

2010 IBARS Manual

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Chapter One: Introduction

Among the policy functions of state government, none is more important than the budget process. The budget is a plan of operation describing how the state will use its financial resources to meet the needs of the public. The plan includes an estimate of proposed expenditures and the means of financing the disbursements.

The state's budget, as recommended by the Governor and approved by the Legislature, originates with the individual budget requests of state agencies. Agency budget requests provide the information needed to prioritize programs and allocate financial resources accordingly.

Programs are the focus of the budget format. The effectiveness of programs and efficiency of operations should be a consideration during the preparation of the agency budget request.

Budget Base

The general fund budget request for the 2011-13 biennium is limited to 100 percent of an agency's present general fund appropriation. Adjustments will be made for continuation of the 2009-11 second year salary increase, and one-time expenditures, such as major capital improvements and phased-in programs. Each agency will be notified regarding its base budget limit.

While the budget limit is 100 percent of the base budget, we strongly encourage agencies to examine what they do and how they do it. Agencies are challenged to search for efficiencies and cost savings wherever possible.

General fund budget needs beyond the 100 percent amount can be prioritized and requested in the Optional Request. All requests for new FTE, regardless of funding source, must be prioritized and requested in the Optional Request.

There are no limitations to requesting special funds or federal funds unless it is for a new FTE or an agency is notified otherwise. However, agencies are encouraged to analyze all programs regardless of funding source to find simpler, more cost effective ways to operate.

Fiscal Environment

The March 2010 revenue report shows 2009-11 actual revenues meeting projections. Through the end of March 2010, actual collections exceeded the forecast by 0.2 percent or \$1.8 million. *Moody's Economy.com*, the state's economic forecasting consultant, has indicated that North Dakota can expect continued growth in the state's economy; however, the state is not immune to the effects of the continuing national recession.

Although economic signs are positive in North Dakota, expected budget demands are great. All programs and expenditures will be analyzed and prioritized.

Agencies should not substitute federal funds or special funds for general fund moneys without considering the long-term availability of these funds. Over the years, programs have been started or enhanced with federal dollars only to have federal funds decrease or be eliminated. Caution is advised in substituting other funds money for general fund moneys.

Using the IBARS Manual

This first chapter contains general introductory information including the fiscal environment, the budget base, using the IBARS Manual, and starting the budget process.

Chapter 2 describes various general procedures for submitting an agency budget using IBARS.

All IBARS windows are discussed individually in Chapters 3 through 9 of the IBARS Manual. Chapter 4 contains instructions for completing all windows used in budgeting salaries, wages, and fringe benefits. The remaining chapters contain instructions for all other windows.

For each IBARS window, the window name is presented first. Next the “Navigation Path” is indicated for each window. This tells the user which menu options to select to access the window. The general purpose of the window is presented under the heading “Purpose.” Finally, the section titled “Using the Window” contains instructions regarding information to be included on a window. This section may also tell the user where to budget certain anticipated expenditures.

Reports of various budget data can be viewed or printed through IBARS. Each available report is described in Chapter 10.

Chapter 11 provides the glossary.

The IBARS Manual includes links to various resources such as the Revenue and Expenditure Account Codes, Building and Infrastructure formulas, Legislatively Authorized FTE, and various agency billing rates to be used in building the 2011-13 budget request. Wherever possible, the IBARS Manual uses the same terminology as the PeopleSoft payroll and financial systems.

Budget Process Timeline

The statutory deadline for all budgets to be submitted is July 15, 2010, including the optional request. If an extension is needed, the request for an extension must be made in writing to the assigned budget analyst by July 1, 2010. Agencies are encouraged to submit the budget as early as possible to allow adequate time for analysis.

Throughout the budget process, analysts will be available to answer questions on using IBARS or how to prepare the budget.

The building and infrastructure inventory was updated in April 2010.

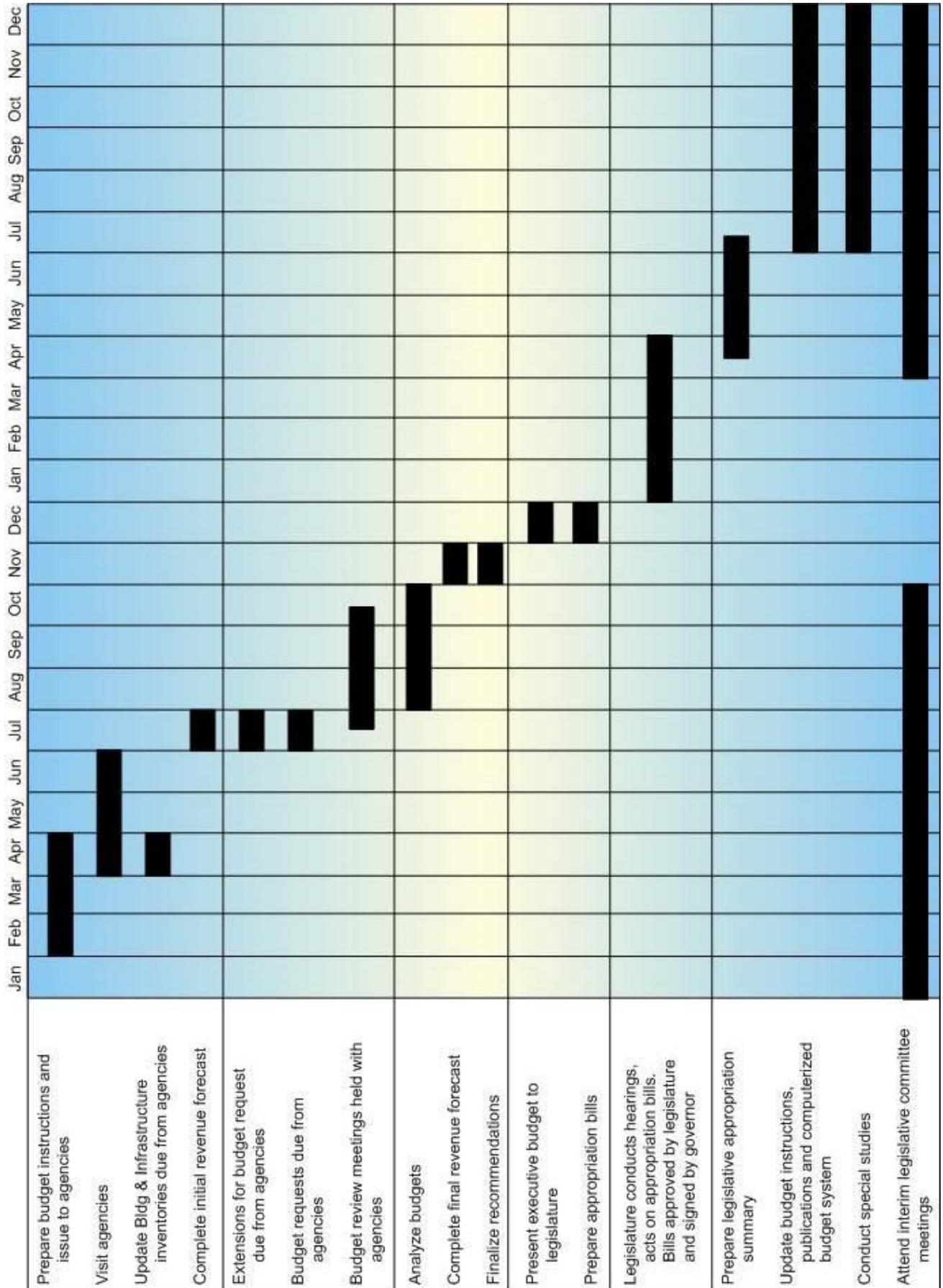
After the budget is submitted, a budget review meeting may be held for each agency, if requested. The meeting will include a representative from the Office of the Governor, the Office of Management and Budget director, OMB Fiscal Management director, the budget analyst, and a Legislative Council representative. After the meeting, analysis of the request is completed and recommendations are prepared to reflect the executive budget policy.

In July 2010, the first revenue forecast for the upcoming biennium is completed. In November 2010, the forecast is updated to reflect current economic data and other factors, such as proposed constitutional amendments. At that time, spending recommendations are finalized to correspond with anticipated revenue.

The Governor presents the executive budget to the Legislative Assembly at the organizational session in December. Appropriation bills supporting the executive recommendation are then prepared and submitted.

The budget process and key dates are graphically displayed in the Budget Process Timeline on the following page.

Budget Process Timeline



Chapter Two: IBARS General Procedures

This chapter includes an overview of IBARS and the specific steps to use in creating a budget request. Information is provided regarding:

- Security and access
- IBARS logon
- Reporting levels
- Copying, selecting and deleting budget versions
- Subschedule copy function
- Default funding
- IBARS Help function

Overview of IBARS

The North Dakota Internet Budget Analysis and Reporting System (IBARS) was developed to meet the needs of policymakers in North Dakota. IBARS provides a method for agencies to prepare a budget request. The system allows for the aggregation of the requested dollars at user-selected levels of detail and provides the ability to generate reports for management review at these various levels.

In addition, IBARS facilitates the balancing of data entered on supporting schedule input screens with budget request figures. Amounts entered in the various subschedules are posted directly to the budget request when the subschedule is completed.

IBARS is a web-based system and can be accessed at the OMB Fiscal Management website at <https://ibars.omb.nd.gov/>. The data entered resides on a server at ITD.

In addition to initial agency budget preparation, OMB uses IBARS to prepare the Governor's recommendation.

Security and Access

User Types

User type codes are assigned to each user when the user ID is created. Security settings and access privileges are established according to the user type code. Access privileges include “read/write” or “read only” access to screens, reports, narratives, the budget request checklist, and publications. Access can be allowed at the agency level or limited to specific reporting levels. The main user type codes are explained as follows:

- EA Single department user** – This user has access to all reporting levels within a single agency.
- DA Multi-department user** – This user has access to multiple agencies.
- FA Restricted Department ID user** – This user has access to data within selected reporting levels for a particular agency. This security is set by EA or DA users through the security window on the reporting level maintenance screen.
- HA Single department IT user** – Large IT projects, IT equipment and software subschedules.

Access By Other Users

Agency users can change OMB and Legislative Council access privileges for a specific budget version. Access by Legislative Council analysts and OMB may be set to open, closed, or read-only for each version. To change access to a selected version, go to the Home tab and change the access indicator in the version status dropdown menu. If set to “closed”, the corresponding version is not included in the other user’s list of versions available for selection in the Versions tab. The “Read-only” access allows the respective user to view, but not change, the version.

IBARS Login and the Main Menu

IBARS Login

Access to IBARS is obtained by accessing the IBARS link <https://ibars.omb.nd.gov/> on the OMB Fiscal Management website <http://www.nd.gov/fiscal/>. Once the Login window is opened, enter a user ID and current password, both of which are case sensitive. For users with an Active Directory account, the IBARS user ID is the same as the Active Directory user name. If a new user ID is required, contact Brian Bartz at 328-1529. First time users are assigned a temporary password that should be changed once logged in to IBARS.

If a user experiences three unsuccessful attempts to login to IBARS, the user’s access will be locked. In this event, the ITD Help Desk (328-4470) must be contacted to reset the password.

IBARS Home Tab Window

The tabs at the top of the screen list all the initial selections for the navigation paths needed to access screens. The tabs include Home, Checklist, Versions, Publications, Logout, Menu, Reporting Level, and Projects. The Home tab window includes a message box to communicate pertinent information to IBARS users. Located between these two rows of tabs, known as Status Tabs, are the Action Bar Icons. Action Bar Icons are used to Save screen changes, Add a row, Copy Data, Delete Data, Export to Excel, access Help resources and Search.

Changing a User Password

To change a password while logged in to IBARS, select the Menu tab, expand the Administration dropdown by clicking on the blue triangle, and select Change Password.

Reporting Levels

Using the Window

Defining Reporting Levels

One of the first steps in preparing the budget is defining the reporting level structure. Establishing the structure is the same concept used in the development of the Tree Manager Structure in PeopleSoft. The reporting level structure is important for both data entry and reporting in IBARS. Initially, OMB will copy the IBARS Reporting and Budget Level Maintenance Table from the previous biennium into 2011-13. This structure must be reviewed by the agency and updated to include reporting level changes for the present biennium and the biennium for which the budget is being requested. Notify the assigned OMB budget analyst of any needed changes to the table.

Defining Data Entry Levels

The IBARS Reporting Level Type code defines the various data entry levels available. The value of this field is set prior to entering data for the Budget Request. The valid values are:

- A** Accounting Level Data Entry- 4 digit Department ID.
- B** Summary/Roll-Up Level (the organizational level at which the Budget Office reviews and modifies the Budget Request).
- X** Neither a summary or data entry level. The “X” can apply to a reporting level above or below the other two values.

2011 BIEN / 04/26/2010 12:58:12		SR01 - Reporting Levels					1	
Agency:00408 Public Service Commission								
Agency	Description	Code 1	Code 2	Type	Cross Reference	Level	Enabled	
00-000-000-00-00-00-00000000	Office of Public Service Commission			X	00	1	Yes	
00-408-000-00-00-00-00000000	Public Service Commission			X	408	2	Yes	
00-408-100-00-00-00-00000000	Administration	MP		B	100	3	Yes	
00-408-100-10-00-00-00000000	Commissioners			A	1100	4	Yes	
00-408-100-12-00-00-00000000	Legal Counsel			A	1200	4	Yes	
00-408-100-13-00-00-00000000	General Office			A	1300	4	Yes	
00-408-200-00-00-00-00000000	Testing, Licensing and Certification	MP		B	200	3	Yes	
00-408-200-20-00-00-00000000	Testing & Safety			A	2000	4	Yes	
00-408-200-40-00-00-00000000	PSC Licensing & Rail			X	40	4	Yes	
00-408-200-40-01-00-00-00000000	Licensing & Rail			A	4000	5	Yes	
00-408-200-40-02-00-00-00000000	State Rail Fund			A	4100	5	Yes	
00-408-200-72-00-00-00000000	Gas Safety			A	7200	4	Yes	
00-408-300-00-00-00-00000000	Public Utilities	MP		B	300	3	Yes	
00-408-300-70-00-00-00000000	Public Utilities			A	7100	4	Yes	
00-408-300-76-00-00-00000000	ARRA Funding			A	7600	4	Yes	
00-408-300-77-00-00-00000000	Public Utility Valuation Revolving Fund			A	7700	4	Yes	
00-408-400-00-00-00-00000000	Reclamation Programs	MP		B	400	3	Yes	
00-408-400-80-00-00-00000000	Reclamation			A	8000	4	Yes	
00-408-400-83-00-00-00000000	OSM Technical Assistance			A	8300	4	Yes	
00-408-400-90-00-00-00000000	Abandoned Mine Lands			A	9000	4	Yes	
00-408-400-91-00-00-00000000	AML, Set-Aside Fund			A	9100	4	Yes	

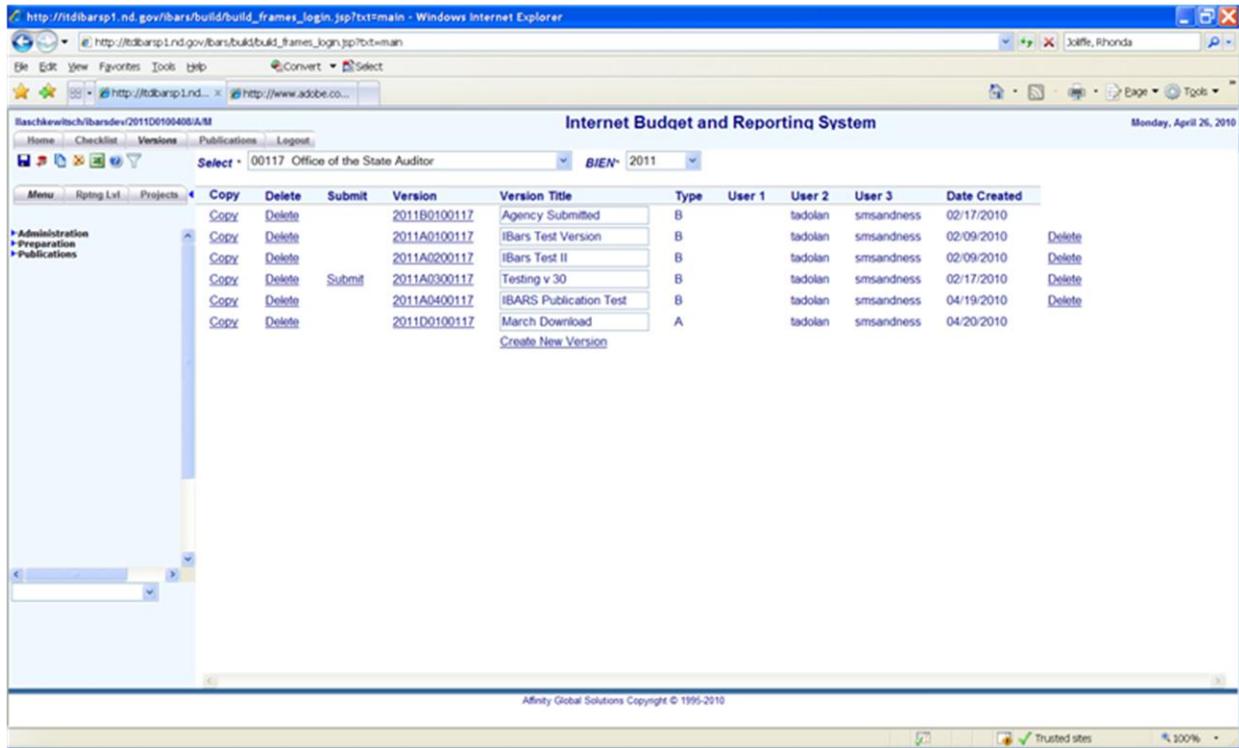
Locking Reporting Levels to Start the Budget Request

Once the reporting levels are established by the agency and approved by the assigned OMB analyst, the levels are locked by OMB and data entry can begin. After reporting levels are locked, it is not advisable to unlock and make changes to the table. Once the data is entered, the deletion of a reporting level could corrupt the IBARS database and require the agency to re-start the budget process.

Tip *Do not create a version or enter any data until reporting levels are locked.*

Copying, Selecting, and Deleting Budget Versions

Versions Window



Navigation

Log On => Versions Tab

Purpose

The Versions window controls the access, creation, submission, and deletion of budget versions.

Using the Window

Upon first accessing the Versions window, select the biennium and the department. The biennium is named for the first year of the biennium. For example the 2011-13 biennium is named 2011. The default for the biennium is set to the budget request biennium. The agency is selected by default for users with access to only one agency. Selecting the agency displays the version options available to the user.

For each version, the Version Number, Version Title, Type, Main Users, and Date Created are presented. An agency user is only able to create an A-Agency Work-in-Progress, or B-Budget Request version, but may be able to view other versions, depending upon access established by the system administrator.

Budget Version Defined

The term **budget version** is used to identify the various stages of the budget from request to appropriation. A budget version is identified by several components including the biennium, business unit, a one-character code used to identify version type, and a two-digit

number used to distinguish the multiple scenarios within a version type (example: 2011 A2200110 is for the 2011-13 biennium , agency version #22, agency 110).

The option to have multiple variations or scenarios is available within certain version types. The version type description, letter identifier, and number of variations for certain version types are as follows:

Version Type Description	Letter Identifier	Number of Variations for Each Version Type
Download	D	10
Agency work-in-progress	A	25
Budget request	B	1
OMB analyst work-in-progress	W	10
Governor's recommendation	R	3
Compensation	C	35

Control of and Access to Budget Versions

The ownership of the budget version dictates who has control over opening, closing or limiting access to the budget data. The type of budget version identifies the ownership of the budget data. Generally, the office creating the version owns the data. For example, an agency owns the Agency Request version of data while the budget office owns the Governor's Recommendation version.

Copying a Version

The first step an agency takes in preparing its budget is to determine the level of detail, accounting or budget, at which to prepare the budget. Download versions supply the historical data from PeopleSoft, such as previous biennium expenditures, annualized current biennium first-year expenditures, and current biennium pay plan.

To create a new version, identify an existing version and click the Copy button at the left of the screen. A Copy Version window will appear. Select the version type, such as "A" for Agency Version. A descriptive name may be entered into the Version Title box to readily identify the created version. Select an available New Version number. Under Copy Options, select "roll up" to create a budget level version. Without the roll up option selected, the created version will be at the accounting level when copying from a version that is at the accounting level. Narrative, payroll position information, and subschedules can also be selected to be copied to the new version. Always select Recalculate Payroll and Recalculate Colum Formulas.

After clicking Copy in the Copy Version window, another window will appear to confirm that the data should be copied from one version to another. A dialogue box will appear when the copy has completed successfully or explaining any errors.

A newly created version contains the same data as the version from which it was copied, although it may be summarized at a higher level. The user can edit the newly created version while leaving intact the version from which it was copied.

Selecting a Version

After selecting the biennium and department, click on the desired Version Number in the fourth column of the screen. The Checklist will appear if the version was successfully selected.

Deleting a Version

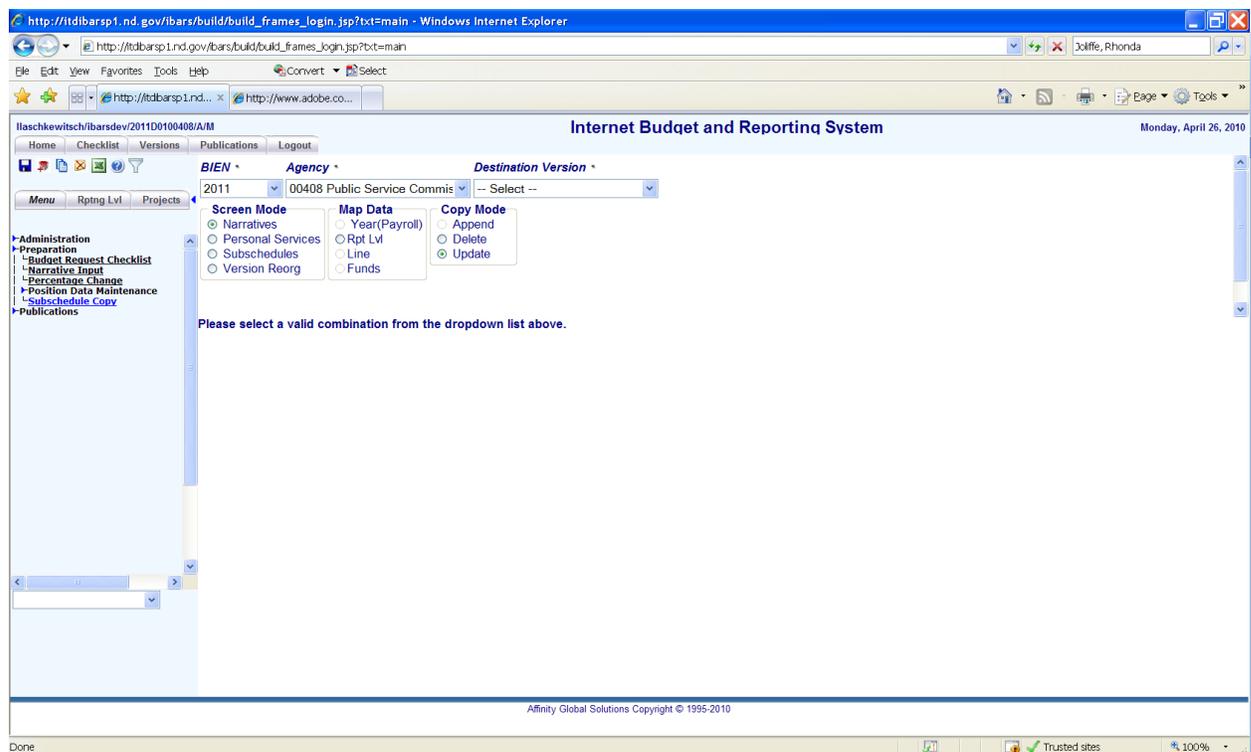
In order to eliminate a version, click Delete in the second column of the version to be deleted. A warning message appears to ensure the user wishes to delete the highlighted version. IBARS will only allow agencies to delete versions created by that agency. The delete was successful if the version no longer appears on the Version List.

Exiting a Version

To discontinue working on a version and begin working on another version, click on the Version tab and select a new version.

Subschedule Copy

Subschedule Copy Window



Navigation

Log On =>Menu Tab=>Preparation=>Subschedule Copy

Purpose

The Subschedule Copy function is used for copying payroll data, narratives and subschedule information from one version to another. Most commonly, this feature is used to copy narratives from the previous biennium R3 version to a current biennium A version. This feature is also useful for a user whose agency does not have its payroll information

downloaded from PeopleSoft. Instead of manually entering each payroll record into IBARS, a user can copy some or all of the payroll records from a previous biennium budget version to a current biennium budget version. This feature can allow the previous biennium records to be used to create identical year 1 and year 2 records for the upcoming biennium. It can also be used to copy payroll records from one working version to another, or to a new version.

Subschedule Copy can only be used to copy between versions of the same type. For example, a B version can be copied to another B version. The function will not work when copying from an A version to a B version.

When performing subschedule copy, remember to save data after each Map Data window is changed. Each Map Data must be used for the copy to be successful. If necessary, contact the assigned OMB budget analyst for help with this procedure.

Tip *Copy a new version to use as the destination version prior to entering the subschedule copy window.*

Using the Window

Depending on your monitor settings, scroll bars on the right side of the screen may need to be used to view all information.

1. Source Version - Open the version to be copied from, the source version.
2. Destination Version - Open the subschedule copy window and select the appropriate biennium, agency, and version to which the information will be copied, the destination version.
3. Screen Mode - Select the desired Screen Mode, the information to be copied, from the radio button list: Choices are:
 - Narrative Select the Narrative button to copy narratives. If copying narratives from the previous biennium, the R3 version should be used. Select the narratives to be copied by checking the boxes by each narrative type, and click the Save icon from the tool bar.
 - Personal Services Select the Personal Services button to copy payroll data. After selecting Personal Services, select (by checking the check box indicator on the left side of the screen) the specific payroll records to be copied. Use the Select All button to choose all records. Use the scroll bar on the right side of the window if “Select All” button is not visible.
 - Subschedules Select the Subschedule button to copy information, including expenditure and funding information, if applicable. A Subschedule dropdown box will appear listing the subschedules in the source version, click on the desired subschedule. A list of items contained in the subschedule will appear on the screen. Place a checkmark in the Copy column for each of the items to be copied. Then click the Save icon. This will mark all info tab entries and funding and expenditures for copy to the destination version.

- Version Reorg Use this function to reorganize expenditure or request amounts from one reporting level or appropriation to another. Contact the assigned OMB budget analyst for assistance prior to using this function.
4. Map Data - The following items must be mapped in order to copy a subschedule: Year (Payroll only), Reporting Level, Lines, and Funds. Select each of the items listed and complete the associated mapping data on the screen. Always Save data after completing each selection.
5. Copy Mode - Select the desired Copy Mode from the radio button list:
- Append Will copy information to the Destination Version from the Source Version. If the same information already exists on the Destination Version, duplicate records may be created using this function.
- Delete Will delete all of the related information from the Destination Version and copy all records from the Source Version.
- Update Will update any existing information in the Destination Version with information from the Source Version. Information that isn't in the Destination Version will be added from the Source Version.
6. When all of the information has been selected, click the **COPY** button to copy all of the selected information to the Destination Version. A dialogue box will appear indicating the process completed successfully or describing any errors that occurred.

Default Funding

Currently Under Development

This function is not currently available. Users will be notified when the functionality is enabled.

Help

Navigation

Log On => Help

Purpose

Use the IBARS Help system to get immediate information about IBARS features and options. Click the Help icon. Select IBARS Users Manual, click on the link "North Dakota Specific Budget Manual". You will be redirected to the OMB website. The remainder of the links in the Wiki were prepared by the IBARS developers with general information about the overall IBARS program.

Chapter Three: Getting Started

Chapter three helps an agency get started building the budget request by providing:

- A system overview to explain, in general terms, how data is collected in IBARS.
- An overview of the steps involved in building the budget request, including the order in which subschedules should be completed.
- Specific instructions for completing:
 - The Fund Source Control screen
 - The Change Package Description screen
 - Base Budget adjustments
 - Operating adjustments
 - Capital Asset adjustments

System Overview

Certain subschedules are used to collect data for the major components of the budget (i.e., salaries and wages, operating expenses, capital projects, etc.). These subschedules “post” data to the Budget Request Summary subschedule. The term “post” refers to the process by which budget amounts entered in a subschedule are automatically transferred to the Budget Request Summary and become part of the budget request.

Other subschedules are used to collect supplementary information about the agency and its budget. These subschedules are used as support and documentation and, consequently, do not “post” budget amounts to the Budget Request Summary.

Subschedules that post budgetary information to the Budget Request Summary screen are:

- Position Detail Data
- Operating
- Grants Summary
- Capital Projects
- Extraordinary Repairs
- Equipment over \$5000
- IT Equipment and Software over \$5000
- Other Capital Payments

Subschedules that collect supplementary and supporting budgetary information are:

- Large IT Projects
- General Fund Collections
- Licensing, Regulation, and Inspection
- Lease Purchase Agreement
- Continuing Appropriations
- Telecommute Analysis
- Special Fund Balance
- Narrative

Overview of Steps Involved in Preparing a Budget Request

The sequence followed when using IBARS is critical to the proper functioning of the system and the development of a budget request that is complete and free of errors. The correct sequence is listed below:

1. Access IBARS using the user name and password assigned by the system administrator. If a password is forgotten or needs resetting, call the ITD Help Desk at 328-4470.
2. Review agency reporting level structure, as outlined in communications received from the assigned OMB budget analyst. Compare the IBARS SR01 report to the PeopleSoft Reporting Level Tree. All PS Department IDs from the 2009-11, 2007-09 and edits for the upcoming 2011-13 biennia should be in IBARS.
3. Discuss with the assigned OMB analyst any necessary changes to the reporting level structure. After changes are made, the reporting levels will be locked by OMB.

Tip *Do not create a version or enter any data until reporting levels are locked.*

4. OMB will create a download (D) version. The download version will include previous biennium expenditures, annualized current biennium first year expenditures, current biennium budget (if entered in PeopleSoft), and payroll information. The data will be loaded from PeopleSoft financials and PeopleSoft payroll for those agencies utilizing the PeopleSoft system. For other agencies, payroll data will need to be copied from the previous biennium budget request or entered manually. Contact your budget analyst if you would prefer to upload this information using an Excel template.
5. Create an agency (A) version by “Copying” the D version. The D version can be copied to either an accounting level type (designated with an A in the type column) or a budget level type (designated with a B in the type column). Select the roll-up copy option to create a budget level version.

Tip *Do not use Create. Versions “Created” contain no download, expenditure, or salary data.*

6. Review downloaded expenditure data for the previous biennium (**2007-09 Biennium Expenditures** column of the Budget Request Summary) and annualized first year data for the current biennium (**2009-11 First Year Expenditures** column of the Budget Request Summary), including funding sources by line item. Generating the SRO5 report at the agency level will facilitate this review. The 2007-09 biennium data must agree with the final 2007–2009 NDS4310AA report.

Full-time equivalent (FTE) information is based on the Payroll subschedule and relates to the budget request biennium only. Consequently, previous biennium and current biennium authorized FTE information must be entered by reporting level on the Budget

Request Summary in the Statistics Object type. Refer to the [authorized FTE](#) table in the Appendix to ensure that previous and current biennium agency totals are correct.

7. Review current biennium appropriation amounts, including funding source by line item (**2009-11 Biennium Appropriation** column of Budget Request Summary). If the download from PeopleSoft does not include budget information, these amounts must be entered manually or uploaded from an Excel template. Contact the assigned OMB Budget Analyst for a copy of this template.

The current biennium budget amounts should reconcile to the adjusted appropriation column on the NDS4130AA report dated 3/31/2010. FTE counts should not include any positions approved by the Emergency Commission during the current biennium because those positions must be requested through a change package.

Salary account codes, along with the related funding, entered into the **2009-11 Biennium Appropriation** column will automatically post into the **2009-11 Biennium Payroll Approp** column, which is used to calculate the payroll difference from 2009-11. IBARS cannot identify funding sources for account codes included in special lines, so the expenditure account codes will post to the **2009-11 Biennium Payroll Approp** column, but no funding amounts will post. For this reason, if the current appropriation includes any salaries account codes in special lines, the **2009-11 Biennium Payroll Approp** column will appear out of balance. In this case, funding for special line salary account codes must be manually entered in the **2009-11 Biennium Payroll Approp** column.

8. Determine if narrative and subschedule data can be copied from the previous biennium. Use the Subschedule Copy function to copy from the 2009R03 version.
9. Create budget changes in any posting subschedule. See the chart later in this chapter for types of changes.
10. Review the Position Detail Data subschedule (salaries, benefits, funding sources) and enter proposed changes. (See Chapter 4 – Payroll.) Ensure all authorized FTE for the current biennium are included. Adjust salaries to the anticipated June 30, 2011 salary. Add new positions requested for 2011-13 in an optional change package, regardless of funding source.
11. Check “complete” on Position Detail Data subschedule indicator on the Checklist to post the data to the Budget Request Summary.
12. Review **Payroll Difference from 2009-11** column in Budget Request Summary. These costs cannot be entered manually and may not be edited after being calculated by IBARS.
13. Complete all posting and supplementary subschedules except Special Fund Balance.

Tip *All budget request data must be entered in the posting subschedules, not directly in the budget request summary. Click “Complete” on each subschedule to post data to the budget request summary.*

14. Check “complete” on the Budget Request Summary indicator on the Budget Request Checklist to post data to the Special Fund Balance subschedule.
15. Complete the Special Fund Balance subschedule and mark it to complete on the checklist.
16. Run the IBARS SR05 report to review the budget request to ensure that it is complete and that funding and expenditures balance.
17. Run the SRO6 and CRVA reports to identify any outstanding validation issues that must be corrected prior to submitting the budget.
18. When all subschedules have been marked to complete and validation issues corrected, click the Submit button located on the Version tab.



9 Narrative Subschedule

- a. Review copied narrative
- b. Save copied data in each narrative field to remove font specifications
- c. Enter new narrative data as required
- d. Generate NARR report
- e. Review narrative data
- f. Check Narrative Subschedule to complete

10 Review Budget Request

- a. Print and review IBARS SR05 report to ensure budget request is complete
- b. Mark Budget Request Summary complete on checklist

11 Special Fund Balance Subschedule

- a. Open Special Fund Balance Subschedule
- b. Review Detail Tab information for each special fund
- c. Enter appropriate revenue codes and revenue estimates for 2009-11 and 2011-13
- d. Enter adjustment to 2009-11 appropriation to reflect estimated expenditures, if necessary
- e. Mark Special Fund Balance Subschedule to complete

12 CRVA report

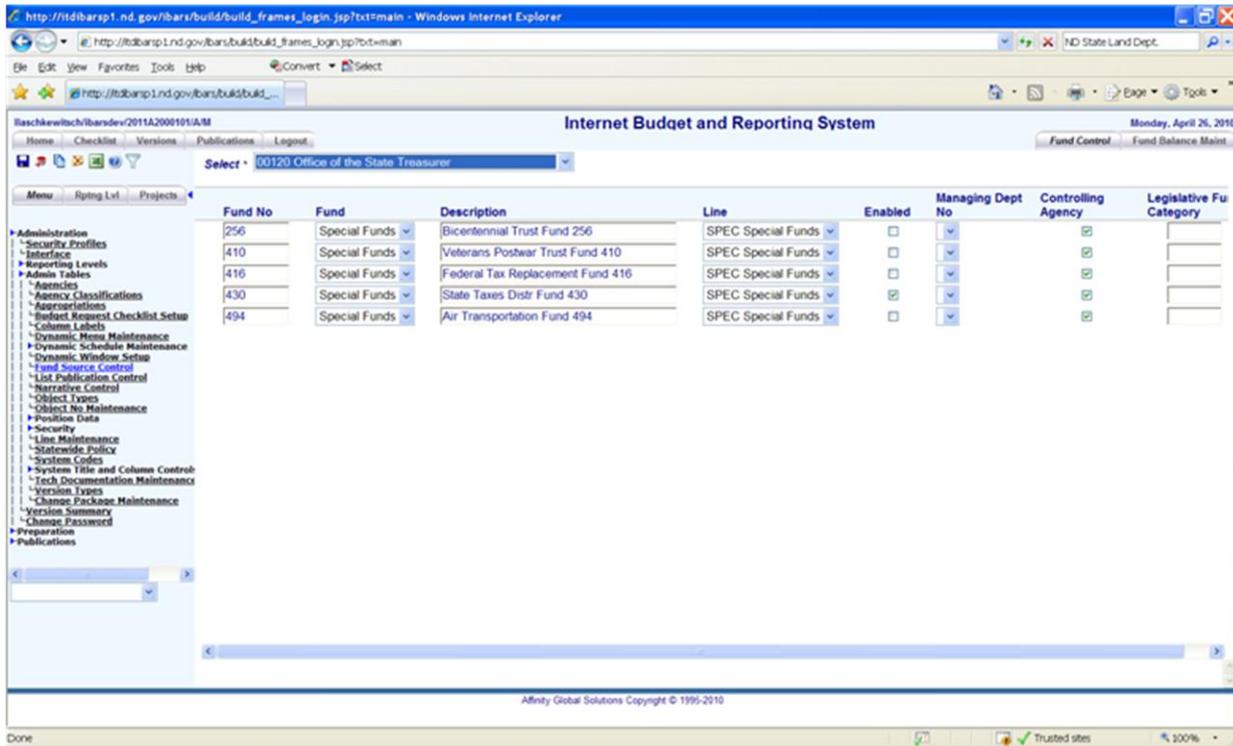
- a. Run CRVA report to identify any outstanding validation issues
- b. Correct issues
- c. Check to complete any unchecked subschedules

13 Submission

- a. Select Versions Tab
- b. Click Submit link next to version number

Fund Source Control

Fund Source Control Window



Navigation

Log On =>Menu=>Administration=>Admin Tables=>Fund Source Control

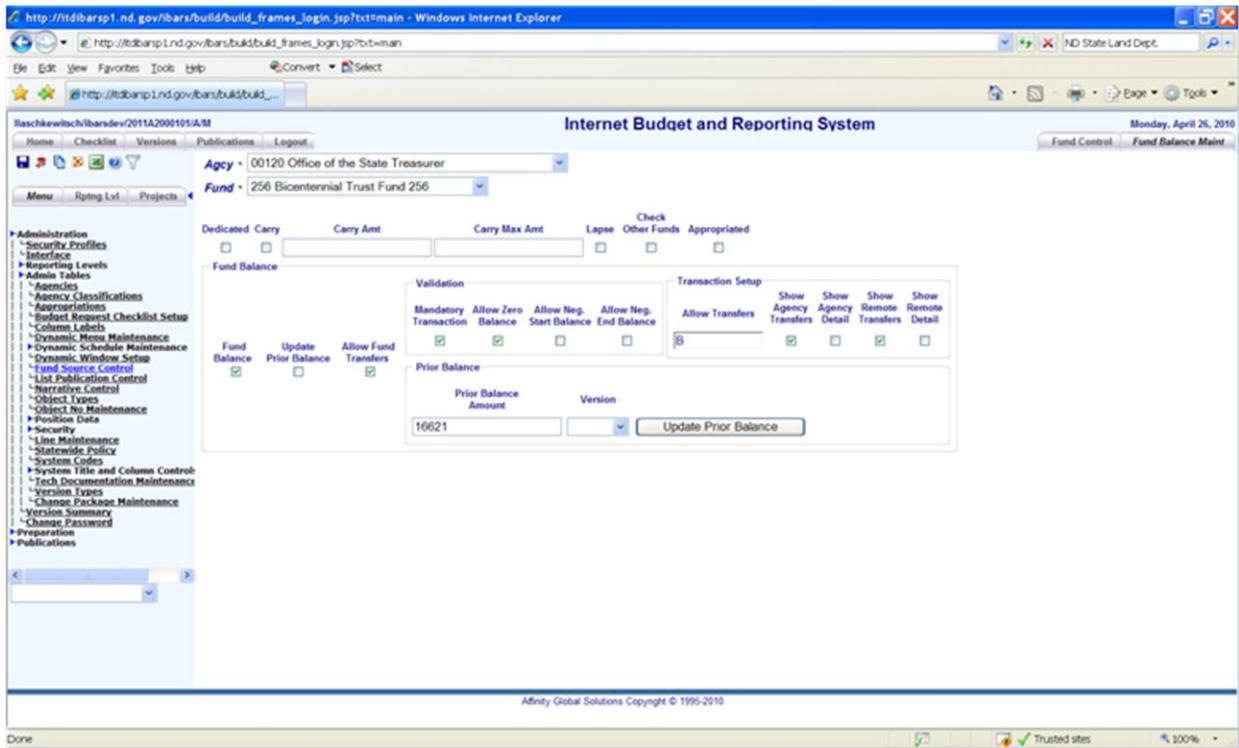
Purpose

To define the special and federal funding sources available statewide and for each specific agency.

