



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

To: All Agency Heads

From: Robert L. Genuario

Date: July 25, 2008

Subject: Agency Budget Request Submission for the 2009-2011 Biennium

Enclosed please find materials for developing your current services budget for the 2009-2011 biennium. **Under CGS 4-77, your Current Services Budget request is due September 1st.** Because of this time frame, it is extremely important that agencies meet all budgetary submission guidelines.

General Directions – Current Services Budget

Collective Bargaining and Related Costs - the costs of settled collective bargaining agreements will be built into agency budgets. The Automated Budget System (ABS) will automatically build the costs of these settlements for positions in the Personal Services Roster. Agencies will need to build in the costs of these settlements for Other Positions and Other Personal Services items such as overtime, shift differential, and temporary positions. **The costs of unsettled collective bargaining agreements are not to be built into agency budgets.**

Transfers of FY'07 Surplus and One-Time Transfers from Other Funds- the costs of programs that were funded in FY'09 with transfers from the FY'07 General Fund surplus or transfers from other funds, such as the Banking Fund or the Tobacco and Health Trust Fund, should not be requested as part of your current services General Fund submittal. These items may be submitted in the budget options process, if they remain a top priority for your agency. Requests for permission to submit these as options will be approved at the appropriate time.

Include as part of Current Services for 2009-2010

Update the FY 2008-2009 budget for the following factors:

- Reductions due to the completion of projects authorized in previous years or that result from changes in the scope, nature, timing or feasibility of a project.
- Annualization of partial FY 2008-2009 costs
- Schedule of Collective Bargaining Increases (see Schedules A and B)

- Inflation allowances (see attached)
- Replacement cost of essential equipment

Note: Equipment requests must comply with the Comptroller's definition of equipment: equipment must have a useful life of at least one year and a unit cost of at least \$1000.

The following factors are to be submitted as part of your current services budget request along with supporting information in the Agency Five Year Projections (BR6) module.

- Nondiscretionary increases mandated by statute, court order or consent decree provisions
- Operating Costs of new buildings scheduled to open in FY 2009-2010
- New Programs authorized by the General Assembly to begin in FY 2009-2010

Note: New positions to handle increases in workload are not to be included as part of current services. Any new positions requested as part of current services will require supporting information in the Agency Five Year Projection module.

Include as Part of Current Services for FY 2010-2011

Update the FY 2009-2010 budget for the following factors:

- Reductions due to the completion of projects authorized in previous years or that result from changes in the scope, nature, timing or feasibility of a project.
- Annualization of partial FY 2009-2010 costs
- Schedule of Collective Bargaining Increases (see Schedules A and B)
- Inflation allowances (see attached)
- Replacement cost of essential equipment

The following factors are to be submitted as part of your current services budget request along with supporting information in the Agency Five Year Projections (BR6) module.

- Nondiscretionary increases mandated by statute, court order or consent decree provisions
- Operating Costs of new buildings scheduled to open in FY 2010-2011
- New Programs authorized by the General Assembly to begin in FY 2010-. 2011

Note: New positions to handle increases in workload are not to be included as part of current services. Any new positions requested as part of current services will require supporting information in the Agency Five Year Projection module. Requests for new positions must adhere to the Governor's guidelines.

Automated Budget System

FY2008 Actuals were taken from the Comptroller's Accounting System on July 21. The data was recorded to budget programs based on the latest chart of accounts we have on file for your agency. Please review all 2008 Actuals for completeness and accuracy.

Capital Budget

As capital plans for the next biennium are developed, agencies should keep in mind the statutory cap on general obligation debt. Any requests for additional bonding should only reflect projects that are essential to be completed over the next biennium. Additionally:

1. Agencies must review all authorized, unallocated bonds that are in effect as of 7/1/08 and determine what authorizations should be cancelled.
2. Agencies that have critical needs or that are a part of an on-going project or program should request additional funds in the appropriate fiscal year via the capital budget application.
3. Agencies can request a change in purpose by submitting a language only request via the capital budget application.

