

Agency Name and Number _____

Respondent Name _____

BUDGET MODEL DETAILS

This survey has been designed to give budget users an opportunity to voice their choices on how their Budget Model is built for the upcoming fiscal year. OSF will build your Budget Model based upon your choices made in this survey, and upon the changes to Budget Centers as approved by your OSF Budget Analyst. Please return the survey by **March 17, 2012.**

If you do not respond to this questionnaire, the FY-2013 Budget Model will contain the same setup as your FY-2012 Model. If your FY-2012 model was built with Position Budgeting, yet you used the override method to not use Position Budgeting, then your FY-2013 model will be built without Position Budgeting, unless you state otherwise here.

1. Revenue and Expenditure Account Codes

The system allows budgeting at either the *Detail* 6-digit level (5xxxx0) or the rolled-up 2-digit level (5xx000) referred to as *Sub-Major*

Account Level Choice
FY-2013

Detail (5xxxx0)
 Sub-Major (5xx000)

2. Budget Periods

Current law requires that budgets be prepared using at least a Quarterly calendar (4 budget periods). The system also allows budgeting using a Monthly calendar (12 budget periods).

Budget Periods Choice
FY-2013

Quarterly
 Monthly

3. Historical Analysis

The Budget models have the capability to show historical values within the line items area of each department. The FY-2013 budget model will include the actual historical revenue and expenditure data from FY-2011 and FY-2012 for each Budget Center. The agency has the option to choose what type of budget historical data you want to show in your historical analysis information within the Budget Model.

The options that you, as an agency, have for your historical analysis:

- (a) FY-2012 Original Budget – this is only what you budgeted in your original budget work program – amounts will not include budget revisions;
- (b) FY-2012 Budget – this will be the compilation of the original budget work program and all revisions prior to the data transfer;
- (c) Neither – this choice is for those agencies that do not wish to have the budgetary history available to them in their model.
- (d) If you would like a different budget history, please fill in your explanation at the end of the choice list.

<u>Historical Analysis Choice</u>	
FY-2013	
<input type="checkbox"/>	2012 Original Budget
<input type="checkbox"/>	2012 Budget (through April)
<input type="checkbox"/>	No budget history
<input type="checkbox"/>	_____

6. **Position Budgeting (Part 1):**

Agencies will again have the option of whether or not to use Position Budgeting.

<p><u>Position Budget Choice</u> FY-2013</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

7. **Position Budgeting (Part 2):**

If you answered 'Yes' to Question 6, complete the following questions. If you answered 'No' to Question 6, please submit your survey per instructions on the last page.

<p><u>Health Insurance:</u> The amount for the state share cost of health insurance does not integrate into the Budget system from the HCM system. The Budget system has the ability to default an amount for positions specifically for your agency. These default values are entered by CORE Budget staff during the publishing of the agency's budget model, as determined by the choices marked on this survey.</p> <p>FY-2013 Choice:</p> <p><input type="checkbox"/> Statewide average Estimated health insurance premium receivable for FY-2012 divided by (/) the estimated number of active employees. (This was \$12,150 for FY-12.) <i>This amount will default into every one of your positions.</i></p> <p><input type="checkbox"/> Zero (\$0) – The agency will need to enter benefits either through each individual position or in the adjustment row of the line item details. <i>This amount will default into every one of your positions.</i></p> <p><input type="checkbox"/> Agency-defined: Amount _____ The agency provides the amount prior to OSF publishing the model. <i>This amount will default into every one of your positions.</i></p>
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SoonerSave – state share match and administrative costs attributed to employee participation. Default value is entered by OSF during publishing of model. Agency may adjust either by position or by using the adjustment row in the line item details.

FY-2013 Choice:

- State Share Match (\$300 + \$19 admin fees)** *This amount will default into every one of your positions.*
- Zero (\$0)** *This amount will default into every one of your positions.*

Longevity: The Budget system does not calculate the Longevity amount due during the fiscal year for an employee's position. OSF can enter a default value which will be applied to all positions.

FY-2013 Choice:

- Zero (\$0)**
Agency can enter longevity per position or use the adjustment row in the line item details.
- Agency-defined Amount _____**
Agency states the estimated amount per position.



Please return this survey by March 17 to:

**OSF Budget Division, EPM Specialist
Attention: Robin Trail
2300 North Lincoln Ave, Suite 122
Oklahoma City, OK 73105
or
email : budgetsurveys@osf.ok.gov
or robin.trail@osf.ok.gov**

If you do not respond to this questionnaire, the FY-2013 Budget Model will contain the same setup as in FY-2012.