Using the Window

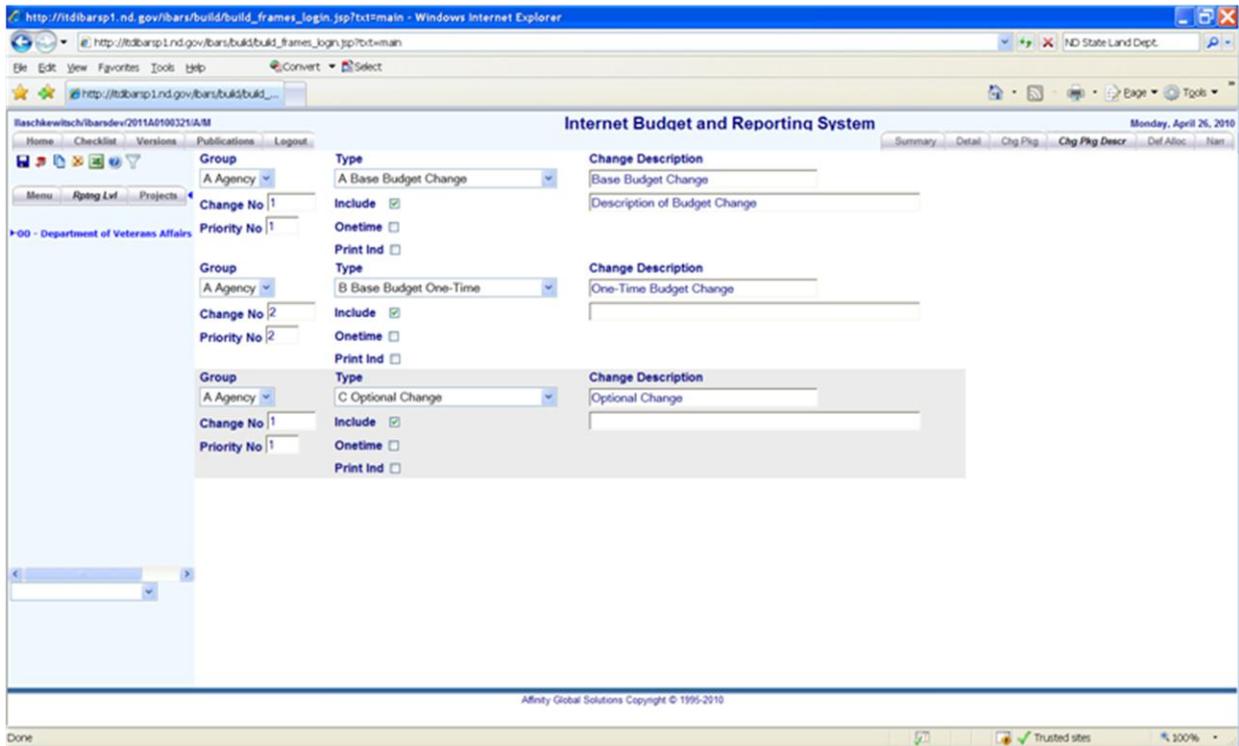
Select the correct agency number from the drop down in order to view funds available for the agency. Review the special fund list for completeness, keeping in mind the need to encompass a three-biennium period including the budget request biennium. Contact the assigned OMB analyst to modify the fund list.

Click in the description field of a fund, and then click the Fund Balance Maintenance tab to view the beginning fund balance for the current biennium. Once in the Fund Balance Maintenance window, use the Fund dropdown menu to review the balance of each special fund. Contact the assigned OMB analyst to modify a beginning fund balance.



Change Package Description

Change Package Description Window



Navigation

Log On =>Checklist=>Any Posting Subschedule=> Change Package Description

Purpose

To define the change packages to be used in preparing the budget request.

Using the Window

A change package is used to remove current biennium one-time and capital asset appropriations and to enter any difference between the current biennium appropriation and the amount to be included in the agency’s base budget request for each account code and funding source. Amounts included in the optional budget request will also be entered as a change package. Any budget change entered will be available for use in all reporting levels and subschedules.

Change Package Group and Type

All agency changes regardless of type are Group A. Budget changes are organized into seven categories, or types:

- Type A = Base budget changes to be included in the base request.
- Type B = Base budget one-time request.
- Type C = Optional change included in the optional request.
- Type D = Optional one-time change to be included in the optional request.
- Type E = Remove prior biennium one-time items.
- Type F = Remove capital asset appropriations.

Within the subschedules, dollar amounts must be entered into the appropriate columns based on the type of change, as shown in the following table.

Change Packages	Remove Capital & One Time	Budget Changes Column	Optional Request Column
Remove prior biennium one-time	AE		
Remove capital	AF		
Base budget change		AA	
Base budget one-time		AB	
Optional change			AC
Optional budget one-time			AD
USED ONLY BY OMB			
OMB Recommendations		RA	
One-time OMB Recommendations		RB	

After the budget change is created and saved, all fields can be modified except the group, and type.

Make sure the priority number reflects the agency’s actual priority listing for this change package. **The priority field should be completed for all optional change packages.** Create as many change packages as necessary to adequately identify agency priorities.

Change Package Title, Description, and Narrative

The change package description window includes a title field to accommodate a title for each change package. The window also includes a second short description field. The short description field is not required. If used, please include only a short summary statement. The title and the narrative field are required fields that must be completed for each change package.

After completing and saving the Change Package Description window, open the Narrative tab. For each change package in the Change package Description window enter a detailed description and justification for each change package. (**One-Time indicator and Print boxes are not used.**) The same change package should be used for each large IT project throughout all subschedules and should have the description “IT – [name of IT project]”. See Chapter 7, Large IT Projects.

Tip *Do not include symbols or special characters such as &, or hyphens, in budget change titles and descriptions.*

Tip *Do not repeat the same information in the short description and the narrative. Budget Change Narrative reports print the title, short description and narrative as a paragraph for each budget change.*

Deleting Budget Change Packages

If a change package must be deleted, all associated dollars must first be **zeroed out** of the change package in each reporting level. **Click Complete on the Budget Request Checklist prior to deleting any associated lines that were inserted.** This must be done through the subschedule used to enter the data. If a change package is deleted without first removing the dollars and checking Complete, the associated amounts will not be deleted from the database and the budget will not pass validation.

Tip *Do not use the same change package to enter amounts in both the base and optional request.*

Chapter Four: Position Detail Instructions

Initial position salary and fringe related information is based on a download from the PeopleSoft payroll system.

A summary of the windows and tabs used to view and prepare the total salaries budget request is presented below.

Checklist Window

Position Detail Data – By checking Complete, the system will recalculate and allocate the total salary and benefits for the agency. The salary and benefits amounts will be posted to each reporting level in the budget request.

Position Information

Position List tab – Provides a list of each employee by name, position number, and position type. Each employee is listed twice, once for each fiscal year of the biennium. This window is used to add new FTE.

Position Info tab – Used to view, update, and enter specific data for an individual employee position such as classification code, salary level, pay type, and position type. This window is also used to unfund an existing position.

Position Benefits tab – Used to view, update and enter fringe benefit information for specific individuals.

Position Benefit Calculations tab – Used to view the resulting salary and benefits amounts based on the information entered in the Position Info and Position Benefits tabs.

Position Calculations tab – Displays monthly salary and benefit data for a specific individual.

Position Allocation tab – Used to specify the reporting levels and funding sources for each position.

Position Employee tab – Displays the employee ID number, name and anniversary date for existing employees. Also used to enter a new employee.

Position Data

Position Data Screen

Yr	Emp ID	Pos Type Cd	Pos No	Seq No	Pos Name	Class Cd	Title
2011	0284684	R	00006524	1	Webb, Janine C	9002	Appointed-Not Classified
2012	0284684	R	00006524	1	Webb, Janine C	9002	Appointed-Not Classified
2011	0228195	R	00006525	1	Gerst, Troyd A	1270	Art Programs Admin.
2012	0228195	R	00006525	1	Gerst, Troyd A	1270	Art Programs Admin.
2011	0291724	R	00006526	1	Ehreth, Linda K	1270	Art Programs Admin.
2012	0291724	R	00006526	1	Ehreth, Linda K	1270	Art Programs Admin.
2011	0342727	R	00006527	1	Schmid, Amy Rae	0823	Public Information Specialist
2012	0342727	R	00006527	1	Schmid, Amy Rae	0823	Public Information Specialist
2011	7004752	R	00006528	1	Ferderer, Eileen M	0911	Administrative Officer I
2012	7004752	R	00006528	1	Ferderer, Eileen M	0911	Administrative Officer I
2011	0	R	0010	1	Vacant	0001	Education Program Administrator

Navigation

Log on=>Menu=>Preparation=>Position Data Maintenance=>Position Information=>Position List tab

or

Checklist=>Position Detail Data=>Position List tab

Purpose

Add, delete and change employee name, position number, identification number, and position type. This screen is also used to add new FTE that are being requested. Vacant, shift differ, overtime, temp and board member positions are not included in the initial payroll download and need to be added to the position list. A line of data must be completed for each year of the biennium.

General Information

Before updating the Position List, note the following:

- Emergency Commission and Budget Section approved positions continuing into the next biennium must be requested as new positions and requested through a Budget Change Package.
- New employees, additional temporary, overtime or shift differential dollars, and other salary changes that will increase the budget request must be documented and requested through a Budget Change Package, regardless of the funding sources used.
- The positions on the Position List window may be sorted according to the user's preference by clicking on the corresponding column heading.

- The system rounds if more than two decimal places are used.
- Temporary, overtime, board member, shift differential, pooled and equity adjustment are not included in the position data download. These position types must be added. A separate position should be set up for each reporting level in which temporary, overtime, shift differential, equity adjustment, and pooled positions are used. Multiple temporary, overtime, pooled, or shift differential positions may be in one reporting level as Temp1, Temp2, Overtime1, Overtime2, etc.
- For shared positions, the total FTE must not exceed 100 percent.
- If an employee is being paid from more than one reporting level, the total must not exceed 100 percent. The percent can only be entered up to two decimal places.
- The only agencies that may use “Pooled” positions are components of North Dakota University System.
- If funding allocation for salary increases is different than regular salary, the regular salary allocations and the salary increase allocations must each equal 100 percent.

Using the Window

On the Reporting Levels tab, expand the reporting levels and select the appropriate reporting level. To view a list of all agency positions, select the top, agency name reporting level.

Click the Add icon on the action bar to add a new record, or click on an existing record, to make changes to the present data.

Add an Existing Agency Position

From the Position List window, select the reporting level, and click the Add icon. Select **Add Position** from the dialogue box. Enter all required information on Position. Click the Save icon when the record is complete. Click the **Pos Benefits** tab and select benefit types for this position. Click the save icon. Return to the **Pos Info** tab. In the Replicate Position box at the bottom of the window, put a “1” in **# of Positions to Replicate**; choose **Selected Year to Other Year** in Copy Options. Leave New FTE Indicator set to copy. Vacant and Annotate Position Name should be blank. Click the **Replicate** button to copy this position to the second year of the biennium.

Add a Record for a New FTE

From the Position List window, select the reporting level, and click the Add icon. Select **Add Employee** from the open dialogue box. Enter “0” in the **Emp ID** field. “Vacant” appears in the **Name** field. Return to the **Pos List** tab and click the **Add** icon. Populate all fields, using “1” in **Step**, and “0” in **Emp ID**, which should then display “Vacant” in the **Name** field. The **Compute Increase Indicator** must be checked if this position is eligible for general salary increases. The **New FTE Indicator** must be checked for all new positions. Update the record by clicking the **Save** icon. Navigate to the **Position Benefits** and **Position Allocation** tabs, populating all required fields and saving when complete. Return to the **Position Listing** tab and use the Replicate Position box to copy this position to the second year of the biennium.

Replicate Position

The Replicate Position function can be used for adding multiple positions by changing the **# of Positions to Replicate** and the **Copy Options** to copy to one or more years of the biennium. When copying to multiple positions, select the “Annotate Position Name” indicator to auto-generate a unique name for each new position. Return to the **Position Listing** tab and select a newly replicated position. Change the **Position Number** to a unique sequence, the **Emp ID** to “0”, and clear out the **Revised Position Name** field. Save the updated record.

Add a Board Member

Board Members can be added one of three ways:

1. Click the **Add** icon and input a specific position number for each member and insert the Board Member’s Employee ID and Name.
2. Click the **Add** icon and input Board Member 1, Board Member 2, etc. in the Position No, Employee ID, and Name fields.
3. Use one entry for the biennium or one entry per year, for all board member compensation. To accomplish this, enter the words “Board Member” in each of the fields, and enter a total amount for the salaries for all members.

Tip *If one position is split between two or more reporting levels, enter one position number and allocate that position, using the Position Allocation tab, to the appropriate reporting levels.*

Temporary Employees, Shift Differential, Overtime and Equity pools

If an agency has multiple temporary employees, shift differential, overtime and equity pools, each should be identified in the Position Number and Employee Identification fields with a sequentially numbered title such as Temp 1, Temp 2, and Overtime 1 and Overtime 2. **Zero “0” should not be used in the employee identification number field for these Position Types.**

Temporary	Budget for temporary positions using the Position Type Code “T - Temporary.” Type “Temp” in the position number column. On the Position Benefits tab select the standard fringe rate, leaving other benefit types blank. Select class code 9008 or 9031 to 9038. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly, however, the FTE will not be added to the agency’s FTE total.
Board Member	Budget for board member compensation using the Position Type Code “B – Board members.” Budget for board member compensation using a lump sum for all board members, or enter individual board members. On the Position Benefits tab select the standard fringe rate, leaving other benefit types blank. Select Class Code 9006. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly; however, the FTE will not be added to the agency’s FTE total.

- Resident Worker** Budget for residents who are paid for hours worked using the **Position Type Code** “W – Resident Workers”. This position code is applicable only for the Veterans’ Home and the State Hospital. On the **Position Benefits** tab select the standard fringe rate, leaving other benefit types blank. Select class code 9008 or 9031 to 9038. Enter one FTE. The FTE field is required for the compensation amount to calculate correctly, however, the FTE will not be added to the agency’s FTE total.
- Equity Adjustment** Use position type “E – Equity Adjustment” on the **Position Information** tab for salary equity increases. Do not check the compute increase indicator checkbox. On the **Position Benefits** tab, leave all benefit fields blank. Select Class Code “9998.” Enter “1” in the FTE field, “annual” in the Pay Type field, and “0” in the Rate field. Enter the total biennial cost of the equity adjustment, along with any associated fringe benefit costs, in the Lump Sum Amount field. Enter “Equity,” or a similar short description, in the Lump Sum Description field.

Tip *Salary Equity adjustments will not be displayed on the CR02 reports because that report does not include lump sum amounts.*

- Underfund Salary** Use position type “U - Underfund Salary” to reduce the salary budget by a lump sum amount as discussed with the assigned budget analyst. Do not check the compute increase indicator checkbox. On the **Position Benefits** tab, leave benefit fields blank. Select Class Code “9998.” Enter “1” in the FTE field, “annual” in the Pay Type field, and “0” in the Rate field. Enter the total biennial cost of the underfunded share of salary, along with any associated fringe benefit costs, as a negative number, in the Lump Sum Amount field. Enter “Underfund Salary,” or a similar short description, in the Lump Sum Description field.
- Executive Budget Adjustment** The position type “X – Executive Budget Adjustment” is for OMB use only.

Position Information

Position Information Tab

Navigation

Log on=>Checklist=>Position Detail Data=>Position Information Tab

Purpose

The Position Info tab is used to enter individual position data, such as class code, position number, position type, and payroll rates. The initial data in IBARS is based on the month of the download from the PeopleSoft payroll system.

Using the Window

Select an employee record on the Position List window to navigate to the Position Info tab for that record. The salary information is displayed in each field for that particular position. If a new record is being added the fields will be blank.

This window contains the Position Classification code, Position Number, Employee ID, FTE, Position Type Code, Pay Type Code, Unfunded Indicator, Rate of Pay, and Duration. Review the information for accuracy. Make changes by clicking on the specific field, enter the correct value, and then tab to the next field.

Year In order for a position to be fully funded, there must be one position for each year of the budget biennium: 2011 and 2012.

Class Code Refer to the Appendix for a list of [Job Class Codes](#). Same as the code used in PeopleSoft payroll.

Position Number	Unique indicator based upon PeopleSoft payroll records or agency numbering system.
Step	Field is not used by North Dakota and has been disabled.
Position Sequence No.	Populated automatically by IBARS if a position number is used more than once for a given year.
FTE	Portion of a full-time position held by the employee.
Employee ID	This is the PeopleSoft Employee ID number. Enter “0” for vacant positions, which will automatically insert “Vacant” in the Name field.
Employee Name	Downloaded positions are prepopulated. For vacant or new positions it automatically populates based upon the employee ID.
Unused Fields	Some fields are not used by ND and have been disabled. The fields labeled Anniversary, Longevity, Date 2, and Date 3 are not applicable to North Dakota and will not be used by agencies in preparation of their budget.
Position Type Code	<p>B – Board Members –Board members are not included in the payroll download and must be added to the Position List.</p> <p>E – Equity Adjustment – Code is used by agencies to add a pool of funds for salary equity.</p> <p>F – Faculty and L – Pooled are only used by components of the North Dakota University System.</p> <p>O – Overtime</p> <p>R – Regular Employee – The code for permanent employees used by North Dakota.</p> <p>S – Shift Differential – Code is used by agencies for shift work compensation, such as the Mill and Elevator.</p> <p>T – Temporary –Temporary positions are not included in the download information from the PeopleSoft payroll and must be added to the Position List.</p> <p>U – Underfunded Salary – Code is used by agencies to underfund the salary plan in anticipation of savings related to vacancies and turnover.</p> <p>W – Resident Worker used only by State Hospital and Veterans’ Home, etc. Resident workers will have to be added and are not included in the payroll download.</p> <p>X – Executive Budget Adjustment – To be used by OMB only.</p>

Pay Type Code	Can choose Annual, Bi-Weekly, Daily, Hourly or Monthly as appropriate for each employee.
Duration	Prepopulates based on Pay Type code used. Contact the assigned budget analyst before changing to fit a unique situation.
Unfunded Indicator	Select “Funded” for funded positions and “Unfunded-Do Not Post” for unfunded positions. The “Unfunded-Do Not Post” option allows existing positions to be excluded from the budget request without deleting the position record. Do not mark a position as unfunded if the position is part of an optional request. Do not use “Unfunded – Post” (this option is not used by North Dakota).
Rate	Wage paid to an employee that corresponds with Pay Type code used. The rate must reflect the full FTE rate for partial FTE positions. For example, a .5 FTE making \$1,000 per month is entered as .5 in the FTE field and \$2,000 in the rate field, and monthly in the pay type field.
Compute Incr Ind	The compute increase indicator is automatically checked for each employee position. A check mark in this box means that the position is set to receive any statewide compensation increase that is recommended. Uncheck the box if a position should be excluded from the increase, such as in the case of board members and temporary positions.
New FTE	Place a check mark in this field if the position is a new position for the agency.
Salary Amount	This is a calculated field utilizing the entered rate and duration.
Budget Change	The Budget Change field must be used for all new positions that will result in an increase or decrease from the present budget. Select the appropriate Budget Change Package from the dropdown list.

Tip *Budget changes should be entered for both years of the biennium for each position.*

Lump Sum Amount	Can be used to budget for items such as retirement payout, equity requests, etc. Enter the dollar amount of the request.
Lump Sum Descript	Enter a short description for lump sum amounts requested.
Revised Position	

Name Only used when replicating positions. See instructions later in this chapter.

Once an employee record is complete, click the Save icon in the Action Bar to save the data.

Replicate Position

of Pos to Replicate The number of positions to be generated during replication.

Copy Options Select the years to which the existing position should be copied for the new positions.

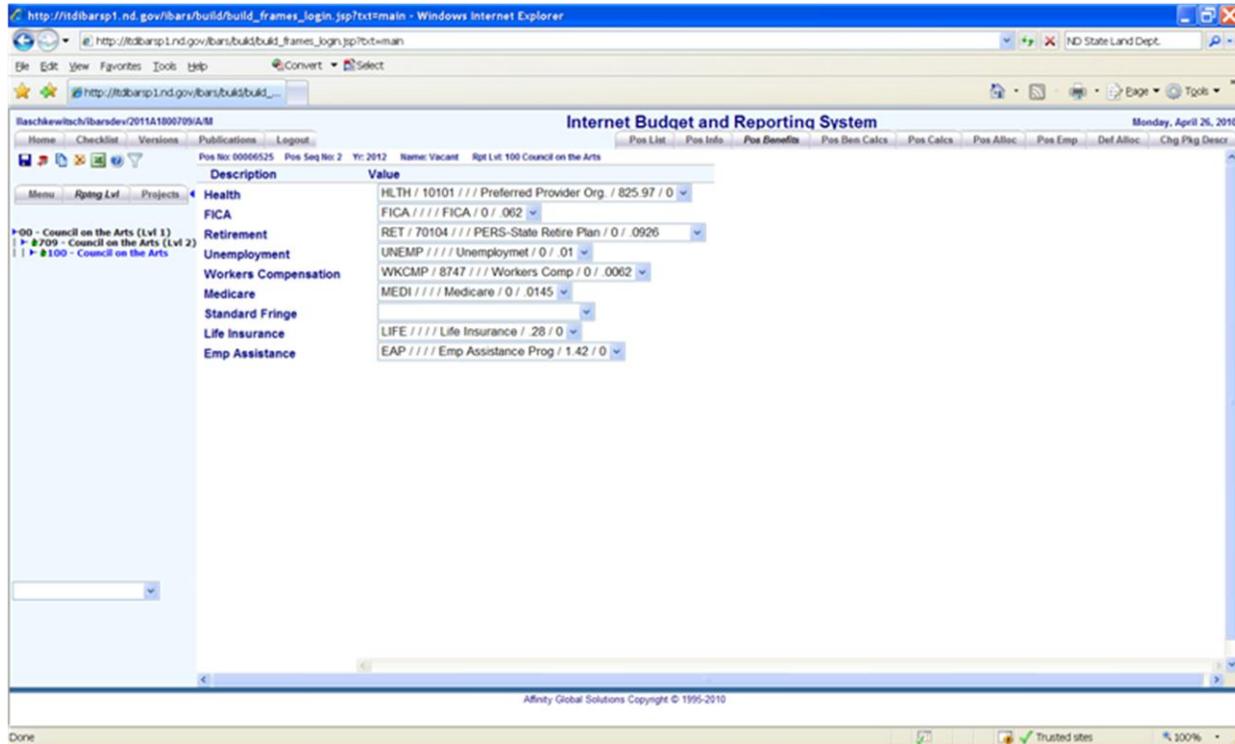
New FTE Indicator If selected, copies the New FTE Indicator to the new record.

Vacant If selected, the replicated record will have a “0” in the **Emp ID** field and **Name** will be “Vacant”

Annotate
Position Name If selected, changes the **Name** field to “Copy of xxxx” for the replicated record.

Position Benefits

Position Benefits Tab



Navigation

Log On=>Checklist=>Position Detail Data=>Position Information Tab=>

Purpose

The Position Benefits tab is used to enter individual position data, such as health insurance, FICA, unemployment, and workers compensation codes. The initial data in IBARS is based on the month of the download from the PeopleSoft payroll system.

Using the Window

Select with the cursor an employee record on the Position List window. Click on the Position Benefits tab. The downloaded benefit information is displayed in each field for that particular position. If a new record is being added, the fields will be blank.

The window includes the fringe benefit fields of Health Insurance, FICA, Retirement, Unemployment, Workers Compensation, Medicare, Life Insurance and Employee Assistance. The Standard Fringe field is used only for positions that do not receive the full state benefit package.

Refer to the Appendix for the list of Fringe Benefit Codes.

Review each position to make certain the benefit information is accurate and current. To make changes, click on the selection in the drop down next to each field. Tab to the next field. Click the Save icon when all fields are completed.

Tip *The Standard Fringe field is used for Temporary Employees, Resident Worker, Board Member and Pooled positions only. If this field is used, the other fringe benefit fields should remain blank.*

Benefit Calculation

Position Benefit Calculation Tab

Benefit Type	Detail Amt	Sub Amt	Grand Amt
Base			
Salary		30,000.00	
Benefits			
Emp Assistance Prog	17.04		
FICA	1,860.00		
Health	9,911.64		
Life Insurance	3.36		
Medicare	435.00		
Retirement	2,778.00		
Unemployment	60.00		
Workers Comp	689.13		
Subtotal		15,754.17	
Base Total			45,754.17
Grand Total			45,754.17

Navigation

Log On=>Checklist=>Position Detail Data=>Position Benefit Calculation Tab

Purpose

This is a **view only window** that provides an itemized list, per employee position, of salary and fringe benefits calculations. Users cannot make entries on this screen.

Position Calculation

Position Calculation Tab

The screenshot displays the 'Internet Budget and Reporting System' interface. The main content is a table showing monthly calculations for a position. The table includes columns for date, status, salary, and various benefit amounts. The data is as follows:

		Salary	Emp Assistance Prog	FICA	Health	Life Insurance	Medicare	Retirement	Unemployment	Workers Comp
07/01/2011	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	25.00	69.75
08/01/2011	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	25.00	69.75
09/01/2011	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	10.00	69.75
10/01/2011	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	69.75
11/01/2011	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	69.75
12/01/2011	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	69.75
01/01/2012	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	69.75
02/01/2012	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	69.75
03/01/2012	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	69.75
04/01/2012	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	61.38
05/01/2012	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	0.00
06/01/2012	Est	2,500.00	1.42	155.00	825.97	0.28	36.25	231.50	0.00	0.00
Total		30,000.00	17.04	1,860.00	9,911.64	3.36	435.00	2,778.00	60.00	689.13

Navigation

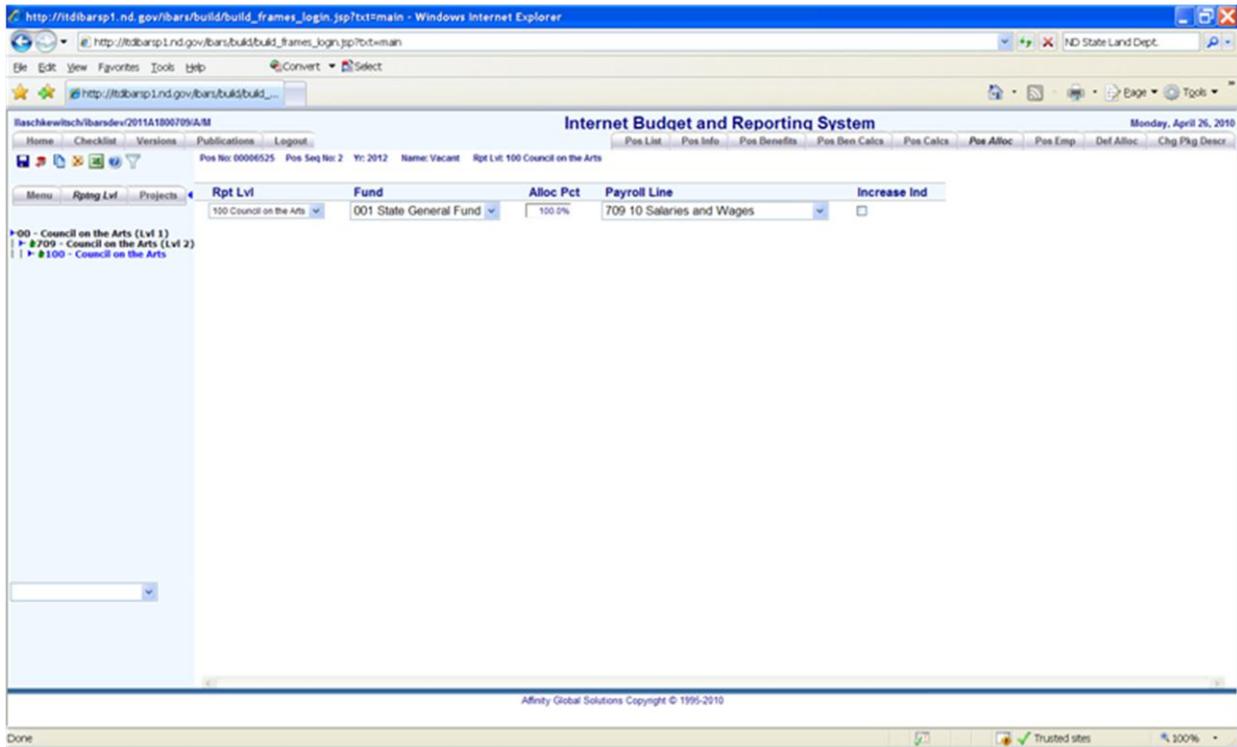
Log On=>Checklist=>Position Detail Data=>Position Calculation Tab

Purpose

This is a **view only window** that provides a monthly itemization, per employee position, of salary and fringe benefits calculations for each month. Users cannot make entries on this screen.

Position Allocation

Position Allocation Tab



Navigation

Log On=>Checklist=>Position Detail Data=>Position Allocation Tab

Purpose

To allocate the salary of the selected position to reporting levels and specific funding sources.

Using the Window

Go to the Reporting Level field and select from the drop down list, the reporting level that will be used to begin the allocation of salary.

Tip *The Position No., Position Sequence Number, Year, Employee Name and Reporting Level are displayed at the top of the window to assist users. Review this information to ensure that the correct position is open before entering allocation data.*

Tip *For existing positions, the information displayed in each of the fields is based on the allocation used in the PeopleSoft payroll download. If the data is the same as the allocation method for the next biennium, no entries are required on the screen.*

If allocation changes are required, tab from the Reporting Level field to the Fund field. The drop down box will provide the choices of General Fund 001, specific Special Funds used by an agency, and Federal Funds listed by individual grant numbers. If a fund is missing from the selection, contact the assigned budget analyst.

Make a selection from the choices, tab to the Allocation Percent field. Enter the decimal value less than or equal to 1.00 for the portion of salary that will be charged to the fund identified in the Fund field.

Tab to the Payroll Line field. Choose, from the drop down box, the appropriation line item that will be used to budget the salary expenses. In most cases this is 10 - Salary and Wages; however, some agencies budget salaries to special line appropriations.

The Increase Indicator field should remain blank in most cases. When the funding allocation for the executive salary increase is different than for the base salary, insert a new line. Place a checkmark in the field indicating that these allocations should be used for salary increases only.

Click the Save icon to save the data.

If additional allocations are required, use the Add icon. Follow the same process as described above until total percent reaches the level desired for this reporting level. Repeat this process for the second year of the biennium.

Tip *If a position needs to be moved from one reporting level to another, simply change the reporting level for that individual on the Position Allocation tab rather than deleting and creating a new position on the Position List tab. Remember to update the allocation for each year of the biennium.*

Funding Reallocation

Default Allocation Window

Navigation

Checklist=>Position Detail Data=>Default Allocation Tab

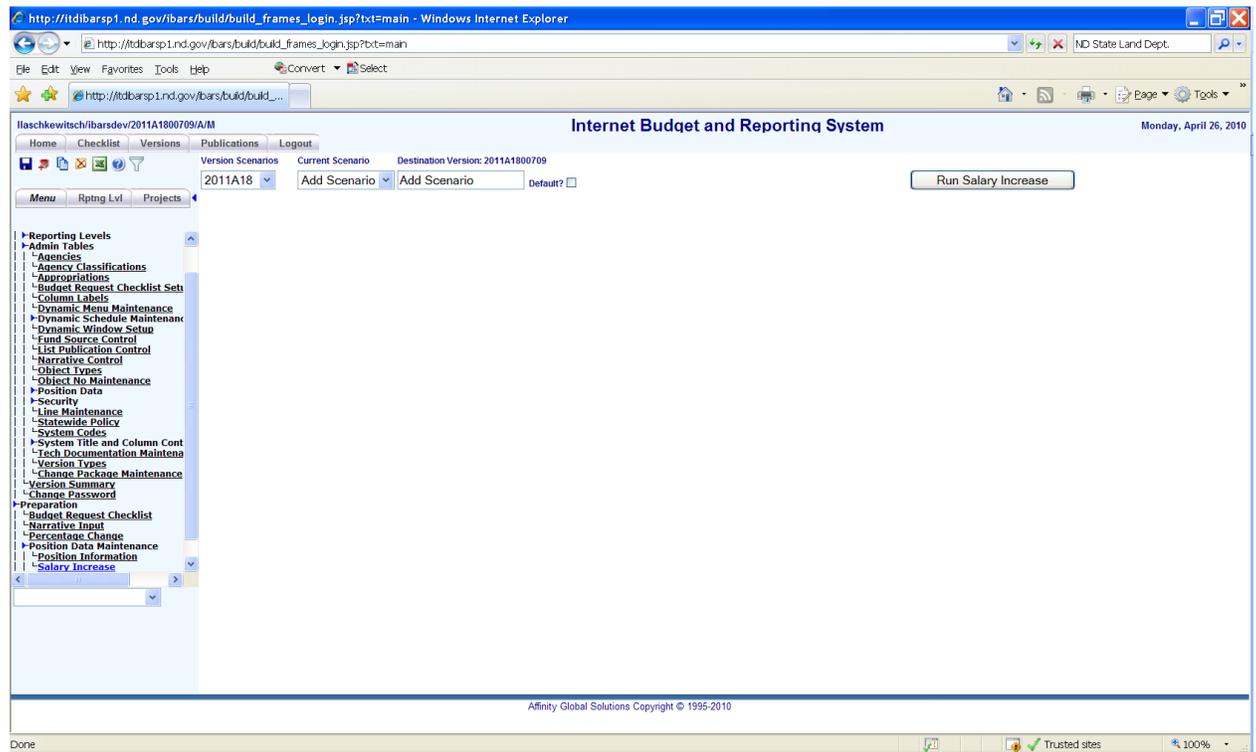
Purpose

To perform funding reallocation of positions within a selected reporting level.

This function is not currently available. Users will be notified when the functionality is enabled.

Salary Increase

Salary Increase Window



Navigation

Log on=>Menu=>Position Data Maintenance=>Salary Increase

Purpose

This screen can be used to run various salary increase scenarios for an entire agency and apply increases to all or select groups of agency positions.

Using the Window

This function is not currently available. Users will be notified when functionality is enabled.

Chapter Five: Budget Request Summary

Chapter five serves as a guide through the process of using the Budget Request Summary window. The Budget Request Summary window is used to:

- Summarize all budget data entered in various subschedules.
- Enter prior and current biennium expenditure and funding data for all lines.

Budget Request Summary

Budget Request Summary Window

Navigation

Log On =>Checklist =>Budget Request Summary

Purpose

The Budget Request Summary window provides the historical data, budget changes information, and budget request for each reporting level and summarized for the entire agency.

General Information

Several windows are involved in preparing the budget request summary. Amounts entered in “posting” subschedules (operating expenses, grants, capital projects, extraordinary repairs, other capital payments, position detail data, equipment over \$5,000, and IT equipment and software over \$5,000) post to the budget request summary when each subschedule is checked to complete on the Budget Request Checklist.

Tip *Other than adjusting FTE counts, 2007-09 actual expenditures and the 2009-11 appropriation and estimated expenditures, no other data is entered directly into the Budget Request Summary window.*

Prior biennium expenditures, first year expenditures, and current biennium appropriation columns are downloaded from PeopleSoft. If the download month is prior to the close of the first year of the biennium, salaries and operating expenditures are annualized. Other account codes use actual expenses as of the download month. If the current biennium budget was not spread in PeopleSoft, the download will not contain this information. Consequently, in such a case, the current biennium appropriation amounts by account code and funding source will need to be entered manually.

Using the Window

The Budget Request Summary consists of multiple columns, each with unique functions, as described below:

2007-09 Biennium Expenditures shows complete prior biennium expenditures, by account code, line item, and funding source. These amounts should be part of the download version used to create the first working version in IBARS. However, these amounts should be checked and modified as necessary to accurately reflect historical expenditures.

