OPERATING BUDGET REQUEST INSTRUCTIONS

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SUBMITTAL TIMETABLE

DUE DATE	**SUBMITTAL**
August 31	Current Services Budget - Original plus one copy to: OPM Budget and Financial Management Division 450 Capitol Avenue, Hartford, CT 06106
October 1	Narratives and Measures - Files due to Budget and Financial Management Division

Each agency must comply with these deadlines to ensure timely development of the Governor's budget. The agency head must sign the Agency Program Summary (BR-1PB). Agencies must also supply the Office of Fiscal Analysis with a copy of their budget request.

HIGHLIGHTS

GENERAL POLICY STATEMENT

Policy guidelines will be issued under separate cover which may impact the generalized instructions in this document. Policy guidelines will take precedence over any instructions contained herein.

VARIATIONS FROM INSTRUCTIONS

Discuss any need to deviate from these instructions with your budget analyst **prior** to taking such action to ensure that information is provided in a form acceptable to OPM.

APPLICATIONS DEVELOPMENT AND SUPPORT UNIT (ADS UNIT)

Please call the Applications Development and Support unit of OPM's Budget Division if you have any questions concerning the use of the Automated Budget System. Contact your budget analyst with questions concerning policy or functional budget preparation.

PROGRAM NARRATIVES AND MEASURES

Agencies may access narratives from the most recent biennial request at:
http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=461060&PM=1

Download and revise these files based on budget policy and current services agency initiatives. Submit narratives and measures via e-mail attachment to your budget analyst.

PERSONAL SERVICES (PS) ROSTER

Agencies developed and submitted a PS Roster with the FY 2013 B-1. PS Roster data should be updated for newly filled or vacant positions and any reclassifications that occurred during the period between the B-1 submittal and 6/30/2012. **Do not** adjust the PS Roster for FY 2013, FY 2014, or FY 2015 collective bargaining settlements - the budget software calculates agency Personal Services requirements including general wage increases (GWIs), and annual increments (AIs).

FY 2012 ACTUAL EXPENDITURES AND FY2011 ESTIMATED EXPENDITURES

FY 2012 actual expenditures were downloaded from Core-CT on Thursday, July 19th. FY 2012 actuals were used to distribute FY 2013 appropriations down to line-items within each budget program – this is your initial FY 2013 estimated level.

Estimated expenditures must equal the FY 2013 Appropriation. Do not adjust estimated expenditures to reflect the holdbacks programmed on the B-1. Do not include Finance Advisory Committee transfers unless they have already occurred.

EXPLAIN INCREASES ABOVE INFLATION

Explanations are required when an agency requests an amount that exceeds inflation (see page 3 of Secretary Barnes' Policy Letter for inflation guidelines).

AGENCY FIVE YEAR PROJECTIONS

Agencies are to provide additional information for major expenditure or savings items (e.g., Medicaid or Education Cost Sharing) that are part of their current services budget request as well as items that have a major impact on the out-years of the biennium (FY 2016, FY 2017, FY 2018), including:

- Non-discretionary increases mandated by statute, court order or consent decree provisions,
- Operating costs of new buildings scheduled to open in FY 2014 or FY 2015,
- New programs authorized by the General Assembly to begin in FY 2014 or FY 2015.

Contact your budget analyst if you have any questions about what to include.

OPTIONS

Instructions for the Options submittal are not included in this document – you will be notified of option policies and timetable under separate cover. Agencies should develop ideas for options and hold discussions with their budget analyst in advance of the software release.

GENERAL INFORMATION & GUIDELINES

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. New positions requested should be financed from the expected hiring date less a two-week delay to reflect that payroll is paid in arrears. Enter the first day of a pay period for Roster Change Dates to signify the inception of position funding.

Agencies are allowed to request, as part of current services, funding for new or expanded services that have previously been approved by the legislature or for mandatory expenditures due to consent decree or court order. All such expenditures and any positions requested above the FY 2013 authorized level will require supporting information to be supplied in the Agency Five Year Projections module.

New positions and/or expenditures requested for reasons other than noted above must be requested as part of the Options process and **must adhere to the Governor's policy guidelines**.

Explanations must be provided to justify major increases or decreases in requested items. These changes will not be considered unless supporting documentation is provided.

Expenditures should be estimated and requested on a gross basis. Actual FY 2012 expenditures shown on the Comptroller's Core-CT General Ledger- Expenditure Report by Object are net of reimbursements. FY 2013 Estimated and FY 2014/2015 Requested years' reimbursements are entered separately.

USING BUDGET REQUEST SOFTWARE

Suggested sequence for completing budget work:

1. Reimbursements
2. Personal Services
3. Other Expenses
4. Fixed Charges/Other Current Expenses
5. Revenue/Additional Funds Available
6. Equipment
7. Reports
8. Narratives/Measures

SAVING DATA

You must save data to preserve changes. The word **SAVE is enabled on the top menu bar after you have edited data, indicating that you need to SAVE to retain your edits**. You do not need to save if the word SAVE appears in gray or is not shown.

CHECK SELECTION CRITERIA

Carefully enter selection criteria (Fund, SID, Program, etc.). The criteria selected will determine what data you are accessing in the database. Review the selection criteria if you cannot find data that you expect to see in the database.

ADDING NEW SIDS

Agencies may need to add a SID that was not included as part of the FY 2013 B-1 submission. Use the System Utilities module to create a new SID. See the System Utilities - Reference section of these instructions for further details.

SCREEN DISPLAYS

Most screens can be re-sized from window to full-screen or can be minimized. Use the icons in the upper right-hand corner of the screen or use the mouse to stretch screen boundaries. Re-size your screen if items become hidden or obscured during processing.

PERSONAL SERVICES

Run the PS Check if you add or modify roster data. PS Check highlights inconsistencies that can prevent roster data from properly calculating the request for each program.

OPERATING BUDGET

SYSTEM UTILITIES

MEASURES

Reference page 20.