Capital budget software will be distributed at the same time as the operating budget.

Options

Details regarding the Options process will follow in **September**. In the meantime, agencies should review every activity they perform and determine whether these activities are appropriate and necessary core functions, or if better ways exist to accomplish the goal. Significant reduction options will be required from each agency.

You are encouraged to hold discussions with your program staff and budget staff to develop ideas for consideration in a team oriented framework in advance of the Options software distribution. You may also want to discuss areas where responsibilities may overlap or are closely related with other agencies. You may be able to come up with a better way of providing a service or accomplishing a task.

Your approach to building your Options submission (not your Current Services submission) this year will again require a critical look at all of your current programs and activities. Programs established in the past in response to the needs of that time may not be justified for continuation. Our ability to fund necessary new or existing programs is severely constrained by projected revenues, as well as the constitutional spending cap. Resources must be directed to the highest priorities of the department.

Prevention Report

CGS Section 4-67v requires that the Governor's Budget submittal include a Prevention Report and outlines the requirements of said report. Instructions regarding your involvement in the creation of the report or any other requirements under this section of the statutes will be communicated at a later date.

Fringe Benefit Recovery Rate

Please refer to the Comptroller Memorandum in developing your budget for the 2009-2011 biennium. This information is available at <http://www.osc.state.ct.us/2008memos/numbered/200819.htm>. If you have any questions or concerns, please consult your budget analyst.

As you plan your budget submission for the next biennium, **please remember the Governor's priorities as stated in her policy letter**. I look forward to seeing how your budget submissions advance those goals.

Enclosure – Sent to Fiscal Officers only

xc: Fiscal Officers

2009-2011 Biennial Budget Inflation Guidelines

Item	2009-2010 over <u>2008-2009</u>	2010-2011 over <u>2009-2010</u>
Food & Beverage	2.0%	2.0%
Medical Care	5.3%	4.5%
All Other (including discretionary grants)	2.1%	1.4%
Source: <i>Economy.com</i> , July 21, 2008		

Fuel and Utility Price Forecast

Energy	2009-2010 over <u>2008-2009</u>	2010-2011 over <u>2009-2010</u>
Fuel Oil	4.6%	0.9%
Motor Vehicle Fuel (gasoline, diesel)	2.0%	0.0%
Electricity (incl. district cooling)	4.6%	0.9%
Natural Gas (incl. district heating)	4.6%	0.9%
Source: <i>Economy.com</i> and OPM Budget Division, June 2006		

Revolving Fund

Activity	2009-2010 over <u>2008-2009</u>	2010-2011 over <u>2009-2010</u>
Central Duplicating/Electronic Publishing	2.1%	1.4%
Courier Service	2.1%	1.4%
Information Technology – all services	2.1%	1.4%
Federal Donated Foods	2.1%	1.4%
Federal/State Surplus	2.1%	1.4%
Fleet Operations	2.1%	1.4%
Mail Services (Postage)	2.1%	1.4%

