Class Code, Class Title, SalPlan, Grade, Step, BU Code, BU Description, CompFreq, CompRate, Next AI Date, StdHrs, FTE, Reg/Temp, Part/Full, Salary Set, and Agency. The table contains several rows, with the last row highlighted in blue. The last row is: Employee Name: Vacant, PCN: , Employee Number: , Filled/Vacant: V, Class Code: 7611CN, Class Title: IT Analyst 1 (Confid), SalPlan: CN, Grade: 023, Step: 0, BU Code: 99, BU Description: Other, CompFreq: BCT, CompRate: 2,580.35, Next AI Date: 01/01/2017, StdHrs: 40.00, FTE: 1.00, Reg/Temp: R, Part/Full: F, Salary Set: AGNCY, Agency: OPM20000.

8. When you are done making changes to the roster list, please make sure to click the 'Save' button to keep your changes.

The screenshot shows the 'Roster' application window. At the top, there is a 'Position Summary' table with columns: Fund, Authorized Positions, Roster Positions, and Difference. The values are: Fund 11000, Authorized Positions 125.00, Roster Positions 125.00, and Difference 0.00. Below this is a 'Position Count' section with a 'Roster Edit' tab. A toolbar contains buttons: 'Populate Roster', 'Add Employee', 'Paste', 'Check Roster', 'Save' (highlighted with a red arrow), 'Delete', 'Create Roster', and 'Pay Periods'. The main area is a table with columns: Employee Name, PCN, Employee Number, Filled/Vacant, Class Code, Class Title, SalPlan, Grade, Step, BU Code, BU Description, and CompFreq. The table contains several rows, with the first row highlighted in blue. The first row is: Employee Name: Austin Jr, Thomas C, PCN: 85414, Employee Number: 339672, Filled/Vacant: F, Class Code: 6342MP, Class Title: PrinLbrRelSpec, SalPlan: MP, Grade: 70, Step: 0, BU Code: 3, BU Description: , CompFreq: BCT.

9. Click on the Pay Periods button to view your FY21, FY22 and FY23 payroll roll outs.

Roster

Position Summary

Fund	Authorized Positions	Roster Positions	Difference
11000	125.00	125.00	0.00

Position Count Roster Edit

Populate Roster Add Employee Paste Check Roster Save Delete Create Roster Pay Periods

Employee Name	PCN	Employee Number	Filled/Vacant	Class Code	Class Title	SalPlan	Grade	Step	BU Code	BU Description	CompFreq
Austin Jr, Thomas C	85414	339672	F	6342MP	PrinLbrRelSpec	MP	70	0	3		BCT
Barnes, Benjamin B.	96157	109302	F	7046EX	SctyOPM	EX	1	0	1		BCT
Baudoin, Kyle G.	108419	113873	F	6297AR	Planning Analyst	AR	22	1	16	Administrative & Residual (P...	BCT
Beattie, Douglas H	2695	336806	F	7086CL	Office Assistant	CL	13	10	7		BCT
Bedward, Lennox L.	118025	63491	F	5499FM	Mail Handler	FM	11	3	6		BCT
Bobula, Kendall S	108420	169213	F	6855AR	Research Analyst	AR	22	2	16	Administrative & Residual (P...	BCT
Bozeman, Charese L	115481	169208	F	1308AR	Fiscal/Administrative Officer	AR	23	1	16	Administrative & Residual (P...	BCT
Brierley, Kristen E	114446	42996	F	5256MP	Labor Relations Specialist	MP	68	0	3		BCT
Brown-Brewton, Sandra F.	118982	595976	F	0450EX	Undrs-OPM	EX	3	0	1		BCT
Brown-Brewton, Sandra F.	83685	595976	F	5681MP	LbrRelAstChf	MP	73	0	2		BCT
Bye, Gareth D	2693	563339	F	0425MP	Policy And Legislative Advisor	MP	73	0	2		BCT
Cabanillas, Jessica M.	89461	554552	F	6335MP	Principal Budget Specialist	MP	68	0	2		BCT
Calloway, Vernieke R.	115346	619893	F	0126MP	Facil/AdminMgr1	MP	66	0	2		BCT
Cieplinski, Christine M	114444	558112	F	6342MP	PrinLbrRelSpec	MP	70	0	3		BCT

10. This will open the pay periods window. Here you can now view your agency's payroll rollout both Bi-weekly and Semi-Monthly by fiscal year. You will need to first click on the button 'Create Pay Periods' to load the data for each fiscal year tab.

Salary Pay Periods

Create Pay Periods

FY21 FY22 FY23 Summary

Bi-Weekly Semi-Monthly

Employee Name	PCN	Fund	SID	Program	Sal Plan	Grade	07/05	07/19	08/02	08/16
Austin Jr, Thomas C	85414	11000	10010	13001	EX	003	4,885.06	4,885.06	4,885.06	4,885.06
Barnes, Benjamin B.	96157	11000	10010	13043	FE	022	2,463.76	2,463.76	2,463.76	2,463.76
Baudoin, Kyle G.	108419	11000	10010	13008	MP	068	3,853.57	3,853.57	3,853.57	3,853.57
Beattie, Douglas H	2695	11000	12251	13008	AR	022	62.77	62.77	62.77	62.77
Bedward, Lennox L.	118025	12060	21921	13008	AR	022	188.31	188.31	188.31	188.31
Bobula, Kendall S	108420	11000	12251	13008	AR	022	502.17	502.17	502.17	502.17
Bozeman, Charese L	115481	12060	21625	13008	AR	022	1,506.51	1,506.51	1,506.51	1,506.51
Brierley, Kristen E	114446	11000	10010	13008	AR	022	251.08	251.08	251.08	251.08
Brown-Brewton, Sandra F.	118982	11000	10010	13001	AR	023	2,813.95	2,813.95	2,813.95	2,813.95
Brown-Brewton, Sandra F.	83685	11000	12251	13008	AR	023	170.08	170.08	170.08	170.08
Bye, Gareth D	2693	11000	10010	13008	AR	023	2,040.98	2,040.98	2,040.98	2,040.98
Cabanillas, Jessica M.	89461	12060	21921	13008	AR	023	510.25	510.25	510.25	510.25
Calloway, Vernieke R.	115346	11000	10010	13008	MP	068	3,741.31	3,741.31	3,741.31	3,741.31
Cieplinski, Christine M	114444	11000	10010	13043	MP	066	3,459.09	3,459.09	3,459.09	3,459.09
Cieplinski, Christine M	114444	12004	10010	13008	AR	026	3,547.36	3,547.36	3,547.36	3,547.36
Cieplinski, Christine M	114444	11000	10010	13008	MP	063	3,075.14	3,075.14	3,075.14	3,075.14
Cieplinski, Christine M	114444	11000	10010	13001	FM	011	1,589.47	1,589.47	1,589.47	1,589.47
Cieplinski, Christine M	114444	11000	10010	13043	AR	023	2,906.40	2,906.40	2,906.40	2,906.40
Cieplinski, Christine M	114444	11000	10010	13001	CN	030	3,702.34	3,702.34	3,702.34	3,702.34

11. If you navigate to the Summary tab you will see the calculations for wage cost adjustments, based on the roster and scheduled collective bargaining increases. On this screen you will have the ability to create eight technical adjustments based on the adjustment calculations. This is done by clicking on the button 'Create Option'.

Salary Pay Periods

Create Pay Periods

FY21 FY22 FY23 Summary

Create Option

	Year	Fund	SID	Program	Account	Type	Base	2019	2020	2021
▶	2020	11000	10010	13001	50110	CurrentGWI	1,989,426.92	0.00	66,951.87	0.00
	2020	11000	10010	13001	50110	NextGWI	1,989,426.92	0.00	0.00	2,678.09
	2020	11000	10010	13001	50110	CurrentAI	1,838,121.48	0.00	50,226.29	0.00
	2020	11000	10010	13001	50110	NextAI	1,838,121.48	0.00	0.00	8,294.03
	2021	11000	10010	13001	50110	CurrentGWI	2,117,577.21	0.00	0.00	71,264.62
	2021	11000	10010	13001	50110	CurrentAI	1,960,976.08	0.00	0.00	53,377.66
	2020	11000	10010	13043	50110	CurrentGWI	1,135,490.20	0.00	38,213.62	0.00
	2020	11000	10010	13043	50110	NextGWI	1,135,490.20	0.00	0.00	1,528.53
	2020	11000	10010	13043	50110	CurrentAI	762,565.18	0.00	20,073.17	0.00
	2020	11000	10010	13043	50110	NextAI	762,565.18	0.00	0.00	4,619.25

Appendix F: Crosswalk between CoreCT and Budgeted Account Codes

Account code detail for Personal Services (SID 10010), Other Expenses (SID 10020) and Other Current Expenses (SID 12XXX) appropriations are grouped as follows. All other appropriations use the generic expenditure account code (50000).

CoreCT	ABS Code for PS Appropriations	ABS Code for OE Appropriations	ABS Code for OCE Appropriations
50110 - Salaries & Wages-Full Time	50110 - Salaries & Wages-Full Time	50100 - Salaries and Wages	50110 - Salaries & Wages-Full Time
50120 - Salaries & Wages-Temporary	50120 - Salaries & Wages-Temporary	50100 - Salaries and Wages	50120 - Salaries & Wages-Temporary
50130 - Salaries & Wages-Contractual	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50140 - Salaries & Wages-Student Labor	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50150 - Salaries & Wages-Part Time	50150 - Salaries & Wages-Part Time	50100 - Salaries and Wages	50150 - Salaries & Wages-Part Time
50160 - Longevity Payments	50160 - Longevity Payments	50100 - Salaries and Wages	50160 - Longevity Payments
50170 - Overtime	50170 - Overtime	50100 - Salaries and Wages	50170 - Overtime
50180 - Differential Payments	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50190 - Accumulated Leave	50190 - Accumulated Leave	50100 - Salaries and Wages	50190 - Accumulated Leave
50200 - Graduate Assistants	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50210 - Meal Allowance	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50220 - Cooperative Ed(Co-Op) Students	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50230 - Unrecovered Deductions	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50235 - Salary & Workers Comp. Recover	50399 - Other Salaries & Wages	50100 - Salaries and Wages	50399 - Other Salaries & Wages
50410 - Group Life Insurance	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50420 - Medical Insurance	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50421 - MEDICARE PART B & D REIMB	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50422 - Grad Assist Medical Ins	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50423 - OPEB Employer Share	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50425 - ARRA Cobra	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50430 - Unemployment Compensation	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50441 - Fica	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50442 - Medicare Taxes	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50460 - Worker Compensation Awards	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50471 - Sers	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50472 - Arp	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50473 - Teachers Retirement System	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50474 - Judges & Comp Commissioners	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50475 - Other Statutory	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50476 - SERS Tier 4 Employer Ma	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50500 - Emp Death Benefits-Dependents	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50510 - Buy Back Option	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50511 - Fringe Benefits-Interim	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50515 - Pension Payments to Retirees	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50600 - Payroll Suspense	58999 - Other	50400 - Employee Benefits	50400 - Employee Benefits
50710 - Emp Allow & Reportable Pymnts	58999 - Other	50700 - Employee Expenses	58999 - Other
50711 - Distribution Pool Particip	58999 - Other	50700 - Employee Expenses	58999 - Other
50713 - Pool Share Transactions	58999 - Other	50700 - Employee Expenses	58999 - Other
50720 - Emp Non-Reportable Payments	58999 - Other	50700 - Employee Expenses	58999 - Other
50730 - Fees Paid To Employees	58999 - Other	50700 - Employee Expenses	58999 - Other
50731 - CT TRANSCRIPTS-SENTENCING	58999 - Other	50700 - Employee Expenses	58999 - Other
50740 - Interest Pnlty-Payroll Awards	58999 - Other	50700 - Employee Expenses	58999 - Other
50750 - Educ & Training For Employees	58999 - Other	50700 - Employee Expenses	58999 - Other
50760 - Tuition Reimbursement	58999 - Other	50700 - Employee Expenses	58999 - Other
50780 - In-State Travel	58999 - Other	50770 - Employee Travel	58999 - Other
50790 - Out-Of-State Travel	58999 - Other	50770 - Employee Travel	58999 - Other
50800 - Mileage Reimbursement	58999 - Other	50770 - Employee Travel	58999 - Other
51111 - Attorney Fees	58999 - Other	51010 - Professional Services	58999 - Other
51112 - Arbitration/Mediation Services	58999 - Other	51010 - Professional Services	58999 - Other
51113 - Gross Proceeds	58999 - Other	51010 - Professional Services	58999 - Other
51114 - Miscellaneous Litigation Costs	58999 - Other	51010 - Professional Services	58999 - Other
51115 - Other Payments-Legal Services	58999 - Other	51010 - Professional Services	58999 - Other
51117 - Court Appointed Attorneys	58999 - Other	51010 - Professional Services	58999 - Other
51118 - Contract Attorneys	58999 - Other	51010 - Professional Services	58999 - Other
51119 - Attorney Contracts > 30 Hours	58999 - Other	51010 - Professional Services	58999 - Other
51120 - Juvenile Standby Attorneys	58999 - Other	51010 - Professional Services	58999 - Other
51121 - Magistrates	58999 - Other	51010 - Professional Services	58999 - Other
51122 - Fact Finder	58999 - Other	51010 - Professional Services	58999 - Other