REFERENCE

Create a new SID through this module – The system will create a temporary SID code (e.g. 12T30). Budget software does not allow you to create a code that already exists. You must enter the correct Catalog of Federal Domestic Assistance number when creating a new federal SID; use the list provided.

FIVE YEAR PROJECTION – BR-6

Reference page 17.

AUDIT

Audit checks for missing or inconsistent data, including the following:

Missing turnover amounts	FY 2013 Position count not equal to B-1 Authorized level
OE not inflated	Fuel and Utilities requests not completed
Outside Professional Services not fully documented	2012 Actuals in Additional Funds but no FY 2013, 2014, or 2015 amounts for the same SID; no Additional Fund positions
Missing Revenue or Reimbursements	Missing financial, statutory reference, description, explanation, statistics for Fixed Charges/OCEs
Equipment requested amounts omitted	

SUBMIT TO OPM

Use this feature to electronically submit your budget request after the agency head has signed the request (BR-1PB report). Your request is not considered complete until it has been submitted both electronically and in hard copy.

REIMBURSEMENTS

Reimbursements are non-revenue receipts that affect estimated expenditures and, therefore, inflation/requested levels for both years of the biennium. Enter those Reimbursements that affect current-year appropriations (the former standard revenue account 99101) before calculating inflation to properly reflect gross funding requirements. Reimbursement data is available via the Core-CT EPM, querying against the CT_JRNL_TRN_TBL table.

Select FUND, SID, and PROGRAM from the lists provided. Select from the fuel or utility codes, or "All Other OE" as appropriate for 10020 reimbursements. Indicate whether the reimbursement is in cash or by service transfer, and specify the source of the reimbursement, including those that come from another state agency in the Description field. Items of less than $1,000 may be grouped and listed as miscellaneous as long as the items are within the same fund, SID and program.

Enter Actual, Estimated and Projected reimbursements. Reimbursements in appropriated funds are deducted in "BR" reports; be sure to account for the effect of these reimbursements as follows:

- Personal Services - increase FY 2013, FY 2014, and FY 2015 line items affected to gross level.
- Other Expenses - increase FY 2013, FY 2014, and FY 2015 line items affected to gross level; inflate based on this gross level.
- Grants/OCEs - increase FY 2013, FY 2014, and FY 2015 programs affected to gross level.

Reimbursements

Return Edit Print

DCP39500 - Department of Consumer Protection

	Fund	SID	Pgm	DESCRIPTION	2012 Actual	2013 Estimated	2014 Projected.	2015 Projected
1	11000	10010	29122	Personal Services (Town of Waterbury)	320	330	340	350
2	11000	10010	29124	Personal Services (NP-5 Union)	70,741	20,000	5,000	5,000
3								
4				Total Reimbursements	71,061	20,330	5,340	5,350

PERSONAL SERVICES

The PS Roster is the basis for preparing the permanent full-time portion of the PS budget including both the Personal Services SID (10010) as well as any OCE account that supports personnel costs. The PS Roster should be updated for newly filled or vacant positions and any reclassifications that occurred during the period between your FY 2013 B-1/PS Roster submittal and the end of FY 2012. Filled and vacant position counts should total the Authorized level as of June 30, 2012. Do not adjust the PS Roster for FY 2013, FY 2014, and FY 2015 collective bargaining settlements. The BR-2A salary rollout automatically calculates for general wage increases (GWIs), and annual increments (AIs) per Schedule A (see policy letter). Add requested new positions that meet current services policy guidelines to the roster; be sure to record the Change Date to signify the position start date.

Estimated expenditures should equal the FY 2013 appropriation. **Do not** adjust estimated expenditures to reflect the holdbacks programmed on the FY 2013 B-1. Request Personal Service items on a gross basis; enter reimbursements in the Reimbursements module.

FULL TIME

Totals for the BR-2A, Page 1 are derived from the PS Roster. Positions and dollars are calculated for filled and vacant positions for each SID with personnel costs as of June 30, 2012, with new FY 2013 positions identified by Incumbent Code and Change Date. The total of filled and vacant as of June 30, 2012 plus new positions scheduled for FY 2013 should equal the number of authorized positions for FY 2013 as indicated on your B-1.

SELECTION

Select the combination of Fund, SID, Program, Incumbent Code, Bargaining Unit, and Authorized Position for which you wish to produce the BR-2A Page 1 calculations which in turn becomes your budget request. Your PS budget request is directly linked to saving this schedule.

Full-Time

Return Print

Selection Criteria | Bi-Weekly

Agency: OLM10000 - Fund: 11000 - SID: 10010 - Pgm: ALL - Inc: * - BU: ** - Auth: Yes

BR-2A Page 1

YEAR 1: FISCAL YEAR 2013 - 2014 - PRESENT LEVEL	Positions	$
Permanent - Full-Time Base	437.00	31,366,100
Vacant Full Time Positions	0.00	0
New Positions Authorized but not established in 2012 - 2013	0.00	0
Cancelled Positions 2012 - 2013	0.00	0
Annual Increments not in Base		599,814
General Wage Increases not in Base		0
Other Increases not in Base		91,990
TOTAL	437.00	32,057,904
Annual Increment Cost 2013 - 2014		292,687
General Wage Increase Cost 2013 - 2014		934,134
Other Increases Cost 2013 - 2014		110,561
TOTAL PRESENT LEVEL	437.00	33,395,286
Cancelled Positions 2013 - 2014	0.00	0
New Positions 2013 - 2014	0.00	0
TOTAL PERMANENT - FULL-TIME	437.00	33,395,286
YEAR 2: FISCAL YEAR 2014 - 2015	**Positions**	**$**
Cancelled Position Annualization		0
PERMANENT - FULL-TIME BASE	437.00	33,395,286
Annualizations		
a. Annual Increment Cost		663,924
b. General Wage Increase Cost 2013 - 2014		74,716
c. Other Increases Cost 2013 - 2014		97,380
d. New Positions 2013 - 2014		0
TOTAL CURRENT SERVICES 2014 - 2015	437.00	34,231,306
Annual Increment Cost 2014 - 2015		288,039
General Wage Increase Cost 2014 - 2015		1,010,280
Other Increases Cost 2014 - 2015		29,890
TOTAL PRESENT LEVEL	437.00	35,559,515
Cancelled Positions 2014 - 2015	0.00	0
New Positions 2014 - 2015	0.00	0
TOTAL PERMANENT - FULL-TIME	437.00	35,559,515

All Fund/SID combinations are available; however, **ONLY** the appropriated fund/10010 calculation for a specific program can be saved to the database.