Tip *Actual expenditures for the 2007-09 biennium should reconcile to the 6/30/2009 NDS4911-BB report dated 7/31/2009.*

2009-11 First Year Expenditures shows annualized expenditures for the first year of the current biennium. These amounts should be part of the download version used to create the first working version in IBARS. However, due to the actual timing of certain expenditures and the timing of the download version, annualized expenditures may not accurately represent anticipated fiscal year expenditures for a particular account code, line item, or funding source. Adjust these amounts as necessary.

2009-11 Biennium Balance shows the remaining unexpended balance by account code for the current biennium. This is a calculated column based on the annualized amounts in **2009-11 Fiscal Year Expenditures** and the amounts entered in 2009-11 Biennium Appropriation, as explained below.

2009-11 Biennium Appropriation reflects the appropriated budget for the current biennium. Amounts in this column should be part of the download version used to create the first working version in IBARS. However, if the agency's budget has not been spread in PeopleSoft, this column will be empty in the download version. In that case, these amounts will need to be entered manually by account code and funding source in working versions. These numbers will be closely scrutinized throughout the budget process and serve as the base for any budget changes requested for the upcoming biennium. For this reason, care should be taken in entering these numbers. **Make sure that in total, the amounts entered in this column tie to the PeopleSoft Appropriation Status Report (Current Appropriation column NDS4310AA) dated 3/31/2010 for each line item and major funding source category.** Please contact the assigned analyst prior to using an Appropriation Status Report with a different date.

Important
Note

To enter data in the budget request summary, select the appropriate reporting level. Click the "Detail" tab to enter account code or funding source detail in the available columns.

Select Funding or Expenditures from the Object Type drop down. Select the appropriate Line Item from the drop down list. Click on the appropriate cell to edit existing data or click the "Add" icon to enter a new account code or funding source.

Current Biennium Payroll Appropriation is used to show the current biennium appropriation for payroll. Most amounts will be filled in automatically by IBARS when other columns are updated. However, if any salary objects are budgeted under special lines, the expenditures and funding in this column may not balance. This is due to the fact that the funding sources for salaries objects that are part of a special line are not specifically identified and must be manually entered.

Current Biennium Payroll from Subschedule will be populated upon checking Complete on the position detail data subschedule. This column represents the biennial cost of payroll for all existing positions included in the budget request. It does not include the cost of any new positions or existing positions assigned to an optional change package.

Payroll Difference from Current Biennium will be calculated by IBARS based on amounts contained in other columns. This column shows the increase over the current biennium

appropriation needed to sustain the salary level in effect as of the end of the current biennium. Consequently, the cost of any salary increases given during the biennium, any new positions that were phased in during the current biennium, as well as other costs incurred to continue the current payroll levels will be identified in this column, eliminating the need to explain these items in a budget change.

Remove Capital and One Time is populated upon checking Complete on the Operating Expense, Capital Assets, and Grants subschedules, if those subschedules contain AE or AF change packages. These amounts are summarized here, but are not entered or changed from the Budget Request Summary window.

Base Budget Changes reflects all base budget changes that were entered on posting subschedules in either AA or AB change packages. These amounts are summarized here, but are not entered or changed from the Budget Request Summary window.

Base Budget Request shows the agency's total base budget request. The general fund total in this column may not exceed the general fund budget limit determined by OMB. No amounts are entered directly in this column – it is the sum of the **2009-11 Biennium Appropriation, Payroll Difference from 2009-11, Remove Capital and One Time,** and **2011-13 Base Budget Changes** columns.

Optional Budget Changes reflects all optional budget changes – those that are assigned to an AC or AD type change package and could not be included in the base budget request due to guideline limitations. These amounts are summarized here, but are not entered or changed from the Budget Request Summary window.

Total Budget Request is the agency's total budget request, including all optional adjustments. This is a calculated column resulting from the sum of the **2011-13 Base Budget Request** and **2011-13 Optional Budget Changes** columns.

Chapter Six: Budget Subschedules

Chapter six provides information regarding the completion of budget subschedules referred to as “posting” subschedules. These subschedules post budget data directly to the Budget Request Summary once marked Complete on the Budget Request Checklist, thereby eliminating the need to reenter expenditure or funding amounts on the budget request for these items. Subschedules included in this chapter are:

- Operating Expenses
- Grants Summary
- Capital Projects
- Extraordinary Repairs
- Equipment Over \$5,000
- IT Equipment and Software Over \$5,000
- Other Capital Payments

The budget request is prepared at the budget account code level. [The Revenue and Expenditure Accounts Listing](#) provides the account codes that may be used in preparing the budget request. The listing also presents the detail account codes used in PeopleSoft. The detail accounts provide guidance in determining where to budget anticipated expenditures.

Change packages must be created prior to entering expenditures and funding into posting subschedules. Use the Change Package Description tab in any posting subschedule to create as many change packages as are necessary to adequately identify various changes. Change packages created in one posting subschedule can also be used in other posting subschedules.

Operating Expenses

The Operating subschedule is used to enter budget changes for all operating account codes. Operating expenses may include equipment and repair items if those items are under \$5,000. Corresponding freight and installation should be budgeted under the same line item the equipment item is budgeted. Because of the equipment’s portability, the price of each piece of a wall or desk station unit, such as Herman Miller units, should be considered individually when determining which line item to use.

All computer software expenditures of \$5,000 or less should be budgeted under the Operating Expense line item with the account code 531000 Supplies – IT Software using the Operating Expenses subschedule.

All computer software expenditures greater than \$5,000 should be budgeted under the capital assets line with account code 693000 IT Equipment/Software-Licenses > \$5,000 using the IT Equipment and Software over \$5,000 subschedule.

As noted in OMB policy number 211, the Statewide Conference Fund #212 is to be used only when the expenses of hosting a conference are **NOT** included in the agency appropriation. The statewide conference fund is **NOT** to be used for conferences that occur on a regular, ongoing basis. For such conferences, agencies are required to budget for them in the agency budget request.

Operating Expenses Window

Navigation

Log On =>Checklist=> Operating

Purpose

The Operating Expenses window is used to access the funding and expenditure windows for entering operating expense changes.

Funding and Expenditures

Click the Change Package tab to enter the requested changes for each account code. Select the appropriate reporting level, Object Type and Line. Project will always be set to Operating Expenses.

Use the Add icon to insert a new line. Select the Change Package and Object Number from the drop down.

- Remove one-time operating expenses authorizations in the **Remove One-Time** column using change type AE.
- Base budget changes in the **Base Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

After saving the data, repeat the process to enter the remaining funding or expenditures for the change package, ensuring that Funding and Expenditures are in balance for each change package.

Grants Summary

Grants Summary Window

	2009-11 Biennium Appropriation	Remove One-Time	2011-13 Base Budget Changes	2011-13 Base Budget Request	2011-13 Optional Request	2011-13 Total Budget Request
1 arts in education grants	0	(150,000)	300,000	150,000	600,000	750,000
Expenditures Total	0	(150,000)	300,000	150,000	600,000	750,000
1 arts in education grants	0	(150,000)	300,000	150,000	600,000	750,000
Funding Total	0	(150,000)	300,000	150,000	600,000	750,000

Grants Detail Window

Object No	2009-11 Biennium Appropriation	Remove One- Time	2011-13 Base Budget Changes	2011-13 Base Budget Request	2011-13 Optional Request	2011-13 Total Budget Request
GS7120 - Grants, Benefits, & Claims	0	(150,000)	300,000	150,000	600,000	750,000
Total	0	(150,000)	300,000	150,000	600,000	750,000
Total Funding	0	(150,000)	300,000	150,000	600,000	750,000

Navigation

Log On=>Checklist=> Grants Summary

Purpose

This window provides an agency-wide summary of the grants line item.

Using the Window

This window provides information on grants an agency provides to other entities. Information regarding each grant must be entered for both the current and the budget request biennium.

Click Add and enter the required information. The description for the grant program should include the name of the program. The explanation should include the purpose of the grant and, unless listed elsewhere, the entity to which the money will be granted.

Funding and Expenditures

Select the grant on the Grants Summary Select tab. Choose the appropriate reporting level, and then select the Detail tab. Enter the current biennium appropriation and related funding source information for each grant previously added on the Grants Info window. Click the Change Package tab.

Use the Change Package window to enter:

- Base budget changes in the **Base Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

Click Add and select expenditures from the Object Type drop down. Select the appropriate line, project, change package description, the Grants account code, and enter the expenditure amounts. Save the data and then enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Capital Projects

The capital projects subschedule is used to enter capital construction or improvement projects. Capital projects include spending for new construction, additions, restorations and demolitions of buildings and infrastructure. Care should be taken when considering whether an expenditure is a capital project or an extraordinary repair. The definition of an extraordinary repair can be found on page 7 of this chapter.

Capital projects are requested and funded on a project-by-project basis. The capital budget request becomes a long-range planning document reflecting the State's capital needs. A long-range capital budget assists the executive and legislative branches of government in formalizing capital funding objectives, setting spending priorities, and efficiently allocating limited financial resources. By completing the capital budget, agencies are planning for future needs and communicating those needs to OMB and the Legislature.

Criteria for prioritizing capital projects include items such as court-ordered or statutory (external) mandates; health, safety and environmental concerns; state policy direction; funding availability; and program needs. All capital projects for which funding is requested must meet ADA requirements.

Capital Projects Window

The screenshot shows the 'Internet Budget and Reporting System' web application. The browser address bar indicates the URL is http://itdbarsp1.nd.gov/ibars/build/build_frames_login.jsp?txt=main. The page title is 'Internet Budget and Reporting System' and the date is 'Monday, April 26, 2010'. The user is logged in as 'haschkewitsch/ibarsdev/2011A1800709/A/M'. The main form area is titled 'Capital Projects Select' and includes the following sections:

- Version:** 2011A1800709
- Number:** [input field]
- Priority:** [input field]
- Description:** [input field]
- Start date (mm/dd/yyyy):** [input field]
- End date (mm/dd/yyyy):** [input field]
- Indicate number of bienniums and total estimated project costs:**
 - No. of bienniums:** [input field]
 - Total estimated project costs:** [input field]
- Are there ongoing savings and efficiencies anticipated as a result of this project?** [input field] (Yes/No)
- Ongoing operating costs or savings (show as negative amount) related to this project:**

	2011-13 Biennium	2013-15 Biennium	2015-17 Biennium
Salaries and Wages	[input field]	[input field]	[input field]
Operating Expenses	[input field]	[input field]	[input field]
Equipment > \$5,000	[input field]	[input field]	[input field]
IT Equipment > \$5,000	[input field]	[input field]	[input field]
Special Lines	[input field]	[input field]	[input field]
Total Expenditures	[input field]	[input field]	[input field]
General Fund	[input field]	[input field]	[input field]
Other Funds	[input field]	[input field]	[input field]
Federal Funds	[input field]	[input field]	[input field]
Total Funding	[input field]	[input field]	[input field]
FTE	[input field]	[input field]	[input field]
- Does this project:**
 - Address life safety code requirements? [input field] (Yes/No)
 - Address federal laws or requirements? [input field] (Yes/No)
 - Address environmental/health concerns? [input field] (Yes/No)
 - Address critical maintenance needs, which if neglected could result in damage to the structural integrity of the building? [input field] (Yes/No)
 - Address state building/fire code requirements? [input field] (Yes/No)
 - Continue a project partially funded by the legislature in a previous biennium? [input field] (Yes/No)
 - Comply with the agency's facility master plan? [input field] (Yes/No)
 - Is this a state facility energy improvement project (NDCC Section 54-44.5-08)? [input field] (Yes/No)
 - If yes, what are the estimated biennial savings [input field]
 - If yes, has the project been submitted to the Div. of Community Services? [input field] (Yes/No)

At the bottom of the form, it states: **** All Fields Required ****. The footer of the page reads: 'Ablity Global Solutions Copyright © 1995-2010'.

Navigation

Log On =>Checklist=>Capital Projects

Purpose

The Capital Projects window summarizes and prioritizes capital projects. Costs or cost savings related to capital projects, such as salaries, operating expenses, and rent reductions are entered directly on the Capital Projects window for informational purposes. The

anticipated direct costs for the project for the next three bienniums are also entered on the Capital Projects Information tab.

Using the Window

Enter the sequential number for the request. Next, enumerate the priority for this project, as ranked among all capital projects included in the budget request. To rank the capital project in relation to other non-capital budget needs, use the priority field on the Change Package Description.

Tip *The priority field is an important consideration for OMB when analyzing a capital project request. Make sure the appropriate number has been entered in this field.*

Enter a short description or title. Additional narrative, detailed explanations and cost benefit analysis must be entered using the Narrative tab.

Enter the anticipated starting and ending dates for the project. Next enter the total number of bienniums over which the project will be completed and the total estimated cost of the project

Answer Yes or No to the question related to ongoing savings or efficiencies.

Complete the schedule of ongoing operating costs or savings related to this project. Savings should be shown as negative numbers. Include any additional FTE that will be requested to operate or maintain the facility.

Explain operating costs or savings within the Narrative tab in the Cost Benefit Analysis and Project Specifications and Justification fields.

Answer Yes or No to each of the questions in the next section of the window under the heading “Does this project:” Where necessary, offer additional explanation using the Narrative fields.

The final section of the window relates to the State Facility Energy Improvement Program. Answer the questions in this section and click the Save icon.

If the agency had a capital projects appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered on the Info tab. Use the Change Package tab, as explained below to enter a negative amount equal to the current biennium appropriation.

See Chapter 8 for a detailed explanation of the Capital Projects narrative section.

Funding and Expenditures

Select the project on the Select tab. Choose the appropriate reporting level, and then click the Change Package tab.

Use the Change Package window to enter:

- Removal of any capital projects authority in the current biennium. Use change type AF to remove the current biennium capital projects appropriation from the base. Assign changes to the project labeled “Remove Current Biennium Capital Assets.”
- Base budget changes in the **Base Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

Click Add and select Expenditures from the Object Type drop down. Select the appropriate line, project, change package description, the land and buildings account code, and enter the expenditure amounts. Save the data and then enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Create separate Info tab entries and use the Detail tab to enter funding and expenditure amounts for projects that will take place during either of the two bienniums subsequent to the budget request biennium. These amounts are entered for planning purposes to inform OMB and the legislative branch of upcoming capital needs.

Tip *All capital projects included in the budget request will be entered as a change package.*

Extraordinary Repairs

The Office of Management and Budget uses formulas, applied to an inventory listing of [Buildings and Infrastructure](#) as a guide to determine the amount that should be spent to maintain assets. The Buildings and Infrastructure guidelines provide detailed information on both valuing and estimating repair costs for buildings and infrastructure.

The Extraordinary Repairs subschedule is used to enter major or extraordinary repair items. Extraordinary repairs are relatively large expenditures that benefit more than one operating cycle or period. If a repair will benefit several periods and/or extends the useful life of the asset, then the cost of the repair should be budgeted as an extraordinary repair within the capital assets line. Include all repairs to buildings and infrastructure involving dollar amounts in excess of \$5,000 that are non-recurring in nature, and increase the value or service life of the asset.

Individual items less than \$5,000 should not be included in extraordinary repairs but should be budgeted for and paid out of the operating line. Projects of the same nature with an individual value of \$5,000 or more can be aggregated and requested as one project.

Ordinary repairs are expenditures made to maintain plant assets in operating condition and are less than \$5,000. These repairs should not be budgeted as part of the capital assets line but rather should be budgeted under an account code within the operating line. Ordinary repairs are preventive maintenance, normal periodic repairs, replacement of parts, structural components, and other activities such as repainting, and equipment adjustments that are needed to maintain the asset so that it continues to provide normal services. Examples of ordinary repairs include:

- roof and/or flashing repairs
- window repairs and glass replacement
- painting
- masonry repairs
- floor repairs

Extraordinary Repairs Window

The screenshot shows a web browser window displaying the 'Internet Budget and Reporting System'. The page title is 'Internet Budget and Reporting System' and the date is 'Monday, April 26, 2010'. The browser address bar shows 'http://itdibarsp1.nd.gov/ibars/build/build_frames_login.jsp?txt=main'. The page content includes a navigation menu with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. Below the menu, there are input fields for 'Version' (2011A1800709), 'Number', and 'Priority'. A 'Description' field is also present. Below the description field, there are input fields for 'Start date (mm/dd/yyyy)' and 'End date (mm/dd/yyyy)'. A note says 'Indicate number of bienniums and total estimated project costs.' followed by input fields for 'No. of bienniums' and 'Total estimated project costs'. There are two checkboxes: 'Is this a state facility energy improvement project (NDCC Section 54-44.5-08)?' and 'If yes, what are the estimated biennial savings'. Below these are two more checkboxes: 'If yes, has the project been submitted to the Div. of Community Services?'. A note at the bottom states '** All Fields Required **'. The footer of the page says 'Affinity Global Solutions Copyright © 1999-2010'.

Navigation

Log On =>Checklist=>Extraordinary Repairs

Purpose

The Extraordinary Repairs window summarizes and prioritizes extraordinary repair projects. Amounts requested for the upcoming biennium are entered on the Change Package tab.

Using the Window

Enter the sequential number of the request and the priority number for this project, as ranked among all extraordinary repair items included in the budget request. To rank the repair in relation to other non-capital budget needs, use the priority field on the Change Package Description.

Enter a short description or title.

Enter the anticipated starting and ending dates for the repair project. Next enter the total number of bienniums over which the project will be completed and the total estimated cost of the project.

The final section of the window relates to the State Facility Energy Improvement Program. Answer the questions in this section, Save, and then insert the budget data for this project by using the Change Package tab.

If the agency had an extraordinary repairs appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Change Package tab, as explained below to enter a negative amount equal to the agency’s current biennium appropriation.

Funding and Expenditures

Select the project on the Select tab. Choose the appropriate reporting level, and then click the Change Package tab.

Use the Change Package window to enter:

- Removal of any extraordinary repair authority in the current biennium. Use change type AF to remove the current biennium extraordinary repairs appropriation from the agency’s base budget. Assign changes to the project and enter the negative amount in the **Remove Capital and One-Time** column.
- Base budget changes in the **Base Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

Tip *All extraordinary repair projects included in the budget request must be entered as a change package.*

Click Add and select expenditures from the Object Type drop down. Select the appropriate line, project, change package description, the extraordinary repairs account code, and enter the expenditure amounts. Save the data, and then enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Other Capital Payments

The Other Capital Payments window is used to enter:

- Department of Transportation road and highway projects.
- State Water Commission water projects.
- Special assessments.
- Bond payments.
- In lieu of tax payments.

Other Capital Payments Window

The screenshot displays the 'Internet Budget and Reporting System' interface. The main content area is titled 'Other Capital Payments Select'. It features a navigation menu with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. Below the menu, there are input fields for 'Version' (set to 2011A1800709), 'Number', and 'Priority'. A 'Description' field is also present. The form is organized into a table-like structure with the following rows:

Is this a:	Yes/No	Total outstanding balance
Bond payment	<input type="text"/>	<input type="text"/>
Special assessment payment	<input type="text"/>	<input type="text"/>
Payment in lieu of taxes	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

At the bottom of the form, it states: **** All Fields Required ****

Navigation

Log On =>Checklist=>Other Capital Payments

Purpose

The Other Capital Payments window summarizes and prioritizes other capital payment items.

Using the Window

Enter the sequential number of the request and priority number for this project, as ranked among all other capital payment items included in the budget request. To rank the item in relation to other non-capital budget needs, use the priority field on the Change Package Description.

Enter a short description or title.

Indicate if the item is bond payments, special assessments, in lieu of tax payments, or other. If other, explain using the Narrative tab.

If the agency had an other capital payments appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Change Package tab, as explained below, to enter a negative amount in the **Remove Capital and One-Time** column equal to the current biennium appropriation.

Funding and Expenditures

Select the project on the Select tab. Choose the appropriate reporting level, and then select the Change Package tab.

Use the Change Package window to enter:

- Removal of any other capital payments authority in the current biennium. Use change type AF to remove the current biennium other capital payments appropriation from the base budget. Assign changes to the project labeled “Remove Current Biennium Capital Assets” and enter the negative amount in the **Remove Capital and One-Time** column.
- Base budget changes in the **Base Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

Click Add and select expenditures from the Object Type drop down. Select the appropriate line, project, change package description, the other capital payments account code, and enter the expenditure amounts. Save the data, then enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Equipment Over \$5,000

Equipment Over \$5,000 Window

The screenshot shows the 'Equipment Over \$5,000' window in the Internet Budget and Reporting System. The window title is 'Equipment Over \$5,000 Select'. The form contains the following fields and options:

- Version: 2011A1000709
- Number: []
- Priority: []
- Description: []
- Explanation: []
- Is this proposed expenditure for the replacement of existing equipment? (Yes/No)
- Estimated useful life (years): []
- Unit price: []
- Number of units (base request): []
- Total base request: []
- Number of units (optional request): []
- Total optional request: []
- Total base and optional request: []

** All Fields Required **

Navigation

Log On =>Checklist=>Equipment Over \$5,000

Purpose

The Equipment Over \$5,000 window is used to enter all non-IT equipment in excess of \$5,000. Individual items less than \$5,000 should be budgeted for and paid out of the operating line.

Using the Window

Click Add and enter the sequential number for the request and priority number for this project, as ranked among all other Equipment Over \$5,000 items included in the budget request. To rank the item in relation to other non-capital budget needs, use the priority field on the Change Package Description.

Enter a short description or title of the equipment. The Explanation field should include a description of the equipment and its purpose. Similar equipment with an individual value of \$5,000 or more can be aggregated and requested under one description. However, adequate detail needs to be provided so that the exact type and quantity of equipment can be determined. For example, 5 riding lawn mowers is fine, but lawn maintenance equipment is too general.

Indicate if the proposed purchase is to replace existing equipment.

Indicate the estimated useful life of the new equipment. Enter the unit price and the number of units in the base and optional requests.

If the agency had any equipment over \$5,000 appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Change Package tab, as explained below to enter a negative amount in the **Remove Capital and One-Time** column equal to the current biennium appropriation.

Funding and Expenditures

Select the project on the Select tab. Choose the appropriate reporting level, and then click the Change Package tab.

Use the Change Package window to enter:

- Removal of any equipment over \$5,000 authority in the current biennium. Use change type AF to remove the current biennium equipment over \$5,000 appropriation from the base. Assign changes to the project labeled “Remove Current Biennium Capital Assets” and enter the negative amount in the **Remove Capital and One-Time** column.
- Base budget changes in the Base **Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

Click Add and select expenditures from the Object Type drop down. Select the appropriate line, project, change package description, the Equipment Over \$5,000 account code, and enter the expenditure amounts. Save the data, and then enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

IT Equipment and Software Over \$5,000

IT Equipment and Software Over \$5,000 Window

The screenshot shows the 'Internet Budget and Reporting System' interface. The main form area is titled 'IT Equipment and Software Over \$5,000 Select'. It includes a 'Description' field, an 'Explanation' field, and a checkbox for 'Is this proposed expenditure for the replacement of existing equipment?'. Below these are fields for 'Unit price', 'Number of units (base request)', 'Total base request', 'Number of units (optional request)', 'Total optional request', and 'Total base and optional request'. A note at the bottom states '** All Fields Required **'. The browser address bar shows the URL: http://itdibarsp1.nd.gov/ibars/build/build_frames_login.jsp?text=main.

Navigation

Log On =>Checklist=>IT Equipment and Software Over \$5,000

Purpose

This window provides detail supporting the request for IT equipment and software in excess of \$5,000. Individual IT equipment and software items less than \$5,000 should be budgeted for and paid out of the operating line.

Using the Window

Click Add and enter the sequential number of the request and the priority number for this project, as ranked among all other IT equipment over \$5,000 items included in the budget request. To rank the item in relation to other non-capital budget needs, use the priority field on the Change Package Description.

Enter a short description or title. The Explanation field should include a description of the item and its purpose. Similar equipment with an individual value of \$5,000 or more can be aggregated and requested under one description. However, adequate detail needs to be provided so that the exact type and quantity of equipment can be determined.

Indicate if the proposed IT equipment purchase is to replace existing equipment.

Indicate the estimated useful life of the equipment. Enter the unit price and the number of units in the base and optional requests.

If the agency had any IT equipment over \$5,000 appropriation in the current biennium, a project with the description “Remove Current Biennium Capital Assets” must be entered. Use the Change Package tab, as explained below to enter a negative amount in the **Remove Capital and One-Time** column equal to the current biennium appropriation.

If a request is part of a large IT project, use a change description entitled “IT – (Name of Large IT Project)”. That same change description title and number will be included in the Large IT Project Subschedule. Use the same change package for all related costs throughout all subschedules such as the Operating Subschedule for IT contractual and travel expenses, etc.

Funding and Expenditures

Select the project on the Select tab. Choose the appropriate reporting level, and then click the Change Package tab.

Use the Change Package window to enter:

- Removal of any IT equipment and software over \$5,000 authority in the current biennium. Use change type AF to remove the current biennium IT equipment and software over \$5,000 appropriation from the base. Assign changes to the project labeled “Remove Current Biennium Capital Assets” and enter the negative amount in the **Remove Capital and One-Time** column.
- Base budget changes in the **Base Budget Request** column using change types AA or AB.
- Optional budget changes in the **Optional Request** column using change types AC or AD.

Click Add and select expenditures from the Object Type drop down. Select the appropriate line, project, change package description, the IT equipment and software over \$5,000 account code, and enter the expenditure amounts. Save the data and enter related funding source amounts ensuring that funding and expenditures are in balance for each change package.

Chapter Seven: Supplementary Subschedules

This chapter provides information regarding the completion of supplementary, or “non-posting,” subschedules. These subschedules do not post budget data to the Budget Request Summary. The schedules are used to provide supplementary and supporting information. Subschedules included in this chapter are:

- Large IT Projects
- General Fund Collections
- Licensing, Regulation, Inspection
- Lease Purchase Agreements
- Continuing Appropriations
- Telecommute Analysis
- Special Fund Balance

Tip *Subschedule copy can be used to transfer information from the 2009-11 request to the 2011-13 budget request. See Chapter 2 for instructions.*

Lease Purchase Agreements

Lease Purchase Agreements Window

Internet Budget and Reporting System

Monday, April 26, 2010

Version 2011A1800709 Number []

Start date (mm/dd/yyyy) [] End date (mm/dd/yyyy) []

Number of months lease will be in effect during 2011-13 biennium []

Description []

Explanation []

Monthly payment []

Original value []

Will the leased asset replace an existing leased asset? [] (Yes/No)

** All Fields Required **

Done

Navigation

Log On =>Checklist=>Lease Purchase Agreements

Purpose

This window allows agencies to enter required information relating to any existing or proposed capital or operating lease or debt financing arrangement for assets or services, excluding real estate, with an original value of at least \$50,000. This reporting requirement also applies to any group of assets or services comprising a single system with a combined value of at least \$50,000. As provided in subsection 8 of NDCC Section 54-44.1-06, the list of assets and services must include any assets or services acquired in the current biennium and any anticipated to be acquired during the budget request biennium.

Using the Window

Click Add to begin entering information for each financing agreement. Use the following definitions in completing the fields on this window. Completion of all fields is required

Number

Unique sequential number identifying each lease or financing agreement.

Start and End Dates

Enter the inception and termination dates of the lease or financing agreement.

Description

Include a short summary of what was or is proposed to be acquired through a lease or debt financing arrangement.

Explanation

Provide an explanation of the factors that led to the decision to lease rather than purchase the item.

Monthly Payment

Enter the amount to be paid monthly pursuant to the lease or financing agreement.

Original Value

Provide the value of the item at the beginning of the lease or financing agreement.

Additional required fields include the number of months the lease will be in effect during the budget biennium, and indicating if the leased asset replaces an existing leased asset.

Licensing, Regulation, Inspection

Licensing, Regulation, Inspection Window

The screenshot shows the 'Internet Budget and Reporting System' web application. The main content area is titled 'Licensing, Regulation, Inspection Select'. It contains a form with the following fields:

- Version: 2011A2900324
- Number: [input field]
- Description: [input field]
- Statutory authority: [input field]
- Date of last change in charge per item (mm/dd/yyyy): [input field]
- Collections deposited in:
 - General fund:
 - Special fund:
- Special fund number and name: [input field]

Below the form is a table with the following columns: Number of Items, Charge Per Item, Total Collections, Less Costs, and Net Collections. The table has three rows for biennial estimates:

	Number of Items	Charge Per Item	Total Collections	Less Costs	Net Collections
2007-09 biennium actual	[input field]	[input field]	[input field]	[input field]	[input field]
2009-11 biennium estimate	[input field]	[input field]	[input field]	[input field]	[input field]
2011-13 biennium estimate	[input field]	[input field]	[input field]	[input field]	[input field]

At the bottom of the form, it says '** All Fields Required **'. The footer of the page reads 'Afinity Global Solutions Copyright © 1995-2010'.

Navigation

Log On=>Checklist=> Licensing, Regulation, Inspection

Purpose

This window provides financial detail on licensing, regulation, and inspection activities, as required by NDCC Section 54-06-04.1.

Using the Window

From the selection tab, click the Add button to insert a new item for each activity. All fields are required. For each license, inspection, or regulation fee collected during the previous biennium, enter:

- a unique numerical identifier
- a description
- statutory authority under which it is collected
- the date the fee was last changed
- the fund in which the revenue is deposited; if deposited into the general fund, enter a "0" in special fund number and name fields
- the number of items
- the charge per item
- the total costs associated with providing the licensing, inspection, or regulation service. Total costs should include indirect costs as well as direct costs.

If the rate charged per item changed during the biennium, enter a separate record to show the number of items and total collection for each individual rate charged. The total cost information should be prorated among different rates, if necessary.

Example

If, during the first 6 months, the fee for a specific inspection was \$100 and for the remaining 18 months, the fee was \$125 per inspection, the total costs of \$100,000 would be prorated; \$25,000 for the first 6 months and \$75,000 for the next 18 months.

General Fund Collections

General Fund Collections Window

The screenshot displays the 'General Fund Collections' window within the 'Internet Budget and Reporting System'. The interface includes a navigation menu on the left with options like 'Administration', 'Preparation', and 'Publications'. The main content area contains a form with the following fields:

- Version: 2011A1800709
- Number: [input field]
- Description: [input field]
- Actual 2007-09 biennium collections: [input field]
- Estimated 2009-11 biennium collections: [input field]
- Estimated 2011-13 biennium collections: [input field]
- Explanation: [text area]

A note at the bottom of the form reads: **** All Fields Required ****. The footer of the page states: Affinity Global Solutions Copyright © 1995-2010.

Navigation

Log On=>Checklist=>General Fund Collections

Purpose

This window lists the various fees that an agency collects and deposits into the general fund. OMB uses this information for the revenue forecast.

Taxes and fees collected and deposited in the general fund should be included on this form, regardless of dollar amount.

The following major revenue sources should **not** be included on the schedule: Sales and Use Tax, Individual Income Tax, Corporate Income Tax, Business Privilege Tax, Cigarette and Tobacco Tax, Oil and Gas Production Tax, Oil Extraction Tax, Coal Conversion Tax,

Insurance Premium Tax, Wholesale Liquor Tax, Gaming Tax, Interest Income, Mineral Leasing fees, and Gas Tax administration.

Using the Window

Click Add to insert a new item for each type of general fund collection. Enter a unique sequential number, description, actual collections for the previous biennium, estimated collections for the current biennium, and anticipated collections for the subsequent biennium. All fields are required.

The explanation field should include the authorized statute, and detail any major variances in biennial collections. If there are recent or proposed changes to the fee that should be noted by OMB in preparing the revenue forecast, please use the explanation field to note such items.

Continuing Appropriations

Continuing Appropriations Window

The screenshot shows the 'Internet Budget and Reporting System' web application. The main content area is titled 'Continuing Appropriations' and contains the following fields and table:

- Version: 2011A1800709
- Number: []
- Description: []
- Statutory authority: []
- Special fund number and name: []

	Actual 2005-07	Actual 2007-09	Estimated 2009-11	Estimated 2011-13
Beginning balance	[]	[]	[]	[]
Revenue/transfers	[]	[]	[]	[]
Total available	[]	[]	[]	[]
Expenditures	[]	[]	[]	[]
Ending balance	[]	[]	[]	[]

Use the Narrative tab to enter the justification for continuing the statutory authority for this appropriation.

** All Fields Required **

Navigation

Log On=>Checklist=>Continuing Appropriations

Purpose

This window is used to collect information regarding continuing appropriations authorized for state agencies. The report must include justification for continuing the authority, as well as actual and anticipated expenditures, revenue, transfers, and fund balances.

Using the Window

Click Add and, for each continuing appropriation authorized, enter the required information:

- unique identifying number
- short description
- statutory authority
- number and name of special fund where revenues and expenditures are recorded
- actual beginning balance, revenue/transfers and expenditures for the 2005-07 and 2007-09 biennia
- estimated revenue/transfers and expenditures for the 2009-11 and 2011-13 biennia

Click the Narrative tab to enter the continuing appropriation justification for each continuing appropriation.

Telecommute Analysis

Telecommute Analysis Window

The screenshot shows the 'Internet Budget and Reporting System' web application. The page title is 'Internet Budget and Reporting System' and the date is 'Monday, April 26, 2010'. The user is logged in as 'ilaschkewitsch@barsdev2011A1800709/A/M'. The 'Telecommute Analysis' window is open, showing the following sections:

Version: 2011A1800709 **Number:** []

Description: []

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	[]	[]
Number that are vacant pending reclassification	[]	[]
Number that are proposed to be relocated	[]	[]
Number that are proposed to be assigned to a new program	[]	[]
Total	[]	[]

2. Position Class and Title: Class No. [] Position Title []

3. Salary range: [] to []

4. Budgeted starting salary: []

5. Funding source percentages

General Fund [] Federal Fund [] Special Fund []

6. Will the position or positions continue past the current biennium? [] (Yes/No)

7. Is space currently available to house the position or positions at the central office? [] (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party [] Amount [] In-kind

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	[]	[]	[]	[]	[]	[]
Operating expenses	[]	[]	[]	[]	[]	[]
Capital improvements	[]	[]	[]	[]	[]	[]
Total Expenditures	[]	[]	[]	[]	[]	[]
General fund	[]	[]	[]	[]	[]	[]
Federal funds	[]	[]	[]	[]	[]	[]
Special funds	[]	[]	[]	[]	[]	[]
Total Funding	[]	[]	[]	[]	[]	[]

10. Is this position(s) requested as a telecommuting position? [] (Yes/No)

11. Use the Narrative tab to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

**** All Fields Required ****

At the bottom, it says 'Affinity Global Solutions Copyright © 1995-2010'.

Navigation

Log On=>Checklist=>Telecommute Analysis

Purpose

This window is used to satisfy the legislative requirement that a telecommute analysis is completed for each position or group of positions in the following categories included in the budget request:

- new positions
- positions that are vacant pending reclassification
- positions that are proposed to be relocated
- positions that are assigned to a new program

Using the Window

Click the Add button to create a record for each new position or group of positions within the same class code and salary. Complete questions 1 through 10 on the window. Select the Narrative tab to answer question number 11.

Special Fund Balance**Special Fund Balance Summary Window**

Fund	2009-11 Beginning Balance	2009-11 Net Trans./Rev.	2009-11 Appropriations	Adjustments to Appropriations	2009-11 Estimated Expenditures	2011-13 Beginning Balance	2011-13 Net Trans./Rev.	2011-13 Budget Request	2011-13 Ending Balance
215_Children's Svc Coord Comm Fund 324	50,000	214,293	100,000	0	100,000	156,293	208,000	100,000	264,293
Total	50,000	214,293	100,000	0	100,000	156,293	208,000	100,000	264,293

Navigation

Log On=>Checklist=>Special Fund Balance

Purpose

The purpose of this window is to record revenues, transfers, and expenditures relating to special funds.

Special Fund Balance Detail Window

Internet Budget and Reporting System

Monday, May 10, 2010

Version 2011A2900324

Agency 00324 For Training - Children's Svc Coord. Committee

Prior Balance \$50,000 Budget Changes \$0 Net Change \$0 New Balance \$264,200

Fund Type: Special Funds Fund: 215 Children's Serv Coord Comm Fund 324

Current Agency Transfer Obj	Transfer Fund	2009-11 Revenue/Transfers	2009-11 Transfers Out	2009-11 Net Trans./Rev.	Adjustments to Appropriations	2011-13 Revenue/Transfers	2011-13 Transfers Out	2011-13 Net Trans./Rev.
#171 Interest Income		1,000	0	1,000	0	1,000	0	1,000
#171 Section 125 Fees		205,000	0	205,000	0	207,000	0	207,000
Total		206,000	0	206,000	0	208,000	0	208,000

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Using the Window

The special fund balance subschedule is used for appropriated special funds only. If other funds appear on this subschedule, such as those for which a continuing appropriation exists, contact the assigned OMB budget analyst. **Note: For special funds shared with another agency, discuss the issue with the assigned budget analyst and coordinate budgeted expenditures with the other agency.**

The information on the special fund balance subschedule windows is used to generate special fund statements for all special funds from which an agency receives appropriations. The subschedule is divided into two tabs: Summary and Detail. No information is entered on the Summary window. This window summarizes information entered elsewhere. The Detail window is used to enter information relating to a particular special fund selected on the Summary window. The information contained on each window is summarized below:

Note: You may need to uncheck the “Display Only Active Funds” box to see all available funds.

Special Fund Balance Summary Window

2009-11 Beginning Balance - OMB enters this amount into IBARS. If a beginning balance amount needs to be changed, contact the assigned OMB budget analyst.

2009-11 Net Trans./Rev. - This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the detail window.

2009-11 Appropriations - The amount is the total of all current biennium appropriations from this fund, as indicated in the Budget Request Summary window. Changes to this amount must be made on the Budget Request Summary window. When the Budget Request Summary

subschedule is marked complete, the appropriation amount will post to this window. However, if the appropriation amount does not reflect estimated expenditures for the 2007-09 biennium, an adjustment to the appropriation can be entered on the Detail window.

2009-11 Estimated Expenditures - This amount is the total of all current biennium expenditures from this fund, as shown on the Budget Request Summary window. Changes to this amount must be made in the Budget Request Summary. When Budget Request Summary is marked complete, the expenditures will post to this window.

2011-13 Beginning Balance - This is a calculated amount based on the amounts entered in the preceding columns.