Source: OPM, Budget Division, July, 2008

Schedule A

Fiscal Year	BU Code	Bargaining Unit Title	GW %	GW Pay Periods	July AI Periods	January AI Periods	Other AI Periods	Exception %	Exception Periods
2009	1	Exempt/Elected/Appointed	0.03	25	0	0	0	0	0
2009	2	Managerial Confidential (MP Pay Plan)	0.03	25	0	0	0	0.025	25
2009	3	Confidential - Other than Mgr Pay Plan	0.03	25	25	12	0	0.03	25
2009	4	Non-bargaining	0	0	0	0	0	0	0
2009	5	State Police (NP-1)	0.03	25	25	12	0	0	0
2009	6	Services, Maintenance (NP-2)	0	0	0	0	0	0	0
2009	7	Administrative Clerical (NP-3)	0.03	25	25	12	0	0	0
2009	8	Correction Officers (NP-4)	0	0	0	0	0	0	0
2009	9	Protective Services (NP-5)	0.03	25	25	12	0	0	0
2009	10	Health Care Unit -Non-Professional (NP-6)	0.03	25	25	12	0	0	0
2009	11	Health Care Unit - Professional (P-1)	0.03	25	25	12	0	0	0
2009	12	Social Services (P-2)	0.03	25	25	12	0	0	0
2009	13	Education Administrative (P-3A)	0.035	24.3	25	12	0	0	0
2009	14	Education Technical (P-3B)	0.035	24.3	25	12	0	0	0
2009	15	Engineering, Science and Technical (P-4)	0.035	24.3	25	12	0	0.02	25
2009	16	Administrative Residual (P-5)	0.03	25	25	12	0	0	0
2009	17	Vocational Schools - Faculty	0.0325	20	20	0	0	0	0
2009	18	Vocational Schools - Directors 82	0.03	25	25	0	0	0	0
2009	19	Comm-Tech Colleges - Faculty	0.03	26	0	0	0	0.0187	26
2009	20	Comm-Tech Colleges - Exempt	0.05	25	0	0	0	0	0
2009	21	State University - Faculty	0.03	21	0	0	0	0.025	8
2009	22	State University - Non-faculty Professionals	0.045	25	0	0	0	0	0
2009	23	State University - Exempt	0.05	25	0	0	0	0	0
2009	25	Community Colleges - Faculty - 12 Months	0.03	23	23	0	0	0	0
2009	26	Community Colleges - Exempt	0.05	25	0	0	0	0	0
2009	27	DHE Manager Employees	0.03	25	0	0	0	0.03	25
2009	28	University - Faculty	0.05	22	0	0	0	0	0
2009	29	University - Non Faculty Professional	0.05	24	0	0	0	0	0
2009	31	University - Exempt	0.05	25	0	0	0	0	0
2009	32	University Health Center - Exempt	0.05	25	0	0	0	0	0
2009	33	University Health Center - Faculty	0.05	22	0	0	0	0	0
2009	34	UConn Law School - Faculty	0.05	22	0	0	0	0	0
2009	39	Legislative Mgt	0.03	25	0	0	0	0.03	25
2009	40	Judicial Judges	0	0	0	0	0	0	0
2009	41	Judicial - Managerial & Confidential	0.03	25	25	12	0	0	0
2009	42	Judicial - Professional	0.03	25	25	12	0	0	0
2009	43	Judicial - Non-Professional	0.03	25	25	12	0	0	0
2009	44	Judicial Law Clerks	0.05	25	0	0	0	0	0
2009	45	University Health Center -Non-Faculty Professional	0.0325	24	0	0	0	0	0
2009	46	RCTC Admin	0.03	23	23	0	0	0	0
2009	47	BSAA Exempt	0.03	25	0	0	0	0.0265	12
2009	50	RCTS Managerial DHE Professionals	0.05	25	0	0	0	0	0
2009	51	Higher Ed Exempt	0.05	25	0	0	0	0	0
2009	52	Managerial Confidential (MP Pay Plan)	0.03	25	0	0	0	0.03	25
2009	53	Criminal Justice Non-Managerial Exempt	0.03	25	25	12	0	0	0
2009	54	CT Association of Prosecutors	0.03	25	25	12	0	0	0
2009	55	Technical Colleges - Administrators	0.03	23	23	0	0	0	0
2009	56	Connecticut Development Authority	0	0	0	0	0	0	0
2009	57	Criminal Justice Residual (DCJ Employees)	0.03	24	18	5	0	0	0
2009	59	DHE-Professionals	0.03	25	0	0	0	0	0
2009	60	Charter Oak College - Professional	0.03	25	0	0	0	0.0265	12
2009	61	Criminal Justice - Juvenile Prosecutors	0.03	25	25	12	0	0	0
2009	63	DHE- Confidentials	0.03	25	0	0	0	0	0
2009	65	Judicial Marshals	0.03	25	25	12	0	0	0
2009	66	BESB Industries Division "360" Employees (NP-7)	0	0	0	0	0	0	0
2009	67	Correction Supervisors (NP-8)	0	0	0	0	0	0	0

