



BUDGET & POLICY
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FY-2018 Budget Work Program Instructions

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General Information

Introduction

State law (Title 62, Section 34.42A) says that agency Budget Work Programs (BWPs) are due “On or before the first day of June in each year, or as soon thereafter as possible...”

Once the Regular Session of the Legislature is over and appropriation bills have been enacted, the BWP needs to be submitted to OMES via the Hyperion Budgeting System. Please be sure to accommodate all law changes that impact the agency for FY-2018. In the event of a Special Session, we will notify agencies of any necessary changes to the process.

Agency directors and/or finance officers are still required to provide a separate explanation of the assumptions and methodologies used in developing the FY-2018 BWP. Please be sure to read the requirements and address each of them in the material you send to us.

Finally, agencies are still required to submit a balanced budget to the Office of Management and Enterprise Services. **Remember that the BWP expenditures must be balanced to funds available. Funds available equal projected annual revenue plus available cash.** The budget must also tie to line-item appropriations and comply with the various budgetary employee and expenditure limitations. Further, the state will be using Statewide Programs this year in budgeting. *Please keep in mind, these budgets will be used during the year by OMES and the Legislature as well as provided to the public if requested.*

Noteworthy items regarding Budget Work Program Requirements

- If your agency wishes to have your BWP data from FY-2017 copied to FY-2018, please contact your budget analyst.
- If your agency needs new departments or class funds, please contact your budget analyst.
- For FY-2018, agencies must budget at the six-digit account code level.
- Please Remember: Do **not** budget existing cash as revenue. Though this will make your budget look unbalanced on its face, your budget analyst will take existing cash into consideration when reviewing your BWP.
- In the General Appropriations bill, SB680, the Legislature used revolving fund authority language to allow time- and dollar amount-limited relaxation of statutory uses of certain revolving funds. If this is the case for your agency, note that these sections do not change the codified purposes or uses of the fund permanently, but do allow the agency to utilize the funds in the prescribed amounts for duties of the agency during FY-2018. OMES considers these authorized amounts to be part of the base for the agency’s FY-2018 funding level. As you incorporate these funds into your operating budget, use the actual revolving fund number in the class fund dimension/chartfield, and note the intended uses in your expenditure assumptions.

- HB 2062 (Title 62 Section 35.5), signed into law May 29, 2013, directs that certain elements of IT expenditures be budgeted as a separate line item within agency budgets. For that reason, all agencies must budget the cost of their IT Shared Services to expenditure code 515380. The amount budgeted in 515380 should at least equal your MSA agreement with OMES.
- Fee schedules will be submitted with your FY-2018 BWP. The spreadsheet submitted with your agency's FY-2018 Budget Request can be updated and resubmitted; however, if you do update your agency's FY-2018 Budget Request Spreadsheet, please, on the **Fee Name** tab, **add a column** after the Describe the Fee column (Column E) and name it Occupational License (Y/N). Further directions can be found on page 12.
- Budgeting Furloughs – If your agency is budgeting furloughs in FY-2018, please contact your budget analyst.
- The organizational chart submitted with your FY-2018 BWP must align with your position data in HCP or SOK47. This will replace the 47 & 47.1 forms. Note: You may need to include additional forms to distinguish any break-out of pooled positions.

Please Remember

- To enter FY-2018 budgets in Hyperion, set the User Variable Options to:

Scenario: Budget

Version: **Agency BWP**

Year: FY18

Request: Current Service Level.

User Variable Options is found under the Preferences menu. Please remember: As of this date, **Do NOT** use the Agency Request version to enter information for your FY-2018 budget work program. If you have questions about if/when your information was copied over, contact your OMES Budget Analyst.