Run this calculation for each BUDGET PROGRAM where positions exist – the program code is preceded by an asterisk (e.g., "* 14000 – Management and Support Services").

Click either tab to rollout your selection. All collective bargaining amounts are calculated, including annualization of partial year costs. Filled positions are funded for the entire biennium; funding for new or cancelled positions begins or ends based on the Change Date in the Roster. Vacant Positions should be funded for the entire biennium; enter a Change Date that is the first day of the first pay period in FY 2014. The impact of positions that begin or end in FY 2014 is annualized in FY 2015. **SAVING on this screen posts position and financial amounts to the database.**

The Supporting Schedule details general wage increases, annual increments, and "exceptions" (i.e., annual increments for non-stepped plans) by individual position within bargaining unit.

PERSONAL SERVICES BY PROGRAM (BR-2)

Data entered on this screen shows in the FY 2012 Actuals and FY 2013 Estimated columns in the "Personnel Summary" and "Personal Services/Permanent Full time Positions" sections of the BR-1, BR-1PB, BR-2, and BR-2PB reports. FY 2012 Actuals initially shown on this screen were extracted from CORE on July 19th. The FY 2013 Estimated figures are based on the Program breakdown of the Actuals and, when added to the FY 2013 Other PS total, should balance to the FY 2013 Appropriation (the amount in the Balance cell, which includes all Programs, should be zero).

The software does not roll out part-time positions; use the appropriate compensation plans to build in wage related increases for all Other Positions, Other Personal Services Items, and Overtime and input for each budget program. Be sure to provide your analyst with any backup supporting such calculations.

Permanent Full-time Positions carry forward when you save the BR-2A. Enter the FY 2012 Position Count, FTE's and dollars for FY 2012, FY 2013, FY 2014, and FY 2015 as appropriate for Other Positions. Use Add/View Comments to provide an explanation of how functions/services are currently being provided (e.g., use of overtime or durational employees) if funding is requested for positions on unpaid status due to workers' compensation or other reason. The budget request should be adjusted for these items where appropriate.

For Other Personal Services Items, enter the number of positions (employees covered) that relate to Actual and Estimated dollars and both positions and dollars for each Requested year. See Schedule A for wage related increases to include in Requested amounts. Note that items may be contract-specific and have particular circumstances where they do or do not apply. Refer to Schedule B for a summary of new or increased collective bargaining cost items that may impact Other Personal Services Items.

Consult the specific collective bargaining contract on OPM's web site at http://www.ct.gov/opm/cwp/view.asp?a=2992&q=383228 or your budget analyst if you have any questions.

Agency Requests should include the following:

- Lump Sums at Max – roster data is used to calculate the appropriate Lump Sums at Maximum for employees at the top step, or managers at position rate.
- Longevity - Include longevity amounts paid or to be paid to all eligible employees whether or not covered by settled agreements.

For Overtime, show the actual, estimated, and requested number of hours and cost of overtime. Both hours and cost of overtime should include straight time, time and one-half, and double time (if applicable). Use Supporting Text to provide an explanation if you are requesting something atypical in Overtime.

TURNOVER

Enter projected amounts for turnover for each year of the biennium. **Turnover amounts are entered as negative numbers** for the entire agency's Personal Services request and are not program specific.

Add Turnover Text - Provide documentation that shows the detailed calculation for each fiscal year. The following factors should be considered and included in your explanation of your calculation:

- Hiring rate differential caused by new hires receiving less than departing employees.
- Savings accrued from the date the position was vacated to the date it was filled.
- Savings in other PS line items and other factors which agencies believe are pertinent to their operation.
- Note, turnover amounts that are not roughly in line with the cost of vacant positions for FY 2014 and FY 2015 should be accompanied by an explanation of why an alternative turnover estimate is justified.