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51123 - Attorney Referees	58999 - Other	51010 - Professional Services	58999 - Other
51124 - Office Victim Svcs Commissionr	58999 - Other	51010 - Professional Services	58999 - Other
51125 - Guardian Ad Litem	58999 - Other	51010 - Professional Services	58999 - Other
51131 - Medical Program Support Servs	58999 - Other	51010 - Professional Services	58999 - Other
51132 - Non- Medical Program Supp Serv	58999 - Other	51010 - Professional Services	58999 - Other
51133 - Organizational Development	58999 - Other	51010 - Professional Services	58999 - Other
51134 - Client Outreach and Referral	58999 - Other	51010 - Professional Services	58999 - Other
51151 - Compens Damages-Physical Injur	58999 - Other	51010 - Professional Services	58999 - Other
51152 - Compens Damages-Non-Physic Inj	58999 - Other	51010 - Professional Services	58999 - Other
51153 - Emotion Distrss-Excuss/Med Care	58999 - Other	51010 - Professional Services	58999 - Other
51154 - Emotional Distress-Med Care	58999 - Other	51010 - Professional Services	58999 - Other
51155 - Other Settlements - Reportable	58999 - Other	51010 - Professional Services	58999 - Other
51156 - Other Settlements-Non- Reprtbl	58999 - Other	51010 - Professional Services	58999 - Other
51157 - Punitive Damages	58999 - Other	51010 - Professional Services	58999 - Other
51158 - Workers Comp Awards-Back W	58999 - Other	51010 - Professional Services	58999 - Other
51159 - Workers Comp Awards-Other	58999 - Other	51010 - Professional Services	58999 - Other
51180 - Accounting/Auditing Services	58999 - Other	51010 - Professional Services	58999 - Other
51190 - Appraisal Services	58999 - Other	51010 - Professional Services	58999 - Other
51200 - Employee Assist Program Svcs	58999 - Other	51010 - Professional Services	58999 - Other
51210 - Engineer/Architect Services	58999 - Other	51010 - Professional Services	58999 - Other
51220 - Hazardous Waste Disposal Svcs	58999 - Other	51010 - Professional Services	58999 - Other
51230 - Management Consultant Services	58999 - Other	51010 - Professional Services	58999 - Other
51231 - Environmental Consulting Servi	58999 - Other	51010 - Professional Services	58999 - Other
51245 - Medical Services-Non-Profits	58999 - Other	51010 - Professional Services	58999 - Other
51250 - Medical Services-For-Profits	58999 - Other	51010 - Professional Services	58999 - Other
51270 - Veterinary Services	58999 - Other	51010 - Professional Services	58999 - Other
51280 - Insurance Consultant Services	58999 - Other	51010 - Professional Services	58999 - Other
51290 - Educational Services	58999 - Other	51010 - Professional Services	58999 - Other
51510 - Advertising and Marketing	58999 - Other	51500 - Other Services	58999 - Other
51511 - Marketing	58999 - Other	51500 - Other Services	58999 - Other
51520 - Animal Care	58999 - Other	51500 - Other Services	58999 - Other
51530 - Auction Services	58999 - Other	51500 - Other Services	58999 - Other
51540 - Board Member Fees	58999 - Other	51500 - Other Services	58999 - Other
51550 - Burial Services	58999 - Other	51500 - Other Services	58999 - Other
51560 - Capias	58999 - Other	51500 - Other Services	58999 - Other
51570 - Catering Services	58999 - Other	51500 - Other Services	58999 - Other
51580 - Collection Agency Services	58999 - Other	51500 - Other Services	58999 - Other
51590 - Conf/Seminars/Workshop- Hosting	58999 - Other	51500 - Other Services	58999 - Other
51600 - Conservator Services	58999 - Other	51500 - Other Services	58999 - Other
51610 - Credit Card Processing Svcs	58999 - Other	51500 - Other Services	58999 - Other
51620 - Fees And Permits	58999 - Other	51500 - Other Services	58999 - Other
51630 - Firefighting	58999 - Other	51500 - Other Services	58999 - Other
51640 - Freight & Cartage	58999 - Other	51500 - Other Services	58999 - Other
51650 - Graphic Design	58999 - Other	51500 - Other Services	58999 - Other
51661 - General Honoraria	58999 - Other	51500 - Other Services	58999 - Other
51662 - Athletes And Entertainers	58999 - Other	51500 - Other Services	58999 - Other
51671 - Automated Legal Research	58999 - Other	51500 - Other Services	58999 - Other
51672 - Court Reporting Services	58999 - Other	51500 - Other Services	58999 - Other
51673 - Newsclip Service	58999 - Other	51500 - Other Services	58999 - Other
51674 - Online Information Services	58999 - Other	51500 - Other Services	58999 - Other
51675 - Subscriptions	58999 - Other	51500 - Other Services	58999 - Other
51691 - Insurance-Automobile	58999 - Other	51500 - Other Services	58999 - Other
51692 - Insurance-Fidelity	58999 - Other	51500 - Other Services	58999 - Other
51693 - Insurance-Fire	58999 - Other	51500 - Other Services	58999 - Other
51694 - Insurance-Misc Casualty	58999 - Other	51500 - Other Services	58999 - Other
51695 - Insurance-Professional Liab	58999 - Other	51500 - Other Services	58999 - Other
51710 - Investigation Services	58999 - Other	51500 - Other Services	58999 - Other
51720 - Jury Duty	58999 - Other	51500 - Other Services	58999 - Other
51730 - Laundry Services	58999 - Other	51500 - Other Services	58999 - Other
51740 - Leasing Of Personal Property	58999 - Other	51500 - Other Services	58999 - Other
51750 - Licenses	58999 - Other	51500 - Other Services	58999 - Other
51761 - Delivery Services	58999 - Other	51500 - Other Services	58999 - Other
51762 - Express Postage	58999 - Other	51500 - Other Services	58999 - Other
51763 - Mail Process Svcs-No Postage	58999 - Other	51500 - Other Services	58999 - Other

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51764 - Regular Postage	58999 - Other	51500 - Other Services	58999 - Other
51780 - Membership Dues	58999 - Other	51500 - Other Services	58999 - Other
51790 - Moving Services	58999 - Other	51500 - Other Services	58999 - Other
51800 - Non-Employee Reimbursements	58999 - Other	51500 - Other Services	58999 - Other
51810 - Pest Control-Non-State Premise	58999 - Other	51500 - Other Services	58999 - Other
51820 - Photographic Services	58999 - Other	51500 - Other Services	58999 - Other
51830 - Post Office Box Rental	58999 - Other	51500 - Other Services	58999 - Other
51840 - Public Bus Transportation Oper	58999 - Other	51500 - Other Services	58999 - Other
51850 - Records Destruction Services	58999 - Other	51500 - Other Services	58999 - Other
51860 - Referees/Umpires	58999 - Other	51500 - Other Services	58999 - Other
51871 - Blueprinting	58999 - Other	51500 - Other Services	58999 - Other
51872 - Legal Briefs	58999 - Other	51500 - Other Services	58999 - Other
51873 - Photocopying	58999 - Other	51500 - Other Services	58999 - Other
51874 - Printing & Binding	58999 - Other	51500 - Other Services	58999 - Other
51891 - Roadways Services-Contractual	58999 - Other	51500 - Other Services	58999 - Other
51892 - Roadways Services-Utilities	58999 - Other	51500 - Other Services	58999 - Other
51893 - Commuter Lots & Rest Areas	58999 - Other	51500 - Other Services	58999 - Other
51894 - Roadway Signs-Install & Remove	58999 - Other	51500 - Other Services	58999 - Other
51920 - Security Svc-Non-State Premis	58999 - Other	51500 - Other Services	58999 - Other
51930 - Service Of Process	58999 - Other	51500 - Other Services	58999 - Other
51931 - Service of Restraining Ord	58999 - Other	51500 - Other Services	58999 - Other
51940 - Services-Resale/Manufacturing	58999 - Other	51500 - Other Services	58999 - Other
51950 - Storage Expenses	58999 - Other	51500 - Other Services	58999 - Other
51960 - Surveying & Mapping	58999 - Other	51500 - Other Services	58999 - Other
51970 - Temporary Services	58999 - Other	51500 - Other Services	58999 - Other
51981 - Drug & Alcohol Testing	58999 - Other	51500 - Other Services	58999 - Other
51982 - Laboratory Services & Testing	58999 - Other	51500 - Other Services	58999 - Other
51983 - Testing & Analysis Of Material	58999 - Other	51500 - Other Services	58999 - Other
51990 - Vendor Commissions	58999 - Other	51500 - Other Services	58999 - Other
51991 - Security Commission Expense	58999 - Other	51500 - Other Services	58999 - Other
51992 - Security Custody Expense	58999 - Other	51500 - Other Services	58999 - Other
52000 - Translation & Interpretation	58999 - Other	51500 - Other Services	58999 - Other
52010 - Religious Services	58999 - Other	51500 - Other Services	58999 - Other
52020 - Relocation Services	58999 - Other	51500 - Other Services	58999 - Other
52031 - Transportation Of Persons-Gen	58999 - Other	51500 - Other Services	58999 - Other
52032 - Emergency Transportation	58999 - Other	51500 - Other Services	58999 - Other
52033 - Public Transportation	58999 - Other	51500 - Other Services	58999 - Other
52050 - Visual Media Services	58999 - Other	51500 - Other Services	58999 - Other
52060 - Witness Compensation	58999 - Other	51500 - Other Services	58999 - Other
52070 - Training Costs Non-Employees	58999 - Other	51500 - Other Services	58999 - Other
52080 - sponsorship	58999 - Other	51500 - Other Services	58999 - Other
52090 - Probate Court Employee Costs	58999 - Other	51500 - Other Services	58999 - Other
52100 - Probate Court Office Expenses	58999 - Other	51500 - Other Services	58999 - Other
52200 - Debris Management	58999 - Other	51500 - Other Services	58999 - Other
52201 - Debris Monitoring	58999 - Other	51500 - Other Services	58999 - Other
52511 - Office Equipment Lease/Rental	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52512 - Equipment Lease/Rental-Other	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52513 - Maintenance Truck Rental	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52531 - Off Equip Mnt/Rep-Contractual	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52532 - Off Equip Mnt/Rep-Non-Contract	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52541 - Other Equip Mnt/Rep-Contract	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52542 - Other Equip Mnt/Rp-Non Contract	58999 - Other	52500 - Equipment Rental and Maintenance	58999 - Other
52710 - Board & Care Of Clients	58999 - Other	52700 - Client Services	58999 - Other
52720 - Client Subsidies	58999 - Other	52700 - Client Services	58999 - Other
52730 - Client Therapy Services	58999 - Other	52700 - Client Services	58999 - Other
52740 - Drug & Alcohol Educ/Treatment	58999 - Other	52700 - Client Services	58999 - Other
52741 - Wage Restitution to Clients	58999 - Other	52700 - Client Services	58999 - Other
52742 - Client Services-General	58999 - Other	52700 - Client Services	58999 - Other
53011 - Motor Vehicle Rental	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53012 - Motor Vehicle Repairs	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53013 - Motor Vehicle Maintenance	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53014 - Motor Vehicle Fuel - Unleaded	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other