2011-13 Net Trans./Rev. - This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the Detail window.

2011-13 Budget Request - This amount represents all expenditures from this fund posted from the Budget Request Summary once that subschedule is checked to complete.

2011-13 Ending Balance - This is a calculated amount based on the amounts entered in the preceding columns.

Special Fund Balance Detail Window

Transaction Object - This dropdown field is used to select the appropriate revenue or transfer account code. In addition to detailed PeopleSoft revenue codes, the list includes account F7998 – Transfer Out and F7999 – Adjustment to Appropriation. Use account F7998 whenever funds are budgeted to be transferred out of the special fund to another special fund or the general fund. Use this account whenever a fund is selected in the Transfer Fund field. Use account F7999 whenever an amount is entered in the Adjustments to Appropriations column.

Transfer Fund - Use this field to select a fund to which moneys will be or have been transferred out of the fund. For Transfers In, use the appropriate revenue Transaction Object and leave the Transfer Fund field blank. If a fund is selected in the Transfer Fund field, the Transaction Object selected should be F7998 – Transfer Out.

2009-11 Revenue/Transfer - This field is used to enter revenue amounts and transfers estimated to be received into the fund during the 2009-11 biennium. Select the applicable account from the transaction object drop down.

2009-11 Transfers Out - This field is used to enter amounts estimated to be transferred from the fund. Select the appropriate transaction object and select the receiving fund from the transfer fund drop down list.

2009-11 Net Trans./Rev. - This is a calculated field representing the net amount of Revenue and Transfers Out.

Adjustments to Appropriations - Use this field to adjust appropriation amounts to reflect anticipated expenditures. The estimated expenditure amount total appears only on the Special Fund Balance Summary window.

2011-13 Revenue - This field is used to enter revenue amounts and transfers estimated to be received during the 2011-13 biennium. Select the applicable account from the transaction object drop down.

2011-13 Transfers Out - This field is used to enter amounts estimated to be transferred from the fund. Select the appropriate transaction object, and select the receiving fund from the transfer fund drop down list.

2011-13 Net Trans./Rev. - This is a calculated field representing the net amount of Revenue and Transfers Out.

Large IT Projects

Large IT Projects Window

Internet Budget and Reporting System

Friday, April 30, 2010

Version 2011A2500324 Number

Description

Change Package Group/Type/Number

Change Package Description

Project Planning Start Date (mm/dd/yyyy)

Estimated Project Completion Date (mm/dd/yyyy)

Does this proposed project:

Replace an existing application? (Yes/No)

Upgrade an existing application? (Yes/No)

Provide for the development of a new application? (Yes/No)

PROJECT BUDGET - DIRECT COSTS

	2011-13 Biennium	2013-15 Biennium	2015-17 Biennium
Total Project Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>
General Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal Funds	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Funds	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Funding	<input type="text"/>	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	<input type="text"/>	<input type="text"/>

POST IMPLEMENTATION COSTS/(SAVINGS)

	2013-15 Biennium	2015-17 Biennium
Salaries and Wages	<input type="text"/>	<input type="text"/>
Operating Expenses	<input type="text"/>	<input type="text"/>
Capital Assets	<input type="text"/>	<input type="text"/>
Total Expenditures	<input type="text"/>	<input type="text"/>
General Fund	<input type="text"/>	<input type="text"/>
Federal Funds	<input type="text"/>	<input type="text"/>
Other Funds	<input type="text"/>	<input type="text"/>
Total Funding	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	<input type="text"/>

Use the Narrative tab to enter a Detailed Project Description, Proposed Solution, Anticipated Project Benefits, and Project Risks.

**** All Fields Required ****

OMB use only

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Navigation

Log On=>Checklist=>Large IT Projects

Purpose

This subschedule is used to provide detailed project direct costs and post-implementation costs/savings in the Project tab. Additionally, explanatory information is captured in the Narrative tab.

Using the WindowLarge IT Projects Select Window

Click the Add icon to add a record for each large IT project in the budget request.

Project Window

Selecting the project on the Select window opens the Project window. All fields in the window must be completed.

Enter a unique identification number and short description or title for each project. Identify the change package group, type and number where the project budget is requested. Use a change package description entitled "IT – (Name of Large IT Project)". That same change description title and number will be included in the Large IT Project Subschedule. Use the same change package for all related costs throughout all subschedules such as the Operating Subschedule for IT contractual and travel expenses, etc. Enter the estimated project planning start date and project completion date. Answer the questions regarding replacement, upgrade and new development. Enter the anticipated project costs and funding sources for the 2011-13, 2013-15 and 2015-17 biennia. Identify the number of FTE that are needed for this project. Enter estimated related post-implementation costs or savings that will be incurred in the 2013-15 and 2015-17 biennia. Expenditures should be broken down into Salaries/Wages, Operating Expenses, and Capital Assets, as well as identifying planned funding sources and any staffing needs.

Narrative Window

Enter the anticipated benefits, detailed project description, project risks, and proposed solution as provided to the Statewide Information Technology Advisory Committee (SITAC).

Chapter Eight: Narrative

This chapter provides information on the various narrative input windows. Agency-wide and program specific narrative fields are accessed via the Narrative subschedule on the Budget Request Checklist. Other narrative fields are accessed through the Narrative tab accessible on the subschedule to which the narrative relates.

The narrative fields included in this chapter are:

- Agency-wide narrative
 - Description
 - Future Critical Issues
 - Major Accomplishments
 - Mission Statement
 - Performance Measures
 - Statutory Authority
- Program narrative
 - Explanation of Program Costs
 - Goals and Objectives
 - Performance Measures
 - Statistical Data
- Capital Projects
 - Project Specifics and Justification
 - Cost Benefit Analysis
- Telecommute Analysis
 - Telecommute Analysis
- Continuing Appropriations
 - Continuing Appropriations Justification
- Change Package Description
 - Change Package Narrative
- Large IT Projects
 - Anticipated Benefits
 - Detailed Project Description
 - Project Risks
 - Proposed Solution

Narrative

Tip: *To save time, the subschedule copy function can be used to copy narratives from the previous biennium 2009 R3 version (as included in the Governor's budget) to a current biennium "A" version. Please see Chapter 2 for additional instructions.*

Navigation

Log On=>Checklist=>Narrative

Purpose

The Narrative window is used to enter various narrative data at the agency and program level.

Using the Window

From the drop down lists, select the agency or program level and the narrative title to be completed. If at a program level, also select the appropriate program. The narrative input for programs is completed at the budget level, even if the version is being prepared at an accounting level. When completing each of the program narrative items, total costs for a budget level should be considered, not costs for individual department IDs.

IBARS contains font specifications for font type (Arial), size (8), and color (Black). The saving process is completed in three steps:

1. Changes the font size and type
2. Changes the font color
3. The data is saved in the database

Dialogue boxes will appear after each step indicating that edits have been made and prompting the user to click the Save icon. The process is complete when the Save Succeeded message appears.

Even if narrative is subschedule copied from the previous biennium and no changes are made, each narrative field must be reviewed and re-saved to apply the font edits, continuing until the Save Succeeded message appears.

Tip: *Narrative should be concise and complete, but not duplicative.*

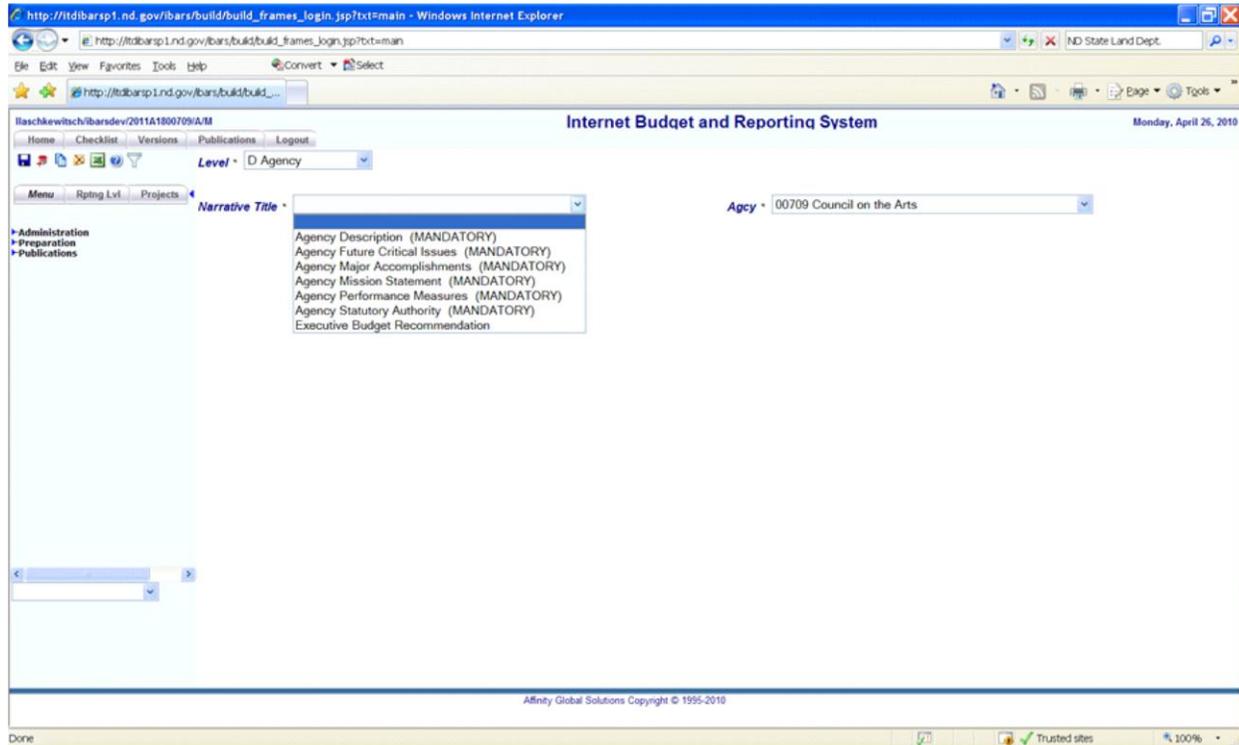
Copying from a Word Document

The following steps must be used to copy text from a Word document into IBARS:

- a. Copy (ctrl+c) text to be pasted into IBARS.
- b. Paste (ctrl+v) text, or Right click in the IBARS narrative window and select Paste from the dropdown.
- c. A dialogue box will appear asking if you want to clean the text before pasting. Click OK.
- d. When the Paste from Word dialogue box appears, paste (ctrl+v) the text into the editor box. Click OK.
- e. Click the IBARS Save icon.
- f. A message will appear saying font specifications have been removed. Click OK.

- g. Click the Save icon again. A message will appear stating that font colors were removed. Click OK.
- h. Click the Save icon again. A final Save Succeeded message will appear. Click OK.

Agency-wide Narrative Fields



The **Agency Description** should indicate what an agency does and for whom it is done. The Office of Management and Budget has edited this section for consistency across state government. Please use the Agency Description in the R3 version from the previous biennium unless agency functions have changed considerably.

Agency Future Critical Issues should include a statement relative to future needs of the agency as a result of legal, environmental, economic, and other changes, such as the uncertainty of federal funding levels.

Agency Major Accomplishments should include initiatives or activities the agency has completed in the 2009-11 biennium and would like to highlight for policy makers.

The **Agency Mission Statement** is a broad statement of the overall purpose for an agency's existence. Agencies with an established strategic plan and mission statement should enter the agency mission statement developed through the strategic planning process. Agencies that do not have an established strategic plan should enter a broad statement of the overall purpose for the agency's existence.

Agency Performance Measures should include agency-level performance measurements that are linked to strategic operational planning. Reported performance measures should be, to the

extent possible, outcome measures. The measures included here should be significant to understanding the performance of an agency. The number of agency-level performance measures should be limited to no more than five. These measures should be the most significant measures for the agency.

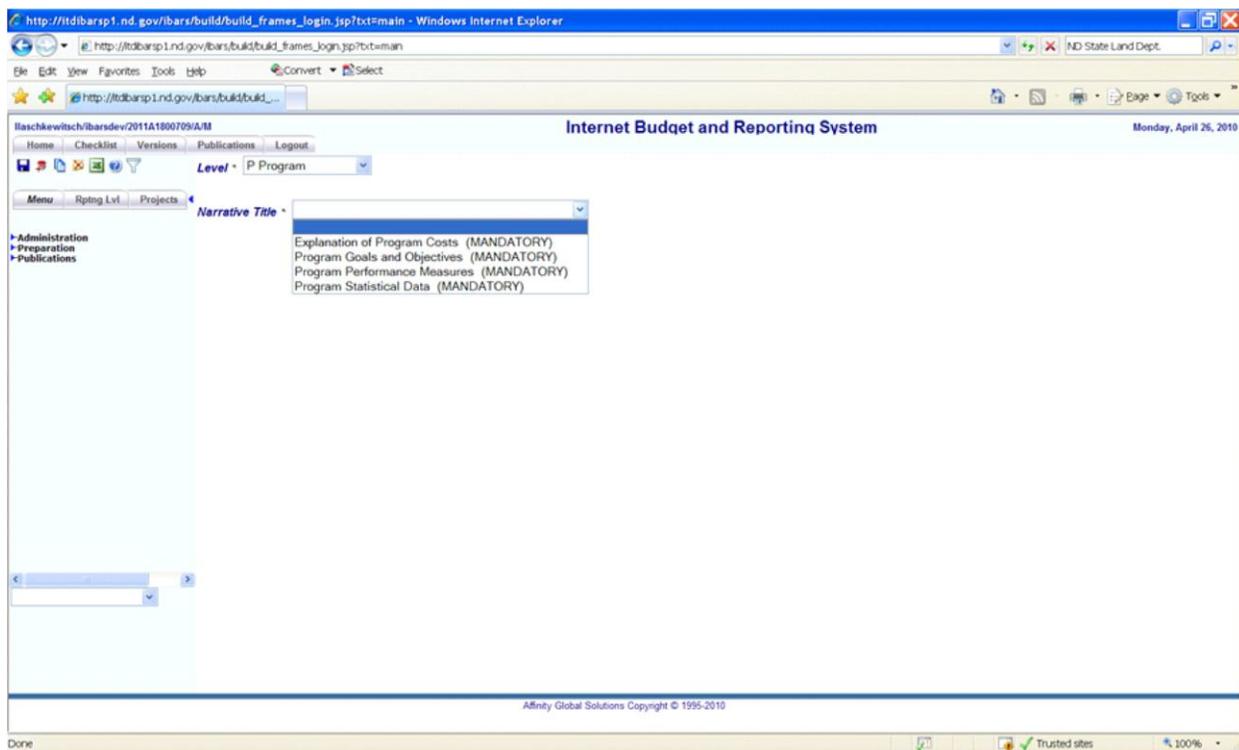
If agency-level performance measures have been established, this narrative field should also include a discussion of the agency's progress meeting each measure, including comparisons to the previous two or three years, if available, as well as the target or benchmark the agency is striving to achieve. The narrative should also include how the benchmarks were determined. For example, were they established internally, required by the federal government, or determined by other means?

This is a mandated field that requires that data be input in order for an agency to validate and submit the budget. However, it is **not mandatory** that an agency report performance information. Should an agency choose not to report, the narrative can simply state that performance measures and results reporting are not currently used by the agency.

Tip: *Program level performance measures should be reported in the program narrative and not repeated in the agency narrative.*

Agency Statutory Authority is the North Dakota Century Code citation that establishes and governs the agency. The Office of Management and Budget has edited this section for consistency across state government. Please use the Agency Description in the R3 version from the previous biennium unless agency functions have changed considerably.

Program Narrative



Explanation of Program Costs should include an explanation of the major cost factors for the program. Include quantitative information such as projected caseloads, rates and usage. Identify any circumstances causing unusual spending patterns over the past three years. Information regarding increases or decreases in current spending, or budget changes, should not be included here. Budget changes should be addressed in the Budget Change Description window.

Program Goals and Objectives should be entered here. A goal is a long-term (multi-year) vision of the future; the general end towards which efforts are directed. A program objective is the ultimate purpose of a program stated in terms of a measurable result.

Depending on an agency's strategic plan or other planning process, a program may not have both goals and objectives. An agency should enter information on the program goals and objectives in the format established through its planning process. Using the Fiscal Management program of OMB as an example, the program goal is to deliver quality customer service and manage available resources. The program objective is to produce a comprehensive financial report; complete the Governor's biennial budget recommendation; and provide timely, quality support to state agencies and institutions for all financial and budget transactions.

Program Performance Measures should include measures established in a strategic plan or other process that reflect the results of program activities. Reported performance measures should be significant in understanding the performance of the program. The number of program-level performance measures should not exceed five. This narrative field should also include historical information on how well the program is doing in meeting its measures as well as the target or benchmark the program is striving to achieve. The narrative should also include the source of the benchmark.

Program Statistical Data should include any statistics about the program that are pertinent, such as the number of people the program serves or the number of documents processed.

Capital Projects



From the Capital Projects Select window, click on the appropriate capital project, and then select the Narrative Input tab. Two narrative fields, Project Specifications and Justification and Cost Benefit Analysis, are required for all capital projects, and can be accessed from the Narrative Title drop down window.

Project Specifications and Justification

Questions that should be considered by the agency when preparing the Project Specifications and Justification narrative include the following:

- What evidence is there that this project needs to be done?
- What will happen if the State does not fund this project?
- Has adequate planning for this project been done? Should a planning appropriation be made first?
- Can another resource be used to finance this project? Can the cost be shared?
- Would it be cheaper to renovate or remodel an unused facility?
- Can this project wait until next biennium?
- Before considering new requests, have current facility needs been met?
- Would this project be necessary if the size of government decreased, if population declined, if a technological breakthrough occurred, or demand declined? If not, what is the likelihood of any of these happening in the next ten years?
- Are there alternative funding scenarios for this project? Such as: General obligation bonds? Revenue bonds? Direct appropriation? User fees? Leaseback agreement? Rent?
- What are the operating and maintenance costs over the life of this project once it is completed? Are they reasonable? Will it require additional general fund commitments? Can total costs be saved by spending more at the outset of the project to reduce operating costs later (e.g., through redesign of a facility)?
- What would the proponents of this project cut if they could receive only 80 percent of requested funding?
- Have all the costs of this project been presented, including construction costs, architects' fees, contingency fees, construction supervision fees, equipment, insurance and bid costs, and site acquisition costs?
- What are the economies (dis-economies) of scale? Would a bigger facility be cheaper per client served or per personnel housed? If a bigger facility is built, can part of the space be rented?
- Who is against this project? Why? Do they have valid concerns?
- How do recent/proposed federal budget and tax actions affect the need for and cost of this project?

The questions listed above were adapted from a report published by the National Conference of State Legislatures entitled, "Capital Budgeting and Finance: The Legislative Role."

Cost Benefit Analysis Narrative

In accordance with NDCC 54-44.1-16, a cost benefit analysis must be completed for each new building construction project included in budget requests. The analysis must review options for co-locating with other state agencies, departments, or institutions and consider information on related technology costs and savings.

Telecommute Analysis



From the Telecommute Analysis Select window, select the appropriate position, and then click the Narrative tab. Use this window to answer the last question on the Info tab which asks for:

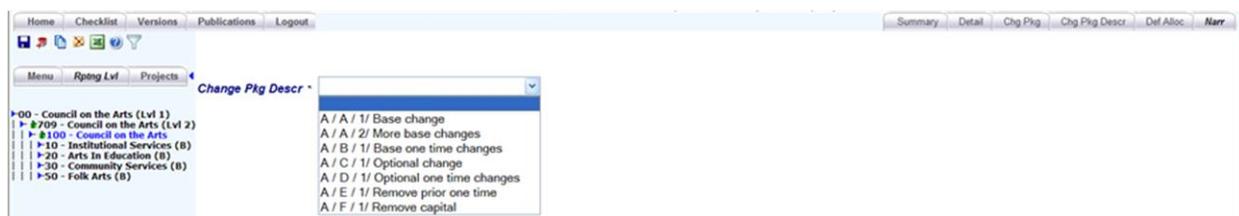
- A description of the position or positions, including job tasks and the percent of time spent at each task.
- The benefits of locating the position or positions outside of a central office setting.
- The additional assets required to locate the position or positions outside of a central office setting.

Continuing Appropriations



From the Continuing Appropriations window, choose the correct continuing appropriation, and then click the Narrative tab to select the Narrative title Continuing Appropriation Justification from the drop down. Use this field to explain the justification to be conveyed to policymakers regarding the need to continue the statutory authority for this continuing appropriation.

Change Package Description



From any posting subschedule Select tab, click the Change Package Description tab, and then click the Narrative tab. Choose the appropriate change package from the Change Package Description drop down. Use this window to explain the reasons for the change package and explanations for the changes at the account code detail level, where appropriate. Do not repeat the same narrative as the short description.

Large IT Projects



From the Large IT Projects Select tab, choose a project, and then click the Narrative tab. Choose the appropriate Narrative Title from the drop down. Separate narrative sections must be provided for the anticipated benefits of the project, a detailed project description, risks associated with the project, and the proposed solution. Narrative should be similar to that provided to the interim State Information Technology Advisory Committee (SITAC).

Chapter Nine: Completing the Budget Request

Chapter nine explains the final steps involved in completing the budget request, validating, and submitting the budget.

Validating the Budget

Agencies can run two reports to help to ensure the budget request will submit correctly. They are:

- **SR06 Budget Validation Report** – This is the standard report included in the IBARS software to address basic validation issues required by all states, such as balancing of expenditures and funding.
- **CRVA Validate Agency Version report** - The CRVA report is custom designed for North Dakota to address validation issues unique to our implementation of the IBARS application.

SR06 Budget Validation Report

Navigation

Log On=>Publications tab

Purpose

IBARS includes a balancing or validation feature to ensure the accuracy and completeness of the budget data. If funding and expenditure amounts are out of balance and a notice such as the one shown below appears when a subschedule is marked to complete, the SR06 report provides the explanation necessary to correct the imbalance or other issue.



Using the Report

When a subschedule is completed, mark it Complete on the Checklist. If the subschedule is out of balance and an error message similar to the one above appears, print the SR06 report.

The subschedule to which the validation error relates is listed first for each item. Also shown is the reporting level and a description of the error.

After returning to the appropriate subschedule to correct the error, return to the Checklist and again select Complete for that subschedule. If the subschedule still does not pass validation another error message will appear indicating the next component that is out of balance or incomplete.

The SR06 report will need to be rerun after each error is corrected.

Tip *If, subsequent to marking an item Complete, the user revises a window, the indicator automatically reverts to “Not Complete” on the Budget Request Checklist. Once revisions are finished, mark the item Complete and continue validation.*

Tip *The on-line balancing process handles only one error at a time until all budget errors are resolved. An alternative is to print the Validation Report so that all errors are displayed and can be resolved at once.*

The agency must continue this process for all subschedules listed in the Checklist until all items are checked complete. Only at this point is the user able to submit the budget to OMB. Contact the assigned OMB budget analyst for any questions on this report.

CRVA – Validate Agency Version Report

Navigation

Log On=>Publications=>Agency Reports=>CRVA Validate Agency Version

Purpose

Similar to the SR06 report is the CRVA – Validate Agency Version report. This report lists additional items that will need to be corrected in the budget prior to submission. Items may appear on this report even though the SR06 report indicates all validation issues have been addressed and all subschedules are marked to complete.

Using the Report

A variety of items may appear on this report. Contact the assigned budget analyst for assistance in resolving any issues appearing on this report.

Submitting the Budget Request

Navigation Path

Log On=>Versions Tab=>Submit Link

Purpose

Submitting the budget creates a budget request **B** version that can be viewed by OMB and Legislative Council.

Using the Window

From the Versions window, highlight the **A** budget version to be submitted to OMB and select Submit. An hourglass displays until the budget request version is created. The agency is only able to submit one budget version. The agency now has a **B** version type that is the official Budget Request for the agency.

If any budget window is out of balance or incomplete, no submit link will be available next to the version.

After submission, the agency is able to view the submitted or B Version Type, but is not able to modify or delete it. The A Version the agency used to create the submitted version is still accessible to the user. The submit link will remain next to the version. However, it is a good idea to make note of which A version was submitted by changing the version's title. It is recommended that no additional changes be made to the A version that is submitted. Before trying different scenarios, copy the submitted A version to a new A version.

If, for any reason, a change to the submitted budget request is necessary, contact the assigned budget analyst. If the change is substantial and the OMB system administrator has to delete the budget request version, the agency will have to repeat the budget submission process.

Chapter Ten: Reports

This chapter describes the various reports available through IBARS and procedures for printing or viewing them. Many of the reports can be viewed or printed at either the agency level or at the program level. Reports can be generated in HTML, PDF, or CSV output types. Sample reports are located at the end of this chapter.

Reports are located in Publications tab, by selecting either Standard or Agency from the Select dropdown list.

Reporting

Agency Reports:

CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CR06	Agency Special Fund Report
CR07	Agency Grants Summary Report
CR08	Agency Extraordinary Repairs Report
CR09	Agency Equipment > \$5,000 Report
CR10	Agency IT Equipment > \$5,000 Report
CR11	Compensation Package Validation
CR12	Salary Compensation
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary
CRSR	Subschedule Reports
CRVA	Validate Agency Version
SP	Subschedule Report

Standard Reports:

NARR	Narrative Reports
SR01	Reporting Levels
SR04	Change Package Summary
SR05	Budget Request Summary – Reporting Level
SR06	Budget Validation
SR07	Version Comparison
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR15	Sample Graph (not used)
SUBSCH1	Subschedule Info

Navigation

Logon=>Publications=>Agency **or** Standard

Using the Windows

From the list of reports, click the report ID of the selected report, choose necessary fields, and click the “OK” at the bottom of the screen.

From the “Report Name” drop down list, select the desired version of the report. For certain reports the user will notice various choices in the Report Name drop down. These are previously saved report profiles with preset column selections.

Choose the desired report profile from the dropdown, or rename the report to have that name appear on the printed report.

If the user desires the report at the agency level or a rollup reporting level, place a checkmark in the Code Type Rollup box, or leave it blank to choose a report at a lower reporting level.

Tip

If the Code Type Rollup box is checked, select (All) from the reporting level dropdown for an agency level report and a report for every rollup level. Select one of the two agency names for a report at the agency level OR select individual rollup level reports.

If the Code Type Rollup is unchecked: select (All) for reports of every reporting level or select the desired individual reporting level.

Select the columns desired to appear on the report using dropdowns labeled Columns 2 - 7.

In the Code 1 dropdown, select Major Program to run a report at the major program. Code 2 is not used.

Click OK to generate the report.

Report Profiles

Creating a New Profile

If the user wishes to save certain column or other report settings, a report profile should be created.

Select an existing report file from the Report Name dropdown and click the Add icon. When the Profile Edit field appears, enter a new name for the profile. Ensure the desired report settings are selected, such as code type rollup, subschedule, reporting level, and columns. Finally, click the Save icon on the action bar. The new profile will now appear in the Report Name dropdown.

Renaming a Profile

Select the profile from the Report Name dropdown. When the Profile Edit box appears, enter the new name for the selected profile, and click the Rename? checkbox. Click the Save icon, and the profile name will immediately update in the Report Name dropdown list.

Deleting a Profile

Select the profile from the Report Name select box. Click the Delete icon from the action bar.

Budget Request Reports

SR05 – Budget Request Summary – Reporting Level

Provides budget information for all expenditures followed by all funding sources.

Tip *In order to generate a report for the entire agency as well as individual reporting level reports, the report will need to be generated twice. Once with the rollup box checked and the agency name selected, and once with the rollup box unchecked and (All) selected in the reporting level field.*

Alternate SR05 Reports

Click the Series box to generate the Budget Request Summary by Line report, which provides expenditures and funding by line.

Tip *Previously, the CR05 report was used to show funding and expenditures by line. That functionality has been incorporated into the SR05 report in IBARS. Check the Series box to show this level of detail.*

Click the Agency box to generate the Budget Request Summary by Agency report, which provides a summary by major program, line and funding source.

The SR05 can also be used to generate reports for subschedules in total or by individual subschedule items. Use the subschedule field to select the subschedule. The Project field will appear with a dropdown list of each subschedule item.

Salary Reports

CR01 – Salary Budget

Provides position information including position number, name, FTE, new FTE indicator, reporting level percentage, funding source allocation percentage, monthly base, proposed biennial salary and benefits, lump sum payments and salary adjustments. The report can be generated by individual reporting level, rolled up to an agency level or by special line. Additional options can be selected on each of the reports:

Funded Ind box:

- ALL – all funded and unfunded positions
- Funded - all funded positions only
- Unfunded – Do Not Post - all unfunded positions only

Opt FTE box:

- All Positions - all base budget and optional positions
- No Optional Positions - base budget positions only
- Only Optional Positions

CR02 – Position Funding

Provides two different reports, Total Position Funding and Fringe Benefit Detail, which can be selected in the Report field at the bottom of the window. These reports provide additional position information including job class or job class title. Selections can be made to sort by position number, class name or employee name, and include salary increase or without optional FTE.

The Total Position Funding report provides the salary and benefits as well as the funding source amounts.

The Fringe Benefit Detail report allows a selection of four different benefit types, including Health, FICA, Retirement, Unemployment, Workers Comp, Medicare, Standard Fringe, Life Insurance and Employee Assistance Program.

Tip *The CR02 – Position Funding reports do not include any lump sum payments. The lump sum amounts must be added separately to reconcile to the total payroll budget.*

SR13 – Personal Services Budget

Provides additional payroll detail for each position in each budget year including class code and funding source detail.

Subschedule Reports

CR03 – Schedule Information

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels. Below is a copy of the selection screen for each of the subschedules and the associated column options.

Available Posting Subschedule reports:

CAP	Capital Assets
EQP	Equipment Over \$5,000
EXTR	Extraordinary Repairs
GS	Grants Summary
ITEQ	IT Equip and Software Over \$5,000
OCP	Other Capital payments

CAP – Capital Assets

loranderson/lbarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Report Name * CR03 - Schedule Information

Rename Report* Schedule Information

Version* 2011-B-01-00720

Admin*

Sub Schedule* CAP Capital Assets

Reporting Level* (Agency)

Column 2* Remove Capital

Column 3* 2011-13 Base Budget Request

Column 4* 2011-13 Optional Request

Output Type* HTML PDF

OK

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CR03 - Schedule Information

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Capital Assets

00720 Game and Fish Department

Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
District Office Storage Buildings	3	50		Special Funds	0	200,000	0
Total District Office Storage Buildings					0	200,000	0
Remove Capital Construction Carryover	1	51		Federal Funds	(721,317)	0	0
				Special Funds	(286,049)	0	0
Total Remove Capital Construction Carryov					(1,007,366)	0	0
Remove Land and Buildings	2	50		Federal Funds	(276,000)	0	0
				Special Funds	(1,023,147)	0	0
Total Remove Land and Buildings					(1,299,147)	0	0
Total Federal Funds					(997,317)	0	0
Total Special Funds					(1,309,196)	200,000	0
Total for Game and Fish Department					(2,306,513)	200,000	0

EQP – Equipment over \$5,000

loranderson/ibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name: CR03 - Schedule Information
 Rename Report: Schedule Information
 Version: 2011-B-01-00720
 Admin:
 Sub Schedule: EQP Equipment Over \$5000
 Reporting Level: (Agency)
 Column 2: Remove Capital
 Column 3: 2011-13 Base Budget Request
 Column 4: 2011-13 Optional Request
 Output Type: HTML PDF

OK

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CR03 - Schedule Information

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Equipment Over \$5000
 00720 Game and Fish Department
 Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
Aircraft Replacement	7	50		Special Funds	0	300,000	0
Total Aircraft Replacement					0	300,000	0
Conservation & Communication Division Equipme	3	50		Federal Funds	0	8,000	0
				Special Funds	0	4,000	0
Total Conservation & Communication Divisi					0	12,000	0
Enforcement Equipment	2	50		Federal Funds	0	49,000	0
				Special Funds	0	280,000	0
Total Enforcement Equipment					0	329,000	0
Fisheries Replacement Equipment	1	50		Federal Funds	0	112,500	0
				Special Funds	0	37,500	0
Total Fisheries Replacement Equipment					0	150,000	0
Lonetree Replacement Equipment	5	77		Federal Funds	0	100,000	0
Total Lonetree Replacement Equipment					0	100,000	0
Remove Equipment over \$5000	6	50		Federal Funds	(435,000)	0	0
	6	77		Federal Funds	(80,000)	0	0
				Special Funds	(281,712)	0	0
Total Remove Equipment over \$5000					(796,712)	0	0
Wildlife Division Replacement Equipment	4	50		Federal Funds	0	150,000	0
				Special Funds	0	50,000	0
Total Wildlife Division Replacement Equip					0	200,000	0
Total Federal Funds					(515,000)	419,500	0
Total Special Funds					(281,712)	671,500	0
Total for Game and Fish Department					(796,712)	1,091,000	0

EXTR – Extraordinary Repairs

loranderson/ibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-B-01-00720

Admin:

Sub Schedule: EXTR Extraordinary Repairs

Reporting Level: (Agency)

Column 2: Remove Capital

Column 3: 2011-13 Base Budget Request

Column 4: 2011-13 Optional Request

Output Type: HTML PDF

OK

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Extraordinary Repairs
00720 Game and Fish Department
Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
Department Facility Repairs	1	50		Special Funds	0	300,000	0
Total Department Facility Repairs					0	300,000	0
Fishing Area Projects	2	50		Federal Funds	0	625,000	0
				Special Funds	0	250,000	0
Total Fishing Area Projects					0	875,000	0
Remove Extraordinary Repairs	4	50		Federal Funds	(80,000)	0	0
	4	77		Federal Funds	(20,000)	0	0
				Special Funds	(431,141)	0	0
				Special Funds	(25,256)	0	0
Total Remove Extraordinary Repairs					(556,397)	0	0
Wildlife Management Area Improvements	3	50		Federal Funds	0	190,170	0
				Special Funds	0	100,000	0
Total Wildlife Management Area Improvemen					0	290,170	0
Total Federal Funds					(100,000)	815,170	0
Total Special Funds					(456,397)	650,000	0
Total for Game and Fish Department					(556,397)	1,465,170	0

GS – Grants Summary

loranderson/fibarsprod/2011A0600127/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-A-06-00127

Admin:

Sub Schedule: GS Grants Summary

Reporting Level: (Agency)

Column 2: 2009-11 Biennium Appropriation

Column 3: 2011-13 Base Budget Changes

Column 4: 2011-13 Optional Request

Output Type: HTML PDF

OK

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Grants Summary

00127 Office of State Tax Commissioner

Version: 2011A0600127

Description	Priority	Line	Reporting Level	Funding	2008-11 Biennium Appropriation	2011-13 Base Budget Changes	2011-13 Optional Request
Disabled Veterans Credit	0	77		General Fund	3,000,000	0	1,243,920
Total Disabled Veterans Credit					3,000,000	0	1,243,920
Total Homestead Tax Credit	0	75		General Fund	5,954,000	0	2,828,788
					6,984,000	0	2,828,788
Total General Fund					8,984,000	0	4,072,708
Total for Office of State Tax Commissioner					8,984,000	0	4,072,708

ITEQ – IT Equip and Software Over \$5,000

loranderson/fibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name: CR03 - Schedule Information
 Rename Report: Schedule Information
 Version: 2011-B-01-00720
 Admin:
 Sub Schedule: ITEQ IT Equip and Software Over \$5000
 Reporting Level: (Agency)
 Column 2: Remove Capital
 Column 3: 2011-13 Base Budget Request
 Column 4: 2011-13 Optional Request
 Output Type: HTML PDF

OK

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CR03 - Schedule Information

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IT Equip and Software Over \$5000

00720 Game and Fish Department

Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
IT Equipment Replacement	1	50		Special Funds	0	27,000	0
Total IT Equipment Replacement					0	27,000	0
Total Special Funds					0	27,000	0
Total for Game and Fish Department					0	27,000	0

OCP – Other Capital Payments

loranderson/ibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name: CR03 - Schedule Information

Rename Report: Schedule Information

Version: 2011-B-01-00720

Admin:

Sub Schedule: OCP Other Capital Payments

Reporting Level: (Agency)

Column 2: Remove Capital

Column 3: 2011-13 Base Budget Request

Column 4: 2011-13 Optional Request

Output Type: HTML PDF

OK

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Other Capital Payments
 00720 Game and Fish Department
 Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
In Lieu of Tax Payments for Department Lands	2	50		Federal Funds	0	400,000	0
				Special Funds	0	600,000	0
Total In Lieu of Tax Payments for Departm					0	1,000,000	0
Land Acquisition	3	50		Federal Funds	0	200,000	0
				Special Funds	0	600,000	0
Total Land Acquisition					0	800,000	0
Remove Other Capital Payments	1	50		Federal Funds	(712,906)	0	0
	1	70		Special Funds	(90,000)	0	0
				Special Funds	(725,094)	0	0
Total Remove Other Capital Payments					(1,528,000)	0	0
				Total Federal Funds	(712,906)	600,000	0
				Total Special Funds	(815,094)	1,200,000	0
				Total for Game and Fish Department	(1,528,000)	1,800,000	0

CRSR – Subschedule Reports

Provides reports from the following non-posting subschedules:

- General Fund Collections
- Lease Purchase Agreements
- Licensing, Regulation and Inspection

Lease Purchase Agreements

00720 Game and Fish Department

Version:2011B0100720

No.	Description	Start Date	End Date	Original Value	Monthly Payment
1	Xerox Color Laser Printer	06/01/2011	06/30/2013	75,110	1,479

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CR&R - Subschedule Reports

Page 1 of 1

Licensing, Regulation and Inspection

00720 Game and Fish Department

Version:2011BD100720

No.	Description	Statutory Authority	Fund	2007-08 Biennium		2008-11 Biennium		2011-13 Biennium				
				Number Of Items	Charge Per Item	Number of Items	Charge Per Item	Number of Items	Charge Per Item	Total Collections	Less Costs	Net Collections
1	Fish Hatchery License	20.1-03-12	222	5	75	6	75	6	75	450	450	0
2	Nonresident Hunting Guide License	20.1-03-36.1	222	25	400	24	400	24	400	9,600	5,000	4,600
3	Nonresident Fishing Outfitter	20.1-03-36.1	222	7	400	7	400	7	400	2,800	2,000	800
4	Nonresident Furbuyer License	20.1-03-12	222	3	125	0	50	0	50	0	0	0
5	Nonresident Hunting Outfitter	20.1-03-36.1	222	15	2,000	14	2,000	14	2,000	28,000	10,000	18,000
6	Nonresident Professional Dog Trainer License	20.1-04-12.1	222	76	100	75	100	75	100	7,500	5,000	2,500
7	Nonresident Wholesale Bait Vender License	20.1-03-12	222	26	250	26	250	26	250	6,500	4,000	2,500
8	Resident Fishing Outfitter License	20.1-03-36.1	222	144	85	140	85	140	85	11,900	5,000	6,900
9	Resident Furbuyer/Shipper	20.1-03-12	222	25	8	24	8	24	8	192	200	(8)
10	Resident Hunting Guide License	20.1-03-36.1	222	173	100	170	100	170	100	17,000	10,000	7,000
11	Resident Hunting Outfitter License	20.1-03-36.1	222	208	250	200	250	200	250	50,000	30,000	20,000
12	Resident Professional Dog Trainer License	20.1-04-12.1	222	26	10	25	10	25	10	250	250	0
13	Resident Retail Bait Inc. White Suckers	20.1-03-12	222	15	75	15	75	15	75	1,125	1,000	125
14	Resident Retail Bait Licenses	20.1-03-12	222	477	15	475	15	475	15	7,125	5,000	2,125
15	Resident Traveling Furbuyer	20.1-03-12	222	45	20	45	20	45	20	900	1,000	(100)
16	Resident Wholesale Bait Vender Licenses	20.1-03-12	222	59	50	60	50	60	50	3,000	2,000	1,000
17	Shooting Preserve Licenses	20.1-03-12	222	44	330	40	330	40	330	13,200	15,000	(1,800)
18	Taxidermy Licenses	20.1-03-12	222	434	25	425	25	425	25	10,625	5,000	5,625
Total General Fund										0	0	0
Total Special Fund										170,167	89,287	89,287
Total										170,167	89,287	89,287

SUBSCH1 – Subschedule Info

Provides a report containing the data entered on the info tabs of the selected subschedules. Samples of the reports are included at the end of this chapter.