** Print the Full-Time and Other PS reports for each program and SID to include with your hard copy budget submittal.*

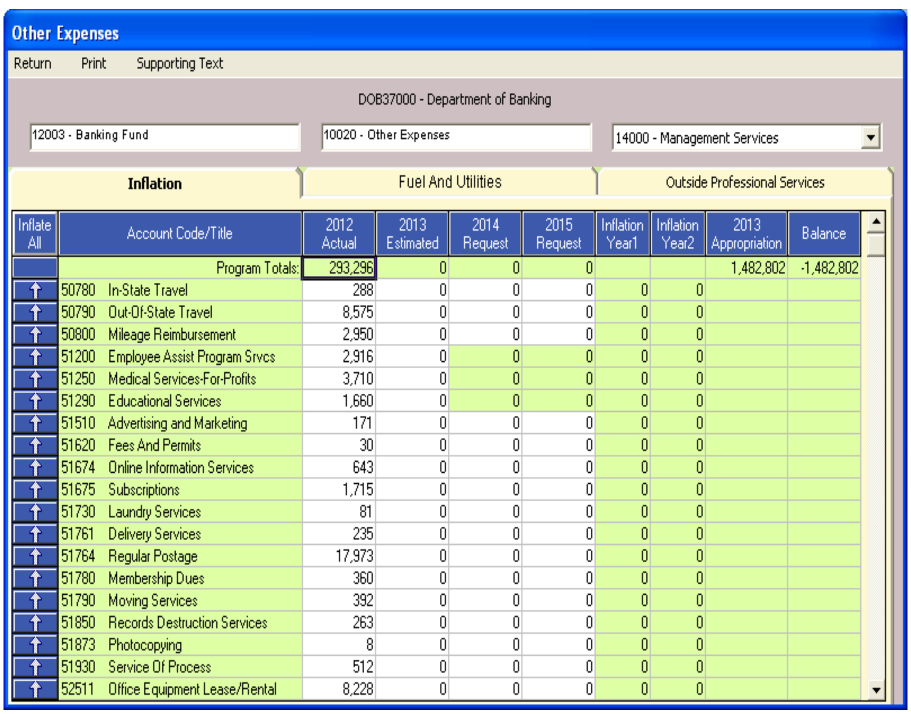
OTHER EXPENSES

Submit FY 2013 Estimated, FY 2014 and FY 2015 Requested Other Expense items on a gross basis. Actual FY 2012 expenditures are net of reimbursements as shown on the Comptroller's Core-CT expenditure detail report and reflect corrected, final FY 2012 amounts. Reimbursements for the estimated and requested years are to be entered separately with a further breakout between reimbursements for fuel, utilities, and other OE.

Estimated expenditures must equal the FY 2013 appropriation. **Do not** adjust estimated expenditures to reflect the holdbacks programmed on the FY 2013 B-1. **Do not** program FACs unless they have already occurred.

INFLATION

FY 2012 Actuals were extracted from Core-CT as of July 19th; FY2013 Estimated equals the B-1 appropriation distributed to program and line-item based on Actuals. Budget software applies 2014 and 2015 inflation factors per OPM's guidelines when you click the Inflate All button, or for individual objects by clicking on the arrow symbol next to each row. The Balance amount in the upper right-hand corner of the first row indicates the difference between FY 2013 appropriated on the B-1 and the sum of 2013 Estimated objects for all programs. Included in the Balance is the effect of reimbursements you've entered; select the appropriate object and add the reimbursement until the Balance equals zero.



Inflate All	Account Code/Title	2012 Actual	2013 Estimated	2014 Request	2015 Request	Inflation Year1	Inflation Year2	2013 Appropriation	Balance
	Program Totals:	293,296	0	0	0			1,482,802	-1,482,802
	50780 In-State Travel	288	0	0	0	0	0		
	50790 Out-Of-State Travel	8,575	0	0	0	0	0		
	50800 Mileage Reimbursement	2,950	0	0	0	0	0		
	51200 Employee Assist Program Srvcs	2,916	0	0	0	0	0		
	51250 Medical Services-For-Profits	3,710	0	0	0	0	0		
	51290 Educational Services	1,660	0	0	0	0	0		
	51510 Advertising and Marketing	171	0	0	0	0	0		
	51620 Fees And Permits	30	0	0	0	0	0		
	51674 Online Information Services	643	0	0	0	0	0		
	51675 Subscriptions	1,715	0	0	0	0	0		
	51730 Laundry Services	81	0	0	0	0	0		
	51761 Delivery Services	235	0	0	0	0	0		
	51764 Regular Postage	17,973	0	0	0	0	0		
	51780 Membership Dues	360	0	0	0	0	0		
	51790 Moving Services	392	0	0	0	0	0		
	51850 Records Destruction Services	263	0	0	0	0	0		
	51873 Photocopying	8	0	0	0	0	0		
	51930 Service Of Process	512	0	0	0	0	0		
	52511 Office Equipment Lease/Rental	8,228	0	0	0	0	0		

To redo the inflation calculations for every object, click on the "Inflate All" button (replaces any previous changes that you have made to your request).

To redo a single object, click on the symbol that appears next to the account code on each line. Adjust items manually for increases/decreases other than inflation. Explain these adjustments in the Supporting Text screen that appears when saving.

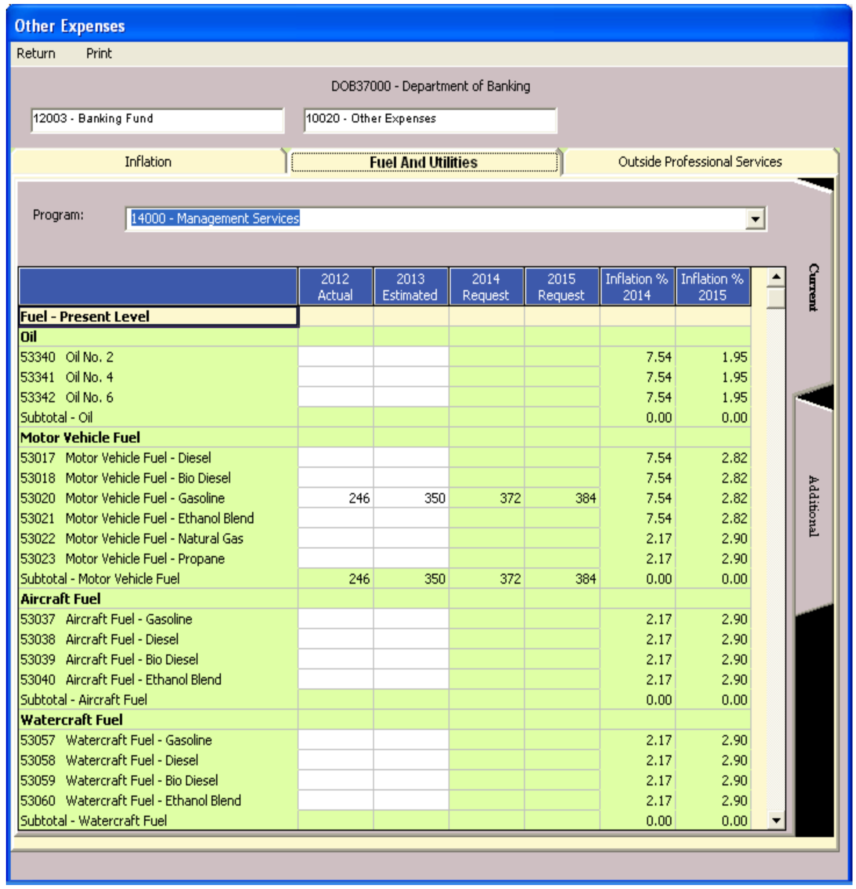
FUEL AND UTILITIES

FY 2014 and FY 2015 request amounts are system-calculated by applying fuel & utility inflation to FY 2013 Estimated amounts. The FY 2013 Estimated amount has been calculated based on historic FY 2012 Actual Expenditures. You may edit both FY 2014 and FY 2015 amounts.