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53015 - Motor Veh Parts-Repair & Maint	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53016 - Motor Vehicle Accessories	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53017 - Motor Vehicle Fuel - Diesel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53018 - Motor Vehicle Fuel -Bio Diesel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53019 - Solid/Liquid Sodium Acetate	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53020 - Motor Vehicle Fuel - Gasoline	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53021 - Motor Vehicle Fuel - Ethanol B	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53022 - Motor Vehicle Fuel - Natur	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53023 - Motor Vehicle Fuel - Propane	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53031 - Aircraft Rental	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53032 - Aircraft Repairs	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53033 - Aircraft Maintenance	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53034 - Aircraft Fuel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53035 - Aircraft Parts-Repair & Maint	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53036 - Aircraft Accessories	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53037 - Aircraft Fuel-Gasoline	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53038 - Aircraft Fuel-Diesel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53039 - Aircraft Fuel-Bio Diesel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53040 - Aircraft Fuel-Ethanol Blend	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53051 - Watercraft Rental	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53052 - Watercraft Repairs	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53053 - Watercraft Maintenance	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53054 - Watercraft Fuel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53055 - Watercraft Parts-Repair & Mant	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53056 - Watercraft Accessories	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53057 - Watercraft Fuel-Gasoline	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53058 - Watercraft Fuel- Diesel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53059 - Watercraft Fuel-Bio Diesel	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53060 - Watercraft Fuel-Ethanol Blend	58999 - Other	53000 - Motor Vehicle Costs	58999 - Other
53311 - Premises Rent Expense	58999 - Other	53311 - Premises Rent Expense	58999 - Other
53312 - Prem Rent Exp-Agent/Mngmnt	58999 - Other	53699 - Premises Expenses	58999 - Other
53313 - Premises Real Estate Taxes	58999 - Other	53699 - Premises Expenses	58999 - Other
53331 - Electricity	58999 - Other	53331 - Electricity	58999 - Other
53332 - Natural Gas/Propane	58999 - Other	53332 - Natural Gas/Propane	58999 - Other
53333 - Oil	58999 - Other	53333 - Oil	58999 - Other
53334 - Water	58999 - Other	53334 - Water	58999 - Other
53335 - Sewer	58999 - Other	53335 - Sewer	58999 - Other
53336 - Heating	58999 - Other	53336 - Heating	58999 - Other
53337 - Cooling	58999 - Other	53337 - Cooling	58999 - Other
53338 - Natural Gas	58999 - Other	53338 - Natural Gas	58999 - Other
53339 - Propane	58999 - Other	53339 - Propane	58999 - Other
53340 - Oil #2	58999 - Other	53340 - Oil	58999 - Other
53341 - Oil #4	58999 - Other	53340 - Oil	58999 - Other
53342 - Oil #6	58999 - Other	53340 - Oil	58999 - Other
53343 - Steam	58999 - Other	53343 - Steam	58999 - Other
53344 - Hot Water	58999 - Other	53344 - Hot Water	58999 - Other
53345 - Bio Heat	58999 - Other	53345 - Bio Heat	58999 - Other
53346 - Kerosene-Heating	58999 - Other	53346 - Kerosene-Heating	58999 - Other
53347 - Chilled Water	58999 - Other	53347 - Chilled Water	58999 - Other
53348 - Diesel-Generator	58999 - Other	53348 - Diesel-Generator	58999 - Other
53361 - Premises Alarm Systems	58999 - Other	53699 - Premises Expenses	58999 - Other
53362 - Premises Security Services	58999 - Other	53699 - Premises Expenses	58999 - Other
53363 - Premises Security Guards	58999 - Other	53699 - Premises Expenses	58999 - Other
53364 - Premises Fire Protection	58999 - Other	53699 - Premises Expenses	58999 - Other
53380 - Premises Cleaning Services	58999 - Other	53699 - Premises Expenses	58999 - Other
53390 - Premises Cleaning Supplies	58999 - Other	53699 - Premises Expenses	58999 - Other
53401 - Premises Repair/Maint Services	58999 - Other	53699 - Premises Expenses	58999 - Other
53402 - Premises Repair/Maint Supplies	58999 - Other	53699 - Premises Expenses	58999 - Other
53403 - Premises Grounds Maintenance	58999 - Other	53699 - Premises Expenses	58999 - Other
53404 - Premises Pest Control	58999 - Other	53699 - Premises Expenses	58999 - Other
53405 - Premises Property Mngmnt Srvcs	58999 - Other	53699 - Premises Expenses	58999 - Other
53406 - Replacement Parts for Off Road	58999 - Other	53699 - Premises Expenses	58999 - Other
53407 - Blades:Snowblower,Snowplow	58999 - Other	53699 - Premises Expenses	58999 - Other
53408 - Premises Snow/Ice Remvl Srvcs	58999 - Other	53699 - Premises Expenses	58999 - Other
53409 - Premises Snow/Ice Remvl Supply	58999 - Other	53699 - Premises Expenses	58999 - Other
53450 - Premises Waste/Trash Services	58999 - Other	53699 - Premises Expenses	58999 - Other
53715 - IT Consultant Services	58999 - Other	53700 - Information Technology	58999 - Other
53720 - IT Data Services	58999 - Other	53700 - Information Technology	58999 - Other

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53735 - IT Hardware Lease/Rental	58999 - Other	53700 - Information Technology	58999 - Other
53740 - IT Hardware Maint & Support	58999 - Other	53700 - Information Technology	58999 - Other
53755 - IT Software Licenses/Rental	58999 - Other	53700 - Information Technology	58999 - Other
53760 - IT Software Maint & Support	58999 - Other	53700 - Information Technology	58999 - Other
53810 - Beeper/Pager Services	58999 - Other	53800 - Communications	58999 - Other
53820 - Cellular Communication Svcs	58999 - Other	53800 - Communications	58999 - Other
53830 - Internet Services	58999 - Other	53800 - Communications	58999 - Other
53840 - Radio Services	58999 - Other	53800 - Communications	58999 - Other
53850 - Telephone Repair & Maintenance	58999 - Other	53800 - Communications	58999 - Other
53860 - Telephone Installation	58999 - Other	53800 - Communications	58999 - Other
53870 - Loc/Long Distance Telecomm Sv	58999 - Other	53800 - Communications	58999 - Other
53880 - Telecomm Non-Profit	58999 - Other	53800 - Communications	58999 - Other
53900 - Television/Cable Services	58999 - Other	53800 - Communications	58999 - Other
53920 - IT Supplies	58999 - Other	53800 - Communications	58999 - Other
54010 - Agric/Hort/Livestock Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54020 - Clothing & Footwear	58999 - Other	54000 - Purchased Commodities	58999 - Other
54030 - Commodities-Resale/Manufacture	58999 - Other	54000 - Purchased Commodities	58999 - Other
54040 - Drugs & Pharmaceuticals	58999 - Other	54000 - Purchased Commodities	58999 - Other
54050 - Food And Beverages	58999 - Other	54050 - Food and Beverages	58999 - Other
54051 - Potable Drinking Water	58999 - Other	54000 - Purchased Commodities	58999 - Other
54060 - General Office Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54070 - Highway Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54071 - Electrical Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54072 - Misc. Bituminous Materials	58999 - Other	54000 - Purchased Commodities	58999 - Other
54073 - Salt: Road	58999 - Other	54000 - Purchased Commodities	58999 - Other
54074 - Sand: Road	58999 - Other	54000 - Purchased Commodities	58999 - Other
54075 - Calcium Chloride: Road	58999 - Other	54000 - Purchased Commodities	58999 - Other
54080 - Kitchen & Dining Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54090 - Laboratory Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54100 - Laundry & Cleaning Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54110 - Law Enfor & Security Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54120 - Maint Supplies-Non Premises	58999 - Other	54000 - Purchased Commodities	58999 - Other
54130 - Manufacturing Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54140 - Medical Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54150 - Minor Equipment - Controllable	58999 - Other	54000 - Purchased Commodities	58999 - Other
54151 - Minor Equip-Non-Controllable	58999 - Other	54000 - Purchased Commodities	58999 - Other
54152 - Controllable Software	58999 - Other	54000 - Purchased Commodities	58999 - Other
54160 - Personal Hygiene Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54170 - Photographic & Video Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54180 - Printing Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54190 - Publications And Music	58999 - Other	54000 - Purchased Commodities	58999 - Other
54200 - Promotional Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54210 - Recreational Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54220 - Religious Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54230 - Museum Artifacts/Art Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54231 - Museum Artifacts Repair/Maint.	58999 - Other	54000 - Purchased Commodities	58999 - Other
54240 - Educational Supplies	58999 - Other	54000 - Purchased Commodities	58999 - Other
54710 - Funding Imprest Accounts	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54720 - Indirect Oh-Fed & Other Proj	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54725 - ARRA CENTRAL ADMIN OVERHEA	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54730 - Interest Expense	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54731 - Finance Charges	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54740 - Loans	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54750 - Payments To Inmates/Clients	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54761 - Petty Cash-Increases	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54762 - Petty Cash-Losses	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54770 - Reimbursements	54770 - Reimbursements	54770 - Reimbursements	54770 - Reimbursements
54780 - Rewards	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54790 - Unemp Comp-Transfer-Us Treas	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54800 - Criminal Injury Awards	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54810 - Higher Educ Operating Expenses	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54820 - System Generated Offsets	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54830 - Unclaimed Property Payments	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54840 - Advanced Refunding Escrow	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54845 - Lottery Prize Awards	58999 - Other	55000 - Other / Fixed Charges	58999 - Other

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54850 - Other Program Expenses	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
54860 - Penalties/Late Fees	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55020 - Fees & Exp-Educ-Blind Persons	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55030 - Fellowships & Stipends	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55040 - Grant Funds Ret/12060/12062	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55041 - Restricted Revenue Refunds	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55050 - Pass thru Grant Non-State	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55051 - Representative Campaign grants	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55052 - Senate Campaign grants	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55053 - Statewide Campaign grants	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55060 - Voc. Training-Blind Persons	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55070 - State Aid Grants	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55080 - State Aid Grants-State Agency	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55090 - Student Grants & Aid-Graduate	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55100 - Student Grant & Aid-Undergrad	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55110 - GT Transfer-Grant-St Agencies	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55120 - Trnsfr Grant Expend-St Agency	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55200 - Debt Sevice Paid	58999 - Other	55000 - Other / Fixed Charges	58999 - Other
55420 - Building Sites	58999 - Other	55400 - Capital Outlays	58999 - Other
55430 - Farm Lands	58999 - Other	55400 - Capital Outlays	58999 - Other
55440 - Non-Struct Improve-Bldg Sites	58999 - Other	55400 - Capital Outlays	58999 - Other
55450 - Non-Struct Improve-Farm Lands	58999 - Other	55400 - Capital Outlays	58999 - Other
55460 - Sites-Park/Public Place/Amsmnt	58999 - Other	55400 - Capital Outlays	58999 - Other
55470 - Land-Bridge Appr/Rights Of Way	58999 - Other	55400 - Capital Outlays	58999 - Other
55471 - Interest on Reassessments	58999 - Other	55400 - Capital Outlays	58999 - Other
55472 - Taxes, Assessments and Liens	58999 - Other	55400 - Capital Outlays	58999 - Other
55473 - Moving and Relocation Costs	58999 - Other	55400 - Capital Outlays	58999 - Other
55474 - Supplemental Relocation Costs	58999 - Other	55400 - Capital Outlays	58999 - Other
55480 - Forest Preserves	58999 - Other	55400 - Capital Outlays	58999 - Other
55490 - Riparian Lands-Fishing Rig	58999 - Other	55400 - Capital Outlays	58999 - Other
55500 - Fish Hatcheries	58999 - Other	55400 - Capital Outlays	58999 - Other
55510 - Game Sanctuaries	58999 - Other	55400 - Capital Outlays	58999 - Other
55520 - Land Aquired For Filter Be	58999 - Other	55400 - Capital Outlays	58999 - Other
55530 - Waterfowl Management Areas	58999 - Other	55400 - Capital Outlays	58999 - Other
55540 - Wells	58999 - Other	55400 - Capital Outlays	58999 - Other
55550 - Easements/ROW	58999 - Other	55400 - Capital Outlays	58999 - Other
55610 - Capital-Office Equipment	58999 - Other	55400 - Capital Outlays	58999 - Other
55620 - Capital-Medical & Lab Equipmnt	58999 - Other	55400 - Capital Outlays	58999 - Other
55630 - Capital-Educational Equipment	58999 - Other	55400 - Capital Outlays	58999 - Other
55640 - Capital-Motor Veh Equipment	58999 - Other	55400 - Capital Outlays	58999 - Other
55650 - Capital-Highway Machinery	58999 - Other	55400 - Capital Outlays	58999 - Other
55660 - Capital Outlays-Books	58999 - Other	55400 - Capital Outlays	58999 - Other
55670 - Capital-Transportation Equip	58999 - Other	55400 - Capital Outlays	58999 - Other
55680 - Capital-General Plant Equip	58999 - Other	55400 - Capital Outlays	58999 - Other
55690 - Capital-General Agency Equip	58999 - Other	55400 - Capital Outlays	58999 - Other
55700 - Capital-IT Hardware Purch/Inst	58999 - Other	55400 - Capital Outlays	58999 - Other
55710 - Capital-Telecomm Equip/Syst	58999 - Other	55400 - Capital Outlays	58999 - Other
55720 - Capital-Research Equipment	58999 - Other	55400 - Capital Outlays	58999 - Other
55725 - Capitalized Software	58999 - Other	55400 - Capital Outlays	58999 - Other
55730 - Data Processing Equipment	58999 - Other	55400 - Capital Outlays	58999 - Other
55810 - Government Buildings	58999 - Other	55400 - Capital Outlays	58999 - Other
55820 - Institutional Buildings	58999 - Other	55400 - Capital Outlays	58999 - Other
55830 - Armories	58999 - Other	55400 - Capital Outlays	58999 - Other
55840 - Farm Buildings	58999 - Other	55400 - Capital Outlays	58999 - Other
55850 - Highways	58999 - Other	55400 - Capital Outlays	58999 - Other
55860 - Bridges	58999 - Other	55400 - Capital Outlays	58999 - Other
55870 - Docks And Wharves	58999 - Other	55400 - Capital Outlays	58999 - Other
55880 - Sea Walls & Jetties	58999 - Other	55400 - Capital Outlays	58999 - Other
55890 - Other Structures	58999 - Other	55400 - Capital Outlays	58999 - Other
56010 - Rf-Goods/Services-Resale/M	58999 - Other	56000 - Adjustments	58999 - Other
56020 - Rf-Direct Materials Used	58999 - Other	56000 - Adjustments	58999 - Other
56030 - Rf-Direct Labor Used	58999 - Other	56000 - Adjustments	58999 - Other
56040 - Rf-Manufacturing Overhead	58999 - Other	56000 - Adjustments	58999 - Other
56050 - Rf-Costs Of Goods Manufact	58999 - Other	56000 - Adjustments	58999 - Other
56060 - Rf-Costs Of Goods Sold	58999 - Other	56000 - Adjustments	58999 - Other
56071 - Rf-Inv Variance-Raw Materi	58999 - Other	56000 - Adjustments	58999 - Other
56072 - Rf-Inv Variance-Work-In-Pr	58999 - Other	56000 - Adjustments	58999 - Other
56073 - Rf-Inv Variance-Finish Goo	58999 - Other	56000 - Adjustments	58999 - Other

