

# ADJUSTMENTS TO THE FY2011 MIDTERM BUDGET - INSTRUCTIONS

Using the FY2011 Midterm Budget Adjustment software you will create, modify, prioritize, and print adjustments to the FY2011 appropriations.

- Please see the **October 23, 2009** memo from John Bacewicz for policy specifics.
- Midterm software automatically downloads when you log on to the budget desktop.
- Begin processing by clicking: **Start/All Programs/FY2010-2011 Midterm/FY2010 ADS Desktop**

## MENU COMMANDS

**Exit:** Terminates Midterm Adjustments processing and returns you the desktop.

**Sort:** Arranges adjustments by priority or title - Priority is the default sort.

**Print:** Prints by adjustment Type, prints All Adjustments, or prints the Summary.

Summary totals the FY11 Base, FY11 Adjustment, FY11 Revised and FY12 Adjustment columns by adjustment title and serves as your submittal document.

**Submit to OPM:**

Sets a flag on the OPM server to indicate that you have completed your agency's adjustments and they are ready for review. (Individual adjustments must be checked on the Selection tab/Submit column before you click 'Submit to OPM'.)

## THE SELECTION TAB

Adjustment Title	Priority	Submit
<b>Add New Reduction Adjustment</b>		
Mandatory 5% Reduction of FY09 Appropriation	2.00	<input checked="" type="checkbox"/>
<b>Add New Reallocation Adjustment</b>		
<b>Add New Revenue Adjustment</b>		
<b>Add New Technical Adjustment</b>		
Hosting Fees for Disaster Recovery System	1.00	<input checked="" type="checkbox"/>
Provide Funds for Projected Increases in Overtime	1.00	<input checked="" type="checkbox"/>

- **To Begin:** Select your agency and fund.
- **To Create a New Adjustment:** Double click on the green row "Add New XXX Adjustment".
- **To Edit an Existing Adjustment:** Double click on the existing adjustment title to open adjustment.
- **To Delete an Adjustment:** Click the leftmost row marker box of the desired record to highlight the row; click the 'Yes' when prompted to delete.
- **To Select an Adjustment for Submittal:** Click the check box (rightmost column labeled 'Submit') for each adjustment that you want included in your submittal. When you're finished, click 'Submit to OPM' on the top menu bar. Once an adjustment is checked and submitted, its status cannot be changed. Only items that have been checked will be available for analyst to review; unchecked items will not be visible to the analysts.

## THE GENERAL INFORMATION TAB

Technical - Hosting Fees for Disaster Recovery System

Exit View Submit to OPM

CME49500 - Office of the Chief Medical Examiner 11000 - General Fund

Selection General Information Positions / Financials

Contact: Nandi Colon Date: 11/27/2007 Phone: (860) 679 - 1890 Priority: 1

Title: Hosting Fees for Disaster Recovery System

Statutory Reference:

Description: The OPM received federal approval under the Paul Coverdell Justice Grant to provide for a disaster data recovery system for our death investigation data. The federal grant will cover the hosting setup fee for the FY ending 2008, but not the FY ending 2009. At

Performance Measure of Impact: Implementation of the data recovery system has resolved a repeated Auditor of Public Accounts recommendation regarding disaster planning for state data systems, however, the issue of funding still remains. The anticipated annual cost is \$14,400.00

Measure	2009 Actual	2010 Estimated	2011 Base	2011 Agy Adjust	2011 Revised	2012 Adjust

- Navigate through the screen using the tab key.
- Contact, Title, and Description and Reason are required fields.
- Enter a Priority Number to rank each adjustment.
- Enter the Performance Measure of Impact statement, explaining the effect of this adjustment on services performed, clients served, and other results-based outcomes.
- Quantify this statement in the Statistics section, showing service reductions as negative. Non-additive (ie: ratios; percentages) or text based entries are acceptable.

## THE POSITION/FINANCIAL TAB

Technical - Hosting Fees for Disaster Recovery System

Exit View Submit to OPM

CME49500 - Office of the Chief Medical Examiner 11000 - General Fund

Selection General Information Positions / Financials

	2009 Actual	2010 Estimated	2011 Base	2011 Agy Adjust	2011 Revised	2012 Adjust
Number of Full Time Positions	52	60	60	0	60	0
SID Code / Title						
10010 - Personal Services	0	0	0	0	0	0
10020 - Other Expenses	0	14,400	746,205	14,400	760,605	0
SID CODE/TITLE						
TOTAL COSTS	0	14,400	746,205	14,400	760,605	0

- Positions:** Enter full-time positions on the top row labeled "Number of Full Time Positions".
- Financials:** Select SIDs by clicking on the down arrow below the SID Code/Title column header.
- Format:** Enter position/financial amounts reflecting a reduction in services as **negative**.
- Delete Item:** Click the leftmost row marker box of the desired record to highlight the row; click the 'Yes' when prompted to delete.
- View:** Click the View menu command to generate a print of the current adjustment.

## SUBMITTAL REQUIREMENTS

- For each adjustment you want to submit, check the 'Submit' box the Selection tab, then click "Submit to OPM" on the top menu bar.
- OPM gets one hardcopy of each adjustment, and the signed Adjustment Summary.
- All attachments supporting your adjustments must be submitted electronically.
- Remember to submit hardcopy to your OFA analyst as well.
- **TECHNICAL ADJUSTMENTS** are due by November 13.
- A second submittal will be required for non-technical adjustments; **REDUCTION, REALLOCATION, AND REVENUE ADJUSTMENTS** are due November 30.

## GETTING HELP

Direct questions, comments, and suggestions to the ADS Unit:

- |                    |          |                                                                      |
|--------------------|----------|----------------------------------------------------------------------|
| • Linda Lach       | 418-6314 | <a href="mailto:linda.lach@ct.gov">linda.lach@ct.gov</a>             |
| • Charles Pomeroy  | 418-6370 | <a href="mailto:charles.pomeroy@ct.gov">charles.pomeroy@ct.gov</a>   |
| • Gregg Blackstone | 418-6219 | <a href="mailto:gregg.blackstone@ct.gov">gregg.blackstone@ct.gov</a> |