- If you have a question about your agency's assigned class fund number/s, please contact your budget analyst.
- Agencies should enter their appropriated funds as revenue in their Line-Item budgets using the 631100 "Transfers In". Any Transfers In should be a positive number. In Hyperion we have added the 621100 code to use for purposes of "Transfers Out". Any Transfers Out will be a positive number.
- Note the distinction between Statewide programs and Agency programs.
- Attach any supplemental documents to your email submission.
- Information Technology Project plans are due for certain agencies by July 1, 2017, and must be entered electronically via the following URL:
<https://ppmsook.saas.hp.com/itg/web/knta/global/Logon.jsp>
- The complete box at the bottom of every Hyperion task is for your own benefit and does not have any functionality other than updating the pie chart on the home page with the

percentage of tasks you've completed. It does not save any data or prevent you from making changes once checked.

- The Budget Transfer Law is still applicable in the absence of Legislative limits bills (see the Budget Transfer section for further explanation).

Budget Work Sessions & Budget Work Program Overview

Budget Work Sessions

A number of budget work sessions are scheduled for June. These sessions are meant to provide a place where you can receive assistance while entering your agency budget work program in the Hyperion system. *If you plan to attend a work session, it is very important that you schedule with your OMES budget analyst. Without first taking this step, there is no guarantee an analyst will be at the computer lab to assist you.*

Days: (Those with the * symbol represent days when Budget Work Program Overview sessions are offered.)

June 7th, 9:00 AM – 4:30 PM

June 6th* & 8th*, 10:00 AM-4:30 PM

June 13th, 1:00 PM - 4:30 PM

June 15th*, 10:00 AM-4:30 PM

June 16th, 9:00 AM – 4:30 PM

June 19th – 23rd, 9:00 AM – 4:30 PM

Location: Frates Building, 5005 N. Lincoln, Computer Lab, Oklahoma City, OK 73105

Budget Work Program Overview

This year we will also be offering three one-hour sessions which will cover the information required to be submitted for BWP as well as a few technical aspects of entering into the Hyperion system. *If you wish to attend one of these sessions, please notify your budget analyst. Without first taking this step, there is no guarantee a computer will be available for you.*

Days:

June 6th & 8th

June 15th

Start Time: 9:00 AM

Location: Frates Building, 5005 N. Lincoln, Computer Lab, Oklahoma City, OK 73105

FY-2016 and FY-2017 Carryover Budgeted in FY-2018

Lapse date language for FY-2016 and FY-2017 appropriations generally allows those funds to be carried forward to the FY-2018 budget. There are several factors to keep in mind as you include these carryover funds in your FY-2018 budget.

- Most FY-2016 and FY-2017 funds can be used in FY-2018 once they are removed from the FY-2016 or FY-2017 budget. Unless specifically changed by other legislation, the purpose of the appropriation does not change. Therefore, if an FY-2017 appropriation for "Motor Vehicles" was not entirely used in FY-2017, the amount that carries over to FY-2018 must still be used for "Motor Vehicles".
- These carryover funds need to be budgeted in the FY-2018 Budget Work Program before they can be spent for FY-2018 obligations.
- A new appropriation number will be assigned to these carryover funds.
- These funds have to be removed from the FY-2016 or FY-2017 BWP prior to being budgeted in FY-2018;
- Agencies will not be able to budget carryover funds in their initial FY-2018 budget, but will be able to do a revision in FY-2018 to budget them in their FY-2018 BWP.
- Below is a table of appropriation lapse dates.

Appropriation	Lapse Date
FY-2016 Appropriation*	11/22/2017
FY-2017 Appropriation*	11/27/2018
FY-2018 Appropriation*	11/26/2019

* For a few agencies with limits bill or special appropriations, this date is 11/15/2017 for FY-2016, 11/15/2018 for FY-2017, and 11/15/2019 for FY-2018.

Appropriation Line-items

Appropriations for FY-2018 included in agency appropriation bills will be effective July 1, 2017, or after. Various bills passed by the legislature to adjust or finalize agency appropriations may not have an emergency clause and may have an effective date of August 24, 2017. Appropriation adjustments can take several different forms, and because of the later effective date, the amount of monthly cash allocations to your agency and the date on which we will allot these funds will be affected. Please check the effective date of the appropriations made to your agency.