Changes to the request require completion of the Additional Requirements module.

To begin, select a Program code, edit the FY 2014 and FY 2015 amount as necessary. FY 2014 and FY 2015 request amounts are calculated based on inflation policy guidance when the FY 2013 Estimated is entered.

Enter Additional Requirements (i.e., from new buildings) or **Deletions** (i.e., from energy saving improvements) for each budget program on an aggregate basis.



Other Expenses

Return Print

DOB37000 - Department of Banking

12003 - Banking Fund | 10020 - Other Expenses

Inflation | Fuel And Utilities | Outside Professional Services

Program: 14000 - Management Services

	2012 Actual	2013 Estimated	2014 Request	2015 Request	Inflation % 2014	Inflation % 2015
Fuel - Present Level						
Oil						
53340 Oil No. 2					7.54	1.95
53341 Oil No. 4					7.54	1.95
53342 Oil No. 6					7.54	1.95
Subtotal - Oil					0.00	0.00
Motor Vehicle Fuel						
53017 Motor Vehicle Fuel - Diesel					7.54	2.82
53018 Motor Vehicle Fuel - Bio Diesel					7.54	2.82
53020 Motor Vehicle Fuel - Gasoline	246	350	372	384	7.54	2.82
53021 Motor Vehicle Fuel - Ethanol Blend					7.54	2.82
53022 Motor Vehicle Fuel - Natural Gas					2.17	2.90
53023 Motor Vehicle Fuel - Propane					2.17	2.90
Subtotal - Motor Vehicle Fuel	246	350	372	384	0.00	0.00
Aircraft Fuel						
53037 Aircraft Fuel - Gasoline					2.17	2.90
53038 Aircraft Fuel - Diesel					2.17	2.90
53039 Aircraft Fuel - Bio Diesel					2.17	2.90
53040 Aircraft Fuel - Ethanol Blend					2.17	2.90
Subtotal - Aircraft Fuel					0.00	0.00
Watercraft Fuel						
53057 Watercraft Fuel - Gasoline					2.17	2.90
53058 Watercraft Fuel - Diesel					2.17	2.90
53059 Watercraft Fuel - Bio Diesel					2.17	2.90
53060 Watercraft Fuel - Ethanol Blend					2.17	2.90
Subtotal - Watercraft Fuel					0.00	0.00

Current

Additional

Enter the following for each individual project within the selected budget program:

- The name of the affected facility.
- A brief description of the project.
- The current project activity stage (e.g. Design, bid, construction).
- The anticipated completion date.
- Requested amounts for each fuel or utility item as needed.
- Enter the sum of usage and requested funds for all projects within the budget program in the grid provided.

Budget software calculates FY 2014 and FY 2015 requested amounts based on fuel and utility inflation rates, and automatically adds these amounts to the fuel and utility lines on the Inflation screen.

NOTE: *Additional Requirements for **FY 2013** must be manually added to the fuel and utility lines on the Inflation screen.*

Agencies that produce or consume "steam" (other than that provided under the contractual service "District Heating" and "District Cooling") must identify all costs and usage according to the fuel product actually used to produce "steam" (e.g., No. 6 Fuel Oil).

Reimbursements shown here are pulled from the reimbursements module. Make sure you have properly accounted for reimbursements by adding to affected fuel and utility objects on the inflation screen.

** Print the Fuel and Utility report to include with your hard copy budget submittal.*

OUTSIDE PROFESSIONAL SERVICES

Inflate Outside Professional Services (OPS) accounts on the Inflation screen. Use this module to provide additional information on OPS paid from **Other Expenses only**; a separate screen is provided for OPS in Other Current Expenses for the following accounts:

51112	Arbitration/Mediation Services	51180	Accounting/Auditing Services
51113	Gross Proceeds	51190	Appraisal Services
51114	Miscellaneous Litigation Costs	51200	Employee Assist Program Srvcs
51115	Other Payments-Legal Services	51210	Engineer/Architect Services
51117	Court Appointed Attorneys	51220	Hazardous Waste Disposal Srvcs
51118	Juvenile Contract Attorneys	51230	Management Consultant Services
51119	Attorney Contracts > 30 Hours	51245	Medical Services-Non-Profits
51120	Juvenile Standby Attorneys	51250	Medical Services-For-Profits
51121	Magistrates	51270	Veterinary Services
51122	Fact Finder	51280	Insurance Consultant Services
51123	Attorney Referees	51290	Educational Services
51124	Office Victim Srvs Commissioner		

Select the appropriate Fund and Program on the Inflation screen; select Account on the Outside Professional Services screen (Account Codes preceded by “$” have funds associated with them).

Detail - Provide the vendor name and a brief explanation of the service rendered, e.g., “legal counsel on pending court cases involving prison overcrowding.” In addition, indicate the anticipated length of the service, e.g., two years, ongoing, intermittent as needed, etc.

FY 2012 Actual, FY 2013 Estimated, FY 2014 Request and *FY 2015 Request* - Enter the applicable funding. Repeat this process for each instance of the above account codes in the selected Program until the "Left to Distribute" amount for FY 2014 and FY 2015 year equals zero. The software inflates each detail line.

* *Print the Outside Professional Services report for each Program in SID 10020 to include with your hard copy budget submittal.*

REVENUE – ADDITIONAL FUNDS AVAILABLE

Classify revenues and expenditures for all entries in accordance with the Comptroller's State Accounting Manual. Contact your budget analyst for clarification if a question arises as to the proper classification of any item.

