



S T A T E O F C O N N E C T I C U T
OFFICE OF POLICY AND MANAGEMENT

To: Agency Heads
Agency Fiscal Officers

From: Brenda L. Sisco, Acting Secretary

Date: August 9, 2010

Subject: New Monthly Reporting Requirement – Nonappropriated Funds

Public Act 09-7 of the September Special Session (language attached) amended CGS 4-77 to require that the head of each budgeted agency complete a monthly accounting of nonappropriated funds.

The Office of Policy and Management has worked with the Core-CT development team to produce a report that is intended to assist in meeting this new statutory requirement. The Core-CT report format will become available during August, 2010, and can be used for production of the first monthly report which will be for the month of July, 2010. The July, 2010, report is due to OPM and to the Office of Fiscal Analysis **not later than August 30, 2010, with subsequent monthly reports due by the 20th day of each month thereafter**. Please follow the Core-CT job aid at

(<http://www.core-ct.state.ct.us/reports/finentries.asp?minorCat=General+Ledger>)

to produce the Non-Appropriated Cash Status Report (CTGLR17174). Following the production of the Core-CT report on/about the 15th of each month (to include all prior-month adjustments), several additional steps are necessary for you to complete the status report:

1. Agencies must complete the columns for anticipated expenditures to year end and anticipated revenues to year end. These should represent the agency's best projection for the period from the beginning of the month during which the report is due through the end of the state fiscal year. (For example, the report due on August 30th should include actuals for July and projections for August through June.) In projecting revenue, agencies should only include projected cash receipts, and should not include receivables or any other type of non-cash asset.
2. The report must include all nonappropriated funds, but may exclude the following:
 - a. Pension funds (fund codes in the 31000 series)
 - b. Bond funds and associated debt service (funds in the 13000, 14000 and 17000 series)
 - c. Client funds and petty cash (asset accounts in the ranges 10111 to 10196, 10801 to 10839, and 10950)
 - d. 12030 – Spec Assess Unemployment Comp
 - e. 12050 – Local Capital Improvement
 - f. 12051 – Capital Equipment Purchase Fund
 - g. 12052 – STEAP – Grants to Local Governments & Others
 - h. 12053 – Economic Development & Other Grants

- i. 34001 – Fines Awaiting Distribution
- j. 34003 – Funds Awaiting Distribution
- k. 34005 – Fringe Benefit Recovery
- l. 34008 – Alternate Retirement
- m. 34010 – Agency Trustee Accounts
- n. 35011 – Soldiers, Sailors, and Marines Fund
- o. 35012 – Various Treasurer Trust Funds
- p. 35014 – Unemployment Compensation Fund
- q. 91503 – Other Treasurer's Trust Funds
- r. 93101 – Retired Teach Health Ben Plan
- s. 93201 – Investment Trust Fund
- t. 93301 – Escheat
- u. 93405 – Other Treasurer's Trust Funds
- v. P1000 – Political Subdivisions Fund

Agencies should add additional rows to the spreadsheet for any nonappropriated funds that are not maintained in Core-CT and should fill out all fields for any such account.

Agencies that are out-of-scope for Core-CT financials will need to complete the nonappropriated funds status report manually. Contact your assigned OPM budget analyst for the report template.

Please direct any questions regarding this new reporting requirement to your assigned OPM budget analyst.

cc: Alan Calandro, Office of Fiscal Analysis

Attachment

Attachment – Statutory language

House Bill No. 7007

September Special Session, Public Act No. 09-7

Sec. 10. Section 4-77 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(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.

[(c)] (d) If any budgeted agency fails to submit **[such]** estimates required pursuant to this section within the time specified, the **[secretary]** Secretary of the Office of Policy and Management shall cause such estimates to be prepared for the budgeted agency. **[The administrative head of each budgeted agency shall transmit a copy of the agency's monthly financial status report and monthly personnel status report to the Office of Fiscal Analysis.]**