Inflated Budgets

Budgets that inflate estimated revenues, expenditures or FTEs beyond what can be justified or what is reasonable will not be approved even if they are within legislated limits. If such inflated items are discovered after approval, the budget may be placed on hold until it is revised.

Revenue Budget

Agencies should enter their appropriated funds as revenue in their Line-Item budgets using the 631100 and 621000 account codes. This process will allow agencies to see all revenues on their online analysis.

Also remember, all agencies that program expenditures from continuing funds (revolving funds, federal funds, etc.) must submit revenue account information for each agency fund through the

Hyperion line-item budgeting process. Please estimate the amount of revenue by revenue account that will be deposited in each agency fund.

OMES analysts will be reviewing the forecasting methodologies and may contact you about assumptions you use. Please be as specific as possible regarding these revenue estimates.

Information Technology Project Expenditures:

All higher ed institutions are required to submit, as well as any agencies listed as “Not Yet Volunteered” or “Deferred” on the Partnering with OMES IS Contact List, located here https://www.ok.gov/cio/Custom_Portal/Partnering_with_OMES_Information_Services.html.

In order to acquire the Office of Management and Enterprise Services (OMES) approval for Information Technology and Telecommunications project purchases for FY-2018:

1) The Information Technology (IT) Projects (defined as any initiative with total outlays expected to exceed \$15,000) for FY-2018 must be entered electronically, by July 1, 2017, via the following URL: <https://ppm-sook.saas.hp.com/itg/web/knta/global/Logon.jsp> . Initial passwords and instructions were provided to all agency IT Staff responsible for IT Portfolio Management. You may contact the OMES Service Desk for additional assistance (ServiceDesk@omes.ok.gov).

2) The plan must include the individual projects planned for FY-2018. The plan is a one year plan focusing on specific projects and costs by predefined categories. **The amount that you enter into the Project and Portfolio Management tool should match the amount that you submit in your Budget Work Program for IT and Telecom Expenditures (i.e. only include expenditures in your IT/Telecom Plan that you have budget for).**

3) Individual projects identified must be detailed (software, PC's, servers, printers, mainframe, consulting services, etc.) in the agency's one year plan.

4) Please notify the OMES's Help Desk via email, when the agency plan is complete.

If you have any questions about this process or any other IT-related matters, please contact your IT Strategist or your Executive Sponsor. A list of these individuals as well as their contact information can be found by clicking on this link: [Partnering with OMES IS Contact List](#).

Budgetary Limits / FTEs

If your agency appropriation bills for FY-2018 include legislated budgetary, program, or FTE limits or directive spending, your budget must comply with these restrictions. If your agency has limits, these limits prescribe maximums (the language is specific and will be self-explanatory) that an agency can program or budget. The limits may apply to expenditures or to the number of

full-time-equivalent (FTE) employees. The language in the limits section may be different than the standard language. Please read it. If you have questions, contact your budget analyst.

Even if your agency does not have program or FTE limits this year, for the purpose of the transfer law, your agency's original BWP will establish the "limits" which will affect any subsequent changes you make to your budget. This applies to the IT divisions, as well.

If your agency has directive spending and you are unsure how to budget such expenditures, please contact your budget analyst.

Note: Once the BWP has been submitted and approved, the agency must spend according to the accounts that have been established in the budget. For example, funds budgeted for the "Administration" division cannot be spent for the "Care and Custody" division. Funds appropriated for the "Motor Vehicles" division cannot be spent for the "Enforcement" division. Please remember that agency program and division both refer to an agency's department code at the 2-digit level. This includes the IT divisions. Any movement between divisions will trigger the Transfer Law.

Budget Transfers

The State Transfer Law (Title 62 Section 34.52) allows for transfers between agency program categories (divisions) and between appropriation line-items. Pursuant to state law:

Up to 25% can be transferred with approval of the Director of Management and Enterprise Services and **up to 40%** with Contingency Review Board (CRB) approval.