In order to generate a report for the Capital Assets, Equipment over \$5,000, Extraordinary Repairs, Grants Summary, IT Equipment and Software >\$5,000, Other Capital Payments, or Operating Expense subschedules:

“Subschedule Type” – Select the subschedule

“SubSched No” – Select the desired item from the subschedule

The screenshot displays the 'Internet Budget and Reporting System' interface. The top navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The current page is titled 'SUBSCH1 - SubSchedule Info'. The left sidebar shows a menu with 'Administration', 'Preparation', and 'Publications'. The main content area contains the following configuration options:

- Report Name:** SUBSCH1 - SubSchedule Info
- Rename Report:** SubSchedule Info
- Version:** 2011-B-01-00720
- Admin:**
- Sub Sched Type:** CAP - Capital Projects
- Sub Sched No:** 1 Remove Capital Construction Carryover
- Field Type:** Info
- Output Type:** HTML PDF Fmt CSV

An 'OK' button is located below the configuration options. The footer of the page reads 'Affinity Global Solutions Copyright © 1995-2010'.

These additional subschedule reports provide a comparison of the amount included in the Governor’s Recommendations Version (R3) to the Agency’s Budget Request (B1) for various subschedules.

- CR07 – Grants Summary
- CR08 – Extraordinary Repairs
- CR09 – Agency Equipment Over \$5,000
- CR10 – Agency IT Equipment Over \$5,000
- CRCP – Capital Projects Agency

Miscellaneous Reports

SR01 – Reporting Levels

The reporting levels report can be sorted by description or reporting level number. The structure can be compared to the trees in PeopleSoft, to insure all levels are also included in IBARS.

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, the user is logged in as 'loranderson/ibarsprod/2011B0100720/B/M' on 'Wednesday, July 21, 2010'. The main navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A secondary bar contains 'Pub List' and 'Parameters'. The left sidebar shows a tree view with 'Administration', 'Preparation', and 'Publications' expanded. The main content area is titled 'Report Name' and shows 'SR01 - Reporting Levels'. Below this, there are several configuration fields: 'Rename Report' (text input: 'Reporting Levels'), 'Version' (text input: '2011-B-01-00720'), 'Admin' (checkbox, unchecked), 'Department' (dropdown menu: '00720 - Game and Fish Department'), 'Sort By' (dropdown menu: 'Cross Reference'), and 'Output Type' (radio buttons: 'HTML', 'PDF' (selected), 'Fmt CSV', 'Stand CSV'). An 'OK' button is located below the 'Output Type' section. At the bottom of the page, a footer reads 'Affinity Global Solutions Copyright © 1995-2010'.

SR04 – Change Package Summary Report

This report lists all base and optional change packages. It can be generated at the reporting level, at the agency level by marking the Code Type Rollup box, and at the line level by marking the Series box. In addition, the report can be generated separately for each of the change types A through F by selecting the “Chg Grp” dropdown. The reports identify the expenditure account codes and funding sources for each change package. In order to validate the budget request, expenditures and funding must equal for each change package within each reporting level.

loranderson/ibarsprod/2011B0100720/B/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions Publications Logout Pub List Parameters

Menu Rptng Lvl Projects

Administration
Preparation
Publications

Report Name SR04 - Change Package Summary

Rename Report Change Package Summary

Version 2011-B-01-00720

Admin

Code Type Rollup Series

Reporting Level 0 All Reporting Levels

Change Type (All)

Change Group (All)

Incl Ind All

Column 2 2007-09 Biennium Expenditures

Column 3 2009-11 First Year Expenditures

Column 4 2009-11 Biennium Balance

Column 5 2009-11 Biennium Appropriation

Column 6 2009-11 Biennium Payroll Approp

Column 7 2011-13 Payroll from Subschedule

Code 1 0 (All)

Code 2 0 (All)

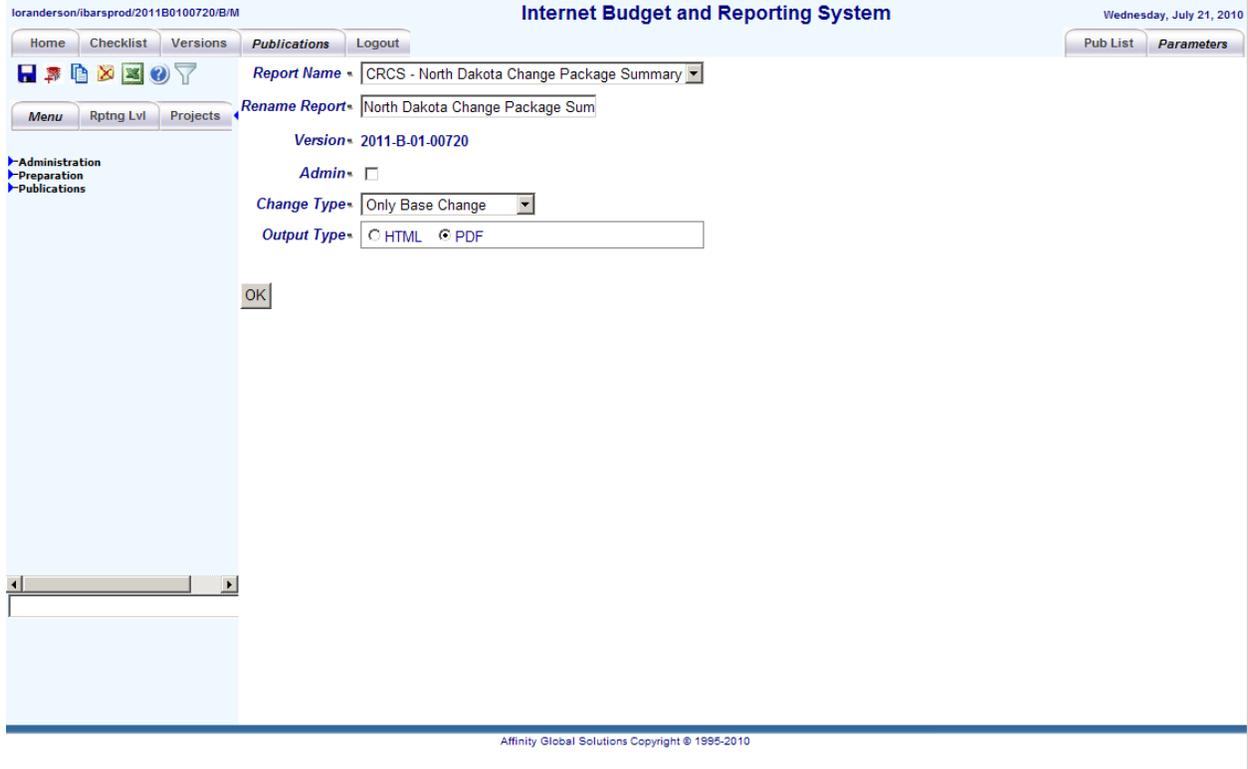
Output Type HTML PDF Fmt CSV Stand CSV

OK

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CRCS – ND Change Package Summary Report

This report summarizes all change packages by type and displays the priority level, FTE, and funding by sources for each change package. The report can show all changes, only base changes, or only optional changes.



CR06 – Agency Special Funds Report

This report provides a two-biennium review of the revenue and expenditure activity of all special funds used by the agency. Individual fund numbers or all funds can be selected.

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, there are navigation tabs: Home, Checklist, Versions, Publications (selected), and Logout. The date 'Wednesday, July 21, 2010' is shown in the top right. Below the tabs, there are buttons for 'Pub List' and 'Parameters'. The main content area is titled 'Report Name' and shows 'CR06 - Agency Special Fund Report'. Below this, there is a 'Rename Report' field containing 'Agency Special Fund Report'. Other fields include 'Version' (2011.B-01-00720), 'Admin' (checkbox), 'Funds' (dropdown menu set to '(All)'), and 'Output Type' (radio buttons for HTML and PDF, with PDF selected). An 'OK' button is located below the 'Output Type' field. On the left side, there is a navigation menu with 'Administration', 'Preparation', and 'Publications' (selected). At the bottom of the page, there is a copyright notice: 'Affinity Global Solutions Copyright © 1995-2010'.

SR07 – Version Comparison

This report allows an agency to compare amounts in selected columns for two different budget versions. Individual subschedules can be selected in the Subschedule dropdown or, the entire agency by leaving that field blank.

The screenshot displays the configuration interface for the SR07 - Version Comparison report within the Internet Budget and Reporting System. The interface includes a navigation menu on the left with options for Administration, Preparation, and Publications. The main configuration area contains the following fields and options:

- Report Name:** SR07 - Version Comparison (dropdown)
- Rename Report:** Version Comparison (text input)
- Version:** 2011-B-01-00720
- Admin:**
- Code Type Rollup:**
- Series:**
- Sub Schedule:** (empty dropdown)
- First Version:** 2011-A-01-00720 Agency Version-Work Copy (dropdown)
- Column:** 2007-09 Biennium Expenditures (dropdown)
- Second Version:** 2011-A-01-00720 Agency Version-Work Copy (dropdown)
- Column:** 2007-09 Biennium Expenditures (dropdown)
- Reporting Level:** 0 All Reporting Levels (dropdown)
- Code 1:** 0 (All) (dropdown)
- Code 2:** 0 (All) (dropdown)
- Output Type:** HTML PDF Fmt CSV Stand CSV

An OK button is located below the configuration fields. The footer of the page reads "Affinity Global Solutions Copyright © 1995-2010".

NARR – Narrative Reports

Provides reports containing narrative from various budget subschedules. Mark the box next to a report type to generate that report. Available report types and a brief description are:

- **Agency Overview** provides a report containing all agency-wide narrative including Statutory Authority and Agency Description.
- **Change Package Narrative** provides the narrative included with each change package.
- **Program Narrative** report provides the narrative entered for each budget program.
- **Subschedule** report provides the narrative entered for each subschedule.
- **Performance Narrative** report provides the agency and program performance measure narratives.

The screenshot shows the 'Internet Budget and Reporting System' interface. The user is logged in as 'loranderson/ibarsprod/2011B0100720/IB/M'. The date is Wednesday, July 21, 2010. The navigation menu includes Home, Checklist, Versions, Publications, and Logout. The 'Publications' tab is active. The 'Report Name' is set to 'NARR - Narrative Reports'. The 'Rename Report' field contains 'Narrative Reports'. The 'Version' is '2011.B-01-00720'. The 'Admin' checkbox is unchecked. The 'Agency Overview' checkbox is checked, while 'Change Package', 'Program', 'Performance', and 'Subschedule' checkboxes are unchecked. The 'Sub Schedule ID' dropdown is set to '(All)'. The 'Department' dropdown is open, showing a list of departments: '00709 - Council on the Arts', '00720 - Game and Fish Department' (selected), '00750 - Parks and Recreation Dept', '00770 - Water Commission', and '00801 - Dept of Transportation'. The 'Output Type' is set to 'PDF'. An 'OK' button is visible at the bottom of the form.

Submitting Budget Request

CRVA – Validate Agency Version

This report is used to identify validation errors that must be corrected before an agency budget request will be accepted. Contact the OMB budget analyst after running this report for assistance in making the corrections.

The screenshot shows the 'Internet Budget and Reporting System' interface. At the top, there is a navigation bar with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The current page is titled 'CRVA - Validate Agency Version'. Below the title, there are several input fields: 'Report Name' (CRVA - Validate Agency Version), 'Rename Report' (Validate Agency Version), 'Version' (2011-B-01-00720), and 'Output Type' (HTML and PDF). An 'OK' button is visible below the 'Output Type' field. On the left side, there is a navigation menu with 'Administration', 'Preparation', and 'Publications'. At the bottom of the page, there is a copyright notice: 'Affinity Global Solutions Copyright © 1995-2010'.

Game and Fish Department

Version: 2011B0100720

1 Reporting Level Description	2 Line Description	3 Object Number	4	5	6	7	8
Objects in Wrong Lines							
Fisheries	Grants-Game and Fish	623000					

SR05 – Budget Request – Negative Values

This report will identify any negative numbers in the budget request. To generate the report, choose the SR05 report from the Publications tab, check the Negative Values box, choose the appropriate reporting levels and columns, and click the OK box. New budgets will not be accepted with negative numbers in the following columns:

- 2007-09 Biennium Expenditures
- 2009-11 First Year Expend
- 2009-11 Biennium Balance
- 2009-11 Biennium Approp
- 2009-11 Payroll Approp
- 2011-13 Payroll Subschedule
- 2011-13 Base Budget Request
- 2011-13 Optional Budget Changes
- 2011-13 Total Budget Request

loranderson/ibarsprod/2011B0100720/BI/M Internet Budget and Reporting System Wednesday, July 21, 2010

Home Checklist Versions **Publications** Logout Pub List Parameters

Report Name: SR05 - Budget Request Summary - Reporting Level

Rename Report: Budget Request Summary - Reportir

Version: 2011-B-01-00720

Admin:

Agency: Series: Negative Values:

Code Type Rollup:

Sub Schedule: Project:

Reporting Level: 0 All Reporting Levels

Column 2: 2007-09 Biennium Expenditures

Column 3: 2009-11 First Year Expenditures

Column 4: 2009-11 Biennium Balance

Column 5: 2009-11 Biennium Appropriation

Column 6: 2009-11 Biennium Payroll Approp

Column 7: 2011-13 Payroll from Subschedule

Code 1: 0 (All)

Code 2: 0 (All)

Output Type: HTML PDF Fmt CSV Stand CSV

OK

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SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. It will provide an “Error Message” describing where the problem occurs, such as which column, which subschedule, which account code, etc. Contact the assigned budget analyst for assistance correcting errors.

The screenshot shows the 'Internet Budget and Reporting System' interface. At the top, the user is logged in as 'loranderson@barsprod/2011A0100270/B/M' on 'Wednesday, July 21, 2010'. The main navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A secondary bar has 'Pub List' and 'Parameters' buttons. The central configuration area is titled 'Report Name' and shows 'SR06 - Budget Validation' selected in a dropdown. Below this, there is a 'Rename Report' field containing 'Budget Validation'. The 'Version' is set to '2011-A-01-00270'. There are checkboxes for 'Admin' and 'Stwd', both of which are currently unchecked. The 'Output Type' is set to 'PDF' with radio buttons for 'HTML', 'PDF', 'Fmt CSV', and 'Stand CSV'. An 'OK' button is located at the bottom of the configuration area. On the left side, there is a navigation menu with 'Administration', 'Preparation', and 'Publications' options. At the bottom of the interface, a copyright notice reads 'Affinity Global Solutions Copyright © 1995-2010'.

2011 BIEN / 07/21/2010 09:41:14

SR06 - Budget Validation

1

Budget Validation

Schedule: Budget Request Summary
Subschedule

Reporting Level	Error Message	Message Type
	Negative Validation Failed: 3% optional savings package Change no 3, Change Type G, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Adjustment to Professional Services Budget Change no 2, Change Type A, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Emerging Technology Adult pilot Change no 11, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Establish a funding pool for CTE equipment in programs Change no 10, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Expand funding and credit offerings for Business and Office Technology Change no 8, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Funding to expand the number and availability of CTE programming: Coopk, new programs, expanded Change no 8, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Increase funding for Family & Consumer Sciences Change no 9, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Miscellaneous adjustments to operating expenses Change no 1, Change Type A, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: New Area Center Change no 7, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: Professional development for Math/Science in CTE and CTE teachers and Administrators Change no 5, Change Type C, Change Group A, Version 2011A0100270	E
	Negative Validation Failed: To Continue same level of reimburse funding to schools Change no 4, Change Type C, Change Group A, Version 2011A0100270	E
North Dakota	Budget Validation	loranderson / 2011-A-01-00270

Chapter Eleven: Glossary

Account - A subdivision of a fund. An account is a classification by which information on particular financial transactions and financial resources is recorded and arranged.

Addition - Extension, enlargement, or expansion made to an existing asset.

Agency Budget Number - The three-digit number assigned to each Business Unit by OMB.

Agency or Business Unit - A principal, functional, and administrative entity created by statute within state government.

Allotment - A procedure under which appropriated funds are restricted when resources appear insufficient to cover appropriations. Allotment, authorized by NDCC 54-44.1-12, is intended to assure that expenditures do not exceed available resources during a biennium.

Appropriation - A legislative authorization to expend resources. An appropriation specifies the amount of money to be used for a particular purpose during a period of time, usually one biennium.

Appropriation Authority – Authorization in an Appropriation Act for an agency to expend funds.

Appropriation Bill - A bill through which appropriations are given legal effect.

Balanced Budget - A budget in which estimated expenditures for the fiscal year are equal to or less than projected revenues for the same period. In certain situations, a balanced budget may include the beginning balance in projected revenues.

IBARS - Internet Budget Analysis and Reporting System.

Base Budget Request - The statement with accompanying explanations in which a state agency sets forth its financial requirements and plans for a biennium within constraints set by the Governor.

Biennium - The period of two state fiscal years for which the budget is written. For example, the 2011-13 budget covers the period July 1, 2011 to June 30, 2013.

Budget - The complete financial plan for the state for the fiscal period, as proposed in the executive recommendation and modified and adopted by the Legislature in appropriation and revenue acts.

Budget Account Code - A six digit code used for accounting and budgeting purposes, in lieu of a written description, to describe the specific items anticipated to be purchased in the budget, or purchased within various expenditure categories. Codes are assigned by OMB. A budget account code is a rollup of detail account codes.

Budget Document - The instrument used by OMB and the Governor to present a comprehensive financial program to the Legislature. The budget document consists of three parts. The first

contains a summary of proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. The third part is the necessary legislation to put the budget into effect including appropriation, revenue, and borrowing measures.

Budget Level - Consists of one or more department numbers (accounting cost centers) and represents a major program or subprogram.

Budget Message - A general discussion of the proposed budget as presented in writing by the Governor to the Legislature. The budget message contains an explanation of the principal budget items, an outline of the government's experience during the past period, its financial status at the time of the message and recommendations regarding the financial policy for the coming biennium.

Budget Request - The statement with accompanying explanations that a state agency uses to set forth its financial requirements and plans for a biennium.

Budget Request Checklist – The IBARS tab listing all subschedules to be completed before the budget request can be submitted.

Budget Request Summary – The IBARS subschedule that summarizes the budget request by reporting level.

Budget Stabilization Fund (Rainy Day Fund) - A special fund with reserve dollars to be used only in time of great need.

Budget Version – A variation of a budget request separately identified in IBARS. A different budget version exists at various stages of the budget process. These include download versions that are the starting point of the budget process, agency work-in-progress versions, the budget request, OMB analyst work-in-progress versions, and the Governor's recommendations.

Capital Assets – Expenditures for capital projects, extraordinary repairs and equipment over \$5,000. In IBARS, capital assets are the subschedules that summarize the budget request for capital projects, extraordinary repairs, equipment over \$5,000, IT equipment and software over \$5,000, and other capital payments.

Capital Budget - The portion of the budget devoted to proposed additions and repair of buildings and land and the means of financing those assets. The capital budget portion of the budget includes money for building new state facilities and making improvements to existing facilities.

Capital Projects - Expenditures for new construction, additions, restorations, and demolitions of buildings and infrastructure.

Capital Carryover - The unexpended balance of an appropriation, remaining at the end of the biennium, approved for expenditure by the carryover committee.

Comprehensive Annual Financial Report (CAFR) - The official annual report of a government, prepared in conformity with GAAP and organized into a financial reporting pyramid.

Continuing Appropriation - Statutory authorization for an agency to accept revenue and make expenditures that are not subject to the biennial appropriation process. In IBARS, the subschedule that provides the statutory authority and the estimated revenues and expenditures for each continuing appropriation fund.

Debt Limitation - Constitutionally or statutorily imposed limits on state obligations.

Debt Service - A category of appropriations and expenditures used for the payment of principal and interest on debt.

Dedicated Fund - A fund that receives and expends revenue collected by the state for a specific purpose.

Dedicated Tax - A tax levied to support a specific government program or purpose.

Deficiency Appropriation - An appropriation used to meet obligations not foreseen when the biennial budget was enacted and for which the costs would exceed available spending authorizations. It might add to a previously authorized appropriation anticipated to be inadequate, or provide a new appropriation to finance an existing or anticipated liability for which no appropriation exists.

Deficit - The amount by which spending exceeds income within a given fiscal period.

Demolition - All expenditures associated with tearing down an existing building or structure.

Department ID - Provides a means for entering and tracking accounting data. It is the lowest level of detail for accumulating costs.

Direct Costs - Costs specifically traceable to certain goods, services, units, programs, activities, or functions. Direct costs differ from indirect costs in that the latter cannot be specifically traced and so must be allocated on some systematic and rational basis.

Enterprise Resource Planning (ERP) – An administrative software system that covers the entire enterprise.

Executive Recommendation - The Governor's constitutionally mandated plan of appropriations, expenditures, and cash disbursements, along with estimates of revenues and cash receipts expected to be available to support those expenditures.

Expenditure - Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues. An expenditure occurs when the liability is incurred for goods and services received regardless of when the money is disbursed.

Extraordinary Repair - Relatively large expenditures for repairs that benefit more than one operating cycle or period. Extraordinary repairs are non-recurring in nature and increase the value or service life of the asset.

Federal Funds - Funds received or requested directly from the federal government, or federal funds passed through from another state entity.

Fiscal Note - The statement of fiscal impact (revenue and/or expenditure) that a proposed bill will have on the state, its political subdivisions, or the citizens of the state.

Fiscal Year - The state fiscal year runs from July 1 through June 30. The federal fiscal year runs from October 1 through September 30. The fiscal year for counties and cities is the calendar year.

Fringe Benefits - Payments made by the state for retirement, social security, health insurance, workers compensation, and unemployment insurance.

Full-time Equivalent (FTE) Position - A full-time position approved by the Legislature. A full-time work year is 40 hours per week, 52 weeks per year.

Fund - A fiscal entity segregating the financial resources of the state. Monies in a fund may be used for a specific purpose as provided by law. Each fund is a self-balancing set of accounts recording resources, obligations, reserves, and equities in accordance with GAAP.

Fund Number - A three-digit code assigned by OMB to each fund for accounting purposes.

Funding - The source of operating revenue for a department. The three categories for funding are general, federal, and special.

Funding Reallocation – The IBARS feature allowing an agency to allocate the funding source percentages for an entire version, reporting level, or line item.

General Fund - The major operating fund of the state that receives all state income not earmarked for a particular program or activity and not specified by law to be deposited into another fund.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting.

Goal - A long-term (multi-year) vision of the future; the general end towards which efforts are directed.

Governmental Accounting Standards Board (GASB) - An independent, professional body that establishes standards for accounting and financial reporting applicable to state and local governmental entities.

Improvement (or betterment) - The removal of a major part or component of an asset and the substitution of a different part or component having significantly improved and superior performance capabilities.

Indirect Costs - The elements of cost necessary in the production of goods or services that are not directly traceable to the product or service.

Internal Controls - Methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. Internal controls encompass both internal administrative controls and internal accounting controls.

Large IT Project - Information Technology (IT) projects with a budget in excess of \$250,000. In IBARS, these projects are reported through the Large IT Projects subschedule.

Line Item (Class [PS]) - A line item is a subdivision of an appropriation such as salaries and wages, operating expenses, and capital assets.

Matching Funds - A type of grant requiring the government or agency receiving the grant to commit a certain amount of funding to the program before funds will be made available by the granting entity.

Mission - A broad statement of the overall purpose of an agency's existence including what they do, why they do it, and for whom they do it.

Navigation Path - The menu options a user must select to access a particular window.

Non-appropriated - Revenues or expenditures of governmental entities that are not subject to the appropriation process.

Non-recurring Revenues - Revenues available during a fiscal period that will not be available in subsequent fiscal periods.

Operating Budget - Plans of current expenditures and the proposed means of financing them. For the State of North Dakota, this is the proposed plan of funds necessary to run a program, excluding the cost of capital construction.

Operating Maintenance - Expenditures for maintenance and ordinary repairs to keep assets in usable condition. Operating maintenance is either recurring or incurred on a continuous basis, not capitalized, and involves dollar amounts less than \$1,500. Examples include paint, floor wax, lubrication, cleaning supplies, and air filters.

Optional Request - The statement with accompanying explanations in which a state agency sets forth its financial requirements that exceed the base budget constraints set by the Governor.

Other Funds - Non-general fund amounts appropriated by the Legislature, which include all federal and special funds.

Pay Plan - The schedule of employees' salaries and benefits used in developing the salaries and wages line item.

Peoplesoft Financials - Name of the computerized system used in North Dakota state government to account for all financial transactions.

Peoplesoft HR/Payroll - Name of the computerized system used in North Dakota state government to account for all human resource and payroll transactions.

Preparation Level - The detail level at which the budget request is entered.

Performance Measure - The gauge used to measure progress towards a stated goal.

Position Detail Data – The IBARS subschedule used to enter all payroll information for the budget request biennium.

Program - A functional unit of activity representing the basic budget unit used to describe and account for services provided by state government. Programs have an identifiable objective that can be evaluated for performance.

Program Objective – The ultimate purpose of a program, towards which efforts are directed, stated in terms of a measurable result.

Receipts - A general term for cash received which may either satisfy a receivable, or be a conversion of another asset or a refund of a prior expenditure.

Receivable - An anticipated sum of money treated as revenue even though it is not in hand. Such sums are available for expenditure by state agencies when properly authorized. The establishment of a receivable amount results in an increase in an asset balance.

Renovation - Substantial changes to an asset bringing it to a condition better than it was when originally built.

Replacement - Involves the removal of a major part or component of an asset and the substitution of a new part or component of essentially the same type and performance capabilities.

Reporting Level - A 16-digit number grouped into seven different "layers" by hyphens used to identify the agency, major program level, and cost center in IBARS. By using the seven different layers, reports can be generated at any level from accounting cost center to statewide summarization.

Restoration - An expenditure to bring an asset back to its original condition or state.

Revenue Estimates - Projections of anticipated state revenue for the current and future biennia.

Revolving Fund (Account) - A fund (or an account within any fund) established to finance (1) state activities of a business or commercial nature or (2) the operation of an intra governmental service agency or enterprise, which generates receipts (income) from the sale of commodities or services. Such receipts are available for the continuing operation of the activity or enterprise.

Security Level - A code used by the IBARS system to control data access.

Special Funds - Monies derived from sources such as local governmental units, special funds, departmental collections, and private contributors.

Special Fund Balance – The IBARS subschedule used to prepare special fund statements for the current and budget request bienniums for special funds used by the agency.

Strategic Plan - An action-oriented guide developed through an examination of internal and external factors that directs goal-setting and resource allocation to achieve meaningful results over time.

Subschedule Copy – The IBARS feature that allows the user to copy data from one budget version to another. This feature may be used to copy previous biennium data, such as narrative, into a working version.

Success Indicator - The gauge used to measure progress towards a stated goal.

Surplus - The amount income exceeds spending within a given fiscal period.

Telecommute Analysis – The IBARS subschedule, required by legislative directive, to be completed for all positions in the budget request that are new, vacant pending reclassification, proposed to be relocated, or proposed to be assigned to a new program. The subschedule compares the costs associated with filling the position in a central office setting and a telecommute setting.

Transfers - The movement of cash or other resources between funds, as legally authorized.

Trust Funds - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, or other funds.

Unexpended Appropriated Balance - The appropriated authority minus actual expenditures. The same amount as the portion of an appropriation not yet expended.

User Taxes and Fees - Charges associated with using a particular service or facility (e.g., park entrance fees, highway tolls).

Versions Tab – The IBARS window used to select, create, or delete versions of a budget.

Veto - The constitutional authority of the Governor to disapprove bills passed by the Legislature. The *line item veto* is the authority of the Governor to disapprove any item or items of appropriation while approving the rest of the appropriation bill. The Legislature may override a veto or line item veto with a vote of at least two-thirds of the members of each House.

ND Office of Management and Budget State Agency and Analyst List

March 15, 2010

Pam Sharp 328-4606

Sheila Peterson 328-4905

Tad Torgerson 328-2148

Tammy Dolan 328-4947

Joe Morrissette 328-1024

Lori Laschkewitsch 328-2685

Budget No.	Agency	OMB Analyst
101	Office of the Governor	Joe Morrissette
108	Office of the Secretary of State	Tad Torgerson
110	Office of Management and Budget	Lori Laschkewitsch
112	Information Technology Dept	Lori Laschkewitsch
117	Office of the State Auditor	Tad Torgerson
120	Office of the State Treasurer	Lori Laschkewitsch
125	Office of the Attorney General	Tad Torgerson
127	Office of the State Tax Commissioner	Joe Morrissette
140	Office of Administrative Hearings	Tad Torgerson
150	Legislative Assembly	Lori Laschkewitsch
160	Legislative Council	Lori Laschkewitsch
180	Judicial Branch	Tad Torgerson
188	Commission on Legal Counsel of Indigents	Tad Torgerson
190	Retirement and Investment Office	Lori Laschkewitsch
192	Public Employees Retirement System	Lori Laschkewitsch
201	Department of Public Instruction	Joe Morrissette
215	North Dakota University System	Tammy Dolan
226	State Land Department	Joe Morrissette
227	Bismarck State College	Tammy Dolan
228	Lake Region State College	Tammy Dolan
229	Williston State College	Tammy Dolan
230	University of North Dakota	Tammy Dolan
232	UND Medical Center	Tammy Dolan
235	ND State University	Tammy Dolan
238	ND State College of Science	Tammy Dolan
239	Dickinson State University	Tammy Dolan
240	Mayville State University	Tammy Dolan
241	Minot State University	Tammy Dolan
242	Valley City State University	Tammy Dolan
243	Dakota College - Bottineau	Tammy Dolan
244	ND Forest Service	Tammy Dolan
250	State Library	Joe Morrissette
252	School for the Deaf	Joe Morrissette
253	ND Vision Services / School for the Blind	Joe Morrissette
270	Dept. of Career and Technical Education	Joe Morrissette
301	ND Department of Health	Lori Laschkewitsch
305	Tobacco Prevention and Control	Lori Laschkewitsch
313	Veterans Home	Lori Laschkewitsch
316	Indian Affairs Commission	Lori Laschkewitsch
321	Department of Veterans Affairs	Lori Laschkewitsch

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Lori Laschkewitsch 328-2685

Budget No.	Agency	OMB Analyst
325	Department of Human Services	Lori Laschkewitsch
360	Protection and Advocacy Project	Lori Laschkewitsch
380	Job Service North Dakota	Tad Torgerson
401	Office of the Insurance Commissioner	Joe Morrissette
405	Industrial Commission	Tad Torgerson
406	Office of the Labor Commissioner	Tad Torgerson
408	Public Service Commission	Tad Torgerson
412	Aeronautics Commission	Tad Torgerson
413	Dept of Financial Institutions	Tad Torgerson
414	Securities Department	Tad Torgerson
471	Bank of North Dakota	Tad Torgerson
473	North Dakota Housing Finance Agency	Tad Torgerson
475	North Dakota Mill and Elevator Association	Tad Torgerson
485	Workforce Safety and Insurance	Tad Torgerson
504	Highway Patrol	Tad Torgerson
530	Department of Corrections and Rehabilitation	Joe Morrissette
540	Office of the Adjutant General	Tammy Dolan
601	Department of Commerce	Tammy Dolan
602	Department of Agriculture	Tammy Dolan
616	State Seed Department	Tammy Dolan
627	Upper Great Plains Transportation Institute	Tammy Dolan
628	Branch Research Centers	Tammy Dolan
630	NDSU Extension Service	Tammy Dolan
638	Northern Crops Institute	Tammy Dolan
640	NDSU Main Research Center	Tammy Dolan
649	Agronomy Seed Farm	Tammy Dolan
665	North Dakota State Fair	Tad Torgerson
670	ND Racing Commission	Tad Torgerson
701	State Historical Society	Joe Morrissette
709	Council on the Arts	Joe Morrissette
720	Game and Fish Department	Joe Morrissette
750	Department of Parks and Recreation	Joe Morrissette
770	State Water Commission	Tad Torgerson
801	Department of Transportation	Tad Torgerson

Billing Rates

Office of Management and Budget – 110

	2009-11 Rates	Projected 2011-13 Rates
Risk Management: General Rates	2009-11 Rates and 2011-13 Projected Rates Comparison Attached	
Risk Management: Vehicle Liability Contributions	Total Contributions Required for 2011-2013 Attached	
Printing Services	Minimal rate changes in 2009-2010	3% per year
Paper and Supplies	2% per year*	2% per year*

*Estimated based upon Economy.com past and forecasted inflation

	2009-11 Rates		Projected 2011-13 Rates	
	2009 Rates	2010 Rates	2011 Rates	2012 Rates
Public Notice Newspaper Rates				
Line Rate All Papers	\$.67	\$.69	\$.71	\$.73
Column Inch Large Daily	\$10.82	\$11.14	\$11.45	\$11.77
Column Inch Small Daily	\$7.35	\$7.57	\$7.78	\$8.00
Column Inch Weekly	\$5.41	\$5.57	\$5.73	\$5.90

	2009-11 Rates		Projected 2011-13 Rates	
	Office Space	Storage Space	Office Space	Storage Space
Space Rental Costs				
Capitol/J-wing	\$8.97	\$1.36	\$10.21	\$1.42
Library/Liberty Memorial	\$8.54	\$1.16	\$8.70	\$1.30
State Office Building	\$7.65	\$2.14	\$10.77	\$2.44
DOT Building	\$5.46	\$1.26	\$6.02	\$1.44
Heritage Center	\$7.27	1.28	\$7.27	1.28

Information Technology Department – 112

	2009-11 Rates	Projected 2011-13 Rates
ITD Rates	2009-11 Rates and 2011-13 Projected Rates Comparison	

Office of Attorney General – 125

	2009-11 Rate Per Hour	Projected 2011-13 Rate Per Hour
Main Office Attorney	\$ 73.81	\$ 77.23
Consolidated Attorney	\$ 72.73	\$ 88.23
Paralegal	\$ 43.21	\$ 51.27
Fire Marshall	\$ 51.53	\$ 72.36

Office of Administrative Hearings – 140

Current Rates	Projected 2011-13 Rates
\$103.29 - \$113.29/hour	\$120 - \$125/hour (To be determined after close of 2009-11 Biennium)

Office of Insurance Commissioner – 401

	2009-11 Rates	Projected 2011-13 Rates
Fire & Tornado Premiums		
Buildings	8 – 10% increase per year	5% increase
Contents	3 – 4% increase per year	5% increase

NOTE: When budgeting for the 2011 - 2013 biennium, policyholders should use their 2009 premium; add 5% for increased property values, then apply the 50% premium credit to come up with their estimated 2010 premium. For the 2011 and the 2012 renewal years, policyholders should apply a minimum 5% increase for each year to account for appreciating property values. (See attached letter.)

Workforce Safety and Insurance – 485

	Projected 2011-13 Rates
Office Lease Rental Rates	\$14.50 per square foot per year
Storage Rental Rates	\$5 per square foot per year

Department of Transportation – 801

Fleet Services	2009-11 Rates and 2011-13 Projected Rates Comparison Attached
----------------	---

May 25, 2010

Lori Anderson
Office of Management and Budget
600 East Boulevard
Dept. 110
Bismarck, ND 58505-3230

Dear Ms. Anderson:

The State Fire and Tornado Fund has completed its July 1, 2010 reserve and rate analysis and has revised its premium recommendations to all policyholders for the 2011 - 2013 budget guidelines.

The Fund has approved a 50% premium credit for the July 1, 2010 policy year. When budgeting for the 2011 - 2013 biennium, policyholders should use their 2009 premium; add 5% for increased property values, then apply the 50% premium credit to come up with their estimated 2010 premium. For the 2011 and the 2012 renewal years, policyholders should apply a minimum 5% increase for each year to account for appreciating property values.

Example:

Year	2009	2010	2011	2012
Adjustment		$(2009\$ \times 1.05) / 2$	$2010\$ \times 1.05$	$2011\$ \times 1.05$
Premium	\$1,000	\$525	\$552	\$580

In addition, each agency needs to consider whether they will be purchasing additional personal property, and building or acquiring building and outdoor property to comply with any new mandates or requirements. These additional asset values need to be added to the total insured values before budgeting in a percentage increase for premium. Policyholders are encouraged to call the Fund with any questions.

Based on the last five years claims frequency and severity trends for the Fund and the current trends in the national commercial property reinsurance market, the Fund anticipates a flat to minimal upward trend in rates for the next biennium. However, predicting how the property insurance market will react two years in advance of a policy period is impossible. One local, regional or national catastrophic event could completely change the current outlook. As we regularly do, the Fund will monitor any catastrophic events that may impact the Fund reserve or rates in the future.