CoreCT	ABS Code for PS Appropriations	ABS Code for OE Appropriations	ABS Code for OCE Appropriations
56080 - Rf-Sales Tax Expense	58999 - Other	56000 - Adjustments	58999 - Other
56090 - Rf-Donations	58999 - Other	56000 - Adjustments	58999 - Other
56100 - Rf-Loss On Car Pool Sales	58999 - Other	56000 - Adjustments	58999 - Other
56110 - Rf-Loss On Sale Of Equipme	58999 - Other	56000 - Adjustments	58999 - Other
56120 - Rf-Loss On Trade-In Of Equip	58999 - Other	56000 - Adjustments	58999 - Other
56130 - Rf-Loss On Disposal Of Ass	58999 - Other	56000 - Adjustments	58999 - Other
56140 - Rf-Shrinkage/Obsolescence Exp	58999 - Other	56000 - Adjustments	58999 - Other
56150 - Rf-Chargebacks	58999 - Other	56000 - Adjustments	58999 - Other
56160 - Rf-Bad Debt Expense	58999 - Other	56000 - Adjustments	58999 - Other
56170 - Rf-Cash Discounts	58999 - Other	56000 - Adjustments	58999 - Other
56180 - Rf-Depr.-General Equipment	58999 - Other	56000 - Adjustments	58999 - Other
56181 - Rf-Depr-Infrastructure	58999 - Other	56000 - Adjustments	58999 - Other
56182 - Rf-Amort-Buildings	58999 - Other	56000 - Adjustments	58999 - Other
56183 - Rf-Depr-Improve-Non Bldgs	58999 - Other	56000 - Adjustments	58999 - Other
56184 - Rf-Depr-General Plant	58999 - Other	56000 - Adjustments	58999 - Other
56185 - Rf-Amort-Leasehold Improve	58999 - Other	56000 - Adjustments	58999 - Other
56186 - Rf-Dpr-Data Center Plant E	58999 - Other	56000 - Adjustments	58999 - Other
56187 - Rf-Depr-Dp Equipment	58999 - Other	56000 - Adjustments	58999 - Other
56188 - Rf-Depr-Educational Equipm	58999 - Other	56000 - Adjustments	58999 - Other
56189 - Rf-Depr-Farm Equipment	58999 - Other	56000 - Adjustments	58999 - Other
56190 - Rf-Depr-Fleet Automobiles	58999 - Other	56000 - Adjustments	58999 - Other
56191 - Rf-Amort-Leasehld Imp-Dp E	58999 - Other	56000 - Adjustments	58999 - Other
56192 - Rf-Depr-Manufacturing Equi	58999 - Other	56000 - Adjustments	58999 - Other
56193 - Rf-Depr-Medical Equipment	58999 - Other	56000 - Adjustments	58999 - Other
56194 - Rf-Depr-Office Equipment	58999 - Other	56000 - Adjustments	58999 - Other
56195 - Rf-Depr-Payphone-Dp Equipm	58999 - Other	56000 - Adjustments	58999 - Other
56196 - Rf-Depr-Payphone Rev-Off E	58999 - Other	56000 - Adjustments	58999 - Other
56197 - Rf-Depr-Transportation Equ	58999 - Other	56000 - Adjustments	58999 - Other
56198 - RF-Amort-Software	58999 - Other	56000 - Adjustments	58999 - Other
56199 - RF-Amort-Perpetual Licse	58999 - Other	56000 - Adjustments	58999 - Other
56200 - RF-Amort-Payphone Licenses	58999 - Other	56000 - Adjustments	58999 - Other
58010 - GAAP EXPENDITURE (OSC ONLY)	58999 - Other	56000 - Adjustments	58999 - Other
58020 - Other Operting Expenses (O	58999 - Other	56000 - Adjustments	58999 - Other
58025 - Other Nonoper Exp (Comp Un	58999 - Other	56000 - Adjustments	58999 - Other
58030 - Unempl Compensat Claims (OSC)	58999 - Other	56000 - Adjustments	58999 - Other
58040 - Second Injury Claims (OSC)	58999 - Other	56000 - Adjustments	58999 - Other
58050 - Benefit Payment & Refund (	58999 - Other	56000 - Adjustments	58999 - Other
58060 - Escheat Secur Ret & Sold (	58999 - Other	56000 - Adjustments	58999 - Other
58070 - Other Nonoperat Exp/Ded (O	58999 - Other	56000 - Adjustments	58999 - Other
58555 - Budget Expenditure True Up	58999 - Other	56000 - Adjustments	58999 - Other
59999 - Lapsing Closeout Account-O	58999 - Other	56000 - Adjustments	58999 - Other

Appendix G: Budgeted Programs

Legislative Management (OLM10000)

- 11001 Legislative Operational Services
- 11002 Legislative Support Services
- 14000 Agency Management Services

Auditors of Public Accounts (APA11000)

- 13021 Auditing State Agencies

Commission on Women, Children, Seniors, Equity and Opportunity (CWE11980)

- 12012 Commission on Women, Children, Seniors, Equity, and Opportunity

Governor's Office (GOV12000)

- 13001 Overall Direction & Supervision of State

Secretary of the State (SOS12500)

- 13013 Commercial Recording
- 14000 Management and Support Services
- 29137 Board of Accountancy
- 29202 Legislation and Elections Administration Division

Lieutenant Governor's Office (LGO13000)

- 13002 Assist Supervision of the State

Elections Enforcement Commission (ELE13500)

- 29201 Elections Enforcement Commission

Office of State Ethics (ETH13600)

- 13022 Ethics Commission

Freedom of Information Commission (FOI13700)

- 29202 Freedom of Information Commission

State Treasurer (OTT14000)

- 13015 Debt Management
- 13017 Cash Management
- 14000 Agency Management Services
- 13016 Investment Services
- 13018 Second Injury Fund
- 13019 Unclaimed Property & Escheats

State Comptroller (OSC15000)

- 01600 OSC and Administrative Services
- 01700 Accounting, Payroll and Financial Services
- 01800 Retirement Services
- 01900 Healthcare Services

Department of Revenue Services (DRS16000)

- 13036 Operations
- 13038 Audit
- 13039 Collections & Enforcement
- 14000 Management Services

Office of Governmental Accountability (OGA17000)

- 12001 Office of the Child Advocate
- 13022 Ethics Commission
- 13050 Contracting Standards Board
- 22012 Judicial Selection
- 22015 Judicial Review Council
- 22017 Office of the Victim Advocate
- 29127 Board of Firearms Permit Examiners
- 29201 Elections Enforcement Commission
- 29202 Freedom of Information Commission
- 29300 OGA Central Administration

Office of Policy and Management (OPM20000)

- 13001 Office of the Secretary and Administrative Support
- 13008 Policy Development, Coordination and Implementation
- 13043 Intergovernmental Policy

Department of Veterans Affairs (DVA21000)

- 12008 Office of Advocacy & Assistance
- 14000 Office of the Commissioner
- 41006 Veterans' Health Care Services
- 53001 Residential and Rehabilitative Services

Department of Administrative Services (DAS23000)

- 00500 Construction Management
- 00510 Facilities & Property Mgmt
- 00520 Enterprise Systems & Technology
- 00530 Central Administration
- 23000 Boards and Commissions

Attorney General (OAG29000)

- 13020 Legal Services

Division of Criminal Justice (DCJ30000)

- 14000 Management and Support Services
- 22015 Investigation & Prosecution
- 22016 Appellate & Collateral Litigation

Department of Emergency Services and Public Protection (DPS32000)

- 14000 Administrative and Management Services
- 15000 Police Officer Standards and Training
- 16000 Fire Prevention and Control
- 24001 Police Services
- 24002 Division of Scientific Services
- 26004 Emergency Management/Homeland Security
- 27001 Statewide Emergency Telecommunications

Department of Motor Vehicles (DMV35000)

- 14000 Agency Management Services
- 31001 Customer Services
- 31002 Regulation of Motor Vehicles & Their Use
- 31003 Support Services
- 62018 Auto Emissions Inspection

Military Department (MIL36000)

- 14000 Management Services
- 26001 Facilities Management
- 26003 Operation of Militia Units

Department of Banking (DOB37000)

- 14000 Management Services
- 29117 Financial Institutions Division
- 29118 Securities & Business Investments
- 29119 Consumer Credit

Insurance Department (DOI37500)

- 14000 Agency Management Services
- 29129 Examination

Office of Consumer Counsel (DCC38100)

- 29108 Utility Consumer Advocacy & Assistance

Office of the Healthcare Advocate (MCO39400)

- 29135 Healthcare Advocate

Department of Consumer Protection (DCP39500)

- 01000 Regulation of Consumer Related Industries
- 01100 Regulation of Trade Practice and Occupational and Prof Licensing
- 14000 Agency Management Services

Labor Department (DOL40000)

- 14000 Agency Management Services
- 29001 Job Readiness and Employment Services
- 29007 Wage & Workplace Standards
- 29008 Occupational Safety and Health
- 29009 Maintaining the Collective Bargaining Relationship
- 71001 Workforce Job Training & Skill Development
- 71004 Labor Market Information
- 29005 Unemployment Insurance

Commission on Human Rights and Opportunities (HRO41100)

- 12007 Equal Opportunity Assurance

Workers' Compensation Commission (WCC42000)

- 29012 Workers' Compensation Administration

Department of Agriculture (DAG42500)

- 14000 Management Services

29112	Agricultural Regulation & Inspection
61001	Bureau of Aquaculture
72000	Agriculture Development & Resource Preservation

Department of Energy and Environmental Protection (DEP43000)

01200	Environmental Quality
01300	Environmental Conservation
01400	Energy
14000	Administration

Department of Economic and Community Development (ECD46000)

14000	Administration
72001	Economic and Community Development
73003	Arts & Historic Preservation
75001	Tourism & Brand

Department of Housing (DOH46900)

14000	Department of Housing
51005	Housing/Community Development Program

Agricultural Experiment Station (AES48000)

14000	Management and Support Services
29136	Food Safety
42001	Public Health
65001	Environment
65002	Agriculture
65029	Regulatory

Department of Public Health (DPH48500)

14000	Operational & Support Services
29101	Regulatory Services
29120	Healthcare Quality and Safety
42003	Public Health Initiatives
42005	Laboratory Services
42006	Commissioner's Programs
42007	Health Statistics and Surveillance
42009	Office of Health Care Access

Office of Health Strategy (OHS49450)

00600	Health Strategy
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Office of the Chief Medical Examiner (CME49500)

23000	Medicolegal Investigations
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Department of Developmental Services (DDS50000)

14000	Agency Management Services
53002	Resource Supports
53026	Employment & Day Supports
53064	Residential Supports

Department of Mental Health and Addiction Services (MHA53000)