All transfer requests must be signed by the administrative head of the agency or the designated request officer.

OMES Form 48P (Transfer Form) in portrait format only must be submitted to

- (1) House of Representatives Fiscal Director, Mark Tygret, mark.tygret@okhouse.gov (include a copy of the revision forms and the Allotment Request Revision Letter with assumptions letter),
- (2) Senate Fiscal Director, Randy Dowell, dowell@oksenate.gov (include a copy of the revision forms and the Allotment Request Revision Letter with assumptions information), and
- (3) the Office of Management and Enterprise Services to the attention of the Director of Management and Enterprise Services (include the Allotment Request Letter with assumptions information).

Once submitted, the Legislature has twelve days to disapprove the request. If not disapproved, the transfer will be processed by OMES or forwarded to the CRB (percentages over 25%). Transfers take a minimum of thirteen calendar days to process based on the time given to the oversight committee for review.

The transfer process applies to:

- expenditure limits between divisions / agency programs,
- line-item appropriations, or

- divisions as set forth in an agency's initial budget, or as set by the Legislature in a limit bill.

The transfer form, Form 48P, can be found through the following link:

http://ok.gov/OSF/Forms/Budget_Model_Survey_Work_Programs_Forms_and_Instructions/.

Personnel Benefit and Tax Information

Employee Salaries

As a reminder to you, Title 74 Section 840-2.17 prohibits employee pay raises not authorized by the Legislature and OMES-Human Capital Management rules. Keep in mind that all personnel actions require certification by appointing authorities that the action can be implemented for the current fiscal year and the subsequent fiscal year without the need for additional funding to increase the personal services budget. If you have any questions about pay issues, see the contact list in the attachments.

Retirement System Contributions

Oklahoma Public Employees Retirement System (OPERS), the employer contribution rate remains at 16.5% (74 OS, Section 920 (5)).

Oklahoma Uniform Retirement System for Justices and Judges (OURSJJ), the employer contribution rate increases to 17.5% (20 OS, Section 1103.1).

Oklahoma Teachers Retirement System (OTRS), the employer contribution rate will be 9.5% (70 OS, Section 17-108.1).

Oklahoma Police Pension and Retirement System (OPPRS), the employer contribution rate remains at 13% (11 OS, Section 50-109).

Oklahoma Law Enforcement Retirement System (OLERS), the employer contribution rate will continue to be 11% (47 OS, Section 2-304).

Please note: For FY-2018, a new fee is being added for the Pathfinder defined contribution plan. The fee for each employee is as follows: \$0.36/month, \$0.16/bi-weekly, and \$0.18/semi T monthly.

F.I.C.A. Rates

Agencies' budget models are set up to account for the blended FICA rate over the two calendar years within our fiscal year. F.I.C.A. taxes should be calculated using 7.65% [6.2% FICA plus 1.45% Medicare Qualified Federal Employee (MQFE)] on the first \$127,200 of taxable wages and 1.45% MQFE on all wages above \$127,200 for CY-2017. F.I.C.A. taxes should be calculated using 7.65% [6.2% FICA plus 1.45% Medicare Qualified Federal Employee (MQFE)] on the first \$131,100 of taxable wages and 1.45% MQFE on all wages above \$131,100 for CY-2018.

Unemployment Taxes

In calendar year 2017, the annual tax rate is 1% of the employer's maximum base of \$17,700 for a total maximum of \$177 per employee per year (1% x \$17,700 = \$175). An estimated 1.70%

increase will occur in calendar year 2018, resulting in a maximum base of \$18,000 for a total maximum of \$180 per employee per year.

Health Insurance Rates

The State will continue providing each employee with a fixed monthly benefit allowance for Plan Year 2017 (January 1, 2017 through December 31, 2017). The actual *agency* cost will depend on whether employees choose to cover their dependents. The State will continue providing funds for part of the employee’s dependent health costs. If the employee chooses a plan with a cost that exceeds the benefit allowance, the employee will pay the difference. If the employee chooses a plan with a cost that is less than the benefit allowance, the employee will be allowed to take the difference as taxable income or apply it to optional benefits such as dependent dental, vision coverage, supplemental life insurance, flexible spending accounts, etc.

