2009 - 2011 Biennial Operating Budget
Outline of Procedures

1. Reimbursements --
    - enter for all appropriated SIDs
        - increase Estimated and Requested line items for effected SIDs to remain in balance (line items are shown gross; reimbursements netted out from total)
    - enter all others
    - Print

2. Other Expenses --
    - Inflation tab
        - Verify/edit actuals
        - Verify/edit estimated -- remember impact of reimbursements
    - Fuel & Utilities
        - Enter actual fuel/utility $ by type to new account codes until balanced
        - Additional Requirements - for new facilities or usage above the Estimated level
        - Electricity, Water and Sewerage inflate when you enter the Fuel and Utilities tab; be sure to SAVE on exit.
    - Outside Professional Services -
        - Enter all contracts for each line item/program
        - Balance total actual and estimated
        - Use inflation where applicable

3. Personal Services --
    - Use Roster Edit to adjust to reflect filled/vacant as of 6/30; add new positions ONLY in compliance with Governor's policy letter
    - Use Roster Check to verify edits will roll out correctly
    - Fulltime - select SID 10010 and each program where authorized positions exist
        - Click BR2A Page 1 and Supporting Schedule
        - SAVE to record to the budget's Financial and Positions tables
        - Print
    - PS by Program/Other PS - select program
        - Enter FY2008 and FY2009 $ for Permanent Full-time
        - Use Supporting Text to explain extraordinary items
        - Print
    - Permanent FullTime Financial/Positions
        - Verify/edit actual and estimated Permanent Full-time expenditures by program
        - Enter actual (6/30 staffing report) and estimated (B1) positions by program
    - Turnover - enter as negative; explain calculation

4. Grants/OCEs
    - Narrative - refresh the Description (pre-loaded from last budget); enter Explanation of Request
    - Positions - verify Authorized count positions to Roster

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- Financials - verify/edit actual and estimated; position costs carry from the roster; use inflation or enter 2010 Requested/2011 Requested other costs; enter Reimbursements and Additional Funds Available if applicable
- Enter Statistics
- Enter Outside Professional Services
- View/Print Report

5. Revenue/Additional Funds
   - Revenue - enter as applicable (balance actual to Comptroller)
   - Additional Funds - verify actual $/positions (from B1 roster); enter estimated and projected
   - Print

6. Equipment
   - Supporting Schedule
     - Build by item within object/program
     - **Each item must have useful life ≥ 1yr AND unit cost ≥ $1000**
   - Summary - edit Actual/Estimated
   - Print

7. Reports - Print
   - Required reports: BR1PB; BR1; BR2PB and BR2 for each program