REVENUE

Actual FY 2012 Receipts shown should agree with the Comptroller's records. Include taxes, licenses, fees, permits, proceeds from sales of commodities, etc., here.

Do not include as revenue funds to be realized during FY 2014 and FY 2015 from the sale of surplus equipment that will be disposed of by the Department of Administrative Services. (This includes motor vehicles turned in.) List only funds from the sale of equipment which the agency plans to dispose of itself.

To begin, select the fund to which the revenues are credited. Scroll to the right boundary of the Revenue screen to input the name and telephone number of the individual who will be able to answer questions regarding the revenue information supplied.

Account - Double-click on the first open cell under Account and select the specific revenue account code. The description is automatically filled.

Budget Software calculates the total revenue when number of units and rate per unit of revenue are entered. Input revenue amounts directly where rates/units do not apply or are unavailable.

ADDITIONAL FUNDS AVAILABLE

List all other funding available to the agency for expenditure (e.g., federal and private contributions, bond funds and special funds) that support operations. Do not list the amount of grant awards. Record actual, estimated, and requested expenditures on a state fiscal year basis. Enter permanent full time filled/vacant positions or other positions equated to full time (positions are included in the Personnel Summary of various reports).

Click the Edit menu command to delete or undelete rows.

** Print the Revenue-Additional Funds Available Report to include with your hard copy budget submittal.*

FIXED CHARGES/OTHER CURRENT EXPENSES

Information must be provided for all appropriated payments to local governments, payments to other than local governments and all other current expenses (OCE) accounts.

Outside Professional Services - Additional information is required for **all** expenses paid for outside professional services expended from OCE accounts. Please note if funding is provided for outside professional services as part of the OCE description.

- Roster data for positions and rolled out full-time salary calculations are pulled to the Positions/Financials screen.
- Choose the appropriate SID on the Selection screen to begin processing.

NARRATIVE

The Edit menu command activates the spell checker, and copy/paste operations. To paste narrative sections from other Windows applications, use copy/paste commands, or the universal Windows keyboard commands "Ctrl C" (copy to clipboard) and "Ctrl V" (paste from clipboard).

Statutory Information

Indicate any State or federal statutory citation, and whether activities within the account are mandated.

Description

We have pre-filled this data based on prior budget requests. Revise and update as necessary, providing a complete but concise explanation of the Fixed Charge or OCE item. Indicate whether the funding level has been set by statute. Also, indicate when a grant is a "pass-through" or if an OCE item provides funding for Fees for Outside Professional Services.

Explanation of Requested Level (Year 1 and Year 2).

Explain the basis for the requested level. Indicate the factors and assumptions affecting the requested amount (e.g., caseload changes, more eligible grantee organizations, inflation factor used) and the results of those computations. Where an inflationary increase is provided, the agency should use the percentage increase applicable to the item "all other" in the inflation guidelines transmitted with the Secretary’s policy letter.

POSITIONS TAB

Position data is pulled from the Roster; positions coded to Authorized Position = “Y” in the Roster are in the Authorized section; those coded to Authorized Position = “N” show in the Non-Authorized section.

FINANCIALS TAB

Position based financial data is pulled from the Roster; FY 2014 and FY 2015 depicts rolled out PS costs for Roster positions coded to the selected SID, including applicable collective bargaining increases, on the lines labeled “Continuing Full-time Personal Services Costs”. These amounts can be modified only by changing position data via Roster Edit. Be sure to verify the FY 2012 Actuals (from Core-CT) and FY 2013 Estimated (based on Actuals). For all “Other Costs,” including non-Roster PS items like overtime, enter gross appropriated requirements (include applicable reimbursements) by program. Inflate these

Other Costs by clicking on the row marker. Add programs by double-clicking in the first open cell under the "Distribution by Program" column.

Reimbursements

Double-click on "Details" to bring up the Reimbursement data from the Reimbursements module. The Fund/SID/Program identifies the grant or OCE to which the funding relates. See the instructions for the Reimbursements module on how this data should be entered.

Additional Funds Available

Double-click on "Details" for Additional Funds Available to link a federal, private or other account to a Fixed Charge or OCE account. The lower section titled “From Budget Financial” lists additional funds available accounts from the Receipts module. To link an item to a grant or OCE, select the row by clicking the row marker, then click Edit - Copy/Paste/Append. The account is moved to the upper section and may be edited to show those dollars that relate to the Fixed Charge or OCE.

STATISTICS TAB

Provide pertinent summary statistical information for the Fixed Charge/OCE item in this section. The type of statistical information will vary. Workloads; unit costs; percentage of support by federal, state, local, and/or private parties; and administrative costs are some statistics that may help to explain expenditure levels.

Itemize the General Fund requirements separately in the Statistics section of a Fixed Charge program that consists of two or more discrete components or bases in statute.

OUTSIDE PROFESSIONAL SERVICES TAB

Description : Enter the vendor name and a brief explanation of the service rendered, e.g., legal counsel on pending court cases involving prison overcrowding, appraisal fees and related costs on excess property sales, outside auditing service. In addition, indicate the anticipated length of the service, e.g., 2 years, ongoing, intermittent as needed, etc.

Funding : Enter expenditures for FY 2012 Actual and FY 2013 Estimated. The software inflates each detail line as you enter the applicable funding.

** Click the ”Report” menu command to produce a screen version of the printout for the Fixed Charge or OCE account. Print one report for each account to include with your hard copy budget submittal.*

EQUIPMENT

This year, a new process will be used for equipment funding requests for executive and judicial branch agencies funded through the General Fund. Such agencies will be required to differentiate the funding source for capital equipment needs. Only equipment that does not meet the requirements for disbursement under the Capital Equipment Purchase Fund should be requested as part of the agency's operating budget (Fund 11000, SID 10050). All other equipment should be coded to the Capital Equipment Purchase Fund (Fund 12051). As in the past, legislative branch agencies and agencies funded from the Special Transportation Fund and industry funds should continue to reflect equipment needs as part of their operating budget requests.