The current Benefit Allowance for Plan Year 2017 is based on the chart shown below:

Benefit Allowance	
Employee	640.98
Plus Child	870.89
Plus Children	1,006.19
Plus Spouse	1,312.75
Spouse & 1 Child	1,542.66
Spouse & 2 Children	1,677.96

If you have questions about insurance rates, or for details regarding the benefit allowance cost for your agency, see the contact list in the attachments.

Deferred Savings Incentive Plan

For FY-2018, the \$25 per month which the State provides as a match for employee contributions to the Oklahoma Employees Deferred Savings Incentive Plan (SoonerSave) will be paid by each agency when payrolls are prepared, as they were in FY-2017. The administrative fee paid by the State for each qualified participant is \$1.49 per month, \$0.69 on a bi-weekly basis, and \$0.75 on a semi-monthly basis. If you have questions, contact the Oklahoma Public Employees Retirement System at (405) 858-6737.

Required Documents and Information

The following documents/information are required to be included with the Budget Work Program. **This should *not* be considered an exhaustive list.** Your budget analyst will contact you if other information is needed.

- Request to Allot the FY-2018 Budget Work Program Letter
- Debt Service Tables
- Organizational Charts
- Fee Schedule
- Revenue Assumptions
- Expenditure Assumptions
- Statewide Program Assumptions

Further information on these items are detailed below.

Request to Allot the FY-2018 Budget Work Program

Statutes require that each spending agency's executive officer sign the budget work program and allotment requests. Included in the BWP packet is the statement that each agency head must sign and submit before the FY-2018 Budget Work Program will be approved and allotted.

The statement you are being asked to sign is a request for allotment of the FY-2018 Budget. The statement also verifies that the FY-2018 Budget complies with legislated budgetary limits, line-item appropriations, and current statutes. The statement further verifies that the FY-2018 Budget has been submitted to provide for a full year of operation and debt service payments without the need for a supplemental appropriation. Finally, the agency must state that the budget only includes salary increases as authorized by the Legislature and the Human Capital Management Division rules.

Revisions to the FY-2018 BWP during the year will require a similar request to be submitted. A copy of the required statement is in the packet.

Request Officer

Statutes also allow each agency to designate a "request officer" who can submit revisions and requests for allotment of the budget. If the agency director desires to designate a request officer, please use the form letter provided on page 20. The request officer can then submit revisions to the budget and request allotment of the same. Agency directors may designate more than one request officer per agency.

Debt Service Payments

Agencies must provide for and pay your full debt service payments. Please provide information on debt service payments paid by the agency in FY-2017, the debt service payments required in FY-2018, and the amount of appropriations increased or decreased to accommodate the change. Please use an account code beginning with 543xx, excluding the 543160 account code, when

budgeting unless your agency makes their own debt payments. In those cases, the 54800 account code should be used.

Below is an example of the table each agency will submit for bond projects that require a debt service payment.

Debt Service Table

Project Name	NACEA
Date of Issuance	July 1, 2002
Bond Series	2005C
Amount of Bond Issue	\$32,907,833.25
Amount to satisfy FY-2018 debt service	\$2,355,853.93
Date Bond will be repaid	July 1, 2027

Organizational Chart

The FY-2018 Budget Work Programs is not complete without the latest organizational chart. The chart should be in sufficient detail so that each position in the agency can be identified by referring to the chart and must include the Position Number, Job Class Number, Name of Incumbent (or Vacant), Job Title and Department ID. The chart should also display the lines of authority within the agency. The organizational chart submitted with your FY-2018 BWP must align with HCP or SOK47 data in Hyperion. If you have questions about the chart, contact your budget analyst.