Schedule A

2009	70	Criminal Justice Exempt/Managerial	0.03	25	25	12	0	0	0
2009	71	Criminal Justice Statutory	0.03	25	0	0	0	0.03	25
2009	72	DPDS Assistant Public Defenders	0.03	25	25	12	0	0	0
2009	73	DPDS Chief Public Defenders	0.03	25	0	0	0	0.03	25
2009	74	Criminal Justice Inspectors	0.0325	25	25	12	0	0	0
2009	75	DPDS Confidential/Exempt	0.03	25	25	12	0	0	0
2009	76	DPDS Executive Public Defenders	0.03	25	25	12	0	0	0
2009	77	Auditors of Public Accounts	0.03	25	0	0	0	0.035	25
2009	78	RCTC - Counselors & Librarians	0.03	26	0	0	0	0.0187	26
		Div Public Srvs - Statutory (Chief & Dep Chief							
2009	79	PD)	0.03	25	0	0	0	0.03	25
2009	80	Judicial Supervising Marshals	0.03	25	25	12	0	0	0
2009	99	No Designated Unit	0	0	0	0	0	0	0
2010	1	Exempt/Elected/Appointed	0	0	0	0	0	0	0
2010	2	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0	0
2010	3	Confidential - Other than Mgr Pay Plan	0	0	0	0	0	0	0
2010	4	Non-bargaining	0	0	0	0	0	0	0
2010	5	State Police (NP-1)	0.03	25	25	12	0	0	0
2010	6	Services, Maintenance (NP-2)	0	0	0	0	0	0	0
2010	7	Administrative Clerical (NP-3)	0	0	0	0	0	0	0
2010	8	Correction Officers (NP-4)	0	0	0	0	0	0	0
2010	9	Protective Services (NP-5)	0.03	25	25	12	0	0	0
2010	10	Health Care Unit -Non-Professional (NP-6)	0	0	0	0	0	0	0
2010	11	Health Care Unit - Professional (P-1)	0	0	0	0	0	0	0
2010	12	Social Services (P-2)	0	0	0	0	0	0	0
2010	13	Education Administrative (P-3A)	0	0	0	0	0	0	0
2010	14	Education Technical (P-3B)	0	0	0	0	0	0	0
2010	15	Engineering, Science and Technical (P-4)	0	0	0	0	0	0	0
2010	16	Administrative Residual (P-5)	0.0325	25	25	12	0	0	0
2010	17	Vocational Schools - Faculty	0.03	20	20	0	20	0	0
2010	18	Vocational Schools - Directors	0.068	25	25	0	0	0	0
2010	19	Comm-Tech Colleges - Faculty	0.03	22.1	22.1	0	0	0	0
2010	20	Comm-Tech Colleges - Exempt	0	0	0	0	0	0	0
2010	21	State University - Faculty	0.03	21	0	0	0	0.025	8
2010	22	State University - Non-faculty Professionals	0.0425	25	0	0	0	0	0
2010	23	State University - Exempt	0	21	0	0	0	0	0
2010	25	Community Colleges - Faculty - 10 & 12 Months	0.03	22.4	22.4	0	0	0	0
2010	26	Community Colleges - Exempt	0	0	0	0	0	0	0
2010	27	DHE Manager Employees	0	0	0	0	0	0	0
2010	28	University - Faculty	0.05	22	0	0	0	0	0
2010	29	University - Non Faculty Professional	0.05	24.2	0	0	0	0	0
2010	31	University - Exempt	0	0	0	0	0	0	0
2010	32	University Health Center - Exempt	0	0	0	0	0	0	0
2010	33	University Health Center - Faculty	0	0	0	0	0	0	0
2010	34	UConn Law School - Faculty	0	0	0	0	0	0	0
2010	39	Legislative Mgt	0	0	0	0	0	0	0
2010	40	Judicial Judges	0	0	0	0	0	0	0
2010	41	Judicial - Managerial & Confidential	0	0	0	0	0	0	0
2010	42	Judicial - Professional	0	0	0	0	0	0	0
2010	43	Judicial - Non-Professional	0	0	0	0	0	0	0
2010	44	Judicial Law Clerks	0.03	25	0	0	0	0	0
2010	45	University Health Center -Non-Faculty Professional	0.02	24	0	12	0	0	0
2010	46	RCTC Admin	0.03	22.4	22.4	0	0	0	0
2010	47	BSAA Exempt	0	0	0	0	0	0	0
2010	50	RCTS Managerial DHE Professionals	0	0	0	0	0	0	0
2010	51	Higher Ed Exempt	0	0	0	0	0	0	0
2010	52	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0	0
2010	53	Criminal Justice Non-Managerial Exempt	0	0	0	0	0	0	0
2010	54	CT Association of Prosecutors	0.03	25	25	12	0	0	0
2010	55	Technical Colleges - Administrators	0.03	23	23	0	0	0	0
2010	56	Connecticut Development Authority	0	0	0	0	0	0	0