14000	Agency Management Services
43120	Advocacy, Education, Research and Prevention
43012	Inpatient
43013	Outpatient Treatment
43035	Community Support Services
43006	Residential, Crisis, and Respite Services

Psychiatric Security Review Board (PSR56000)

25012	Psychiatric Security Review
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Department of Transportation (DOT57000)

14000	Agency Management Services
32000	Public Transportation
33001	Operation of General Aviation Airports
33002	Operation & Maintenance of Ferries
33003	Operation and Maintenance of State Pier and Maritime Related Activities
34000	Highways and Bridges
34001	Highway and Bridge Engineering, ROW and Construction Services
34002	Highway and Bridge Maintenance
34003	Protection and Removal of Snow and Ice
34007	Highway and Bridge Research
35000	Transportation Policy and Planning
36000	Transportation Administration

Department of Social Services (DSS60000)

51001	Income Support Services
52001	Food & Nutritional Services
52007	Support and Safety Services
41001	Health Services
14000	Administrative and Field Services

State Department on Aging (SDA62500)

10000	Community Services
20000	Ombudsman
30000	Management Services

Department of Aging and Disability Services (SDR63500)

14000	Administration
52009	Employment Services
82125	Educational Services
52010	Independent Living Services
31002	Accessibility Services
52992	Advocacy Services

Department of Education (SDE64000)

14000	Agency Management Services
82001	Basic School Program
82014	Special Education
82043	Equal Education Opportunity
84001	Vocational Training and Job Preparation

84015 CT Tech High School System
84130 Teacher Preparation, Professional & Curriculum Dev

Technical Education and Career System (TEC64600)

84015 CT Tech High School System

Office of Early Childhood (OEC64800)

83001 Early Childhood Education Program

State Library (CSL66000)

14000 The Library
85040 Library Development
85050 Museum of Connecticut History

Office of Higher Education (DHE66500)

81001 Coordination of Higher Education
81002 Scholarships & Fellowships

University of Connecticut (UOC67000)

81101 Instruction
81102 Research
81103 Public Service
81104 Academic Support
81105 Library
81106 Student Services
81107 Institutional Support
81108 Physical Plant
81109 Scholarships and Fellowships
81110 UCONN Block Grant

University of Connecticut Health Center (UHC72000)

81112 School of Medicine
81113 School of Dental Medicine
81114 UHC Institutional Support

Teachers' Retirement Board (TRB77500)

13010 Funding of System
14000 Management Services

Connecticut State Colleges and Universities (BOR77700)

81001 Coordination of Higher Education
81005 Higher Education Programs
81101 Instruction
81102 Research
81103 Public Service
81104 Academic Support
81105 Library
81106 Student Services
81107 Institutional Support
81108 Physical Plant
81111 Auxiliary Enterprises

81109 Scholarships and Fellowships
81110 BOR Block Grant

Department of Correction (DOC88000)

14000 Agency Management Services
25002 Custody
25003 Programs and Treatment Services
25004 Staff Training & Development
25005 Health and Addiction Services
25006 Parole and Community Services
25010 Consideration of Pardons and Parole
25008 Correctional Enterprises

Department of Children and Families (DCF91000)

28220 Child Welfare Services
43235 Behavioral Health Services
21042 Juvenile Justice Services
28210 Prevention
28230 Education
14000 Administration

Judicial Department (JUD95000)

22002 Appellate/Supreme
22004 Administration
22005 Court Support Services
22009 Information Technology
22021 Superior Court

Public Defender Services Commission (PDS98500)

14000 Management Services
22018 Legal Services
28223 Child Protection Commission

Debt Service - State Treasurer (OTT14100)

99999 Debt Management

State Comptroller - Miscellaneous (OSC15100)

99999 Comptroller's Miscellaneous Funds - Other Than Fri

State Comptroller - Fringe Benefits (OSC15200)

99999 Comptroller's Miscellaneous Funds - Fringe Benefits

Reserve for Salary Adjustments (OPM20100)

99998 Reserve for Salary Adjustments

Workers' Compensation Claims - Department of Administrative Services (DAS23100)

14000 DAS Workers Comp

Appendix H: Schedule of Collective Bargaining Increases

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception Increase Pct	Except Pay periods	AI Lump Amount
2021	01	Exempt/Elected/Appointed	0.00%	0	0	0	0.00%	0	
2022	01	Exempt/Elected/Appointed	0.00%	0	0	0	0.00%	0	
2023	01	Exempt/Elected/Appointed	0.00%	0	0	0	0.00%	0	
2021	02	Managerial	0.00%	0	0	0	0.00%	0	
2022	02	Managerial	0.00%	0	0	0	0.00%	0	
2023	02	Managerial	0.00%	0	0	0	0.00%	0	
2021	03	Confidential	0.00%	0	0	0	0.00%	0	
2022	03	Confidential	0.00%	0	0	0	0.00%	0	
2023	03	Confidential	0.00%	0	0	0	0.00%	0	
2021	04	Other Non-Bargaining	0.00%	0	0	0	0.00%	0	
2022	04	Other Non-Bargaining	0.00%	0	0	0	0.00%	0	
2023	04	Other Non-Bargaining	0.00%	0	0	0	0.00%	0	
2021	05	State Police (NP-1)	2.25%	25	25	12	0.00%	0	
2022	05	State Police (NP-1)	2.25%	25	25	12	0.00%	0	
2023	05	State Police (NP-1)	0.00%	0	0	0	0.00%	0	
2021	06	Service/Maintenance (NP-2)	3.50%	25	25	12	2.00%	12	2.50%
2022	06	Service/Maintenance (NP-2)	0.00%	0	0	0	0.00%	0	
2023	06	Service/Maintenance (NP-2)	0.00%	0	0	0	0.00%	0	
2021	07	Administrative Clerical (NP-3)	3.50%	25	25	12	0.00%	0	\$750
2022	07	Administrative Clerical (NP-3)	0.00%	0	0	0	0.00%	0	
2023	07	Administrative Clerical (NP-3)	0.00%	0	0	0	0.00%	0	
2021	08	Correctional Officers (NP-4)	3.50%	25	25	12	0.00%	0	\$750
2022	08	Correctional Officers (NP-4)	0.00%	0	0	0	0.00%	0	
2023	08	Correctional Officers (NP-4)	0.00%	0	0	0	0.00%	0	
2021	09	Protective Services (NP-5)	3.50%	26	25	12	0.00%	0	\$600
2022	09	Protective Services (NP-5)	0.00%	0	0	0	0.00%	0	
2023	09	Protective Services (NP-5)	0.00%	0	0	0	0.00%	0	
2021	10	Health NonProfessional (NP-6)	3.50%	26	25	12	0.00%	0	
2022	10	Health NonProfessional (NP-6)	0.00%	0	0	0	0.00%	0	
2023	10	Health NonProfessional (NP-6)	0.00%	0	0	0	0.00%	0	
2021	11	Health Professional (P-1)	3.50%	26	25	12	2.00%	12	
2022	11	Health Professional (P-1)	0.00%	0	0	0	0.00%	0	
2023	11	Health Professional (P-1)	0.00%	0	0	0	0.00%	0	
2021	12	Social and Human Services(P-2)	3.50%	25	25	12	2.00%	12	\$750
2022	12	Social and Human Services(P-2)	0.00%	0	0	0	0.00%	0	
2023	12	Social and Human Services(P-2)	0.00%	0	0	0	0.00%	0	
2021	13	Education A (P-3A)	3.50%	25	25	12	0.00%	0	
2022	13	Education A (P-3A)	0.00%	0	0	0	0.00%	0	
2023	13	Education A (P-3A)	0.00%	0	0	0	0.00%	0	
2021	14	Education B (P-3B)	3.50%	25	25	12	0.00%	0	
2022	14	Education B (P-3B)	0.00%	0	0	0	0.00%	0	
2023	14	Education B (P-3B)	0.00%	0	0	0	0.00%	0	
2021	15	Engineer, Scien, Tech (P-4)	3.50%	25	25	12	2.00%	12	2.50%
2022	15	Engineer, Scien, Tech (P-4)	0.00%	0	0	0	0.00%	0	
2023	15	Engineer, Scien, Tech (P-4)	0.00%	0	0	0	0.00%	0	
2021	16	Admin and Residual (P-5)	3.50%	26	25	12	2.00%	12	2.50%
2022	16	Admin and Residual (P-5)	0.00%	0	0	0	0.00%	0	
2023	16	Admin and Residual (P-5)	0.00%	0	0	0	0.00%	0	
2021	17	St Vocation Federation Teacher	3.50%	25	25	12	0.00%	0	
2022	17	St Vocation Federation Teacher	0.00%	0	0	0	0.00%	0	
2023	17	St Vocation Federation Teacher	0.00%	0	0	0	0.00%	0	
2021	18	Amercan Fed of School Admin	3.50%	25	25	12	0.00%	0	

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception Increase Pct	Except Pay periods	AI Lump Amount
2022	18	Amercan Fed of School Admin	0.00%	0	0	0	0.00%	0	
2023	18	Amercan Fed of School Admin	0.00%	0	0	0	0.00%	0	
2021	19	Comm College Faculty - AFT	3.50%	25	25	12	2.00%	12	\$1,500
2022	19	Comm College Faculty - AFT	0.00%	0	0	0	0.00%	0	
2023	19	Comm College Faculty - AFT	0.00%	0	0	0	0.00%	0	
2021	21	State University Faculty	3.50%	25	25	12	2.00%	12	
2022	21	State University Faculty	0.00%	0	0	0	0.00%	0	
2023	21	State University Faculty	0.00%	0	0	0	0.00%	0	
2021	22	State University Non-Fac Prof	3.50%	25	0	0	2.00%	25	
2022	22	State University Non-Fac Prof	0.00%	0	0	0	0.00%	0	
2023	22	State University Non-Fac Prof	0.00%	0	0	0	0.00%	0	
2021	25	Comm College Faculty CCCC	3.50%	25	0	0	2.00%	25	\$1,500
2022	25	Comm College Faculty CCCC	0.00%	0	0	0	0.00%	0	
2023	25	Comm College Faculty CCCC	0.00%	0	0	0	0.00%	0	
2021	26	Comm College - Non Bargaining	0.00%	0	0	0	0.00%	0	
2022	26	Comm College - Non Bargaining	0.00%	0	0	0	0.00%	0	
2023	26	Comm College - Non Bargaining	0.00%	0	0	0	0.00%	0	
2021	28	UConn - Faculty	3.50%	25	0	0	2.00%	25	
2022	28	UConn - Faculty	0.00%	0	0	0	0.00%	0	
2023	28	UConn - Faculty	0.00%	0	0	0	0.00%	0	
2021	29	UConn - Non-Faculty	3.50%	25	0	0	2.00%	25	
2022	29	UConn - Non-Faculty	0.00%	0	0	0	0.00%	0	
2023	29	UConn - Non-Faculty	0.00%	0	0	0	0.00%	0	
2021	31	UConn - Exempt	0.00%	0	0	0	0.00%	0	
2022	31	UConn - Exempt	0.00%	0	0	0	0.00%	0	
2023	31	UConn - Exempt	0.00%	0	0	0	0.00%	0	
2021	32	UCHC - Exempt	0.00%	0	0	0	0.00%	0	
2022	32	UCHC - Exempt	0.00%	0	0	0	0.00%	0	
2023	32	UCHC - Exempt	0.00%	0	0	0	0.00%	0	
2021	33	UCHC - Faculty	3.50%	25	0	0	2.00%	25	
2022	33	UCHC - Faculty	0.00%	0	0	0	0.00%	0	
2023	33	UCHC - Faculty	0.00%	0	0	0	0.00%	0	
2021	34	UConn - Law School Faculty	3.50%	25	0	0	2.00%	25	
2022	34	UConn - Law School Faculty	0.00%	0	0	0	0.00%	0	
2023	34	UConn - Law School Faculty	0.00%	0	0	0	0.00%	0	
2021	35	UHC- Faculty - Non-Bargaining	0.00%	0	0	0	0.00%	0	
2022	35	UHC- Faculty - Non-Bargaining	0.00%	0	0	0	0.00%	0	
2023	35	UHC- Faculty - Non-Bargaining	0.00%	0	0	0	0.00%	0	
2021	37	Assistant Attys General (P-6)	3.50%	26	0	0	2.00%	12	2.00%
2022	37	Assistant Attys General (P-6)	0.00%	0	0	0	0.00%	0	
2023	37	Assistant Attys General (P-6)	0.00%	0	0	0	0.00%	0	
2021	38	Tax Attorneys A&R	3.50%	25	0	0	2.00%	12	2.00%
2022	38	Tax Attorneys A&R	0.00%	0	0	0	0.00%	0	
2023	38	Tax Attorneys A&R	0.00%	0	0	0	0.00%	0	
2021	39	Legislative Management	0.00%	0	0	0	0.00%	0	
2022	39	Legislative Management	0.00%	0	0	0	0.00%	0	
2023	39	Legislative Management	0.00%	0	0	0	0.00%	0	
2021	40	Judicial - Judges	0.00%	0	0	0	0.00%	0	
2022	40	Judicial - Judges	0.00%	0	0	0	0.00%	0	
2023	40	Judicial - Judges	0.00%	0	0	0	0.00%	0	
2021	41	Judicial - Mgr and Conf	0.00%	0	0	0	0.00%	0	
2022	41	Judicial - Mgr and Conf	0.00%	0	0	0	0.00%	0	
2023	41	Judicial - Mgr and Conf	0.00%	0	0	0	0.00%	0	
2021	42	Judicial - Professional	3.50%	25	25	12	2.00%	12	\$750