Fee Schedule

Each year, an agency must provide a fee schedule. If you would like to start with a fresh spreadsheet, one was attached to the email with the BWP Instructions. If you would like to provide an updated spreadsheet based on that which was submitted during the FY-2018 Budget Request, you may do so; however, please, on the **Fee Name** tab, **add a column** after the Describe the Fee column (Column E) and name it Occupational License (Y/N). A description of this new column is provided below. **Please name all new fees in the specified format: xxx00_Fee_Name (e.g. 09000_IT_LicenseFee).** It will not be necessary to re-enter this information into the Hyperion system.

A fee is any fixed charge assessed and collected by the agency. Examples of fees that need to be included in this section are licensing fees, inspection fees, fines levied, testing fees, certification fees, permit fees, copy (Xerox) fees, admission fees, and fees collected for use of facilities such as parks, golf courses, hotels, etc.

The following information must be provided for each fee:

1. Statutory Reference: the statute establishing the fee itself or the statute authorizing the agency to set the fee
2. Description of the fee: describe the fee; who is charged the fee; what the fee is used for; when the fee is charged; etc.
3. Occupational License (Y/N): If your agency considers this an occupation license, please state so. In general, an occupational license is something an individual must possess to practice a certain profession.
4. Anticipated/requested change in fee: note any changes the agency is asking for in legislation or any changes the agency plans to make if it has that authority
5. Payer: constituent that is affected by the fee
6. Rate /Schedule: the fee rate charged and any variable schedule
7. Numbered Issued: number of licenses or other items expected to be issued
8. Fee Revenue: amount of fee revenue used in the agency budget
9. Percentage to GRF: percentage of fee revenue sent to the General Revenue Fund
10. Fee Revenue to GRF: amount of fee revenue sent to the General Revenue Fund
11. Percent to Others: percentage of fee revenue sent to other entities/funds excluding the General Revenue Fund
12. Fee Revenue –Others: amount of fee revenue sent to other entities/funds excluding the General Revenue Fund

Budget Assumptions

To complete your BWP submission, you must explain the assumptions used to develop your budget. As a part of the BWP instructions, we’ve included material that will help you provide this information. The statement explaining the assumptions used in developing the revenue and expenditure projections should be attached to the "Allotment Request Letter”.

Note: Attached to these instructions is an assumption template example. If you wish to utilize this template, it was attached to the email which also contained the FY-2018 Budget Work Program Instructions. The template is only mean to aid you in your BWP preparation and is optional. If your agency wishes to prepare your assumptions in a different format, you may; however, the required information should still be included.

Revenue assumptions should address all revenues, including revenues from federal programs, collected by the agency. Specifically indicate whether revenues are increasing or decreasing from the previous fiscal year, by how much and why for each continuing fund. Explain how the agency estimated the amounts to be collected for each fund. Please indicate if you use historical receipts trends or more sophisticated forecasting methodologies. Each major funding source should be addressed by indicating estimated changes in the rates, number of items, clients served, etc.

Note: Please include in your revenue assumptions any new fees or any fee information which needs to be updated.

Expenditure assumptions should explain the net increase (or net decrease) in the agency budget from last fiscal year to the new fiscal year. Please provide a summary of changes by division and account and explain the changes. Agencies do not need to explain every dollar, but assumptions should adequately explain significant increases and decreases from the prior fiscal year.

Please include an adequate explanation of the following items. Be sure to include a description of actions taken by the agency to absorb budget reductions. Provide the following information, if applicable, by program:

- Caseload information including projected changes in the number of clients served from last year to this year;
- Appropriate performance measures and targets (Please update or add to the information provided during budget request);
- Rate adjustments (increases or decreases) for service providers;
- Anticipated cost increases or decreases in service contracts;
- Planned expenditures for special projects;
- Agency reorganizations;
- Personnel adjustments;
- Any generic inflationary factors used;
- A list of debt service payments budgeted (for each debt / bond issue: list the purpose of the debt issuance, then amounts by fund and division for each) (See Page 12 concerning the required Debt Service Table);
- Changes in federal programs;
- Changes in fees charged or in the number of charges made; and
- Other pertinent budget assumptions.