Sincerely,

State Fire and Tornado Fund

Jeff R. Bitz
Administrator
JRB/sg

STATE OF NORTH DAKOTA

GENERAL LIABILITY

AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
OFFICE OF THE GOVERNOR - 10100	2,033	3,114	1,081	53%
OFFICE OF THE SECRETARY OF STATE - 10800	2,869	3,442	572	20%
OFFICE OF MANAGEMENT & BUDGET - 11000	12,195	15,078	2,883	24%
INFORMATION TECHNOLOGY DEPARTMENT - 11200	22,597	31,959	9,363	41%
OFFICE OF THE STATE AUDITOR - 11700	4,902	6,064	1,162	24%
OFFICE OF THE STATE TREASURER - 12000	717	983	266	37%
OFFICE OF THE ATTORNEY GENERAL - 12500	24,629	42,285	17,656	72%
OFFICE OF THE STATE TAX COMMISSIONER - 12700	10,521	14,095	3,574	34%
OFFICE OF ADMINISTRATIVE HEARINGS - 14000	717	656	-62	-9%
LEGISLATIVE COUNCIL - 16000	3,109	4,261	1,153	37%
JUDICIARY SYSTEM - 18000	28,216	46,382	18,166	64%
COMMISSION ON LEGAL COUNSEL - 18800	1,793	3,933	2,140	119%
RETIREMENT & INVESTMENT OFFICE - 19000	1,554	2,131	576	37%
PUBLIC EMPLOYEES RETIREMENT OFFICE - 19200	3,109	3,933	825	27%
DEPARTMENT OF PUBLIC INSTRUCTION - 20100	7,891	11,309	3,418	43%
ND UNIVERSITY SYSTEM OFFICE - 21500	1,793	2,950	1,157	64%
STATE LAND DEPARTMENT - 22600	1,793	2,458	665	37%
BISMARCK STATE COLLEGE - 22700	10,999	16,553	5,554	50%
LAKE REGION STATE COLLEGE - 22800	4,065	6,720	2,655	65%
WILLISTON STATE COLLEGE - 22900	3,467	5,572	2,105	61%
UNIVERSITY OF NORTH DAKOTA - 23000	59,540	90,798	31,257	52%
UND MEDICAL CENTER - 23200	12,434	17,537	5,103	41%
ND STATE UNIVERSITY - 23500	47,584	76,047	28,463	60%
ND STATE COLLEGE OF SCIENCE - 23800	14,347	20,323	5,976	42%
DICKINSON STATE UNIVERSITY - 23900	7,413	12,620	5,207	70%
MAYVILLE STATE UNIVERSITY - 24000	4,424	7,375	2,952	67%
MINOT STATE UNIVERSITY - 24100	16,021	22,454	6,433	40%
VALLEY CITY STATE UNIVERSITY - 24200	8,010	16,062	8,051	101%
DAKOTA COLLEGE AT BOTTINEAU - 24300	2,511	4,425	1,914	76%

STATE OF NORTH DAKOTA

GENERAL LIABILITY

AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
ND FOREST SERVICE - 24400	1,554	4,589	3,035	195%
STATE LIBRARY - 25000	2,869	3,442	572	20%
SCHOOL FOR THE DEAF - 25200	4,185	5,245	1,060	25%
SCHOOL FOR THE BLIND - 25300	2,511	3,442	931	37%
DEPARTMENT OF CAREER & TECHNICAL EDUCATION - 27	2,511	3,442	931	37%
ND DEPARTMENT OF HEALTH - 30100	39,933	47,857	7,925	20%
DEVELOPMENTAL CENTER - 31000	30,129	39,990	9,861	33%
STATE HOSPITAL - 31200	33,835	42,613	8,777	26%
VETERANS HOME - 31300	7,652	10,817	3,165	41%
INDIAN AFFAIRS COMMISSION - 31600	478	656	177	37%
DEPARTMENT OF VETERANS AFFAIRS - 32100	717	1,311	594	83%
DEPARTMENT OF HUMAN SERVICES - CENTRAL OFFICE A	102,103	160,781	58,677	57%
PROTECTION AND ADVOCACY PROJECT - 36000	4,424	5,245	821	19%
JOB SERVICE NORTH DAKOTA - 38000	19,488	28,190	8,702	45%
OFFICE OF THE INSURANCE COMMISSIONER - 40100	6,934	7,703	769	11%
INDUSTRIAL COMMISSION - 40500	5,141	6,392	1,251	24%
OFFICE OF THE LABOR COMMISSIONER - 40600	1,554	2,131	576	37%
PUBLIC SERVICE COMMISSION - 40800	5,858	7,375	1,517	26%
AERONAUTICS COMMISSION - 41200	717	656	-62	-9%
DEPARTMENT OF FINANCIAL INSTITUTIONS - 41300	2,511	3,442	931	37%
OFFICE OF THE SECURITIES COMMISSIONER - 41400	956	983	27	3%
BANK OF NORTH DAKOTA - 47100	13,630	18,356	4,727	35%
NORTH DAKOTA HOUSING FINANCE AGENCY - 47300	3,826	5,245	1,419	37%
NORTH DAKOTA MILL AND ELEVATOR ASSOCIATION - 475	43,400	51,627	8,227	19%
WORKFORCE SAFETY AND INSURANCE - 48500	18,173	30,157	11,984	66%
HIGHWAY PATROL - 50400	34,553	40,482	5,929	17%
DEPARTMENT OF CORRECTIONS & REHABILITATION - 530	152,796	210,441	57,645	38%
ADJUTANT GENERAL - 54000	19,847	25,731	5,884	30%
DEPARTMENT OF COMMERCE - 60100	6,217	8,031	1,814	29%

STATE OF NORTH DAKOTA

GENERAL LIABILITY

AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
DEPARTMENT OF AGRICULTURE - 60200	6,098	9,178	3,081	51%
STATE SEED DEPARTMENT - 61600	4,424	7,047	2,624	59%
UPPER GREAT PLAINS TRANSPORTATION INSTITUTE - 62	478	978	500	105%
NDSU EXTENSION SERVICE - 63000	8,847	13,255	4,407	50%
NORTHERN CROPS INSTITUTE - 63800	478	1,177	699	146%
NDSU MAIN RESEARCH STATION - 64000	16,499	27,235	10,736	65%
DICKINSON RESEARCH CENTER - 64100	1,674	2,504	830	50%
CENTRAL GRASSLANDS RESEARCH CENTER - 64200	598	1,027	429	72%
HETTINGER RESEARCH CENTER - 64300	837	1,257	420	50%
LANGDON RESEARCH CENTER - 64400	598	1,159	561	94%
NORTH CENTRAL RESEARCH CENTER - 64500	1,315	2,269	954	73%
WILLISTON RESEARCH CENTER - 64600	956	1,276	319	33%
CARRINGTON RESEARCH CENTER - 64700	1,196	2,363	1,167	98%
AGRONOMY SEED FARM - 64900	0	0	0	
NORTH DAKOTA STATE FAIR - 66500	7,174	8,359	1,185	17%
NORTH DAKOTA RACING COMMISSION - 67000	0	4,261	4,261	
STATE HISTORICAL SOCIETY - 70100	5,141	7,047	1,906	37%
COUNCIL ON THE ARTS - 70900	717	983	266	37%
GAME AND FISH DEPARTMENT - 72000	13,271	17,865	4,593	35%
DEPARTMENT OF PARKS & RECREATION - 75000	6,098	9,178	3,081	51%
STATE WATER COMMISSION - 77000	23,792	28,518	4,725	20%
DEPARTMENT OF TRANSPORTATION - 80100	215,326	251,087	35,761	17%
TOTAL STATE AGENCIES	1,205,274	1,665,913		

STATE OF NORTH DAKOTA

GENERAL LIABILITY

AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
AUXILIARY SERVICES / OFF BUDGET:				
ND UNIVERSITY SYSTEM OFFICE	478	492	13	3%
BISMARCK STATE COLLEGE	18,771	33,107	14,336	76%
LAKE REGION STATE COLLEGE	7,771	13,767	5,996	77%
WILLISTON STATE COLLEGE	3,706	7,867	4,161	112%
UNIVERSITY OF NORTH DAKOTA	185,077	349,916	164,838	89%
UND MEDICAL CENTER	25,586	45,235	19,649	77%
ND STATE UNIVERSITY	131,276	236,009	104,733	80%
ND STATE COLLEGE OF SCIENCE	17,456	28,354	10,898	62%
DICKINSON STATE UNIVERSITY	13,151	27,862	14,711	112%
MAYVILLE STATE UNIVERSITY	8,369	14,423	6,054	72%
MINOT STATE UNIVERSITY	21,999	35,893	13,894	63%
VALLEY CITY STATE UNIVERSITY	8,130	17,045	8,915	110%
DAKOTA COLLEGE AT BOTTINEAU	2,869	5,081	2,211	77%
ND FOREST SERVICE	956	1,147	191	20%
UPPER GREAT PLAINS TRANSPORTATION INSTITUTE	4,424	7,053	2,629	59%
NDSU EXTENSION SERVICE	4,782	7,560	2,778	58%
NORTHERN CROPS INSTITUTE	478	462	-16	-3%
NDSU MAIN RESEARCH STATION	7,652	12,755	5,103	67%
DICKINSON RESEARCH CENTER	120	282	163	136%
CENTRAL GRASSLANDS RESEARCH CENTER	-120	284	404	-338%
HETTINGER RESEARCH CENTER	359	382	23	7%
LANGDON RESEARCH CENTER	120	152	33	27%
NORTH CENTRAL RESEARCH CENTER	478	517	39	8%
WILLISTON RESEARCH CENTER	0	36	36	
CARRINGTON RESEARCH CENTER	598	1,079	481	81%
AGRONOMY SEED FARM	239	328	89	37%
TOTAL AUXILIARY SERVICES / OFF BUDGET	464,726	847,087		

STATE OF NORTH DAKOTA
GENERAL LIABILITY
AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
BOARDS AND COMMISSIONS:				
Abstracters' Board of Examiners	0	0	0	
Accountancy, State Board of Public	1,796	1,438	-358	-20%
Addiction Counseling Examiners, Brd. of	1,559	1,438	-121	-8%
Architecture, State Board of	1,500	1,438	-62	-4%
Athletic Trainers, North Dakota Board of	0	0	0	
Audiology & Speech Language Pathology, Board of Examiners	1,559	1,438	-121	-8%
Barber Examiners, Board of	1,500	1,438	-62	-4%
Barley Council	1,855	1,438	-417	-22%
Beef Commission	1,796	1,438	-358	-20%
Chiropractic Examiners, State Board of	1,559	1,438	-121	-8%
Clinical Laboratory Practice, Board of	1,500	1,438	-62	-4%
Corn Council	1,500	1,438	-62	-4%
Cosmetology, State Board of	1,559	1,438	-121	-8%
Counselor Examiners, State Board of	1,559	1,438	-121	-8%
Dairy Promotion Commission	0	0	0	
Dental Examiners, Board of	1,559	1,438	-121	-8%
Dietetic Practice, Board of	1,559	1,438	-121	-8%
Dry Bean Council	1,737	1,438	-299	-17%
Dry Pea & Lentil Council	0	1,438	1,438	
Education Standards & Practices Board	1,737	1,438	-299	-17%
Electrical Board, State	2,564	1,438	-1,127	-44%
Engineers & Land Surveyors, State Brd. of Registration for Prof	1,737	1,438	-299	-17%
Funeral Service, State Board of	1,559	1,438	-121	-8%
Hearing Aid Specialists, Board of	0	0	0	
Law Examiners, State Board of	1,737	1,438	-299	-17%
Massage, Board of	0	1,438	1,438	
Marriage & Family Therapy Licensure Board, North Dakota	0	0	0	
Medical Examiners, State Board of	1,973	1,438	-535	-27%

STATE OF NORTH DAKOTA
GENERAL LIABILITY
AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
Milk Marketing Board	2,091	1,438	-653	-31%
Nursing, State Board of	2,387	1,438	-949	-40%
Nursing Home Administrators, State Board of Examiners for	1,500	1,438	-62	-4%
Occupational Therapy Practice, Brd. of	1,559	1,438	-121	-8%
Oilseed Council	1,618	1,438	-180	-11%
Optometry, ND State Board of	1,500	1,438	-62	-4%
Pharmacy, State Board of	1,677	1,438	-239	-14%
Physical Therapists, State Examining Com	1,500	1,438	-62	-4%
Plumbing, State Board of	1,855	1,438	-417	-22%
Podiatry, Board of Registry	1,500	719	-781	-52%
Potato Council	1,559	1,438	-121	-8%
Private Investigative & Security Board	1,559	1,438	-121	-8%
Professional Soil Classifiers, Board	0	0	0	
Psychologist Examiners, State Board of	1,559	1,438	-121	-8%
Real Estate Appraiser Qualifications Brd.	1,500	1,438	-62	-4%
Real Estate Commission, ND	1,855	1,438	-417	-22%
Reflexology Board	0	0	0	
Respiratory Care, State Board of	1,559	1,438	-121	-8%
Social Work Examiners, ND Board of	1,500	1,438	-62	-4%
Soybean Council	1,618	1,438	-180	-11%
Tobacco Prevention & Control Advisory Committee	0	1,438	1,438	
Veterinary Medical Examiners, State Brd. of	1,618	1,438	-180	-11%
Water Well Contractors, Board of	0	719	719	
Wheat Commission	2,328	1,438	-890	-38%
TOTAL BOARDS & COMMISSIONS	69,247	63,270		

STATE OF NORTH DAKOTA
GENERAL LIBILITY
AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
VEHICLE LIABILITY:				
Facility Management		327		
Attorney General		12,270		
Land Department		264		
Bismarck State College		355		
Lake Region State College		109		
Williston State College		136		
University of North Dakota		28,582		
North Dakota State University		45,852		
ND State College of Science		245		
Dickinson State University		1,131		
Mayville State University		300		
Valley City State University		82		
Dakota College at Bottineau		346		
School for the Deaf		191		
School for the Blind		27		
Health Department		27		
Developmental Center		273		
State Hospital		1,513		
Veterans Home		273		
Industrial Commission		264		
Public Service Commission		264		
ND Mill & Elevator		1,131		
Highway Patrol		319		
Department of Corrections & Rehab		537		
DOCR- Youth Correctional Center		164		
DOCR - Parole & Probation		27		
DOCR - James River Correctional Center		27		
Adjutant General		4,958		

STATE OF NORTH DAKOTA
GENERAL LIABILITY
AGENCY ALLOCATION FOR BIENNIUM 2011-2013

AGENCY	GL ALLOCATION FOR 2009-2011	GL ALLOCATION FOR BIENNIUM 2011-2013	DIFFERENCE IN CONTRIBUTIONS	PERCENTAGE INCREASE
Department of Agriculture		264		
State Fair		300		
Historical Society		136		
Game & Fish Department		25,240		
Parks & Recreation		11,359		
Water Commission		555		
Department of Transportation - State Fleet		1,033,937		
Department of Transportation		13,010		
TOTAL VEHICLE LIABILITY		1,184,795		

MEMORANDUM

To: State Agencies
From: Dan Sipes, Director – Administrative Services
Information Technology Department
Date: Wednesday, April 14, 2010
Subject: **BUDGET GUIDELINES FOR 2011-2013 BIENNIUM**

The Information Technology Department (ITD) has projected service rates for the 2011-2013 biennium. The rate schedules and a brief description of the services for Data Processing, Telecommunications, and Micrographics may be found on the ITD website at www.nd.gov/itd/billing. Rates that are highlighted in **bold** are the rates that changed from the 2009-2011 budget instructions.

Each biennium ITD looks at the need to adjust the rates for the services provided. Because it is difficult for agencies to adjust their funding once the budget has been approved, every attempt is made to keep ITD rates from increasing during the biennium. The following is an overview of the rate changes for the upcoming biennium.

The service rates for professional staff will increase to cover the increases projected for salaries and health insurance premiums. Most of the network and general hosting rates will increase to cover increases for professional staff, equipment and software maintenance. Rates for telephone services are expected to remain steady during our continued rollout of Voice over IP.

Enterprise Project Management and Large Project Oversight

Agencies with large projects will be billed a one-time fee to cover the costs associated with the Enterprise Project Management Office and large project oversight requested by the Legislature.

ConnectND

ITD bills each agency for the cost of ConnectND (the PeopleSoft financials and human resource applications). Each agency has a ConnectND fee on their data processing bill each month. The amount each agency needs to budget is as follows:

- \$15.04 per month for each legislatively authorized FTE identified in the 2009-2011 Legislative Appropriations book.
- \$7.13 per month for every \$1 million appropriated to the agency as identified in the 2009-2011 Legislative Appropriations book.

Software Development Toolset Upgrades

The ITD Software Development Division supports many software development tools and languages. ITD upgrades to new versions of our tools and languages on a regular basis. This prevents obsolescence of customer applications. Agencies should budget for upgrades to their existing applications. The [Budget Guidelines for Toolset Upgrades](#) document includes initial estimates of the average time required to modify agency programs due to toolset and language upgrades. Agencies should contact their ITD Team Leader if they have questions specific to their agency.

Budget Guidelines 2011-2013 Biennium

April 14, 2010

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Network Rates and Technology Fee Counts

Network rates will increase to cover increased labor costs and additional network bandwidth. In addition Virtual Private Network (VPN) for remote access for state employees and Instant Messaging are now covered in the base Technology Fee for state agencies. VPN access for contractors will still be billed the same monthly fee.

Base connectivity for state agencies with remote locations on STAGEnet previously provided 1.5 Mbps of bandwidth. In the new biennium the base circuit will now have 5 Mbps of bandwidth with additional bandwidth available for additional cost. Agencies who have broadband connectivity (DSL, cable, wireless, satellite, cellular) will see a broadband add-on charge in addition to vendor cost of the broadband connection. The premium add-on will apply to locations that require network to network connectivity and will come with extended support hours. The basic add-on will apply to locations that have six or less connections and do not require the network to network connectivity or extended support hours. The residential add-on will apply to single person locations that do not need network to network connectivity or extended support hours.

The Technology Fee metric is based on the number of legislatively authorized FTE identified in the 2009-2011 Legislative Appropriations book. A small number of agencies will see an upward adjustment if they have their own server farms or have significantly more computers than FTE counts. A few agencies run large 24x7 operations and these agencies will see a downward adjustment to reflect this type of shift work. ITD will notify affected agencies and finalize the Technology Fee metric for those agencies by the end of May 2010.

Storage Rates

ITD is planning to implement new storage rates that bill backup of data separately from the primary data storage. For agencies with multiple terabytes of data related to a specific application ITD has also been piloting dedicated storage platforms. For file and print storage agencies should budget 25% more per GB than they are paying today. For other storage platforms agencies should budget the same amount as they are paying today. Agencies with significant storage growth projections should meet separately with ITD to determine if the new rate structure will help to mitigate the cost impact of their storage growth.

SQL Legacy Application Surcharge

Several agencies are running SQL applications that have not been upgraded and are running under SQL 2000. These agencies will need to upgrade those applications to the new version of SQL by January 2012. Agencies not upgrading by January 2012 will see a minimum surcharge of 25% to cover the operating costs of the legacy SQL 2000 environment.

Enterprise Forms

ITD recovers the cost of enterprise forms infrastructure by charging a per form fee for all state forms. The [Agency Form Counts](#) document lists the number of forms for each agency.

Rightfax Rates

Some agencies have applications that generate a significant amount of incoming and outgoing fax traffic but are only using a single generic account. These accounts will be reviewed and charged a tiered monthly Rightfax application fee based on the amount of usage.

Budget Guidelines 2011-2013 Biennium

April 14, 2010

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Enhanced Display Telephones

Currently 10% of our installed phone base uses the Enhanced Display Phone. With the pending switch to Voice over IP agencies will no longer have this as a phone option. Agencies may choose to deploy a Basic Phone which is \$3 less per month than the Enhanced Display Phone or they may choose a Professional Phone which is \$2 more per month than the Enhanced Display Phone.

Micrographics Rates

ITD will continue to coordinate micrographics services in state government but will be outsourcing the actual processing of microfilm due to the age of our existing processor and the declining use of microfilm in state government.

These are the major changes ITD will implement for the next biennium. Please review the associated rate schedules and description of services. If you have any questions, please feel free to give me a call at 328-4317 or Greg Hoffman at 328-4006.

Thank you.

ITD Software Development Budget Guidelines for Toolset Upgrades 2011 – 2013 Biennium

Development Toolset Upgrades

The ITD Software Development Division supports many software development tools and languages. ITD upgrades to new versions of our tools and languages on a regular basis. This prevents obsolescence of customer applications. Upgrades generally involve re-compiling applications using the newest version of the tool or language, then unit testing the application. The time required to upgrade varies, depending on the tool being upgraded and the severity of the upgrade.

Following is a list of software components that will likely need upgrades in the 2011-2013 biennium. We've provided a budgeting estimate of the average time required to upgrade each tool and language. We ask that customers budget for the anticipated number of upgrades per biennium. Please contact your Software Development team leader to determine which of these technologies you may use.

Software Component	Anticipated Number of Upgrades in 2011-2013 Biennium	Number of Hours per Upgrade
PowerBuilder	1	32 hours per Application
PowerDesigner	2	4 hours per Application
DB2	1	24 hours per Application
Adabas	1	24 hours per Application
Oracle	1	4 hours per Application
SQL Server	1	4 hours per Application
WebSphere	2	32 hours per Application
WebSphere ESB/WID	2	32 hours per Application
WebSphere Message Queues	2	32 hours per Application
.Net	1	8 hours per Application
LiquidOffice	1	8 hours per Application
Teleform	1	2 hours per Form
Cobol/MicroFocus Cobol	2	16 hours per Agency per upgrade
Natural	2	16 hours per Agency per upgrade
ADA Compliancy Tools	1 1	8 hours per Web Site and 16 hours per Web Application
Drupal	6	2 hours per Web Site
Address Verification Tools (Finalist)	24 2	1 hours per Upgrade – Files 8 hours per Upgrade – Version

**ITD Software Development
Budget Guidelines for Toolset Upgrades
2011 – 2013 Biennium**

CA Gen (DHS only)	1	300 hours per Agency per upgrade
Rules Engine (Fair Isaac)	1	40 hours per Application
Lotus Notes	1	80 hours per Application
File Net BPM	1	6 hours per Workflow
File Net Content Manager	1	32 hours per Agency
File Net Record Manager	1	8 hours per Record Plan
File eForms	1	8 hours per eform
FileNet Workplace Customizations	1	8 hours per Customization
FileNet Department Applications	1	12 hours per .net Application
FileNet Department Applications	1	12 hours per Java application
IVR	1	24 hours per Application
Security Updates (Directories, Audit Remediation)	1	16 hours per Application
JCL Engine	2	16 hours per Agency per upgrade
CONNX	1	8 hours per Application
Crystal Reports	2	2 hours per Report
Crystal Reports Enterprise	2	16 hours per Application
Micro Focus SilkTest	3	4 hours per Application
Micro Focus Test Manager	3	4 hours per Application
Micro Focus Issue Manager	3	4 hours per Application
Cognos Reports	3	4 hours per Report (fix packs included)
Cognos User Defined Reports	3	2 hours agency report testing
Cognos Transformer	3	4 hours per cube (fix packs included)
Cognos Transformer	3	4 hours per cube (fix packs included)
DataStage (ETL)	1	16 hours per Application (no apps at this time other than 3 rd party)
SSIS (ETL)	3	4 hours per Application (fix packs included)
Informatica	1	16 hours per Application (no apps at this time other than 3 rd party)

**ITD Software Development
Budget Guidelines for Toolset Upgrades
2011 – 2013 Biennium**

Master Client Index (Initiate)	1	80 hours per Application
AppWorx	2	8 per Agency per Upgrade
Wappapello	None at this time	2 hours per Job

Toolset Retirements

ITD is currently supporting a development toolset and that we believe should be retired. Therefore the applications should be replaced. Please contact your Software Development team leader to determine which of these technologies you may use.

1. Application Toolset – Lotus Notes

We suggest that our customers budget to replace Lotus Notes applications before 2014. ITD can provide a budgeting cost estimate for Lotus Notes application replacement.

2. Interactive Voice Response Environment

The Integrated Voice Recognition (IVR) systems that are currently running on the Frank Solution should be included for re-write in the 2011-13 biennium. ITD will no longer be providing development or code support for applications on the new environment. A vendor pool category has been created to assist agencies in finding vendors to provide this service. ITD will be glad to assist departments with any technical requirements or questions regarding these projects.

**INFORMATION TECHNOLOGY DEPARTMENT
AGENCY FORM COUNTS FOR LIQUID OFFICE COSTS
FOR 2011-2013 BIENNIUM**

Agency Number with Form Counts

101.0 - 5	414.0 - 23
108.0 - 186	471.0 - 282
110.0 - 145	473.0 - 123
117.0 - 14	485.0 - 356
120.0 - 11	504.0 - 203
125.0 - 292	512.0 - 26
127.0 - 277	513.0 - 2
140.0 - 7	530.0 - 542
180.0 - 59	540.0 - 3
185.0 - 4	601.0 - 31
188.0 - 41	601.1 - 6
190.0 - 39	601.2 - 258
192.0 - 219	601.4 - 4
201.0 - 328	601.5 - 19
202.0 - 103	602.0 - 185
206.0 - 18	607.0 - 18
226.0 - 47	608.0 - 3
227.0 - 3	610.0 - 2
250.0 - 33	613.0 - 4
252.0 - 81	614.0 - 1
253.0 - 8	616.0 - 40
270.0 - 145	618.0 - 11
301.0 - 672	625.0 - 2
310.0 - 68	701.0 - 84
313.0 - 2	720.0 - 444
321.0 - 10	750.0 - 65
325.0 - 903	770.0 - 80
360.0 - 3	801.0 - 584
380.0 - 302	801.1 - 93
401.0 - 118	820.0 - 34
405.0 - 116	820.1 - 29
406.0 - 16	820.2 - 18
408.0 - 144	820.3 - 98
410.0 - part of 770.0	820.6 - 35
412.0 - 18	822.2 - 1
413.0 - 74	

**INFORMATION TECHNOLOGY DEPARTMENT
DATA PROCESSING PROJECTED RATES
FOR 2011-2013 BIENNIUM**

BILLING CODE	DESCRIPTION	2009-2011 BUDGET RATES	2011-2013 BUDGET RATES
015	Senior Analyst/Senior Project Manager	75.00/hr.	86.00/hr.
016	Contract Programming	Actual	Actual
017	Architect/Consulting	79.00/hr.	89.00/hr.
019	Analyst II/Project Manager	69.00/hr.	75.00/hr.
020	Analyst	63.00/hr.	67.00/hr.
025	Server Administrator/Application Support	69.00/hr	75.00/hr
035	Records Management Fee	Tiered	Tiered -15% increase
<u>IBM Enterprise Server:</u>			
120	2066 Batch CPU	1.07/sec.	1.29/sec.
122	2066 CICS CPU	1.07/sec.	1.29/sec.
124	2066 ADABAS CPU	1.17/sec.	1.41/sec.
126	2066 TSO CPU	1.07/sec.	1.29/sec.
131	Disk Storage	.0024/track	.0024/track
135	Tape Library Storage	3.10/tape/mo.	3.10/tape/mo
<u>AS/400 Computer:</u>			
220	AS/400 Batch CPU	.13/sec.	.21/sec.
222	AS/400 Interactive CPU	.13/sec.	.21/sec.
231	AS/400 Disk Storage	10.00/GB	10.00/GB
<u>Network:</u>			
470	Dial-up User-ID	No charge	No charge
480	Dial-up Long Distance	.07/minute	.07/minute
950	WAN Access (Broadband circuit - see Note 5)	Actual	Actual
505	WAN Access (Broadband Premium Add-on)	new	230.00/circuit
505	WAN Access (Broadband Basic Add-on)	new	100.00/circuit
505	WAN Access (Broadband Residential Add-on)	new	50.00/circuit
510	WAN Access (ETS-5)	890.00/circuit	890.00/circuit
511	WAN Access (Political Sub ETS-5)	1,095.00/circuit	1,150.00/circuit
520	Metro Area Network (Fiber)	Varies	Varies
521	Metro Area Network (Political Sub Fiber)	Varies	Varies - 5% increase
570	Technology Fee	43.50/FTE	49.00/FTE
575	Technology Fee – Gigabit	46.50/FTE	52.50/FTE
650	VPN Client - (see Note 1)	5.00/client	in Technology Fee
655	VPN Client - NetMotion (session persistence)	9.25/client	9.25/client
660	Email Quota (Additional Storage)	3.00/account	3.00/account
665	Rightfax Single Client	6.25/client	7.20/client
666	Rightfax Application Fee	new	Tiered
667	Rightfax Dept Client	.90/client	1.05/client
800	Anti-virus Client (Political Sub's Only)	1.00/client	1.20/client

**INFORMATION TECHNOLOGY DEPARTMENT
DATA PROCESSING PROJECTED RATES
FOR 2011-2013 BIENNIUM**

BILLING CODE	DESCRIPTION	2009-2011 BUDGET RATES	2011-2013 BUDGET RATES
	<u>Hosting Services:</u>		
620	EDMS User Fee	23.00/user	26.50/user
621	EDMS User with BPM Add-on Fee	26.50/user	30.50/user
622	EDMS Verifier Fee	170.00/license	195.00/license
623	EDMS Scan Station Fee	90.00/license	103.50/license
624	EDMS Web Capture Fee	50.00/license	57.50/license
626	Liquid Office Fee	.75/form	.85/form
630	Sharepoint MOSS Fee	14.00/user	14.00/user
630	Sharepoint WSS Fee	3.75/user	3.75/user
640	Email Encryption	1.50/user	1.50/user
645	County Exchange Email	5.00/account	5.00/account
670	Instant Messaging - (see Note 1)	1.25/account	in Technology Fee
680	PowerSchool Hosting	.833/student	.833/student
690	K-12 Data Warehouse Hosting	.08/student	.08/student
710	LERMS User Fee	25.00/officer	25.00/officer
720	STARS User Fee	50.00/user	50.00/user
750	Primavera User Fee	Varies/user	Varies/user
755	Cognos Business Author User Fee	22.00/user	27.75/user
756	Cognos Business Consumer User Fee	17.50/user	21.75/user
757	Cognos Professional Author User Fee	39.25/user	39.25/user
758	Cognos Professional User Fee	45.00/user	48.50/user
759	Cognos BI Administrator Fee	150.00/user	163.25/user
815	Server Room (network port)	75.00/server	100.00/server
851	Shared File & Print User Fee	3.40/user	3.75/user
852	Dedicated File & Print User Fee	2.25/user	2.50/user
853	Active Directory User Fee	1.20/user	1.20/user
854	Dedicated F&P Standard Server Fee	350.00/server	350.00/server
855	Dedicated F&P High Capacity Server Fee	600.00/server	600.00/server
860	Oracle Application Hosting	Tiered	Tiered -15% increase
861	Websphere Application Hosting	Tiered	Tiered -15% increase
862	SQL Application Hosting - (see Note 2)	Tiered	Tiered -15% increase
865	Shared Intel Server Application Hosting	170.00/application	170.00/application
866	Dedicated Intel Server - (standard virtual server)	345.00/OS instance	345.00/OS instance
870	Web Hosting	Tiered	Tiered
879	Connect ND Hosting - (see Note 3)	Tiered	Tiered
882	Disk Storage – Bronze - (see Note 4)	1.00/GB	1.00/GB
883	Disk Storage – Silver - (see Note 4)	5.00/GB	5.00/GB
884	Disk Storage - Gold - (see Note 4)	10.00/GB	10.00/GB
888	Tape Archive - (see Note 4)	.55/GB	.25/GB

**INFORMATION TECHNOLOGY DEPARTMENT
DATA PROCESSING PROJECTED RATES
FOR 2011-2013 BIENNIUM**

BILLING CODE	DESCRIPTION	2009-2011 BUDGET RATES	2011-2013 BUDGET RATES
950	Miscellaneous Charges	Actual Cost	
	<u>One-time Charges and Installation Charges:</u>		
	<u>Switch Port Installation:</u>		
	Ethernet	175.00/Port	175.00/Port
	Gigabit Ethernet	300.00/Port	300.00/Port
	<u>EPMO Charges for Large Projects:</u>		
	Projects < \$500k	2,500.00/project	2,500.00/project
	Projects > \$500k and < \$2M	7,500.00/project	7,500.00/project
	Projects > \$2M and < \$5M	15,000.00/project	15,000.00/project
	Projects > \$5M	25,000.00/project	25,000.00/project
	<u>Other One-Time Charges:</u>		
	VPN - NetMotion Install	250.00/user	250.00/user
	WAN Access (Broadband Premium CPE)	new	970.00/circuit
	WAN Access (Broadband Basic CPE)	new	970.00/circuit
	Cogonos BI Administrator	6,650.00/user	6,650.00/user
	Cogonos BI Professional	2,070.00/user	2,070.00/user
	Cogonos BI Professional Author	1,725.00/user	1,725.00/user
	Server Install - standard virtual server	new	2,000.00/server
	Server Install - dedicated hardware	new	Varies based on config
	EDMS Scan Station Install	2,250.00/license	2,250.00/license
	EDMS User Install	275.00/user	275.00/user
	EDMS Verifier Install	4,500.00/license	4,500.00/license
	EDMS Web Capture Install	1,000.00/license	1,000.00/license
	FormBridge	15.00/user	15.00/user
	Graham Process Charting User Install	250.00/user	250.00/user
	Secure Email	22.00/user	22.00/user
	Shared Server Install	250.00/server	250.00/server
	Sharepoint Install	160.00/user	160.00/user
	Wireless Access Point	750.00/access point	750.00/access point

Note 1 - Virtual Private Network (VPN) for remote access for state employees and Instant Messaging are now covered in the base Technology Fee for state agencies. VPN access for contractors or other non-state personnel will still be billed the same \$5 monthly fee.

Note 2 - Several agencies are running SQL applications that have not been upgraded and are running under SQL 2000. These agencies will need to upgrade those applications to the new version of SQL by January 2012. Agencies not upgrading by January 2012 will see a minimum surcharge of 25% to cover the operating costs of the legacy SQL 2000 environment.

**INFORMATION TECHNOLOGY DEPARTMENT
DATA PROCESSING PROJECTED RATES
FOR 2011-2013 BIENNIUM**

BILLING CODE	DESCRIPTION	2009-2011 BUDGET RATES	2011-2013 BUDGET RATES
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Note 3 - Each agency has a ConnectND fee on their data processing bill each month. The amount each agency needs to budget is as follows:

- \$15.04 per month for each legislatively authorized FTE identified in the 2009-2011 Legislative Appropriations book.
- \$7.13 per month for every \$1 million appropriated to the agency as identified in the 2009-2011 Legislative Appropriations book.

Note 4 - ITD plans to implement new storage rates that bill backup of data separately from the primary data storage. For agencies with multiple terabytes of data for a specific application ITD has also been piloting dedicated storage platforms. For file and print storage agencies should budget 25% more per GB than they are paying today. For other storage platforms agencies should budget the same rates as they are paying today. Agencies with significant storage growth projections will want to meet separately with ITD to determine if the new rate structure will help to mitigate the cost impact.

Note 5 - Agencies who have broadband connectivity (DSL, cable, wireless, satellite, cellular) will see a broadband add-on charge in addition to vendor cost of the broadband connection. The premium add-on will apply to locations that require network to network connectivity and will come with extended support hours. The basic add-on will apply to locations that have six or less connections and do not require the network to network connectivity or extended support hours. The residential add-on will apply to single person locations that do not need network to network connectivity or extended support hours.

**INFORMATION TECHNOLOGY DEPARTMENT
MICROGRAPHIC SERVICES PROJECTED RATES
FOR 2011-2013 BIENNIUM**

BILLING CODE	DESCRIPTION	2009-2011 BUDGET RATES	2011-2013 BUDGET RATES
010	Micrographics Specialist (Scanning)	37.00/hr.	41.00/hr.
015	Forms Design	63.00/hr	67.00/hr
	<u>Processing:</u>		
100	16mm x 100'	6.45/roll	38.00/roll
120	35mm x 100'	10.25/roll	46.50/roll
	<u>Duplication:</u>		
400	16mm x 100'	12.00/roll	51.75/roll
430	35mm x 100' (Agency provides film)	19.95/roll	61.75/roll
550	Storage & File/Refile Charge	4.20/access	41.00/access
700	Microfiche Paper Prints (letter size prints)	.80/print	1.00/print
750	Microfiche Originals – COM	4.40/fiche	4.40/fiche
760	Microfiche Duplicates - COM	.50/fiche	1.00/fiche
	<u>Compact Discs:</u>		
800	CD Master Creation (with Viewer)	30.00/CD	30.00/CD
810	CD Duplication (w/o Viewer)	17.00/CD	17.00/CD
950	Miscellaneous	Actual Cost	Actual Cost

**INFORMATION TECHNOLOGY DEPARTMENT
TELECOMMUNICATIONS PROJECTED RATES
FOR 2011-2013 BIENNIUM**

BILLING CODE	DESCRIPTION	2009-2011 BUDGET RATES	2011-2013 BUDGET RATES
010	Telephone Systems Analyst	69.00/hr.	75.00/hr.
020	Network Analyst	69.00/hr.	75.00/hr.
030	Wiring Technician	60.00/hr.	67.00/hr.
100	Phone-Basic Service (per circuit)	24.00/mo.	24.00/mo.
110	Analog Port	20.00/mo.	20.00/mo.
130	Phone Extension	8.00/mo.	8.00/mo.
152	Enhanced Speaker/Display Phone	3.00/mo.	Not available
154	Professional Speaker/Display Phone	5.00/mo.	5.00/mo.
158	Voice Mail	5.00/mo.	5.00/mo.
162	Desktop Messaging	3.00/mo.	3.00/mo.
164	Symposium	5.00/mo.	5.00/mo.
170	Call Recording - per user	10.00/mo.	10.50/mo.
180	Blackberry Service	17.00/mo.	9.15/mo.
210	In-State Directory Assistance	2.10/call	2.10/call
211	Out-of-State Directory Assistance	2.10/call	2.10/call
250	Calling Card Calls	Actual Cost	Actual Cost
300	Long Distance (Note-current rate is .07/min)	.09/min.	.07/min.
340	International Long Distance	.50/min.	.50/min.
360	800 Service	.07/min.	.07/min.
400	Interactive Voice Response (IVR)	130.00/port	130.00/port
950	Miscellaneous	Actual Cost	
<u>One-Time Installation Charges</u>			
	Symposium	500.00/agent	
	Desktop Messaging	50.00/desktop	
	Basic Set – 3902 replaces 2006	Upgrade Fee \$120	
	Enhanced Set – 3903 replaces 2616	Upgrade Fee \$160	
	Professional Set Display – 3904 replaces	Upgrade Fee \$200	
	Add-on Module	175.00/phone	
	Call Recording Set-up	375.00/user	

INFORMATION TECHNOLOGY DEPARTMENT DESCRIPTION OF SERVICES

The Information Technology Department (ITD) is an internal service fund operating from a revolving cash fund. All our revenue is generated from billing for the services we provide. Our mission is to provide leadership and knowledge to assist our customers in achieving their mission through the innovative use of information technology.