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception Increase Pct	Except Pay periods	AI Lump Amount
2022	42	Judicial - Professional	0.00%	0	0	0	0.00%	0	
2023	42	Judicial - Professional	0.00%	0	0	0	0.00%	0	
2021	43	Judicial - Non-Professional	3.50%	25	25	12	2.00%	12	\$750
2022	43	Judicial - Non-Professional	0.00%	0	0	0	0.00%	0	
2023	43	Judicial - Non-Professional	0.00%	0	0	0	0.00%	0	
2021	44	Judicial - Law Clerks	3.50%	25	0	0	3.00%	25	\$750
2022	44	Judicial - Law Clerks	0.00%	0	0	0	0.00%	0	
2023	44	Judicial - Law Clerks	0.00%	0	0	0	0.00%	0	
2021	45	UCHC Univ Hlth Professionals	3.50%	25	0	0	2.00%	25	\$750
2022	45	UCHC Univ Hlth Professionals	0.00%	0	0	0	0.00%	0	
2023	45	UCHC Univ Hlth Professionals	0.00%	0	0	0	0.00%	0	
2021	46	Comm College Admin - CCCC	3.50%	25	25	12	2.00%	12	\$1,500
2022	46	Comm College Admin - CCCC	0.00%	0	0	0	0.00%	0	
2023	46	Comm College Admin - CCCC	0.00%	0	0	0	0.00%	0	
2021	48	Asst Attys General-Dept Heads (P-7)	3.50%	25	0	0	2.00%	12	2.00%
2022	48	Asst Attys General-Dept Heads (P-7)	0.00%	0	0	0	0.00%	0	
2023	48	Asst Attys General-Dept Heads (P-7)	0.00%	0	0	0	0.00%	0	
2021	50	Comm College Mgmt Exclusions	0.00%	0	0	0	0.00%	0	
2022	50	Comm College Mgmt Exclusions	0.00%	0	0	0	0.00%	0	
2023	50	Comm College Mgmt Exclusions	0.00%	0	0	0	0.00%	0	
2021	51	AFSCME-DCF Program Sup (P-8)	3.50%	25	0	0	2.00%	12	2.00%
2022	51	AFSCME-DCF Program Sup (P-8)	0.00%	0	0	0	0.00%	0	
2023	51	AFSCME-DCF Program Sup (P-8)	0.00%	0	0	0	0.00%	0	
2021	52	Judicial - Professional B	3.50%	25	0	0	2.00%	12	
2022	52	Judicial - Professional B	0.00%	0	0	0	0.00%	0	
2023	52	Judicial - Professional B	0.00%	0	0	0	0.00%	0	
2021	53	Crim Justice Non-Mgmt Exempts	0.00%	0	0	0	0.00%	0	
2022	53	Crim Justice Non-Mgmt Exempts	0.00%	0	0	0	0.00%	0	
2023	53	Crim Justice Non-Mgmt Exempts	0.00%	0	0	0	0.00%	0	
2021	54	Conn Assoc Prosecutors	3.50%	25	25	12	0.00%	0	
2022	54	Conn Assoc Prosecutors	0.00%	0	0	0	0.00%	0	
2023	54	Conn Assoc Prosecutors	0.00%	0	0	0	0.00%	0	
2021	55	Comm College Admin - AFSCME	3.50%	25	25	12	0.00%	0	\$1,500
2022	55	Comm College Admin - AFSCME	0.00%	0	0	0	0.00%	0	
2023	55	Comm College Admin - AFSCME	0.00%	0	0	0	0.00%	0	
2021	57	Criminal Justice Residual	3.50%	25	25	12	0.00%	0	\$750
2022	57	Criminal Justice Residual	0.00%	0	0	0	0.00%	0	
2023	57	Criminal Justice Residual	0.00%	0	0	0	0.00%	0	
2021	58	Judicial-Prof-Appellate	3.50%	25	0	0	2.00%	12	
2022	58	Judicial-Prof-Appellate	0.00%	0	0	0	0.00%	0	
2023	58	Judicial-Prof-Appellate	0.00%	0	0	0	0.00%	0	
2021	59	Higher Ed - Professional Emp	3.50%	25	0	0	2.00%	25	
2022	59	Higher Ed - Professional Emp	0.00%	0	0	0	0.00%	0	
2023	59	Higher Ed - Professional Emp	0.00%	0	0	0	0.00%	0	
2021	60	Bd State Acad Awards Prof	3.50%	25	0	0	2.00%	25	2.50%
2022	60	Bd State Acad Awards Prof	0.00%	0	0	0	0.00%	0	
2023	60	Bd State Acad Awards Prof	0.00%	0	0	0	0.00%	0	
2021	61	DOT A&R Temp	3.50%	25	0	0	2.00%	12	2.00%
2022	61	DOT A&R Temp	0.00%	0	0	0	0.00%	0	
2023	61	DOT A&R Temp	0.00%	0	0	0	0.00%	0	
2021	63	Higher Ed - Confidential	0.00%	0	0	0	0.00%	0	
2022	63	Higher Ed - Confidential	0.00%	0	0	0	0.00%	0	
2023	63	Higher Ed - Confidential	0.00%	0	0	0	0.00%	0	
2021	65	Judicial - Judicial Marshals	3.50%	25	0	0	3.00%	25	\$500

FY	BU	BU Title	Wage Inc Pct	Wage Inc Pay Periods	July AI Pay Periods	Jan AI Pay Periods	Exception Increase Pct	Except Pay periods	AI Lump Amount
2022	65	Judicial - Judicial Marshals	0.00%	0	0	0	0.00%	0	
2023	65	Judicial - Judicial Marshals	0.00%	0	0	0	0.00%	0	
2021	67	Correctional Supervisor (NP-8)	3.50%	25	0	0	3.00%	25	
2022	67	Correctional Supervisor (NP-8)	0.00%	0	0	0	0.00%	0	
2023	67	Correctional Supervisor (NP-8)	0.00%	0	0	0	0.00%	0	
2021	68	StatePoliceLts&Captains (NP-9)	3.50%	25	25	12	0.00%	0	2.00%
2022	68	StatePoliceLts&Captains (NP-9)	0.00%	0	0	0	0.00%	0	
2023	68	StatePoliceLts&Captains (NP-9)	0.00%	0	0	0	0.00%	0	
2021	70	Crim Justice Managerial Exempt	3.50%	25	0	0	3.00%	25	
2022	70	Crim Justice Managerial Exempt	0.00%	0	0	0	0.00%	0	
2023	70	Crim Justice Managerial Exempt	0.00%	0	0	0	0.00%	0	
2021	71	Criminal Justice - Statutory	0.00%	0	0	0	0.00%	0	
2022	71	Criminal Justice - Statutory	0.00%	0	0	0	0.00%	0	
2023	71	Criminal Justice - Statutory	0.00%	0	0	0	0.00%	0	
2021	72	DPDS Public Defenders - AFSCME	3.50%	25	25	12	0.00%	0	2.50%
2022	72	DPDS Public Defenders - AFSCME	0.00%	0	0	0	0.00%	0	
2023	72	DPDS Public Defenders - AFSCME	0.00%	0	0	0	0.00%	0	
2021	73	DPDS Chief Public Defenders	0.00%	0	0	0	0.00%	0	
2022	73	DPDS Chief Public Defenders	0.00%	0	0	0	0.00%	0	
2023	73	DPDS Chief Public Defenders	0.00%	0	0	0	0.00%	0	
2021	74	Criminal Justice Inspectors	3.50%	25	25	12	0.00%	0	
2022	74	Criminal Justice Inspectors	0.00%	0	0	0	0.00%	0	
2023	74	Criminal Justice Inspectors	0.00%	0	0	0	0.00%	0	
2021	75	DPDS Exempt	0.00%	0	0	0	0.00%	0	
2022	75	DPDS Exempt	0.00%	0	0	0	0.00%	0	
2023	75	DPDS Exempt	0.00%	0	0	0	0.00%	0	
2021	77	Auditors of Public Accounts	0.00%	0	0	0	0.00%	0	
2022	77	Auditors of Public Accounts	0.00%	0	0	0	0.00%	0	
2023	77	Auditors of Public Accounts	0.00%	0	0	0	0.00%	0	
2021	78	Comm College AFT Couns/Lib	3.50%	25	25	12	0.00%	0	\$1,500
2022	78	Comm College AFT Couns/Lib	0.00%	0	0	0	0.00%	0	
2023	78	Comm College AFT Couns/Lib	0.00%	0	0	0	0.00%	0	
2021	79	DivPublicDefSrvs - Statutory	0.00%	0	0	0	0.00%	0	
2022	79	DivPublicDefSrvs - Statutory	0.00%	0	0	0	0.00%	0	
2023	79	DivPublicDefSrvs - Statutory	0.00%	0	0	0	0.00%	0	
2021	80	Judicial - Supvr Jud Marshals	3.50%	25	0	0	3.00%	25	\$750
2022	80	Judicial - Supvr Jud Marshals	0.00%	0	0	0	0.00%	0	
2023	80	Judicial - Supvr Jud Marshals	0.00%	0	0	0	0.00%	0	
2021	81	DPDS Sprvsng Atty AFSCME	3.50%	25	25	12	2.00%	12	
2022	81	DPDS Sprvsng Atty AFSCME	0.00%	0	0	0	0.00%	0	
2023	81	DPDS Sprvsng Atty AFSCME	0.00%	0	0	0	0.00%	0	
2021	83	Judicial - Non-Professional B	3.50%	25	0	0	2.00%	12	
2022	83	Judicial - Non-Professional B	0.00%	0	0	0	0.00%	0	
2023	83	Judicial - Non-Professional B	0.00%	0	0	0	0.00%	0	
2021	99	No Designated Unit	0.00%	0	0	0	0.00%	0	
2022	99	No Designated Unit	0.00%	0	0	0	0.00%	0	
2023	99	No Designated Unit	0.00%	0	0	0	0.00%	0	

note: BU 03 members in step pay plans receive January or July AI, members in range pay plans do not receive FY 2021 increases.