When comparing numbers from FY-2017 to FY-2018, please include the full number, not just the change (for instance: “we’re estimating an increase in caseload of 25, taking it to 75 for FY-2018;” or “our estimates are based on increasing the provider rate to \$24 per case; an increase of \$2 from FY-2016.”).

Statewide Program Assumptions

With the implementation of performance-informed budgeting, agencies are required to attach dollars to Statewide Programs. This allows for dollars spent and progress made to be shown in the 5 goal areas of state government:

- Healthy Citizens & Strong Families;
- Safe Citizens & Secure Communities;
- Educated Citizens & Exemplary Schools;
- Prosperous Citizens & Thriving Economy; and
- Effective Services & Accountable Government.

In coordination with agencies, over 50 Statewide Programs were established across the five goal areas, and over 170 performance objectives have been established to approximate statewide performance against the Statewide Programs. Performance objectives indicate the state's current performance and desired future progress.

The website OKStateStat has been revitalized to publicly show both financial information and performance information by Statewide Programs. The information can be found at the following site: <https://okstatestat.ok.gov/>.

As such, for FY-2018 please include the reasoning for your agency's Statewide Program alignment. If applicable, please provide the relationship between your agency's programs/divisions and the chosen Statewide Program(s). This is required even if no program is chosen. In that case, please explain why your agency (or a particular function of it) does not align with any currently identified Statewide Programs.

Final Note

Agencies are required to submit a balanced budget to the Office of Management and Enterprise Services. **Remember that the BWP expenditures must be balanced to funds available. Funds available equal projected annual revenue plus available cash.** The budget must also tie to line-item appropriations and comply with the various budgetary employee and expenditure limitations. Further, this year, budgeting should be done at the six-digit level (ex. 521140).

If you have any questions about submitting your BWP, please contact your Budget Analyst. Also, remember the Hyperion Training Manuals, UPK, and the Helpful Tips Sheets are all good references.

Attachments

BWP Document Checklist

- Request to Allot the FY-2018 Budget Work Program Letter
- Debt Service Tables
- Organizational Charts
- Fee Schedule
- Revenue Assumptions
- Expenditure Assumptions
- Statewide Program Assumptions

Contact List

Questions About:

Employee Salaries.....	521-6327
Tax and Benefits.....	521-6356
IT Budgets/Plans.....	Contact your IT Strategist or Executive Sponsor. See the Information Technology Project Expenditures section for contact information.
Statewide Programs.....	Contact your budget analyst.

Firefox XUL Manager Error Fix

Hyperion's web based products use a XML based technology to present the user interface called XUL (pronounced "zool"). In order to make this work, we want to enable XUL functionality, but only for when we access the Hyperion servers.

How to add XUL support:

1. In Firefox, open the Add-on Manager screen by clicking on the Firefox button in the upper left and selecting "Add-ons".
2. Open the Add-on Manager
3. Once in the Add-ons manager, click on "Get Add-ons" (if not already selected)
4. Click on "Get Add-ons"
5. In the search box in the upper right corner, search for "Remote XUL".
6. Search for "Remote XUL"
7. Look for a result called "Remote XUL Manager" and click the install button on the right side of the listing.
8. Click "Install" to install the "Remote XUL Manager" add-on
9. When the install is completed, restart Firefox.
10. When prompted, restart Firefox
11. Open the new add-on's settings dialog by selecting Web Developer->Remote XUL Manager from the Firefox menu.
12. Open "Remote XUL" settings
13. Add your Hyperion servers to the whitelist by clicking the add button and entering their names at the prompt.
14. Add Hyperion servers to the whitelist (<https://encore.ok.gov>)
15. Restart Firefox.