The EQUIPMENT request is built from the sum of like account code items entered on the Supporting Schedule tab and pulled forward to the Equipment Summary tab. You may edit FY 2012 Actual Expenditures and FY 2013 Estimated on the Equipment Summary tab.

Motor Vehicles: Executive Branch agencies are not to request purchase of new or additional passenger vehicles. Passenger vehicles will be requested from the Department of Administrative Services Motor Pool.

NOTE: *Agencies with no FY 2013 Estimated Equipment appropriation must establish SID 10050 before working in this module. Use System Utilities to add the new SID.*

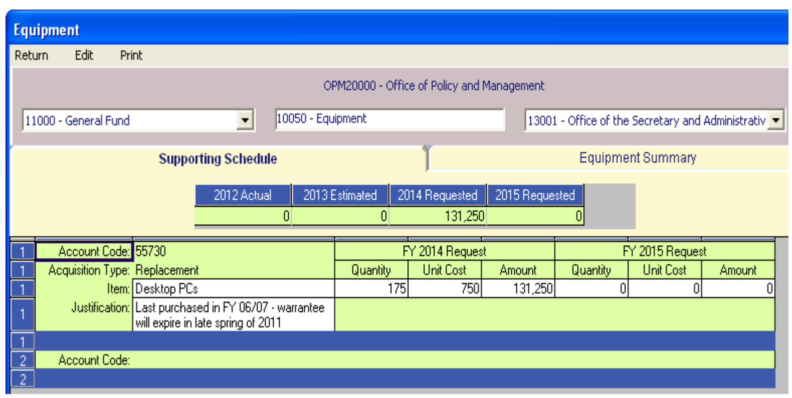
SUPPORTING SCHEDULE

Select the **Fund, SID and Program** to begin building the equipment list.

Account Code: Double-click in the open cell next to "Account Code" and select from the list provided.

Acquisition Type - Select Replacement, New, Lease/Purchase, Multi-Year Install.

Item, Quantity and Unit Cost: Enter these amounts under the request year.



Justification : Enter a justification for request; this is a required field.

Space is provided for additional items as you complete each equipment list request.

To delete an item, highlight the "Account Code" row then select Edit/Delete Supporting Summary from the top menu bar. The item is temporarily hidden and may be restored by clicking Edit/Undelete Last or Undelete All. Deleted items are permanently removed when you SAVE.

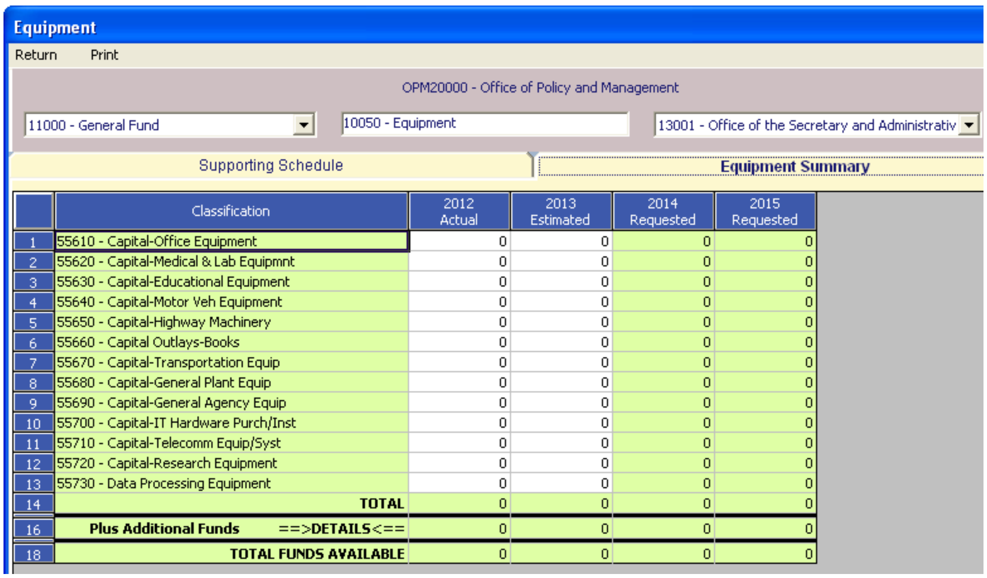
Requested amounts reflect the current active compilation of equipment items displayed on the Equipment Summary tab.

Acquisition types Lease/Purchase and Multi-year Install apply only to existing agreements; no new installment purchase agreements are allowed with private vendors.

SUMMARY

The information is presented by Program from the following sources:

- FY 2012 Actual Expenditures - from Comptroller's detail as of July 19; make necessary changes by program on this screen. Update, by program, as necessary.
- FY 2013 Estimated - from B-1 Appropriation, distributed based on FY 2012 Actuals; make necessary changes by Program on this screen.
- FY 2014 and 2015 Requested – grouped from Supporting Schedule.


Equipment

Return Print

OPM20000 - Office of Policy and Management

11000 - General Fund | 10050 - Equipment | 13001 - Office of the Secretary and Administrativ

Supporting Schedule | Equipment Summary

	Classification	2012 Actual	2013 Estimated	2014 Requested	2015 Requested
1	55610 - Capital-Office Equipment	0	0	0	0
2	55620 - Capital-Medical & Lab Equipmnt	0	0	0	0
3	55630 - Capital-Educational Equipment	0	0	0	0
4	55640 - Capital-Motor Veh Equipment	0	0	0	0
5	55650 - Capital-Highway Machinery	0	0	0	0
6	55660 - Capital Outlays-Books	0	0	0	0
7	55670 - Capital-Transportation Equip	0	0	0	0
8	55680 - Capital-General Plant Equip	0	0	0	0
9	55690 - Capital-General Agency Equip	0	0	0	0
10	55700 - Capital-IT Hardware Purch/Inst	0	0	0	0
11	55710 - Capital-Telecomm Equip/Syst	0	0	0	0
12	55720 - Capital-Research Equipment	0	0	0	0
13	55730 - Data Processing Equipment	0	0	0	0
14	TOTAL	0	0	0	0
16	Plus Additional Funds ==>DETAILS<==	0	0	0	0
18	TOTAL FUNDS AVAILABLE	0	0	0	0

Click the "Details" button on the Additional Funds line (SUMMARY screen) to link existing or enter new additional funds available that relate to equipment. The lower section titled “From Budget Financial” lists those Additional Funds Available from the Receipts module. These items may be moved to the upper section by selecting the applicable row and clicking Edit - Copy/Paste Append on the menu line. The data in the upper section may then be edited to show those dollars that relate to equipment.