Appendix I: Relevant Statutes

Sec. 4-69. Definitions. Wherever used in this chapter, unless the context otherwise requires:

- (1) “Accrual basis” means the basis upon which, in transactions thereon, revenues are accounted for when earned or due, even though not collected, and expenditures are accounted for as soon as liabilities are incurred, whether paid or not;
- (2) “Agency fund” means a fund consisting of resources received or held by the state as an agent for certain individuals or governmental units;
- (3) “Allotment” means a portion of an appropriation or special fund set aside to cover expenditures and encumbrances for a certain period or purpose;
- (4) “Appropriation” means an authorization by the General Assembly to make expenditures and incur liabilities for specific purposes;
- (5) “Assets” means the entire property of all kinds of the state, including both current assets and fixed assets;
- (6) “Audit” means, in the absence of any expression defining the extent to which it has been limited, an examination of the subject matter of the accounting in all its financial aspects, including, so far as the several classifications of accounts may be involved, the verification of assets, liabilities, receipts, disbursements, revenues, expenditures, reserves and surplus in such detail as may be necessary to permit certification of the statements rendered and of the accountability of the fiduciary parties;
- (7) “Auditors' certificate” means a statement signed by the auditors stating that they have examined the accounting records and expressing their opinion, based on such examination, regarding the financial condition of the state or any of its enterprises, the results from operations and any facts which the auditors in their professional capacity have investigated;
- (8) “Balance sheet” means a statement showing the financial condition of a fund or government at a specified date;
- (9) “Budget” means an estimate of proposed expenditures for a given period or purpose and the means of financing them, determined for the fiscal year ending June 30, 2014, and each fiscal year thereafter on the basis of generally accepted accounting principles, as administered by the Governmental Accounting Standards Board, as expressed in appropriation and revenue acts;
- (10) “Budget document” means the instrument used by the Governor to present a comprehensive financial program to the General Assembly;
- (11) “Budgeted agency” means (A) every department, board, council, commission, institution or other agency of the Executive Department of the state government, provided each board, council, commission, institution or other agency included by law within any given department shall be deemed a division of that department; (B) every court, council, division and other agency of the judicial branch of the state government financed in whole or in part by the state, including those agencies, officers, employees and services for which, or for the payment of whose salaries, appropriations are made to be expended on the direction, taxation or approval of any state court or judge thereof; and all of said courts, councils, divisions,

agencies, officers, employees and services shall be one or more budgeted agency or agencies as the Secretary of the Office of Policy and Management may prescribe; (C) every full-time permanent department or agency of the legislative branch of the state government; and (D) every public and private institution, organization, association or other agency receiving financial aid from the state;

(12) "Capital budget" means that portion of the budget which deals with the estimates of proposed expenditures for land, nonstructural improvements to land, structural replacements and major improvements and the means of financing them;

(13) "Capital outlay" means expenditures which result in the acquisition of additions to fixed assets;

(14) "Cash basis" means the basis upon which, in transactions thereon, revenues are accounted for when received in cash and expenditures are accounted for when paid;

(15) "Current assets" means those assets owned by the state which are available to meet the cost of operations or to pay current liabilities of the state;

(16) "Current liabilities" means liabilities which are payable immediately or in the near future out of current resources, as distinguished from long-term liabilities to be met out of future resources;

(17) "Deficit" means the excess of the liabilities and reserves of a fund over its assets, or the excess of the obligations, reserves and unencumbered appropriations of a fund over its resources;

(18) "Disbursements" means payments in cash regardless of the purpose;

(19) "Encumbrances" means obligations in the form of purchase orders or contracts which are to be met from an appropriation and for which a part of the appropriation is reserved;

(20) "Expenditures" means amounts paid or liabilities incurred for all purposes, including expenses, provisions for retirement of debt and capital outlay;

(21) "Expenses" means expenditures for operation, maintenance, interest and other current expenditures for which no permanent or subsequently convertible value is received;

(22) "Fiscal period" means any period at the end of which the state closes its books in order to determine its financial condition and the results of its operations;

(23) "Fixed assets" means assets of a permanent character having a continuing value, such as land, buildings, machinery and furniture and other equipment;

(24) "General Fund" means the fund that is unrestricted as to use and available for general purposes;

(25) "Liabilities" means debts or other legal obligations arising out of transactions in the past which are to be liquidated or renewed or refunded upon some future date;

(26) "Modified accrual" means a basis of accounting where revenues are recognized when earned only so long as they are collectible within the period or soon enough afterward to be used to pay liabilities of that period and expenditures are recognized in the period in which they were incurred and would normally be liquidated;

(27) "Overdraft" means (A) the amount by which checks, drafts or other demands for payment on the Treasury or on a bank exceed the amount of the credit against which they are drawn or (B) the amount by

which requisitions or audited vouchers exceed the appropriations or other credit to which they are chargeable;

(28) "Petty cash" means a sum of money, either in the form of currency or a special bank deposit, set aside for the purpose of making change or immediate payments of comparatively small amounts for which it is subsequently reimbursed from the cash of a fund;

(29) "Receipts" means sums actually received in cash from all sources unless otherwise described;

(30) "Refund" means an amount paid back or credit allowed on account of an overcollection;

(31) "Reimbursements" means cash or other assets received as a repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, fund or department;

(32) "Revenue" means additions to cash or other current assets which neither increase any liability or reserve nor represent the recovery of an expenditure;

(33) "Special fund" means any fund which is to be used only in accordance with specific regulations or restrictions, including any fund created by a law authorizing and requiring the receipts of specific taxes or other revenues to be used to finance particular activities;

(34) "Trust fund" means any fund consisting of resources received and held by the state as trustee to be expended or invested in accordance with the conditions of the trust;

(35) "Unencumbered balance" means that portion of an appropriation or allotment not expended or encumbered;

(36) "Unexpended balance" means that portion of an appropriation or allotment which has not been expended;

(37) "Unliquidated encumbrances" means encumbrances which have not yet been paid or approved for payment;

(38) "Voucher" means a document certifying a certain transaction, especially a written form attesting the propriety of the payment of money;

(39) "Warrant" means a draft upon the treasurer for the payment of money.

Sec. 4-70b. Definitions. Secretary's budget, finance and management duties. Report to the General Assembly. Secretary's authority to waive competitive procurement requirements re purchase of service contracts. (a) For purposes of this section:

(1) "Purchase of service contract" (A) means a contract between a state agency and a private provider organization or municipality for the purpose of obtaining direct health and human services for agency clients and generally not for administrative or clerical services, material goods, training or consulting services, and (B) does not include a contract with an individual;

(2) "Secretary" means the Secretary of the Office of Policy and Management;

(3) "State agency" means any department, board, council, commission, institution or other executive branch agency of state government;

(4) "Municipality" means a town or any other political subdivision of the state, including any local or regional board of education or health district that is created or designated by the town to act on behalf of the town; and

(5) "Private provider organization" means a nonstate entity that is either a nonprofit or proprietary corporation or partnership which receives funds from the state, and may receive federal or other funds, to provide direct health or human services to agency clients.

(b) The Secretary of the Office of Policy and Management shall establish an Office of Finance under the direction of an executive financial officer. The secretary shall assist the Governor in his duties respecting the formulation of the budget and the correlating and revising of estimates and requests for appropriations of all budgeted agencies and shall also assist the Governor in his duties respecting the investigation, supervision and coordination of the expenditures and other fiscal operations of such budgeted agencies.

(c) Said secretary shall direct internal management consultant services to state agencies in such areas as administrative management, facility planning and review, management systems and program evaluation and such other special studies and analyses as he deems necessary. The secretary shall annually report, in accordance with the provisions of section 11-4a, to the General Assembly concerning the state's purchase of service contracting activity. Such report shall include, but not be limited to, an assessment of the aggregate financial condition of nonprofit, community-based health and human services agencies that enter into purchase of service contracts.

(d) The secretary shall establish uniform policies and procedures for obtaining, managing and evaluating the quality and cost effectiveness of direct health and human services purchased from a private provider organization or municipality. The secretary shall require all state agencies which purchase direct health and human services to comply with such policies and procedures.

(e) Purchase of service contracts shall be subject to the competitive procurement provisions of sections 4-212 to 4-219, inclusive. The secretary may waive the competitive procurement requirements set forth in chapter 55a with respect to any purchase of service contract between a state agency and a private provider of human services.

(f) No state agency may hire a private provider organization or municipality to provide direct health or human services to agency clients without executing a purchase of service contract with such private provider organization or municipality.

Sec. 4-71. Transmission to General Assembly of budget document in odd-numbered year and status report in even-numbered year. Report re three fiscal years immediately following biennium. Not later than the first session day following the third day of February in each odd-numbered year, the Governor shall transmit to the General Assembly a budget document setting forth his financial program for the ensuing biennium with a separate budget for each of the two fiscal years and having the character and scope hereinafter set forth, and a report which sets forth estimated revenues and expenditures for the three fiscal years next ensuing the biennium to which the budget document relates. If the Governor has been elected or succeeded to the office of Governor since the submission of the last-preceding budget document, he shall transmit such document and report to the General Assembly not later than the first session day following the fourteenth day of February. In the even-numbered years, on the day on which the General Assembly first convenes, the Governor shall transmit a report on the status of the budget enacted in the previous year with any recommendations for adjustments and revisions, and a report, with revisions,

if any, which sets forth estimated revenues and expenditures for the three fiscal years next ensuing the biennium in progress. The budget document shall consist of four parts, the nature and contents of which are set forth in sections 4-72, 4-73, 4-74 and 4-74a and shall be accompanied by the statement of grants to towns compiled pursuant to the provisions of section 4-71a and by the computation of the cost of an indexed increase in assistance payments made pursuant to section 4-71c. The report which sets forth estimated revenues and expenditures for the three fiscal years next ensuing the biennium shall contain, for each such year, estimated revenues, itemized by major source, and estimated expenditures for each budgeted agency for personal services, other expenses, other current expenses, equipment, payments to local governments, and other than payments to local governments. Such report transmitted in the even-numbered years shall contain the assumptions on which the estimated revenues and expenditures for the fiscal year next ensuing are based and shall set forth estimated revenues and expenditures in the same detail contained in the budget document.

Sec. 4-71a. Estimates of recommended state grants-in-aid to towns under the budget document. The Secretary of the Office of Policy and Management shall compile, for each state grant-in-aid program which is determined by statutory formula, the estimated amount of funds each town in the state would receive under each such program from the appropriations recommended by the Governor in the budget document.

Sec. 4-71b. Estimates of state grants-in-aid under state budget act. Not later than August fifteenth or sixty days after the adjournment of the regular session of the General Assembly, whichever is later, the Secretary of the Office of Policy and Management shall compile, for each state grant-in-aid program which is determined by statutory formula, the estimated amount of funds each town in the state can expect to receive for each fiscal year of the biennium under each such program from funds appropriated for each such fiscal year.

Sec. 4-71c. Computation of the cost of an indexed increase in assistance payments. The Secretary of the Office of Policy and Management shall annually compute the cost of an increase in assistance payments under the state-administered general assistance program, state supplement program, medical assistance program, temporary family assistance program and supplemental nutrition assistance program based on the percentage increase, if any, in the most recent calendar year average in the consumer price index for urban consumers provided if the increase in such index exceeds five per cent, the computation shall be based on a five per cent increase.

Sec. 4-72. Governor's budget message. The budget document shall consist of the Governor's budget message in which he or she shall set forth as follows: (1) The Governor's program for meeting all the expenditure needs of the government for each fiscal year of the biennium to which the budget relates, indicating the classes of funds, general or special, from which such appropriations are to be made and the means through which such expenditure shall be financed; and (2) financial statements giving in summary form: (A) The financial position of all major state operating funds including revolving funds at the end of the last-completed fiscal year in a form consistent with accepted accounting practice. The Governor shall also set forth in similar form the estimated position of each such fund at the end of the year in progress and the estimated position of each such fund at the end of each fiscal year of the biennium to which the budget relates if the Governor's proposals are put into effect; (B) a statement showing as of the close of the last-completed fiscal year, a year by year summary of all outstanding general obligation and special tax obligation debt of the state and a statement showing the yearly interest requirements on such outstanding debt; (C) a summary of appropriations recommended for each fiscal year of the biennium to which the budget relates for each budgeted agency and for the state as a whole in comparison with actual

expenditures of the last-completed fiscal year and appropriations and estimated expenditures for the year in progress; (D) for the biennium commencing July 1, 1999, and each biennium thereafter, a summary of estimated expenditures for certain fringe benefits for each fiscal year of the biennium to which the budget relates for each budgeted agency; (E) a summary of permanent full-time positions setting forth the number filled and the number vacant as of the end of the last-completed fiscal year, the total number intended to be funded by appropriations without reduction for turnover for the fiscal year in progress, the total number requested and the total number recommended for each fiscal year of the biennium to which the budget relates; (F) a statement of expenditures for the last-completed and current fiscal years, the agency request and the Governor's recommendation for each fiscal year of the ensuing biennium and, for any new or expanded program, estimated expenditure requirements for the fiscal year next succeeding the biennium to which the budget relates; (G) an explanation of any significant program changes requested by the agency or recommended by the Governor; (H) a summary of the revenue estimated to be received by the state during each fiscal year of the biennium to which the budget relates classified according to sources in comparison with the actual revenue received by the state during the last-completed fiscal year and estimated revenue during the year in progress; and (I) such other financial statements, data and comments as in the Governor's opinion are necessary or desirable in order to make known in all practicable detail the financial condition and operations of the government and the effect that the budget as proposed by the Governor will have on such condition and operations. If the estimated revenue of the state for the ensuing biennium as set forth in the budget on the basis of existing statutes is less than the sum of net appropriations recommended for the ensuing biennium as contained in the budget, plus, for the fiscal year ending June 30, 2014, and each fiscal year thereafter, the projected amount necessary to extinguish any unreserved negative balance in such fund as reported in the most recently audited comprehensive annual financial report issued by the Comptroller prior to the start of the biennium, the Governor shall make recommendations to the General Assembly in respect to the manner in which such deficit shall be met, whether by an increase in the indebtedness of the state, by the imposition of new taxes, by increased rates on existing taxes or otherwise. If the aggregate of such estimated revenue is greater than the sum of such recommended appropriations for the ensuing biennium plus, for the fiscal year ending June 30, 2014, and each fiscal year thereafter, the projected amount necessary to extinguish any unreserved negative balance in such fund as reported in the most recently issued annual report of the Comptroller published in accordance with section 3-115, the Governor shall make such recommendations for the use of such surplus for the reduction of indebtedness, for the reduction in taxation or for other purposes as in the Governor's opinion are in the best interest of the public welfare.