Assumption Example

Revenue Assumptions				
Source (Class fund or revenue source)	If grouping by class fund, please explain the revenue sources which make up the class fund.	FY-16 Budget	FY-17 Budget	Please explain the reason(s) for increase or decrease. If grouping by class fund (Please be descriptive.)
20000	License Fees from Providers	15,000	16,000	Based on national trends, we are expecting an increase in licensees.
20500	Revenue from the No Name Specialty License Plate	5,000	6,000	Based on a publicity campaign, we are expecting an increase in the number of speciality license plates sold.

Division Assumptions			
Division	FY-16 Budget	FY-17 Budget	Please explain the reason(s) for increase or decrease. (Please be descriptive.)
10	17,000	20,000	We expect to add an additional temporary person to handle any increase in license applications.
88	3,000	2,000	We finished an IT program last year and as such have had a corresponding decrease in IT budget needs.

Expenditure Code Assumptions			
Object of Expenditure Code	FY-16 Budget	FY-17 Budget	Please explain the reason(s) for increase or decrease. (Please be descriptive.)
511110	12,000	14,000.00	Expected increase from additional temp worker and increased longevity
515010	2,000	1,000	Finished reviewing compliance with federal regulations and as such have less of a need for legal services.

Statewide Program Assumptions*

Statewide Program	Division/Agency Program	Description
Maternal and Infant Health	10	We are an agency which primarily licenses and regulates individuals who work with children and their mothers to improve the health

Request to Allot the FY-2018 Budget Work Program Template

{TO BE TYPED ON AGENCY LETTERHEAD}

{Date}

Request to Allot the FY-2018 Budget Work Program

Mr. Preston Doerflinger
Director of Management and Enterprise Services
Attention: Budget Division

Dear Mr. Doerflinger:

Please allot the FY-2018 Budget Work Program (BWP) submitted to you on {date}. The BWP complies with all legislated budgetary limitations and any line-item appropriations made to our agency. The BWP has been developed to fully fund FY-2018 operations and debt service payments based on the agency's best estimates of need at this time. The agency has not built into this budget the need for supplemental appropriations. In addition, this BWP provides for salary increases only as authorized by the Legislature and Human Capital Management Division rules (pursuant to Title 74, Section 840-2.17).

{Note: include the following paragraph only if you wish to designate a Request Officer}

As authorized by Title 62, Section 34.42, I hereby designate ___{name}___ as our agency "request officer" thereby authorizing them to submit revisions to our FY-2018 BWP and to request allotment of the same.

Executive Officer	-Signature	_____
	-Name (typed)	_____
	-Title (typed)	_____
Request Officer	-Signature	_____
	-Name (typed)	_____
	-Title (typed)	_____

Request to Allot a Revision to the FY-2018 Budget Work Program Template

{TO BE TYPED ON AGENCY LETTERHEAD}

{Date}

Request to Allot a Revision to the FY-2018 Budget Work Program

Mr. Preston Doerflinger
Director of Management and Enterprise Services
Attention: Budget Division

Dear Mr. Doerflinger:

Please allot the revision to the FY-2018 Budget Work Program (BWP) submitted to you on {date}. The BWP as revised complies with all legislated budgetary limitations and any line-item appropriations made to the agency. The BWP as revised has been developed to fully fund FY-2018 operations and debt service payments based on the agency's best estimates of need at this time. The agency has not built into this budget the need for supplemental appropriations. In addition, this BWP as revised provides for salary increases only as authorized by the Legislature and Office of Personnel Management rules (pursuant to Title 74, Section 840-2.17).

This revision [include revision number here] is necessary because {please describe the situation that makes this revision necessary. Describe any program changes or personnel changes involved and if there is any effect on future budget requirements because of this revision, explain them and how they will be addressed.}

If necessary, please include revised information on your forecasting methodologies and assumptions in a separate attachment.

Executive Officer	-Signature	_____
or	-Name (typed)	_____
Request Officer *	-Title (typed)	_____

*** If a Request Officer has been designated by the Executive Officer**