ITD generates monthly billings at the beginning of each month for services provided from the previous month. The services are divided onto three separate billings: Data Processing, Telecommunications, and Micrographics. The following is a brief description of each service offered and the bill it will be recorded on.

DATA PROCESSING BILL

DESKTOP SUPPORT ANALYST

The desktop support analyst provides personal computer and network technical support. This support includes installation of a new system, diagnostic/problem resolution, and on-site training. Time is charged out in increments of six minutes (1/10th of an hour). ITD is not currently staffed to offer this service to agencies and agencies will need to procure these services from the vendor pool.

SENIOR ANALYST/ANALYST II/ANALYST

The systems analyst provides analysis, design, coding and implementation of central computer, client server and e-government systems. Time is charged out in increments of six minutes (1/10th of an hour).

CONTRACT PROGRAMMING

At times ITD may have to hire contract programmers to assist in the development of systems. This time will be charged back to the agency at the rate billed to the State. ITD will get approval from the agency before entering into such contracts to make sure proper funding is available.

CONSULTING / PROJECT MANAGEMENT

ITD staff may enter into an agreement with an agency to perform technology planning services or review progress on an application being developed by outside contractors. These consulting and project management services will be coordinated with the agency's project lead. Time is charged out in increments of six minutes (1/10th of an hour).

SERVER ADMINISTRATOR / APPLICATION SUPPORT

The server administrator provides server / applications support. This support is outside the scope of our normal administration duties included in the server / application hosting fees. Time is charged out in increments of six minutes (1/10th of an hour).

RECORDS MANAGEMENT FEE

The records management analyst helps establish records retention and disposition programs. This includes the development of a systematic process of organizing and saving documents for compliance with legal, audit and administrative regulations. The cost is tiered and allocated based on the number of record series and the number of employees at the agency.

2066 BATCH CPU

Batch CPU is generated when a batch computer program is processed by the central processor. The processor records measurable units in CPU seconds. This time is recorded by batch job name.

2066 CICS CPU

CICS CPU is generated when the central computer processes transaction programs and provides information via an on-line workstation. The processor records measurable units in CPU seconds. This time is recorded by user-id.

2066 ADABAS CPU

ADABAS CPU is generated when a computer program accesses an ADABAS database. The processor records measurable units in CPU seconds. This can be accomplished via batch or on-line processing. This time is recorded by batch job name or user-id.

2066 TSO CPU

TSO CPU is generated when a computer program is submitted using TSO. The processor records measurable units CPU seconds. This time is recorded by TSO user-id.

2066 DISK STORAGE

Disk storage is data stored on ITD's central disk storage devices. Bytes of data are stored on tracks and billed by data file. Data retrieval is extremely fast and this storage medium is used primarily when data is accessed regularly.

TAPE STORAGE

Tape storage is generated when data is stored on tape cartridges. These cartridges are used to store data that is accessed infrequently or for backing up files stored on magnetic disk. Data retrieval is delayed because the tape must be mounted to a tape drive before a program can access the data.

AS/400 BATCH CPU

Batch CPU is generated when a batch computer program is submitted and processed by ITD's AS/400 computer. The processor records measurable units in CPU seconds. This time is captured by batch job name.

AS/400 INTERACTIVE CPU

Interactive CPU is generated when the AS/400 processes transaction programs and provides information via an on-line workstation. The processor records measurable units in CPU seconds. This time is captured by user-id.

AS/400 DISK STORAGE

Disk storage is data stored on ITD's central AS/400 disk storage device. Bytes of data are stored and billed by data file. Data retrieval is extremely fast and this storage medium is used primarily when data is accessed regularly.

DIAL-UP USER-ID

User ID assigned to an individual allowing dial-up access into the State's network. Agencies are able to access resources inside the firewall via a remote connection.

DIAL-UP LONG DISTANCE

Cost per minute when agency is connected to the State's dial in server via a remote connection. Cost is only charged when dialing in via the 800-number. Local calls are not charged a per-minute fee.

WIDE AREA NETWORK BROADBAND / BROADBAND ADD-ON

These connections are for small offices to connect to STAGEnet. The fee includes the cost of the broadband circuit plus an add-on fee for the cost of ITD to support and circuit and manage the required connectivity with STAGEnet.

WIDE AREA NETWORK ACCESS ETS-5

These dedicated connections represent circuit capacity (5 Mbps) required for a customer to connect to STAGEnet. Includes circuit cost, backbone connectivity, wide area network equipment and technical support. Additional bandwidth can be ordered for additional costs.

WIDE AREA NETWORK ACCESS ETS-5 (POLITICAL SUB)

These dedicated connections represent circuit capacity required for a political subdivision customer to connect to STAGEnet. Includes circuit cost, backbone and internet connectivity, wide area network equipment and limited technical support.

METRO AREA NETWORK ACCESS - FIBER

ITD has a dedicated fiber connection for customers in select city locations to connect to STAGEnet. Includes fiber cost, backbone connectivity, wide area network equipment and technical support.

METRO AREA NETWORK ACCESS – FIBER (POLITICAL SUB)

ITD has a dedicated fiber connection for customers in select city locations for our political subdivision customer to connect to the statewide area network. Includes fiber cost, backbone connectivity, wide area network equipment and technical support.

TECHNOLOGY FEE

Network access charge is assessed for each state FTE for STAGEnet access and other network services. Includes core network and security infrastructure, technical support, anti-virus client, Internet access, VPN client access, instant messaging and e-mail service.

GIGABIT TECHNOLOGY FEE

Network access charge is assessed to each gigabit speed device connected to STAGEnet. Includes core network and security infrastructure, technical support, anti-virus client, Internet access, VPN client access, instant messaging and e-mail service.

VPN CLIENT / VPN CLIENT (NETMOTION with Session Persistence)

A virtual private network, or VPN, uses encryption and tunneling to connect users or sites over a public network, usually the Internet. A fee for a license is assessed per client. This functionality is included for state employees in the Technology Fee but separately for contractors and other non-state personnel. In addition, some agencies require specialized VPN access with session persistence and these VPN users are charged a separate fee.

E-MAIL QUOTA

ITD allows for additional storage to be acquired for e-mail mailboxes.

RIGHTFAX SINGLE/DEPT CLIENT / APLICATION FEE

ITD provides a service that lets users send or receive faxes from an e-mail account. A monthly fee is charged for uses at the single client rate unless their entire department has chosen to use the product. Applications that send mass faxes are charged a separate fee.

ANTI-VIRUS CLIENT (Political Subdivision only)

ITD has entered into an enterprise license agreement with Symantec for Norton Anti-Virus. Agencies may participate in this agreement by working with ITD to receive copies of the software and coordinate update of virus definition files. A monthly license fee is assessed per client for political subdivisions.

EDMS USER FEE / EDMS BPM ADD-ON FEE

ITD provides a centralized Electronic Document Management System (EDMS) infrastructure to host EDMS applications. There is a one-time user install fee plus a monthly fee is assessed for each user accessing the system. Agencies using BPM workflow features of the EDMS system are charged at the higher EDMS BPM rate.

EDMS VERIFIER / SCAN STATION / WEB CAPTURE FEE

ITD provides a centralized Electronic Document Management System (EDMS) form processing infrastructure to allow agencies to scan paper documents into the EDMS repository. There is a one-time license install fee plus a monthly fee is assessed for each software license needed by the agency to handle the volume of forms processed by their agency.

LIQUID OFFICE FEE

ITD provides a centralized Electronic Document Management System (EDMS) forms solution. This allows agencies to electronically design, publish and process forms. A fee is assessed per form for all state forms.

SHAREPOINT WSS / SHAREPOINT MOSS FEE

ITD provides a centralized Microsoft SharePoint infrastructure to host SharePoint applications. There is a one-time user install fee plus a monthly fee is assessed for each user accessing the system. Agencies using the MOSS features of the SharePoint system are charged at the higher SharePoint MOSS rate.

E-MAIL ENCRYPTION

ITD provides a centralized e-mail encryption infrastructure to encrypt e-mails that agencies need to send to external customers. There is a one-time user install fee plus a monthly fee is assessed for each user accessing the system. Agencies must commit to using the service for their entire department not just selected users.

COUNTY EXCHANGE E MAIL

ITD provides centralized Exchange e-mail services for political subdivisions that require more e-mail functionality than the basic e-mail provided with their endpoint connectivity to STAGEnet. A monthly fee is assessed for each e-mail account.

COGNOS AUTHOR/CONSUMER/PROFESSIONAL USER/ADMINISTRATOR FEE

ITD provides a centralized Cognos infrastructure to host Cognos Business Intelligence applications. There is a one-time user install fee plus a monthly fee is assessed for each user accessing the system.

SERVER ROOM

ITD provides a secure server room to house servers that need to be physically accessed by agency staff. This location includes card key access, computer racking, conditioned power and an uninterruptible power supply. The monthly cost is assessed on a per server basis and per additional device located in the server room and includes the cost of connecting the device to the STAGEnet.

SHARED FILE & PRINT USER

ITD operates a centralized server configured to provide multiple agencies with secure file and printer sharing services. This fee includes the cost of the centralized server and is assessed on a per-user basis.

DEDICATED FILE & PRINT USER

ITD operates dedicated servers configured to provide an agency with secure file and printer sharing services. This fee is assessed on a per-user basis and does not include the cost of the server.

ACTIVE DIRECTORY USER FEE

ITD operates a centralized active directory infrastructure and certain political subdivisions employees need to be part of the directory. A monthly fee is assessed for each user account.

DEDICATED FILE & PRINT STANDARD SERVER AND HIGH CAPACITY SERVER

ITD operates dedicated servers configured to provide an agency with secure file and printer sharing services.

ORACLE APPLICATION HOSTING

ITD operates dedicated equipment necessary to host agencies oracle applications. The cost is tiered based on the size and complexity of the application.

WEBSHERE APPLICATION HOSTING

ITD provides the equipment necessary to host agencies websphere applications. The cost is tiered based on the size and complexity of the application.

SQL APPLICATION HOSTING

ITD provides the equipment necessary to host agencies SQL applications. The cost is tiered based on the size and complexity of the application.

SHARED INTEL SERVER APPLICATION HOSTING

ITD provides the equipment necessary to host an agency's application that requires an Intel based server and can co-exist with other Intel applications. This fee is assessed on an application basis and includes the cost of the server, server software and the server administration. This fee does not include the direct support of the application itself.

DEDICATED INTEL SERVER APPLICATION HOSTING

ITD provides the equipment necessary to host an agency's application that requires an Intel based server and requires a dedicated server. This fee is assessed on an operating system instance and includes the cost of the server, server software and the server administration. This fee does not include the direct support of the application itself.

WEB HOSTING

ITD provides web servers to host an agency's web site and make it accessible to the public via the Internet. This service includes monthly usage reports, nightly backup, a content management tool, FTP access and search capabilities. Also includes agency intranet hosting. The cost is assessed per website. Disk storage is billed separately and there are incremental costs for agencies requiring site specific SSL certificates.

DISK STORAGE - BRONZE

Bronze disk storage is data stored on ITD's central disk storage devices that do not require high performance or availability. This service is not supported outside normal business hours. Data is billed by the amount of storage allocated.

DISK STORAGE - SILVER

Silver disk storage service is for data stored on ITD's central disk storage devices that require medium availability and high performance. This service is supported 24 x 7. Data is billed by the amount of storage allocated.

DISK STORAGE - GOLD

Gold disk storage service is for data stored on ITD's central disk storage devices that require high availability and high performance. Data retrieval is extremely fast and this storage medium is used primarily when data is accessed regularly (ex. databases). This service is supported 24 x 7. Data is billed by the amount of storage allocated.

TAPE ARCHIVE/BACKUP

Tape backup storage is provided for all disk storage services. Previously included in the base cost of disk storage backup storage will now be billed for the amount of data in the backup storage pool.

MISCELLANEOUS CHARGE

Miscellaneous charges result when ITD purchases a unique service or product from an outside vendor for the sole benefit of a customer. The cost invoiced to ITD by the vendor is passed on to the customer at actual cost.

OVERHEAD

Overhead is included in the rate for all services except for the miscellaneous charge to which it does not apply.

TELECOMMUNICATIONS BILL

TELEPHONE SYSTEM ANALYST

ITD has developed a telephone system analyst rate. Costs associated with installation of new telephone systems and upgrades to existing telephone systems are recovered in the basic phone fee. Currently, ITD does not use the telephone system analyst rate however, the rate will apply to applications that are specific to a customer's business application and require a substantial amount of the analyst's time. Time will be charged out in increments of six minutes (1/10th of an hour).

NETWORK ANALYST

ITD has developed a network analyst rate. This rate will be used only when a customer needs substantial assistance on a specific agency issue. An example would be consulting on LAN/WAN configurations. Time will be charged out in increments of six minutes (1/10th of an hour).

WIRING TECHNICIAN

ITD will charge for a wiring technician when installing a new connection. Time is charged out in increments of six minutes (1/10th of an hour). The hourly fee includes all the materials needed by the technician, including the wire or cable.

PHONE - BASIC SERVICE

Basic phone service is the activation of a port in an ITD provided telephone switch. A port can be a digital or analog circuit. Telephones connected to analog ports are included in this service. ITD charges a monthly fee while the port remains active. A basic telephone set is provided by ITD and included in the monthly fee.

ANALOG PORTS

Analog ports are used for fax machines, modems, and specialized communications equipment. The customer provides this equipment. ITD charges a monthly fee while the port remains active.

PHONE EXTENSION

A phone extension requires specialized wiring allowing a secondary instrument to share a single port on a telephone switch. ITD charges a monthly fee while the extension remains active.

PROFESSIONAL DISPLAY PHONE

This telephone has a speaker and a larger display with additional functionality. ITD charges a monthly fee for the use of this type of telephone.

VOICE MAIL

Voice mail is storage on the telephone switch assigned to a unique number. Voice mail acts as an answering machine allowing messages to be recorded in the mailbox. ITD charges a monthly fee while the mailbox remains active.

DESKTOP MESSAGING

Desktop messaging allows a user to have their voice mail delivered to their e-mail inbox. There is a one-time installation charge and a monthly per user charge.

SYMPOSIUM

Symposium is a diverse suite of customer interaction solutions for agency call centers. This product will assist the call center employee in handling calls and routing them more efficiently. There is a one-time installation charge and a monthly per agent charge.

CALL RECORDING

Call recording allows agencies to record incoming or outgoing phone calls. There is a one-time installation charge and a monthly per user charge.

BLACKBERRY SERVICE

ITD operates a centralized BES service for Blackberry mobile phones. This centralized service allows users to securely synchronize their Exchange e-mail accounts with their Blackberry and provides functionality to remotely clear the data from the Blackberry if it is lost or stolen. There is a one-time installation charge and a monthly per user charge.

IN-STATE DIRECTORY ASSISTANCE

OUT-OF-STATE DIRECTORY ASSISTANCE

Directory assistance charges occur when someone calls the telephone company to obtain an unknown telephone number. The telephone company has a charge for this service and ITD will pass that charge on to the customer. The charge varies based on the number in question, in-state or out-of-state.

CALLING CARD CALLS

ITD has contracted with AT&T for calling card calls. State agencies can obtain calling cards from ITD at no charge. ITD will charge the cardholder for all activity on the card by passing on the actual charge from AT&T to the customer.

LONG DISTANCE

ITD will charge a per-minute rate for all calls placed from the State's network system to anywhere in the Continental US. Call detail is collected on the caller's telephone number or authorization number.

INTERNATIONAL LONG DISTANCE

ITD will charge a per-minute rate for all calls placed from the State's network system to anywhere outside the Continental US. Call detail is collected on the caller's telephone number or authorization number.

800 SERVICE

ITD will charge a per-minute rate for 800-service. Call detail is collected by the 800-number and reported on the ITD billing.

INTERACTIVE VOICE RESPONSE (IVR)

Interactive Voice Response applications and systems allow people to interact with information over the telephone. IVR's are connected to both telephone systems and your internal data source (hosts and/or databases) so that you can automate the task of distributing information from within your agency to the outside world. The cost is per port – number of lines desired for your customers to access your information.

MISCELLANEOUS CHARGE

Miscellaneous charges result when ITD purchases a unique service or product from an outside vendor for the sole benefit of a customer. The charge from the vendor is passed on to the customer at actual cost.

OVERHEAD

Overhead is included in the rate for all services except for the miscellaneous charge to which it does not apply.

MICROGRAPHICS BILL

MICROGRAPHICS SPECIALIST

Micrographics specialists prepare documents for filming. Time is charged out in increments of six minutes (1/10th of an hour).

FORMS DESIGN

Design of state forms using Liquid Office Designer. Time is charged out in increments of six minutes (1/10th of an hour).

PROCESSING 16mm x 100'

PROCESSING 35mm x 100'

Processing of film through special chemicals to create a negative. The film comes in 16mm x 100' and 35mm x 100'. A charge is assessed to each roll of film.

DUPLICATION 16mm x 100'

DUPLICATION 35mm x 100' (Agency provides film)

Copies of roll film or microfiche can be requested. The charge is per roll of film and/or fiche created.

STORAGE & FILE/REFILE CHARGE

The storage of film and/or microfiche. This is done for archival purposes and a charge is assessed for each trip to access the stored document.

PAPER PRINTS

Copying microfiche onto paper or onto an electronic copy. The charge is per print.

MICROFICHE ORIGINALS - COM

The creation of computer output microfiche. A computer program submits output to microfiche. A charge is assessed per microfiche.

MICROFICHE DUPLICATES - COM

Copies of computer output microfiche. A charge is assessed to each microfiche created.

CD MASTER CREATION

Creation of a compact disk with a licensed viewer. A viewer is located on the CD and allows for the operator to read the contents of the CD without the need for a viewer on the personal computer.

CD DUPLICATION

Creation of a duplicate compact disk – does not need a license for a viewer.

MISCELLANEOUS CHARGE

Miscellaneous charges result when ITD purchases a unique service or product from an outside vendor for the sole benefit of a customer. The charge from the vendor is passed on to the customer at actual cost.

OVERHEAD

Overhead is included in the rate for all services except for the miscellaneous charge to which it does not apply.

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
STATE FLEET SERVICES
BUDGET GUIDELINES COMPARISON
2009-11 and 2011-13 BIENNIUMS**

DESCRIPTION	GROUP NO.	RATE		REPLACEMENT RATE		MILE/HOUR RATE	
		2009-11	2011-13	2009-11	2011-13	2009-11	2011-13
Mini Pass. Van	1	0.530	0.490	0.03	0.01	0.560	0.500
Sedan/Wagon	2	0.380	0.360	0.02	0.01	0.400	0.370
Light Pickup/Cargo Van/Full-Size Utility	3	0.620	0.580	0.03	0.02	0.650	0.600
Heavy Pickup/Van/Full-Size Utility	4	0.720	0.680	0.05	0.02	0.770	0.700
Highway Patrol	7	0.650	0.590	0.05	0.02	0.700	0.610
Game Enforcement/Special	9	0.560	0.520	0.03	0.01	0.590	0.530
Facility Service Vehicle	12	1.270	1.390	0.08	0.02	1.350	1.410
Compact Utility/All	13	0.580	0.560	0.06	0.02	0.640	0.580
Miscellaneous Truck/Mid-Size Bus	18	41.000	46.000	5.00	5.00	46.000	51.000
Distributor Truck	19	50.000	45.000	5.00	25.00	55.000	70.000
Sign Truck/Garbage Truck	20	30.000	28.000	5.00	10.00	35.000	38.000
Tandem Axle Truck/All	22	60.000	57.000	15.00	15.00	75.000	72.000
Truck Tractor	23	50.000	43.000	5.00	10.00	55.000	53.000
Rotary Snowplow	24	95.000	95.000	5.00	5.00	100.000	100.000
Motor Coach	26	80.000	105.000	10.00	10.00	90.000	115.000
Water Commission Truck	27	45.000	44.000	0.000	0.000	45.000	44.000
Lineworker Truck	29	35.000	21.000	10.00	25.00	45.000	46.000
Shuttle Bus	30	24.000	26.000	7.00	5.00	31.000	31.000
Fuel Truck	31	8.500	8.000	3.50	6.50	12.000	14.500
Drill Truck	32	90.000	93.000	10.00	0.00	100.000	93.000

Buildings and Infrastructure

As part of the capital budget process, each agency must submit a list of all buildings and infrastructure. This inventory list is then applied to industry formulas that calculate how much should be spent to maintain the state's building and infrastructure assets. The remainder of this section provides information on the building repair formula and the infrastructure repair formula.

These formulas should be used as a guide by state agencies in their budget requests and will be used by the Office of Management and Budget as it formulates the executive recommendation.

In January, the current inventory of buildings and infrastructure is sent to each agency along with instructions on updating the inventory lists.

Note: The formulas outlined below are based on annual needs and must be doubled to meet North Dakota's biennial budget period.

Extraordinary Repairs - Buildings

Formulas are generally used to calculate the cost of adequately maintaining buildings. The formula selected for use in North Dakota is generally applicable, simple to apply, easy to understand, self-adjusting, and reliable.

The formula is based on the following premises:

1. The formula reflects current building valuation.
2. The formula recognizes that as a general policy, fewer resources should be directed to building renewal than the cost of building replacement.
3. The formula recognizes that older buildings require proportionally more repair funds than do newer buildings.
4. The formula is applied to an entire facility system in an actuarial manner, generating a pool of funds to be used on extraordinary repairs.

Building Formula

The annual extraordinary repairs formula for buildings is as follows (Building Replacement Value = BRV):

Buildings 5 years old or older at mid-year of biennium
(BRV) x 2% = Formula Amount

Buildings less than 5 years old = 0

Building Replacement Value

The North Dakota Century Code requires that state buildings built after 1939 are insured at replacement value. Agencies should utilize the building's insured value as the building value factor (BRV). All state-owned buildings are insured through the Fire and Tornado Fund.

Any difference between the insured value and the building value used in the formula must be documented by the agency and approved in writing by the Office of Management and Budget prior to final submission of the capital budget inventory.

Building Age Factor

The building age is determined by subtracting the year a building was built or extensively renovated from 2012, the mid-year in the 2011-13 biennium. If a building was built or renovated in 1953, the building age factor is 59 (2012 minus 1953).

Extraordinary Repairs - Infrastructure

Infrastructure is defined as a structure outside of and apart from a building, but necessary to the functioning of the building. Examples of infrastructure include water and sewer lines, electrical lines, parking lots, sidewalks and roads.

Recognizing that formulas based on building value would not provide adequate funding for infrastructure needs, the following formula is used in calculating costs of extraordinary repairs to infrastructure.

Infrastructure Formula

The annual extraordinary repairs formula for infrastructure is as follows:

$$P \times R = \text{Formula Amount.}$$

P = Infrastructure renewal percentage.

R = Infrastructure replacement value (per unit value times the number of units).

Infrastructure Renewal Percentage

The infrastructure renewal percentage is the straight-line depreciation over the normal life of the item. For example, the infrastructure renewal percentage for an item with a 20-year normal life is five percent.

Infrastructure Replacement Value

Infrastructure will be valued at replacement cost. Expertise from the North Dakota Association of Physical Plant Administrators was used to determine unit replacement costs and parameters applicable to the valuation of the following types of infrastructure:

Code	Description	Rate	Unit	Life
Parking Lot				
1001	Parking Lot: 3" Asphalt Concrete	2.00	sq ft	20
1002	Parking Lot: 4" Asphalt Concrete	3.18	sq ft	25
1003	Parking Lot: 5" Asphalt Concrete	3.83	sq ft	25
1004	Parking Lot: 6" Asphalt Concrete	4.71	sq ft	30
1005	Parking Lot: 8" Asphalt Concrete	4.86	sq ft	35
1006	Parking Lot: 10" Asphalt Concrete	5.54	sq ft	35
1009	Parking Lot: 4" Reinforced Concrete	4.00	sq ft	35
1010	Parking Lot: 6" Concrete	5.11	sq ft	30
1011	Parking Lot: 7" Concrete	5.44	sq ft	30
1012	Parking Lot: 8" Concrete	5.76	sq ft	35
1015	Parking Lot: 6" Reinforced Concrete	2.60	sq ft	35
1020	Parking Lot: Curb and Gutter	17.00	lf	30
1030	Parking Lot: Catch Basins - Casting Only	945.00	ea	30
1031	Parking Lot: Catch Basins - With Manhole	7,000.00	ea	30
1040	Parking Lot: Gravel 6"	0.40	sq ft	20
1041	Parking Lot: Gravel 8"	3.35	sq ft	20
1042	Parking Lot: Gravel 12"	0.80	sq ft	20
Storm Sewer				
1101	Storm Sewer: 6" Poly Vinyl Chloride	83.00	ft	60
1103	Storm Sewer: 8" Poly Vinyl Chloride	97.00	ft	60

Code	Description	Rate	Unit	Life
1104	Storm Sewer: 10" Poly Vinyl Chloride	110.00	ft	60
1105	Storm Sewer: 12" Poly Vinyl Chloride	70.50	ft	60
1106	Storm Sewer: 15" Poly Vinyl Chloride	28.00	ft	60
1107	Storm Sewer: 21" Poly Vinyl Chloride	34.00	ft	60
1108	Storm Sewer: 24" Poly Vinyl Chloride	45.00	ft	60
1109	Storm Sewer: 30" Poly Vinyl Chloride	65.00	ft	60
1110	Storm Sewer: 12" Reinforced Concrete Pipe	108.00	ft	60
1111	Storm Sewer: 18" Reinforced Concrete Pipe	140.00	ft	60
1112	Storm Sewer: 24" Reinforced Concrete Pipe	230.00	ft	60
1113	Storm Sewer: 36" Reinforced Concrete Pipe	186.00	ft	60
1114	Storm Sewer: 48" Reinforced Concrete Pipe	253.00	ft	60
1115	Storm Sewer: 60" Reinforced Concrete Pipe	297.00	ft	60
1116	Storm Sewer: 15" Reinforced Concrete Pipe	123.00	ft	60
1117	Storm Sewer: 21" Reinforced Concrete Pipe	172.00	ft	60
1119	Storm Sewer: 30" Reinforced Concrete Pipe (uncased bore)	327.25	ft	60
1120	Storm Sewer: (metal culvert)	12.76	ft	60
1125	Storm Sewer: 6" Area Drain	9.38	ft	60
Water Main				
1201	Water Main: 2" Copper	26.34	ft	50
1202	Water Main: 3/4" Poly Vinyl Chloride	63.00	ft	35
1203	Water Main: 1" Poly Vinyl Chloride	63.00	ft	35
1204	Water Main: 1-1/4" - 1-1/2" Poly Vinyl Chloride	63.00	ft	35
1205	Water Main: 2" Poly Vinyl Chloride	63.00	ft	35
1206	Water Main: 3" Poly Vinyl Chloride	58.00	ft	35
1210	Water Main: 4" Poly Vinyl Chloride	58.00	ft	35
1211	Water Main: 6" Poly Vinyl Chloride	75.37	ft	35
1212	Water Main: 8" Poly Vinyl Chloride	77.55	ft	35
1213	Water Main: 10" Poly Vinyl Chloride	79.00	ft	35
1214	Water Main: 12" Poly Vinyl Chloride	88.00	ft	35
1215	Water Main: 16" Poly Vinyl Chloride	110.00	ft	35
1220	Water Main: Underground Chilled - 6"	100.00	lf	35
1221	Water Main: Underground Chilled - 8"	110.00	lf	35
1229	Water Main: 3/4" HDPE	3.50	lf	35
1230	Water Main: 1" HDPE	4.87	ft	35
1231	Water Main: 2" HDPE	7.64	ft	35
1232	Water Main: 3" HDPE	8.96	ft	35
Sanitary Sewer				
1289	Sanitary Sewer 2" Poly Vinyl Chloride	7.49	lf	40
1290	Sanitary Sewer: 4" Poly Vinyl Chloride	120.00	ft	40
1300	Sanitary Sewer: 5" Poly Vinyl Chloride	120.00	ft	40
1301	Sanitary Sewer: 6" Poly Vinyl Chloride	120.00	ft	40
1302	Sanitary Sewer: 8" Poly Vinyl Chloride	133.92	ft	40
1303	Sanitary Sewer: 10" Poly Vinyl Chloride	150.12	ft	40
1304	Sanitary Sewer: 12" Poly Vinyl Chloride	156.00	ft	40
1305	Sanitary Sewer: 14" Poly Vinyl Chloride	179.28	ft	40
1306	Sanitary Sewer: 16" Poly Vinyl Chloride	197.00	ft	40
1307	Sanitary Sewer: 18" Poly Vinyl Chloride	209.00	ft	40
1308	Sanitary Sewer: 15" Poly Vinyl Chloride	186.00	ft	40
Electrical				
1401	Electrical: Conduit	77.90	ft	25
1402	Electrical: Direct Buried	65.28	ft	20
1405	Electrical: Overhead	11.36	ft	25
Streamline				
1501	Steamline; Direct Burial: 2"	183.24	ft	25
1502	Steamline; Direct Burial: 3"	196.24	ft	25

Code	Description	Rate	Unit	Life
1503	Steamline; Direct Burial: 4"	223.24	ft	25
1504	Steamline; Direct Burial: 6"	301.24	ft	25
1505	Steamline; Direct Burial: 8"	354.24	ft	25
1506	Steamline; Direct Burial: 10"	406.24	ft	25
1510	Steamline; Direct Burial: 5"	212.24	ft	25
1520	Steamline; Direct Burial 1-1/2"	174.24	ft	25
1522	Steamline; Direct Burial 2-1/2"	250.00	ft	25
1524	Steamline; Direct Burial 12"	459.24	ft	25
1526	Steamline; Direct Burial 14"	511.24	ft	25
1528	Steamline; Direct Burial 16"	560.00	ft	25
1529	Steamline; Direct Burial 18"	594.00	ft	25
Condensate				
1600	Condensate, Direct Burial: 1"	139.00	ft	10
1601	Condensate, Direct Burial: 2" and 2-1/2"	147.00	ft	10
1602	Condensate, Direct Burial: 3"	160.00	ft	10
1603	Condensate, Direct Burial: 6" (includes vault)	263.00	ft	10
1604	Condensate, Direct Burial: 4"	187.00	ft	10
1611	Condensate, Direct Burial: 8"	310.00	ft	10
Utility Tunnels				
1701	Utility Tunnels, W/O Steamlines: 4' X 4'	245.00	ft	60
1702	Utility Tunnels, W/O Steamlines: 4' X 6'	305.00	ft	60
1703	Utility Tunnels, W/O Steamlines: 5' X 7'	397.00	ft	60
1801	Utility Tunnels, with Steam & Condensate Lines: 4' X 4'	523.00	ft	40
1802	Utility Tunnels, with Steam & Condensate Lines: 4' X 6'	582.00	ft	40
1803	Utility Tunnels, with Steam & Condensate Lines: 5' X 7'	675.00	ft	40
1805	Utility Tunnels, with Steam & Condensate Lines: 7' X 7'	900.00	fr	40
1806	Utility Tunnels, with Steam & Condensate Lines: 8' X 7'	925.00	ft	40
Gas Main				
1901	Gas Mains: 2" HP Poly Vinyl Chloride	32.40	ft	35
1902	Gas Mains: 3" HP Poly Vinyl Chloride	35.00	ft	35
1910	Gas Mains: 4" Steel	40.00	ft	35
Telecom				
2000	Telecom: Telephone Line	32,000.00	ea	25
2001	Telcom: Main Conduit Ductbank - Fiber Optic - 96&144 Strand	30.42	ft	25
2002	Telcom: Main Conduit Ductbank - Copper, 1800 pair	61.24	ft	25
2003	Telcom: Conduit Ductbank, 12 strand MM fiber, 12 strand SM fiber, 200 pro cop	27.10	ft	25
2004	Telcom: Conduit System	43.73	ft	25
2005	Telcom: 12 Strand SM Fiber	17.50	ft	25
2006	Telcom: 2" Conduit - 12 Strand SM Fiber	9.83	ft	25
2010	Telcom: Conduit Ductbank: Trunk Line - Copper, 600 pair & fiber	72.24	ft	25
2011	Telcom: Conduit Ductbank: Trunk Line - Copper, 300 pair & fiber	68.01	ft	25
2020	Telcom: Conduit Ductbank: Trunk Line - Copper, 12-100 pair	20.75	ft	25
2030	Telcom: Aerial Cable Plant - Copper	5.00	ft	25
2040	Telcom: Broadband Coax Cable - .825 Coax (Back bone)	6.09	ft	25
2041	Telcom: Broadband Coax Cable - .625 Coax (Back bone to bldg)	4.76	ft	25
2045	Fibercable - Singlemode	4.20	ft	25
2050	System 7	10.00	ft	25
2055	Deltanet	14.16	ft	25
Sidewalk				
2070	Sidewalk: 3" Asphalt	2.84	sq ft	20
2100	Sidewalk: 4" Reinforced Concrete - 6' wide	10.00	sq ft	20
2101	Sidewalk: 4" Reinforced Concrete	2.64	sq ft	25
2102	Sidewalk: 5" Reinforced Concrete	2.65	sq ft	30
2103	Sidewalk: 6" Reinforced Concrete	4.70	sq ft	30

Code	Description	Rate	Unit	Life
2110	Sidewalk: Patio Brick	5.00	sq ft	25
2111	Sidewalk: Patio Brick with 3" Concrete Base	10.10	sq ft	30
2113	Sidewalk: Stone Walkway	5.50	sq ft	40
2125	Boardwalk	18.50	ft	5
2130	Trail: 4' Wide	4.12	lf	25
2140	Trail: 10' Wide	5.12	lf	25
2141	Trail: 10' Wide - Asphalt	24.00	lf	30
Lighting				
2201	Lighting: 30' Pole	4,863.64	pole	35
2202	Lighting: 75' Pole	9,550.00	pole	35
2203	Lighting: 100' Pole	31,000.00	pole	20
2204	Lighting: Walkway 15'	2,100.00	ea	35
2206	Lighting 20' Pole	3,000.00	ea	35
2210	Lighting: 12' Pole	1,375.00	ea	35
2211	Lighting: On Building	800.00	ea	35
2213	Lighting: Hi-Mast 40'	19,550.00	ea	35
Razor Wire				
2301	Razor Wire: 32"	12.00	ft	15
Streets & Roads				
2350	Streets & Roads: 16' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.	109.70	ft	20
2355	Streets & Roads: 20' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.	124.00	ft	20
2360	Streets & Roads: 26' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.	145.40	ft	20
2365	Streets & Roads: 16' Wide (curb one-side) & 6" Gravel Base - Auto 6" A.C.	116.20	ft	20
2370	Streets & Roads: 24' Wide (w/ curbs) & 6" Gravel Base - Auto 6" A.C.	139.00	ft	20
2401	Streets & Roads: 26' Wide (w/ 4 Curbs) & 6" Gravel Base - Auto 8" Concrete	169.00	ft	25
2402	Streets & Roads: 26' Wide (w/ 4 Curbs) & 6" Gravel Base - Truck 12" Concrete	267.00	ft	25
2408	Streets & Roads: 30' wide (no curbs)+6" Gravel Base - Auto 8" Concrete	156.00	ft	25
2410	Streets & Roads: 30' Wide (w/ 2 Curbs) & 6" Gravel Base - Auto 8" Concrete	182.00	ft	25
2411	Streets & Roads: 30' Wide (w/ 2 Curbs) & 6" Gravel Base - Truck 12" Concrete	294.00	ft	25
2420	Streets & Roads: 40' Wide (w/ 4 Curbs) & 6" Gravel Base - Auto 8" Concrete	249.00	ft	25
2421	Streets & Roads: 40' Wide (w/ 4 Curbs) & 6" Gravel Base - Truck 12" Concrete	399.00	ft	25
2430	Streets & Roads: 40' Wide (w/ 2 Curbs) & 6" Gravel Base - Auto 8" Concrete	239.00	ft	25
2431	Streets & Roads: 40' Wide (w/ 2 Curbs) & 6" Gravel Base - Truck 12" Concrete	389.00	ft	25
2432	Streets & Roads: 58' Wide (w/2 Curbs) & 6" Gravel Base-Auto 8" Concrete	233.00	ft	25
2440	Streets & Roads: 2 Lane Gravel	32.95	ft	25
2441	Streets & Roads: 1 Lane Gravel	16.48	ft	25
Fencing				
2501	Fencing: Barbwire, 3 Strand	4.00	ft	10
2505	Fencing: 3' Chain Link	7.00	ft	20
2508	Fencing: 9' Chain Link	18.00	ft	20
2510	Fencing: 6' Chain Link	10.00	ft	20
2511	Fencing: 8' Chain Link	24.00	ft	20
2512	Fencing: 16' Chain Link	95.00	ft	20
2513	Fencing: 24' Chain Link	145.00	ft	20
2514	Fencing: 12' Chain Link	56.00	ft	20
2515	Fencing: 20' Chain Link	110.00	ft	20

Code	Description	Rate	Unit	Life
2516	Fencing: 10' Chain Link	11.00	ft	20
2517	Fencing: 14' Chain Link	26.00	ft	20
2520	Fencing: 6' Wood	18.50	ft	20
2521	Fencing: 8' Wood	26.70	ft	20
2550	Barrier Posts	30.00	ea	20
Poles				
2590	Flag Pole - 18'	250.00	ea	20
2600	Flag Pole - 30'	450.00	ea	20
Misc.				
2601	Tennis Courts	4.32	sq ft	15
2603	Running Tracks	2.97	sq ft	15
2604	Retaining Wall	120.00	ft	30
2605	Bleachers, 100 Person Capacity	4,773.00	ea	30
2606	100' Communication Tower	35,000.00	ea	25
2650	Walk Tunnels	450.00	ft	60
2655	Johnstone Skywalk	1,650.00	ft	60
2660	CAS Skywalks	2,973.00	ft	60
Water Wells				
2700	Irrigation Wells	8,462.00	ea	25
2703	Water Wells	8,760.00	ea	25
Irrigation				
2704	Underground Sprinkler Systems	2.75	sqyd	15
2706	Water Wells - 25'	12.00	ft	25
2708	Irrigation Lines (PVC 4")	2.50	ln ft	25
Septic Systems				
2710	Septic Systems	1,875.00	ea	25
2715	Septic Tank (1,000 gal)	700.00	gal	25
2716	Septic Tank: (2,500 gal)	3,200.00	gal	25
Sewer				
2720	Sewer Lift Station - Small	5,000.00	ea	50
2721	Sewer Lift Station - Medium	20,000.00	ea	50
2722	Sewer Lift Station - Large	30,000.00	ea	50
Lagoon				
2730	Lagoon - 2 Cell	180,000.00	ea	50
2731	Lagoon - 3 Cell	225,000.00	ea	50
2750	Landscape (block structure and block edging)	3,000.00	ea	50
Hydrants				
2800	Hydrants - Fire	3,000.00	ea	40
2803	Hydrants - Metal (10"x39")	200.00	ea	40
Ball				
2810	Basketball Goals	450.00	ea	10
2815	Softball Backstop	1,688.00	ea	30
Shelters				
2820	Picnic Shelter - Small	3,000.00	ea	25
2825	Nursery Shade Shelter	37,397.00	ea	30
2826	Stone Shelter	20,000.00	ea	60
Tanks				
2850	Tanks: Above Ground (300 gal)	900.00	ea	30
2851	Tanks: Above Ground (10,000 gal)	9,096.00	ea	30
2852	Tanks: Above Ground (500 gal)	1,735.00	ea	30
2853	Tanks: Above Ground (21,000 gal)	21,000.00	ea	30
2854	Tanks: Above Ground (1,000 gal)	2,775.00	ea	30
2855	Tanks: Underground (2,500 gal)	2,900.00	ea	30
2856	Tanks: Propane (1,000 gal)	1,600.00	ea	30
2857	Tanks: Underground (10,000 gal)	10,000.00	ea	30

Code	Description	Rate	Unit	Life
2858	Tanks: (6,350 gal)	7,550.00	ea	30
2859	Tanks: (19,100 gal)	20,000.00	ea	30
2860	Tanks: Propane (500 gal)	1,500.00	ea	30
2861	Tanks: Propane (250 gal)	750.00	ea	30
2862	Tanks: Propane (80 gal)	240.00	ea	30
Boating				
2900	Riprap Marina/BoatRamp	24,000.00	ea	50
2901	Breakwater	10,000.00	ea	50
2910	Boat Ramp: Cement	2,200.00	ea	25
2920	Docks: Steel	42.53	sq ft	30
2922	Docks: Floating	25.08	sq ft	20
2924	Docks: Marina	40.94	sq ft	50
Radar				
2950	Radar Pedestals	24,000.00	ea	25
2955	Radar Domes: 12" Fiberglass	10,000.00	ea	25
Bridges				
3000	Bridges: Wooden Foot	2,500.00	ea	25
3001	Bridges: Walking	2,500.00	ea	25
3005	Bridges: wood/metal	20,000.00	ea	25
3015	Bridges: Vehicle	420,000.00	ea	25
Manholes				
3200	Manholes	1,158.00	ea	60
Utility Vault				
3220	Utility Vault: 10' X 12' X 7'	6,825.00	ea	50
Transformers				
4000	Transformers - 10 KVA	845.00	ea	30
4001	Transformers - 15 KVA	930.00	ea	30
4003	Transformers - 25 KVA	1,151.00	ea	30
4004	Transformers - 45 KVA	4,339.00	ea	30
4006	Transformers - 50 KVA	1,335.00	ea	30
4007	Transformers - 75 KVA	3,277.00	ea	30
4009	Transformers - 150 KVA	5,130.00	ea	30
4012	Transformers - 300 KVA	12,110.00	ea	30
4020	Transformers - 500 KVA	20,783.00	ea	30
4025	Transformers - 1000 KVA	40,495.00	ea	30
4030	Transformers - 2500 KVA	128,718.00	ea	30
Security				
5000	Minot District Door Access System	15,324.00	ea	30
5001	Apple Creek RA West-Security	8,598.00	ea	30
5002	Apple Creek RA East-Security	8,992.00	ea	30
5003	Beach Visitor Center-Security	14,711.00	ea	30
5004	Oriska RA Security	8,960.00	ea	30

The infrastructure cost list represents an effort to accurately assign replacement costs to infrastructure items throughout the state. These costs were arrived at using recent bid tabulations, information from several city engineers, estimates from consulting engineers, and costs from various state agencies. This list is not all-inclusive, but includes the majority of items that will be found on state properties.