Schedule A

2010	57	Criminal Justice Residual (DCJ Employees)	0	0	0	0	0	0
2010	59	DHE-Professionals	0.03	25	0	0	0	0
2010	60	Charter Oak College - Professional	0.03	25	0	0	0.0265	12
2010	61	Criminal Justice - Juvenile Prosecutors	0.03	25	25	12	0	0
2010	63	DHE- Confidential	0	0	0	0	0	0
2010	65	Judicial Marshals	0.03	25	25	12	0	0
		BESB Industries Division "360" Employees						
2010	66	(NP-7)	0	0	0	0	0	0
2010	67	Correction Supervisors (NP-8)	0	0	0	0	0	0
2010	70	Criminal Justice Exempt/Managerial	0	0	0	0	0	0
2010	71	Criminal Justice Statutory	0	0	0	0	0	0
2010	72	DPDS Assistant Public Defenders	0.03	25	25	12	0	0
2010	73	DPDS Chief Public Defenders	0	0	0	0	0	0
2010	74	Criminal Justice Inspectors	0	0	0	0	0	0
2010	75	DPDS Confidential/Exempt	0	0	0	0	0	0
2010	76	DPDS Executive Public Defenders	0	0	0	0	0	0
2010	77	Auditors of Public Accounts	0	0	0	0	0	0
2010	78	RCTC - Counselors & Librarians	0.03	23	0	0	0	0
		Div Public Srvs - Statutory (Chief & Dep Chief						
2010	79	PD)	0	0	0	0	0	0
2010	80	Judicial Supervising Marshals	0.035	25	25	12	0	0
2010	99	No Designated Unit	0	0	0	0	0	0
2011	1	Exempt/Elected/Appointed	0	0	0	0	0	0
2011	2	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0
2011	3	Confidential - Other than Mgr Pay Plan	0	0	0	0	0	0
2011	4	Non-bargaining	0	0	0	0	0	0
2011	5	State Police (NP-1)	0	0	0	0	0	0
2011	6	Services, Maintenance (NP-2)	0	0	0	0	0	0
2011	7	Administrative Clerical (NP-3)	0	0	0	0	0	0
2011	8	Correction Officers (NP-4)	0	0	0	0	0	0
2011	9	Protective Services (NP-5)	0.03	25	25	12	0	0
2011	10	Health Care Unit -Non-Professional (NP-6)	0	0	0	0	0	0
2011	11	Health Care Unit - Professional (P-1)	0	0	0	0	0	0
2011	12	Social Services (P-2)	0	0	0	0	0	0
2011	13	Education Administrative (P-3A)	0	0	0	0	0	0
2011	14	Education Technical (P-3B)	0	0	0	0	0	0
2011	15	Engineering, Science and Technical (P-4)	0	0	0	0	0	0
2011	16	Administrative Residual (P-5)	0.03	26	26	12	0	0
2011	17	Vocational Schools - Faculty	0.03	21	21	0	21	0
2011	18	Vocational Schools - Directors	0.044	26	26	0	0	0
2011	19	Comm-Tech Colleges - Faculty	0	0	0	0	0	0
2011	20	Comm-Tech Colleges - Exempt	0	0	0	0	0	0
2011	21	State University - Faculty	0.03	22	0	0	0.025	9
2011	22	State University - Non-faculty Professionals	0.0425	26	0	0	0	0
2011	23	State University - Exempt	0	0	0	0	0	0
2011	25	Community Colleges - Faculty - 10 & 12 Months	0	0	0	0	0	0
2011	26	Community Colleges - Exempt	0	0	0	0	0	0
2011	27	DHE Manager Employees	0	0	0	0	0	0
2011	28	University - Faculty	0.05	23	0	0	0	0
2011	29	University - Non Faculty Professional	0.05	25.1	0	0	0	0
2011	31	University - Exempt	0	0	0	0	0	0
2011	32	University Health Center - Exempt	0	0	0	0	0	0
2011	33	University Health Center - Faculty	0	0	0	0	0	0
2011	34	UConn Law School - Faculty	0	0	0	0	0	0
2011	39	Legislative Mgt	0	0	0	0	0	0
2011	40	Judicial Judges	0	0	0	0	0	0
2011	41	Judicial - Managerial & Confidential	0	0	0	0	0	0
2011	42	Judicial - Professional	0	0	0	0	0	0
2011	43	Judicial - Non-Professional	0	0	0	0	0	0
2011	44	Judicial Law Clerks	0	0	0	0	0	0
		University Health Center -Non-Faculty						
2011	45	Professional	0	0	0	0	0	0