** Print the Equipment report to include with your hard copy budget submittal.*

AGENCY FIVE YEAR PROJECTIONS

You **must** complete the Agency Five Year Projections (BR-6) module if your current services budget request includes any of the following:

- Nondiscretionary increases mandated by statute, court order or consent decree provisions;
- Operating Costs of new buildings scheduled to open in FY 2014 or FY 2015;
- New Programs authorized by the General Assembly to begin in FY 2014 or FY 2015;
- New positions requested as part of current services;
- Specific major expenditure or savings items included in the current services budget that have an impact on out-year projections for reasons other than inflation (like Medicaid, or ECS);
- The transfer of clients from State facilities to community services.

Begin by selecting the Agency 5 Year Projections/BR-6 module from System Utilities, then select the appropriate operating fund and double-click on “Create New Expenditure Item.”

Expenditure Item - Include a short title to identify the expenditure or savings item, e.g., appropriation title.

Contact Name (with phone number) – enter the individual who is familiar with the subject and can answer any questions regarding it.

Program Code/Title - Indicate the number/name of the program that includes the current services requested item or the program where an item would probably be included in the future.

Statutory Reference - Indicate the statutory reference, if any, for the expenditure item.

Description - Provide a brief description of the expenditure increase or decrease addressing the following:

- Changes in workload, scheduling, quality or level of service.
- Effects on the public, clients and other state agencies.
- Factors that will affect the cost. Include the following factors: whether costs are partial or full year; impact on collective bargaining agreements; and impact on revenue, reimbursements and federal fund receipts or eligibility. Also, include whether sanctions or lawsuits are anticipated. Items that require facilities not currently available should indicate physical requirements, availability and cost needed to implement.

Click SAVE to bring up the following screens:

FINANCIAL/POSITIONS - Indicate the impact on permanent full-time positions.

- FY 2013 ESTIMATED - Indicate the FY 2013 estimated expenditures for the particular program or expenditure item.
- FY 2014 and FY 2015 REQUESTED - Identify the current services request for the particular program or expenditure item.

OUT YEARS (FY 2016, FY 2017, FY 2018) - Indicate the out year costs or savings of the item without adjusting for inflation or collective bargaining increases. Base out year Personal Services projections on 26 payrolls. Include any revenue impact (+/-) to appropriated or other funds available.

MEASURES - List any measures of effectiveness, quality or level of service, and workload relative to the expenditure item. Include a brief explanation of the significance of the measure.

REPORTS

Use this module to print the following reports for the hard copy submittal of the current services budget request.

- BR-1PB Agency Program Summary - Original signed by agency head
- BR-2PB Agency Program
- BR-1 Agency Summary - Organizational/Line Item Summary
- BR-2 Program Detail Summary

Print these reports from the following modules :

Personal Services:

- BR-2A page 1 - Full-Time - Personal Services - Page 1
- BR-2A page 2 - Other PS - Personal Services - Page 2

Other Expenses:

- BR-1A - Agency Energy Summary
- BR-2C - Fees for Outside Professional Services

Fixed Charges/Other Current Expenses - BR-3 - Fixed Charges/Other Current Expenses

Equipment: BR-4 - Equipment

Summary of Receipts:

- BR-5, Section 1 - Receipts
- BR-5, Section 2 - Reimbursements
- BR-5, Section 3 - Additional Funds Available

Agency Five-Year Projections: BR-6 - Agency Five-Year Projections

Include in your hard copy budget submittal:

- One BR-1 and BR-1PB
- One BR-2, BR-2PB, BR-2A Page 1 and BR-2A Page 2 for each budgeted program
- One BR-3 for each Fixed Charge/OCE
- One BR-1A, BR-2C, BR-4, or BR-5 where FY 2012 Actual, FY 2013 Estimated, FY 2014 Requested, or FY 2015 Requested data exist
- One BR-6 if applicable.

NARRATIVE AND MEASURES

All agencies are to review, streamline and modernize their program narratives, budget measures, and performance measures for display in the budget.

Each agency is to update the Budget in Detail's program budget text and the Budget Summary text to make it current; contact your budget analyst if you have questions. The budget narratives from the budget in detail (long narrative) and the narrative from the budget summary (short narrative), will be available on August 1, 2012 for download at the following web site:

http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=461060&PM=1

Streamline narrative and highlight important items. Add references to your agency's web site where applicable; these will be linked to your display in the Budget in Detail and the Budget Summary published by OPM on the Internet.

Measures are available in System Utilities

Evaluate the program measures with respect to current operations, and discard measures that lack relevancy or do little to enhance the presentation.

Another way to reduce the number of measures is by incorporating important statistics into the narrative. Also, use graphics – tables, charts, or graphs - to consolidate information.

Although the Internet presentation of the budget documents will be in color, the books will be published in black and white - be sure that the graphics remain meaningful without color differentiation.

We will not expand the length of the published documents; therefore, use more graphics to produce less narrative and/or fewer measures. We will review and perform edits on your submittals to produce a published document that is consistent in size and style, and reflects the Governor's recommendations.

**** Narratives and measures are due to OPM on October 1, 2012. Tables, charts, or graphs must be submitted in electronic format including related data.***