Sec. 4-73. Recommended appropriations. (a) The budget document shall present in detail for each fiscal year of the ensuing biennium the Governor's recommendation for appropriations to meet the expenditure needs of the state from the General Fund and from all special and agency funds classified by budgeted agencies and showing for each budgeted agency and its subdivisions: (1) A narrative summary describing the agency, the Governor's recommendations for appropriations for the agency, and a list of agency programs, the actual expenditure for the last-completed fiscal year, the estimated expenditure for the current fiscal year, the amount requested by the agency and the Governor's recommendations for appropriations for each fiscal year of the ensuing biennium; (2) a summary of permanent full-time positions by fund, setting forth the number filled and the number vacant as of the end of the last-completed fiscal year, the total number intended to be funded by appropriations without reduction for turnover for the fiscal year in progress, the total number requested and the total number recommended for each fiscal year of the biennium to which the budget relates.

(b) In addition, programs shall be supported by: (1) The statutory authorization for the program; (2) a statement of program objectives; (3) a description of the program, including a statement of need, eligibility requirements and any intergovernmental participation in the program; (4) a statement of performance measures by which the accomplishments toward the program objectives can be assessed, which shall include, but not be limited to, an analysis of the workload, quality or level of service and effectiveness of the program; (5) program budget data broken down by major object of expenditure, showing additional federal and private funds; (6) a summary of permanent full-time positions by fund, setting forth the number filled and the number vacant as of the end of the last-completed fiscal year, the total number intended to be funded by appropriations without reduction for turnover for the fiscal year in progress, the total number requested and the total number recommended for each fiscal year of the biennium to which the budget relates; (7) a statement of expenditures for the last-completed and current fiscal years, the agency request and the Governor's recommendation for each fiscal year of the ensuing biennium and, for any new or expanded program, estimated expenditure requirements for the fiscal year next succeeding the biennium to which the budget relates; and (8) an explanation of any significant program changes requested by the agency or recommended by the Governor.

(c) There shall be a supporting schedule of total agency expenditures including a line-item, minor object breakdown of personal services, energy costs, contractual services and commodities and a total of state aid grants and equipment, showing the actual expenditures for the last-completed fiscal year, estimated expenditures for the current fiscal year and requested and recommended appropriations for each fiscal year of the ensuing biennium, classified by objects according to a standard plan of classification.

(d) All federal funds expended or anticipated for any purpose shall be accounted for in the budget. The document shall set forth a listing of federal programs, showing the actual expenditures for the last-completed fiscal year, estimated expenditures for the current fiscal year and anticipated funds available for expenditure for each fiscal year of the ensuing biennium. Such federal funds shall be classified by each budgeted agency but shall not include research grants made to educational institutions.

(e) The budget document shall also set forth the budget recommendations for the capital program, to be supported by statements listing the agency's requests and the Governor's recommendations with the statements required by section 4-78.

(f) The appropriations recommended for the legislative branch of the state government shall be the estimates of expenditure requirements transmitted to the Secretary of the Office of Policy and Management by the Joint Committee on Legislative Management pursuant to section 4-77 and the recommended adjustments and revisions of such estimates shall be the recommended adjustments and revisions, if any, transmitted by said committee pursuant to said section 4-77.

(g) (1) The appropriations recommended for the Judicial Department shall be the estimates of expenditure requirements transmitted to the Secretary of the Office of Policy and Management by the Chief Court Administrator pursuant to section 4-77 plus the estimates of expenditure requirements for the biennium transmitted by said administrator pursuant to section 51-47c, and the recommended adjustments and revisions of such estimates shall be the recommended adjustments and revisions, if any, transmitted by said administrator pursuant to section 4-77.

(2) The appropriations recommended for the Division of Public Defender Services shall be the estimates of expenditure requirements transmitted to the Secretary of the Office of Policy and Management by the Chief Public Defender pursuant to section 4-77 and the recommended adjustments and revisions of such

estimates shall be the recommended adjustments and revisions, if any, transmitted by said administrator pursuant to section 4-77.

Sec. 4-73a. Determination of actual rate of fringe benefits for funds of the constituent units of the state system of higher education. For the fiscal year ending June 30, 1994, and each fiscal year thereafter, the Comptroller shall determine the actual rate for fringe benefits for the funds of the constituent units of the state system of higher education, established pursuant to subsection (b) of section 10a-77, section 10a-98a, subsection (b) of section 10a-99, subsections (b) and (c) of section 10a-105, section 10a-110a and section 10a-130, and shall report such information to the Office of Policy and Management by September 1, 1992, and annually by said date thereafter.

Sec. 4-74. Appropriation and revenue bills. The budget document shall be based upon the consensus revenue estimate or revised consensus revenue estimate issued pursuant to section 2-36c, and shall include a draft or drafts of appropriation and revenue bills to carry out the recommendations of the Governor. Such appropriation bills shall indicate the funds, general or special, from which such appropriations shall be paid, but such appropriations need not be in greater detail than to indicate the total appropriation to be made to each budgeted agency and each independently organized division thereof for each major function or program, equipment, land and buildings and improvements.

Sec. 4-74a. Recommendations concerning the economy. The budget document shall include the recommendations of the Governor concerning the economy and shall include an analysis of the impact of both proposed spending and proposed revenue programs on the employment, production and purchasing power of the people and industries within the state.

Sec. 4-75. Publication of the budget document. The Secretary of the Office of Policy and Management, shall compile the requested appropriations, the appropriations as recommended by the Governor, the Governor's budget message and other data as presented in the budget document and shall have such compiled document published and distributed in the same manner as public documents.

Sec. 4-76. Governor to explain budget document and reports to legislative committees. The Governor or his authorized representative or agent shall appear before the appropriate committees of the General Assembly to explain the details of the budget document and report transmitted by the Governor in the odd-numbered years and the reports transmitted by the Governor in the even-numbered years pursuant to section 4-71, to answer questions and to give information as to the items included therein.

Sec. 4-77. Submission of estimates of expenditures by budgeted agencies. Guidelines for standard economic and planning factors and for unit costs for utilities. Statement of revenue and estimated revenue. Financial, personnel and nonappropriated moneys status reports. (a) The administrative head of each budgeted agency shall transmit, on or before September first of each even-numbered year, to the Secretary of the Office of Policy and Management, on blanks to be furnished by him not later than the preceding August first, and to the joint standing committee of the General Assembly having cognizance of matters relating to appropriations and the budgets of state agencies, through the Office of Fiscal Analysis, and the standing committee having cognizance of matters relating to such budgeted agency, estimates of expenditure requirements for each fiscal year of the next biennium. On or before September first of each odd-numbered year, said agency head shall transmit recommended adjustments and revisions, if any, of such estimates. The secretary shall set guidelines for standard economic and planning factors and for unit

costs, based on source of supply, for fuel oil, electricity, gas and water usage by state agencies, which shall be used by all agencies in the preparation of their estimates of expenditure requirements. The expenditure requirements shall be classified to show expenditures estimated for each major function and activity, project or program of the budgeted agency and its subdivisions, grants or aids to governmental units and capital outlay, and shall include details setting forth the estimated expenditures classified by objects according to a standard plan of classification, with citations of the statutes, if any, relating thereto. Each expenditure requirement for any purpose other than capital outlay involving an increase in or addition to any appropriation of the current fiscal year shall be accompanied by an explanation of the increase or addition. Each expenditure requirement involving a capital outlay shall be accompanied by such supporting schedules of data and explanations as may be required by the secretary.

(b) The administrative head of each budgeted agency shall transmit, on or before September first of each year, to the secretary, in the form required by him, and, on or before November fifteenth of each year, to the joint committee of the General Assembly having cognizance of matters relating to state finance, revenue and bonding, through the Office of Fiscal Analysis, a statement showing in detail the revenue and estimated revenue of the agency for the current fiscal year, an estimate of the revenue from the same or any additional sources for the next fiscal year and, in the even-numbered year, for the next biennium. Said agency head shall include in such statement recommendations as to any changes in the management, practices, regulations or laws governing his budgeted agency affecting the amount of revenue from operations, fees, taxes or other sources or the collection thereof, and any other information required by the secretary.

(c) The administrative head of each budgeted agency shall transmit, to the Office of Fiscal Analysis, copies of the agency's monthly (1) financial status report, (2) personnel status report, and (3) nonappropriated moneys status report which shall be an accounting of moneys received or held by the agency that are authorized or received by any manner other than as an appropriation. Such accounting of nonappropriated moneys shall include, at a minimum, an assessment of the status of any agency fund or account of such agency receiving or holding such moneys. Such assessments of such funds and accounts shall, at a minimum, account for all expenditures, encumbrances, liabilities, reimbursements and revenues.

(d) If any budgeted agency fails to submit estimates required pursuant to this section within the time specified, the Secretary of the Office of Policy and Management shall cause such estimates to be prepared for the budgeted agency.

Sec. 4-77a. Submission of estimates of expenditures for payment of workers' compensation claims. The estimates of expenditure requirements transmitted by the administrative head of each budgeted agency to the Secretary of the Office of Policy and Management, pursuant to section 4-77, shall include an estimate of the amount required by such agency for the payment of the workers' compensation claims of the employees of each such agency. Appropriations which are recommended in the budget document transmitted by the Governor in the odd-numbered years or the status report transmitted by the Governor in the even-numbered years to the General Assembly pursuant to section 4-71 or contained in the state budget act or any deficiency bill, as provided in section 2-36, for the payment of such claims shall be made as follows: (1) For the Departments of Developmental Services, Mental Health and Addiction Services, Correction, Transportation, Emergency Services and Public Protection and Children and Families, directly to said agencies; (2) for all other budgeted state agencies, to the Department of Administrative Services which shall maintain an account for payment of workers' compensation claims.

Sec. 4-77b. Estimate of expenditure requirement by Department of Administrative Services to include leasing and maintenance costs. The estimates of expenditure requirements transmitted by the Commissioner of Administrative Services to the Secretary of the Office of Policy and Management pursuant to section 4-77 and the appropriations recommended in the budget document transmitted by the Governor to the General Assembly pursuant to section 4-71 shall include an estimate of the amount required by the Department of Administrative Services for the leasing of additional facilities and an estimate of the amount required for the maintenance, including preventive maintenance, of facilities under the supervision, care and control of the department.

Sec. 4-77c. Estimates of expenditure requirements for implementation of evidence-based programs. The Departments of Correction, Children and Families and Mental Health and Addiction Services, and the Court Support Services Division of the Judicial Branch may include in the estimates of expenditure requirements transmitted pursuant to section 4-77, and the Governor may include in the Governor's recommended appropriations in the budget document transmitted to the General Assembly pursuant to section 4-71, an estimate of the amount required by said agencies for expenditures related to the implementation of evidence-based programs.

Sec. 4-78. Information contained in budget recommendations. The budget recommendations for the capital program to be paid from appropriated funds, proceeds of authorized bond issues or any federal or other funds available for capital projects shall be supported by statements indicating recommended priorities for projects and setting forth for each project: (a) The total estimated cost at completion; (b) appropriations, bond authorizations and federal or other funds received to date; (c) additional appropriations or bond authorizations required for completion; (d) the amount available for expenditure from bond authorizations, appropriations or federal or other funds of prior years; (e) the bond authorization or appropriation recommended for each fiscal year of the ensuing biennium; (f) the amount available for each fiscal year of the ensuing biennium if the budget recommendation is approved; (g) bond authorizations or appropriations estimated to be required for subsequent fiscal years for completion; and (h) the estimated addition to the operating budget when completed. All capital projects authorized, begun or completed in prior years shall be reviewed annually in terms of requirement for continuation of appropriations made to date and, where appropriation balances remain at completion or no imminent forwarding of the project is contemplated or where the project has been abandoned, recommendation shall be made for the reduction of such authorized bond issues or the lapsing of such appropriation balances.

Sec. 4-79. Tentative budget. In any year in which there is a Governor-elect, the Secretary of the Office of Policy and Management shall cause to be prepared, not later than the fifteenth of November next succeeding the receipt by said secretary of the estimates of expenditure requirements and of revenue as provided in section 4-77, a tentative budget conforming as to scope, contents and character to the requirements of sections 4-72, 4-73 and 4-74 and containing the estimates of expenditures and revenue called for by section 4-77. Such tentative budget shall be transmitted to