Schedule A

2011	46	RCTC Admin	0	0	0	0	0	0
2011	47	BSAA Exempt	0	0	0	0	0	0
2011	50	RCTS Managerial DHE Professionals	0	0	0	0	0	0
2011	51	Higher Ed Exempt	0	0	0	0	0	0
2011	52	Managerial Confidential (MP Pay Plan)	0	0	0	0	0	0
2011	53	Criminal Justice Non-Managerial Exempt	0	0	0	0	0	0
2011	54	CT Association of Prosecutors	0	0	0	0	0	0
2011	55	Technical Colleges - Administrators	0	0	0	0	0	0
2011	56	Connecticut Development Authority	0	0	0	0	0	0
2011	57	Criminal Justice Residual (DCJ Employees)	0	0	0	0	0	0
2011	59	DHE-Professionals	0	0	0	0	0	0
2011	60	Charter Oak College - Professional	0	0	0	0	0	0
2011	61	Criminal Justice - Juvenile Prosecutors	0	0	0	0	0	0
2011	63	DHE- Confidentials	0	0	0	0	0	0
2011	65	Judicial Marshals	0	0	0	0	0	0
		BESB Industries Division "360" Employees						
2011	66	(NP-7)	0	0	0	0	0	0
2011	67	Correction Supervisors (NP-8)	0	0	0	0	0	0
2011	70	Criminal Justice Exempt/Managerial	0	0	0	0	0	0
2011	71	Criminal Justice Statutory	0	0	0	0	0	0
2011	72	DPDS Assistant Public Defenders	0	0	0	0	0	0
2011	73	DPDS Chief Public Defenders	0	0	0	0	0	0
2011	74	Criminal Justice Inspectors	0	0	0	0	0	0
2011	75	DPDS Confidential/Exempt	0	0	0	0	0	0
2011	76	DPDS Executive Public Defenders	0	0	0	0	0	0
2011	77	Auditors of Public Accounts	0	0	0	0	0	0
2011	78	RCTC - Counselors & Librarians	0	0	0	0	0	0
		Div Public Svs - Statutory (Chief & Dep Chief						
2011	79	PD)	0	0	0	0	0	0
2011	80	Judicial Supervising Marshals	0.03	26	26	12	0	0
2011	99	No Designated Unit	0	0	0	0	0	0