The cost list is meant to assign a replacement value to infrastructure, and will be used for formula budgeting purposes. Actual costs of a replacement project will differ for each case; these numbers are for formula budgeting purposes only. The costs do not take into account variations in building code requirements. The following paragraphs describe each category, and provide information on how the numbers should be applied.

Parking Lots: Parking lot value is calculated on a per square foot basis, applying the appropriate unit cost for the material used. Catch basins and curb and gutter are separated out, since many lots have islands or other structures that need to be accounted for. The unit costs include site preparation on virgin soil, and do not take into account the removal or relocation of utilities, lights, or existing concrete and asphalt.

Storm Sewer: Storm sewer is calculated by the lineal foot. Catch basins and access holes are included in the per foot cost. Standard sizes are used on this list, as opposed to listing every possible size. For replacement cost purposes, if the size currently used doesn't appear on the list, use the next larger standard size. This was done to keep the list short, and assumes that a replacement would also increase capacity. Excavation is based on virgin soil, and does not include repairs to streets or relocating utilities.

Water Main and Feed Lines: Water lines are calculated on a per lineal foot basis, from the building foundation to the city connection. If the city owns the line from the main to the curb stop/shut-off, it should not be counted. Again, standard sizes were used; use the next larger size if currently used lines fall between the standard sizes. It is assumed that most replacement would be done with PVC piping. Excavation is based on virgin soil.

Sanitary Sewer: Sanitary sewers are calculated on a per lineal foot basis, with the access holes being included in the cost. Standard sizes were again used, with the assumption being made that replacement would be done with PVC. Excavation is based on virgin soil. Major structures such as lift stations and lagoon pump houses should be considered as buildings, with the pumps and controls being fixed equipment. Septic systems are considered to be building plumbing.

Electrical: This category deals with high voltage transmission lines, transformers and high voltage switch gear considered fixed equipment. Lines are calculated on a per lineal foot basis. Typical conduit installation consists of three 4" PVC conduits containing conductors, with the conduits being encased in concrete underground. Direct buried lines are simply trenched-in conductors. Excavation is based on virgin soil. Overhead lines should be considered at the conduit price, as the price is nearly the same, and most overhead replacements are going underground.

Steam Line, Direct Buried: Direct buried lines are encased in a conduit and are calculated on a per lineal foot basis. The cost is based on virgin soil and does not take into account the removal

of the existing line. Standard sizes were used as before, and the cost of access structures is included.

Condensate, Direct Buried: Same considerations as steam line.

Utility Tunnels: Tunnels are calculated on a per lineal foot basis, applying the unit cost for the appropriate size of tunnel. Tunnels may or may not contain steam and condensate lines, or other utilities. For steam tunnels, a standard 6" size was used for both lines, with uni-strut pipe support structure being used. The 6" pipe size represents an average, since there are combinations of sizes too numerous to list for this purpose. The access holes, expansion joints, and coffin boxes are included in the per foot cost.

Gas Mains: Gas mains are calculated on a per lineal foot basis, with unit costs for 2" and 3" high-pressure PVC, and 4" steel as the standard sizes. Excavation is based on virgin soil, and meters are not included in the cost.

Telecom: This category covers the lines outside of buildings, up to the building entrance terminal. The lines are categorized by function, with the first category being the backbone. The trunk lines are broken down based on whether they serve academic or housing buildings. Aerial cable and broadband coax are also separated. Any components inside of the buildings are not counted as infrastructure, and should be included in the building valuation. All costs are calculated on a per lineal foot basis, with access structures included in the cost.

Sidewalk: Sidewalks are calculated on a per square foot basis, depending on the concrete thickness. Patio block is categorized separately. Curb cuts for handicapped access are not included in the costs.

Lighting: This section deals with exterior site lighting, which is on a replacement basis to include the light fixtures. The 30' and 75' poles are standard, street or parking lot lighting. "On Building" refers to light fixtures on building exterior walls or roofs that are used for site or security lighting. Walkway lights are typically 10'-15' tall, and are installed along sidewalks. The Hi-Mast is an omni-directional light pole used to illuminate parking lots or other large areas. All costs are per pole or fixture.

Razor Wire: Standard concertina type security wire, calculated on a per foot basis.

Streets and Roads: Streets and roads are calculated on a per lineal foot basis, using the factor for the appropriate type of road. Standard types were used; use the type that would be used in replacing existing roadways. Costs include removal of old street, but do not include catch basins or access holes. Curb and gutter are also included, as is the re-connection with existing sidewalks (ramped).

Fencing: Calculate by the lineal foot for each type. Includes the fencing and the posts.

Miscellaneous Items:

Tennis courts: calculate by square footage.

Running tracks: calculate by square footage, includes track markings.

Retaining walls: calculate by the lineal foot.

Bleachers, per 100-person section: for fixed athletic seating outdoor,
Communication Tower: calculate per tower.
Walk tunnels, Johnston Skywalk, and CAS Skywalk: calculate by the foot.

Flag Poles, Water Wells, Septic Systems, Lagoons, Hydrants, Basketball/Softball items, Tanks, Boating, Radar items, Bridges, and Manholes: Calculate by each.

Irrigation:

Irrigation wells: calculate by each.
Underground sprinklers: calculate by square yardage of grounds served by the system.
Irrigation lines: calculate by lineal foot.

Fringe Benefit Codes

Health Insurance Codes

10101	DAKPPO	Dakota Preferred Provider Organization
10105	TEMP02	Dakota Plan PPO/Basic-PT/Temp
NFED	Federal	Federal Employees within State system
NHE2	Higher Ed 2	Alternative Health Benefits-Only Higher Education
NHE3	Higher Ed 3	Alternative Health Benefits-Only Higher Education

FICA, Unemployment, Medicare, Life Insurance, and Employee Assistance Program

There is only one selection in the drop down for each of these fields. It is required that all positions include the selection that is available.

Retirement Codes

50	Higher Education	4.88%
52	Higher Education	9.88%
54	Higher Education	16.40%
58	Higher Education	.80%
70	Higher Education	6.73%
P70101	HPERS-Highway Patrol	21.84%
P70102	PERS – Judges	19.66%
P70103	NGSFF-Nat. Guard Security Fire Fighters	11.64%
P70104	PERS-Regular Employees	9.26%
P70106	DPI Retirement Plan	11.36%
P70107	Career and Technical Education	11.11%
P70108	Law Enforcement Retirement Plan	13.45%
P7A101	DCPLAN-Defined Contribution Plan	9.26%
S7B101	JOBSVC-Job Service Retirement Plan	4.00%
S7B102	TFFR-Teachers Fund For Retirement	12.75%
S7B102	TFFR for Retirees	8.75%

Workers Compensation

Select from the drop down menu that includes a list of Workers Comp codes.

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<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAGE NUMBER</u>
0000	Clerical, Fiscal, and Administrative	1
1000	Education, Recreation, Museum, Library, and Allied	7
2000	Engineering, Planning, and Allied	9
3000	Medical and Public Health	10
4000	Social Service, Mental Health, and Rehabilitation	12
5000	Public Safety, Corrections, Regulatory, and Allied	16
6000	Natural Resources, Conservation, and Agriculture	18
7000	Custodial, Food Service, and Laundry	20
8000	Labor, Labor Supervision, Equipment Oper, & Trades	20
9000	Non-Classified	22

Class descriptions in this Index may be viewed at the Human Resource Management Services website at <http://www.nd.gov/hrms/comp/index/classes.asp> .

EQUAL EMPLOYMENT OPPORTUNITY (EEO) CODE EXPLANATIONS

<u>EEO CODE</u>	<u>OCCUPATIONAL GROUP</u>
1	Officials and Administrators
2	Professionals
3	Technicians
4	Protective Service Workers
5	Paraprofessionals
6	Administrative Support (Office & Clerical)
7	Skilled Craft Workers
8	Services - Maintenance
--	Non-Classified

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0010	SUPPORTED EMPLOYMT WORKER	1	1257	1875		1/92
0015	LICENSING SPECIALIST I	6	1820	3033	6	9/08
0016	LICENSING SPECIALIST II	7	2020	3367	6	9/08
0017	LICENSING SPECIALIST III	8	2263	3771	6	9/08
0021	DOCUMENT IMAGING SPEC I	4	1504	2507	6	3/03
0022	DOCUMENT IMAGING SPEC II	6	1820	3033	6	3/03
0025	INFO MGMT ANALYST I	10	2738	4563	2	4/00
0026	INFO MGMT ANALYST II	12	3282	5471	2	4/00
0027	ENT EDMS COORDINATOR	13	3643	6072	2	7/02
0031	OFFICE ASSISTANT I	3	1361	2269	6	5/00
0032	OFFICE ASSISTANT II	4	1504	2507	6	5/00
0033	OFFICE ASSISTANT III	5	1655	2758	6	5/00
0041	ADMIN ASSISTANT I	6	1820	3033	6	5/00
0042	ADMIN ASSISTANT II	7	2020	3367	6	5/00
0043	ADMIN ASSISTANT III	8	2263	3771	6	5/00
0050	ADMISSIONS COORDINATOR	8	2263	3771	3	1/01
0100	DEPUTY CIO & DIRECTOR-ITD	18	6335	10559	1	11/03
0108	PROD SUPPORT SPEC I	8	2263	3771	3	5/05
0109	PROD SUPPORT SPEC II	10	2738	4563	3	5/05
0112	DATA INPUT OPERATOR I	3	1361	2269	6	4/02
0113	DATA INPUT OPERATOR II	4	1504	2507	6	4/02
0114	COMPUTER OPERATOR I	7	2020	3367	3	5/05
0115	COMPUTER OPERATOR II	8	2263	3771	3	5/05
0121	DATA INPUT SUPERVISOR I	6	1820	3033	6	8/96
0122	DATA INPUT SUPERVISOR II	7	2020	3367	6	8/96
0123	INFO TECH PROG ADMIN I	13	3643	6072	1	3/09
0124	INFO TECH PROG ADMIN II	14	4044	6740	1	3/09
0125	COMPUTER OPERATIONS MGR	13	3643	6072	1	2/06
0127	INFO TECH BUS ANALYST	14	4044	6740	2	11/03
0129	CJIS PROJECT DIRECTOR	15	4509	7516	1	11/06
0131	PROGRAMMER	9	2512	4186	3	4/01
0133	DIRECTOR, CUSTOMER SVCS DIV	15	4509	7516	1	4/05
0134	CUST TECH SUPP SPEC I	8	2263	3771	3	3/95
0135	CUST TECH SUPP SPEC II	9	2512	4186	3	3/95
0136	CUST TECH SUPP SPEC III	11	2984	4973	3	3/95
0137	CUST SRVC CNTR MGR	13	3643	6072	3	3/08
0138	DIVISION DIRECTOR, ITD	16	5050	8417	1	10/09
0141	PROGRAMMER ANALYST I	10	2738	4563	3	2/01
0142	PROGRAMMER ANALYST II	12	3282	5471	3	2/01
0143	PROGRAMMER ANALYST III	13	3643	6072	3	2/01
0144	SR PROGRAMMER ANALYST	14	4044	6740	2	10/01
0145	SYSTEMS DEVELOPMENT MGR	14	4044	6740	1	4/79
0146	ENTERPRISE SOFTWARE DEV MGR	15	4509	7516	1	10/07

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0147	ENTERPRISE DATABASE MANAGER	15	4509	7516	1	12/09
0148	D B DESIGN ANALYST I	12	3282	5471	2	11/01
0149	D B DESIGN ANALYST II	13	3643	6072	2	11/01
0150	D B DESIGN ANALYST III	14	4044	6740	2	11/01
0151	DATA PROC COORD I	9	2512	4186	2	10/95
0152	DATA PROC COORD II	10	2738	4563	2	10/95
0153	DATA PROC COORD III	12	3282	5471	2	10/95
0154	DATA PROC COORD IV	13	3643	6072	2	10/95
0156	TELECOMM TECH I	7	2020	3367	3	9/06
0157	TELECOMM TECH II	10	2738	4563	3	9/06
0158	TELECOMM TECH III	12	3282	5471	3	9/06
0161	SYSTEMS ADMINISTRATOR I	11	2984	4973	2	3/09
0162	SYSTEMS ADMINISTRATOR II	13	3643	6072	2	3/09
0163	SYSTEMS ADMINISTRATOR III	14	4044	6740	2	3/09
0165	POWER SCHOOL SPECIALIST	11	2984	4973	3	12/09
0168	TELECOMM ANALYST I	10	2738	4563	2	5/90
0169	TELECOMM ANALYST II	12	3282	5471	2	5/90
0170	TELECOMM ANALYST III	13	3643	6072	2	5/90
0171	INFO TECHNOLOGY ADMIN I	13	3643	6072	1	7/02
0172	INFO TECHNOLOGY ADMIN II	15	4509	7516	1	7/02
0173	COMPUTER & NETWK SPEC I	10	2738	4563	2	3/01
0174	COMPUTER & NETWK SPEC II	11	2984	4973	2	3/01
0175	COMPUTER & NETWK SPEC III	13	3643	6072	2	3/01
0177	DIR OF INFO MGMT DIV-DHS	16	5050	8417	1	7/00
0178	ENTERPRISE IT ARCHITECT	15	4509	7516	2	10/07
0179	ARCHITECT ASSOCIATE	14	4044	6740	2	6/09
0180	ENT NETWORK OPERATIONS MGR	14	4044	6740	2	10/07
0181	INFORMATION CNTR SPEC I	8	2263	3771	2	10/01
0182	INFORMATION CNTR SPEC II	10	2738	4563	2	10/01
0185	MGR, NETWORK BUS CONSULTING	15	4509	7516	1	7/05
0190	INFORMATION TECHNOLOGY MANAGER	14	4044	6740	2	4/06
0194	INFO SYS SECURITY ANALYST	12	3282	5471	2	10/97
0196	ENT INFO SYS SECURITY ADMIN	15	4509	7516	1	10/07
0197	INFO SYS SECURITY OFCR	14	4044	6740	2	10/02
0198	CONTINGENCY PLANNING SPEC	13	3643	6072	1	4/86
0201	MEDICAL CLMS PROC SPC I	4	1504	2507	6	5/89
0202	MEDICAL CLMS PROC SPC II	5	1655	2758	6	5/89
0203	MEDICAL CLMS PROC SPC III	6	1820	3033	6	5/89
0209	STATE PAYROLL ADMIN OFF	10	2738	4563	3	1/01
0210	STATE PAYROLL SPECIALIST	8	2263	3771	3	12/02
0211	ACCOUNT TECHNICIAN I	5	1655	2758	3	12/01
0212	ACCOUNT TECHNICIAN II	7	2020	3367	3	12/01
0214	HOUSING PROGRAM TECH I	6	1820	3033	3	9/96

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0215	HOUSING PROGRAM TECH II	7	2020	3367	3	9/96
0217	HOUSING PROGRAM SPEC I	8	2263	3771	3	3/97
0218	HOUSING PROGRAM SPEC II	9	2512	4186	3	3/97
0219	HOUSING PROGRAM SPEC III	10	2738	4563	3	3/97
0221	ACCOUNT/BUDGET SPEC I	8	2263	3771	2	2/92
0222	ACCOUNT/BUDGET SPEC II	10	2738	4563	2	2/92
0223	ACCOUNT/BUDGET SPEC III	12	3282	5471	2	2/92
0224	ACCOUNTING MANAGER I	14	4044	6740	1	2/92
0225	ACCOUNTING MANAGER II	15	4509	7516	1	2/92
0229	DIR, FINANCIAL MGMT DIV	16	5050	8417	1	9/01
0231	INFO SYSTEMS AUDITOR I	9	2512	4186	2	12/01
0232	INFO SYSTEMS AUDITOR II	11	2984	4973	2	12/01
0233	INFO SYSTEMS AUDITOR III	12	3282	5471	2	12/01
0234	INFO SYSTEMS AUDITOR IV	14	4044	6740	2	12/01
0240	AUDIT TECHNICIAN	7	2020	3367	3	11/98
0241	AUDITOR I	9	2512	4186	2	2/01
0242	AUDITOR II	11	2984	4973	2	2/01
0243	AUDITOR III	12	3282	5471	2	2/01
0244	AUDITOR IV	14	4044	6740	1	2/01
0245	AUDITOR V	15	4509	7516	1	2/01
0246	DIR - STATE AUDIT DIV	17	5657	9428	1	8/96
0251	ASST EXEC BUDGET ANALYST	14	4044	6740	2	5/95
0255	CH ASST EX BUDGET ANALYST	15	4509	7516	2	5/96
0258	LAND DEPT INVESTMENT DIRECTOR	15	4509	7516	2	5/05
0270	DIRECTOR ADMIN SVCS DIV - DOCR	17	5657	9428	1	10/09
0301	COLLECTIONS OFFICER I	7	2020	3367	5	9/01
0302	COLLECTIONS OFFICER II	8	2263	3771	5	9/01
0303	COLLECTIONS OFFICER III	10	2738	4563	5	9/01
0305	TAX COLLECTIONS SUPV	14	4044	6740	2	7/88
0311	COMPLIANCE OFFICER I	10	2738	4563	2	6/05
0312	COMPLIANCE OFFICER II	11	2984	4973	2	6/05
0345	INCOME SALES & SPEC TAXES DIR	16	5050	8417	1	3/05
0351	PROPERTY TAX SPECIALIST	10	2738	4563	2	9/96
0381	FIELD AUD I-MILK MKTG BD	8	2263	3771	2	6/95
0382	FIELD AUD II-MILK MKTG BD	10	2738	4563	2	6/95
0401	FINANCIAL INST EXMNR I	10	2738	4563	2	11/03
0402	FINANCIAL INST EXMNR II	12	3282	5471	2	11/03
0403	FINANCIAL INST EXMNR III	13	3643	6072	2	11/03
0404	SUPERVISING EXAMINER	15	4509	7516	1	3/04
0405	CHIEF EXAMINER	16	5050	8417	1	3/04
0406	RISK MGMT CLAIMS ADMINISTRATOR	13	3643	6072	2	11/04
0407	MGR, RISK MGMT/WC PRGM	13	3643	6072	2	1/06
0410	LOSS CONTROL ANALYST	12	3282	5471	2	7/97

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0414	FIN & SEC EXMNR/INV I	10	2738	4563	2	11/02
0415	FIN & SEC EXMNR/INV II	12	3282	5471	2	11/02
0417	SECURITIES EXAM/INV SUPERVISOR	13	3643	6072	2	1/08
0421	GRANTS/CONTRACTS OFR I	10	2738	4563	2	4/02
0422	GRANTS/CONTRACTS OFR II	12	3282	5471	2	4/02
0425	REIMBURSEMENT OFFICER	11	2984	4973	1	9/96
0431	BUSINESS MANAGER I	11	2984	4973	2	9/96
0432	BUSINESS MANAGER II	12	3282	5471	2	9/96
0438	ADMIN SVCS MANAGER - CSSB	12	3282	5471	2	12/96
0440	REG HSC FISCAL MGR-DHS	13	3643	6072	2	9/00
0441	CUST SERVICE REP	8	2263	3771	2	9/00
0442	CUST SERVICE SPEC	10	2738	4563	2	9/00
0443	CUST SERVICE CONSULT	11	2984	4973	2	9/00
0444	CUST SERVICE SR CONSULT	12	3282	5471	2	9/00
0445	CUSTOMER SERVICE OFFICE MGR	13	3643	6072	1	7/09
0446	CUSTOMER SERVICE AREA MGR	15	4509	7516	1	7/09
0447	AREA DIRECTOR-JSND	16	5050	8417	1	4/04
0451	MGR OF WORKFORCE PRGMS	15	4509	7516	1	6/00
0452	MGR OF BUS & APPL SRVS	15	4509	7516	1	6/00
0453	MGR OF EMPLOYMENT STATS	15	4509	7516	1	3/01
0454	QUALITY ASSURANCE INVEST	10	2738	4563	2	11/00
0455	POLICYHOLDER CLMS INVEST	8	2263	3771	2	9/96
0457	INSURANCE UNDERWRITER	9	2512	4186	2	8/97
0459	INS CLAIMS EXAM/BLDG APPR	10	2738	4563	2	4/02
0460	INS CO FINANCIAL ANALYST	12	3282	5471	2	7/06
0461	INSURANCE CO EXAMINER I	10	2738	4563	2	5/06
0462	INSURANCE CO EXAMINER II	11	2984	4973	2	5/06
0464	DIVISION DIRECTOR, INSURANCE	14	4044	6740	2	3/07
0468	SENIOR INS CO EXAMINER	12	3282	5471	2	6/06
0471	SHIC PROGRAM MGR STATE INS DEP	13	3643	6072	2	11/06
0472	INS FUND CLAIMS MANAGER	12	3282	5471	2	1/97
0474	SPECIAL INVESTIGATOR	11	2984	4973	2	8/09
0477	STATE HEALTH INSUR COUNSEL PA	8	2263	3771	5	4/09
0481	UNEMP INS CLMS CNTR REP	8	2263	3771	3	9/01
0482	UNEMP INS CLMS CNTR SPEC	10	2738	4563	2	9/01
0483	UNEMP INS CLMS CNTR SUPV	12	3282	5471	2	9/01
0490	UNDERWRITER - WSI	9	2512	4186	2	9/09
0491	UNDERWRITING SUPERVISOR - WSI	12	3282	5471	2	9/09
0503	TELLER	6	1820	3033	6	5/07
0506	BANK OP PROCESS TECH	5	1655	2758	6	1/00
0507	BANK OP PROCESS SPEC	6	1820	3033	6	1/00
0508	BANK OP SR PROCESS SPEC	7	2020	3367	6	1/00
0510	BANK OP PROCESSING SUPV	8	2263	3771	2	5/00

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0515	CLAIMS REVIEW SPEC-BND	8	2263	3771	3	8/97
0521	ASST BANK OPERATIONS MGR	11	2984	4973	2	9/99
0525	TRUST ADMINISTRATOR	10	2738	4563	2	2/08
0530	DIR, COMM & MARKETING-BND	14	4044	6740	1	4/07
0531	INVESTMENT COORDINATOR	12	3282	5471	2	7/87
0541	TRUST DEPT MANAGER - BND	12	3282	5471	2	9/96
0551	LOAN OFFICER I	10	2738	4563	2	1/87
0552	LOAN OFFICER II	11	2984	4973	2	1/87
0553	LOAN OFFICER III	12	3282	5471	2	1/87
0555	CREDIT REVIEW ANALYST	9	2512	4186	2	1/87
0556	BENEFIT PROG ADMIN (PERS)	12	3282	5471	2	9/06
0557	BENEFIT PGMS DIV MGR-PERS	15	4509	7516	1	5/01
0558	FISCAL & INVEST OFFICER	15	4509	7516	2	8/00
0559	RETIREMENT PROGRAM MANAGER	14	4044	6740	2	10/07
0561	ADMIN UNIT SUPERVISOR	9	2512	4186	2	6/95
0562	ADMIN UNIT SUPERVISOR II	10	2738	4563	2	6/95
0581	HOUSING PROGRAM REP	9	2512	4186	2	9/96
0590	HOUSING PROGRAM DIRECTOR	14	4044	6740	1	7/01
0591	HOUSING PROGRAM ADMIN I	10	2738	4563	1	7/08
0592	HOUSING PROGRAM ADMIN II	12	3282	5471	1	7/08
0595	INVST/FIN PLANNING MNGR - HFA	16	5050	8417	2	9/07
0601	PURCHASING AGENT I	10	2738	4563	2	9/00
0602	PURCHASING AGENT II	12	3282	5471	2	9/00
0605	STATE PROCUREMENT OFFICER I	10	2738	4563	2	10/05
0606	STATE PROCUREMENT OFFICER II	12	3282	5471	2	10/05
0607	STATE PROCUREMENT MGR	13	3643	6072	1	9/99
0625	STORES CLERK	3	1361	2269	6	9/96
0631	STOREKEEPER I	6	1820	3033	8	6/98
0632	STOREKEEPER II	8	2263	3771	8	6/98
0633	SUPV, MATERIEL MGMT	8	2263	3771	8	9/84
0701	LEGAL ASSISTANT I	7	2020	3367	5	9/96
0702	LEGAL ASSISTANT II	9	2512	4186	2	9/96
0703	PARALEGAL	11	2984	4973	2	11/01
0711	ATTORNEY I	13	3643	6072	2	4/07
0712	ATTORNEY II	14	4044	6740	2	4/07
0713	ATTORNEY III	16	5050	8417	2	4/07
0753	ADMINISTRATIVE LAW JUDGE	16	5050	8417	2	12/01
0801	HUMAN RESOURCE TECH I	8	2263	3771	5	10/03
0802	HUMAN RESOURCE TECH II	9	2512	4186	5	10/03
0803	HUMAN RESOURCE OFFICER I	11	2984	4973	2	10/03
0804	HUMAN RESOURCE OFFICER II	13	3643	6072	2	10/03
0805	HUMAN RESOURCE DIRECTOR I	14	4044	6740	1	10/03
0806	HUMAN RESOURCE DIRECTOR II	15	4509	7516	1	10/03

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0807	CLASS & COMP MGR	14	4044	6740	1	8/89
0816	TRAINING & DEVELOPMENT ADMIN	13	3643	6072	1	9/04
0818	TRAINING OFFICER I	10	2738	4563	2	10/03
0819	TRAINING OFFICER II	12	3282	5471	2	10/03
0820	BUSINESS COMM SPECIALIST	10	2738	4563	2	5/00
0821	PUBLIC INFO SPEC I	8	2263	3771	2	5/07
0822	PUBLIC INFO SPEC II	10	2738	4563	2	5/07
0823	PUBLIC INFO SPEC III	11	2984	4973	2	5/07
0824	PUBLIC INFO SPEC IV	12	3282	5471	1	5/07
0826	CIVIL RIGHTS OFFICER I	8	2263	3771	2	6/88
0827	CIVIL RIGHTS OFFICER II	10	2738	4563	2	6/88
0828	CIVIL RIGHTS OFFICER III	12	3282	5471	2	6/88
0830	CIVIL RIGHTS DIVISION DIRECTOR	14	4044	6740	1	7/06
0834	INS FORM/RATE ANALYST I	10	2738	4563	2	3/08
0835	INS FORM/RATE ANALYST II	11	2984	4973	2	3/08
0837	SR INS FORM/RATE ANALYST	12	3282	5471	2	9/99
0850	ASSISTANT STATE ENGINEER	17	5657	9428	1	1/01
0852	EXECUTIVE STAFF OFFICER	13	3643	6072	2	9/03
0859	GOVERNOR'S RESIDENCE MGR	10	2738	4563	2	9/96
0860	LOTTERY SALES & MARKETING SPEC	12	3282	5471	2	2/06
0862	LOTTERY CUSTOMER SERVICE SPEC	12	3282	5471	2	10/05
0871	MULTI-MEDIA DEVELOPER I	9	2512	4186	2	11/07
0872	MULTI-MEDIA DEVELOPER II	10	2738	4563	2	11/07
0873	MULTI-MEDIA MANAGER (DOT)	13	3643	6072	2	7/06
0881	BUSINESS ANALYST I	12	3282	5471	2	7/09
0882	BUSINESS ANALYST II	13	3643	6072	2	7/09
0891	PROJECT MANAGER I	11	2984	4973	2	5/06
0892	PROJECT MANAGER II	13	3643	6072	2	5/06
0893	PROJECT MANAGER III	14	4044	6740	2	5/06
0900	RESEARCH TECHNICIAN	7	2020	3367	3	7/87
0901	RESEARCH ANALYST I	9	2512	4186	2	2/02
0902	RESEARCH ANALYST II	10	2738	4563	2	2/02
0903	RESEARCH ANALYST III	12	3282	5471	2	2/02
0904	RESEARCH ANALYST IV	13	3643	6072	1	2/02
0908	COORDINATOR, ND VETS CEMETERY	10	2738	4563	1	12/06
0909	MGR ND VETERANS CEMETERY	12	3282	5471	2	12/06
0911	ADMIN OFR I	8	2263	3771	2	5/99
0912	ADMIN OFR II	10	2738	4563	2	5/99
0917	CHIEF FINANCIAL OFR-DHS	17	5657	9428	1	5/02
0918	DIR, FACILITIES MGMT DIV	15	4509	7516	1	2/96
0919	CAPITOL COMPLEX PHYS PLNT MGR	13	3643	6072	1	3/03
0920	DIR, CENTRAL SVCS DIV	15	4509	7516	1	10/08
0921	TRANS MGMT OFFICER I	10	2738	4563	1	1/99

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
0922	TRANS MGMT OFFICER II	12	3282	5471	1	1/99
0923	COMMUNICATIONS DIV DIRECTOR	14	4044	6740	1	1/06
0924	ADMIN DIV DIRECTOR, DOT	15	4509	7516	1	1/10
0926	DIR, INFO TECH DIV (DOT)	16	5050	8417	1	5/01
0927	BUSINESS PLANNER-DOT	11	2984	4973	2	10/06
0928	BUSINESS OP MGR, DOT	13	3643	6072	2	1/05
0929	DIRECTOR, OPERATIONS DIV (TAX)	16	5050	8417	1	8/09
0931	EDUCATION INFO PROCESS ANALYST	13	3643	6072	2	3/04
0940	ASSISTANT STATE FAIR MANAGER	14	4044	6740	1	12/08
0951	ADMIN STAFF OFFICER I	9	2512	4186	2	4/98
0952	ADMIN STAFF OFFICER II	11	2984	4973	2	4/98
0953	ADMIN STAFF OFFICER III	12	3282	5471	2	4/98
0960	INFO MGMT OFFICER	12	3282	5471	2	4/02
1000	DIR, DIV OF IND STUDY	16	5050	8417	1	7/01
1011	INSTRUCTOR	10	2738	4563	2	9/94
1015	SIGN LANGUAGE COMM FACILITATOR	8	2263	3771	3	12/05
1016	SIGN LANG INTERPRETER	9	2512	4186	3	12/05
1018	O & M SPECIALIST	12	3282	5471	2	9/95
1019	VISION ASSISSTANT	7	2020	3367	5	6/06
1020	BRAILLIST	8	2263	3771	3	5/99
1021	VISION OUTREACH SPEC	11	2984	4973	2	7/00
1022	DIR OF EDUCATION	14	4044	6740	1	2/07
1024	COORDINATOR, EDUTECH TRNG PROG	13	3643	6072	2	11/09
1026	DIR OF PROF DEV NDSH/NDDC	14	4044	6740	1	7/02
1028	DIR, STAFF DEV/CORR INSPECTION	13	3643	6072	2	6/08
1035	EDUCATION PROGRAMS COORD	10	2738	4563	2	10/96
1041	SUPT-SCHOOL FOR BLIND	16	5050	8417	1	5/95
1042	SUPT-SCHOOL FOR DEAF	16	5050	8417	1	5/98
1043	ADMINISTRATOR EDUCATION SRVCS	14	4044	6740	1	8/05
1044	DIRECTOR, YOUTH CORR CENTER	16	5050	8417	1	8/09
1071	VOC TECH ED PROG COORD	12	3282	5471	1	1/99
1072	VOC TECH ED ASST PROG DIR	13	3643	6072	1	2/99
1073	VOC TECH ED PROG DIR/SUP	14	4044	6740	1	2/99
1074	VOC TECH ED ASST ST DIR	15	4509	7516	1	3/01
1081	TEACHER I	11	2984	4973	2	5/94
1082	TEACHER II	11	2984	4973	2	5/94
1083	TEACHER III	12	3282	5471	2	5/94
1084	TEACHER IV	12	3282	5471	2	5/94
1085	TEACHER V	13	3643	6072	2	5/94
1086	TEACHER VI	13	3643	6072	2	5/94
1091	GUIDANCE COUNSELOR I	12	3282	5471	2	7/96
1092	GUIDANCE COUNSELOR II	13	3643	6072	2	7/96
1093	GUIDANCE COUNSELOR III	13	3643	6072	2	7/96

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
1095	SCHOOL PSYCHOLOGIST	13	3643	6072	2	2/00
1205	LIBRARY ASSOCIATE I	5	1655	2758	3	2/86
1206	LIBRARY ASSOCIATE II	7	2020	3367	3	2/86
1211	LIBRARIAN I	9	2512	4186	2	2/01
1212	LIBRARIAN II	11	2984	4973	2	2/01
1213	LIBRARIAN III	13	3643	6072	2	2/01
1223	ASST DIR, STATE LIBRARY	14	4044	6740	1	10/96
1224	STATE LIBRARIAN	16	5050	8417	1	4/94
1225	HISTORIC SITE SUPV I	7	2020	3367	2	5/04
1226	HISTORIC SITE SUPV II	8	2263	3771	2	5/04
1227	HISTORIC SITE SUPV III	10	2738	4563	2	5/04
1228	REG HISTORIC SITES MGR	12	3282	5471	1	4/98
1231	EXHIBIT SPECIALIST I	9	2512	4186	2	6/06
1232	EXHIBIT SPECIALIST II	10	2738	4563	2	6/06
1233	MUSEUM SPECIALIST	12	3282	5471	2	6/06
1234	HISTORIC ED PROG ADMINISTRATOR	12	3282	5471	2	3/06
1235	VISITOR SERVICES COORD	10	2738	4563	2	5/98
1239	HISTORIC PRESERV PRGM SPEC I	11	2984	4973	2	11/06
1240	HISTORIC PRESERV PRGM SPEC II	12	3282	5471	2	11/06
1244	ARCHIVIST I	9	2512	4186	2	3/07
1245	ARCHIVIST II	11	2984	4973	2	3/07
1248	PALEONTOLOGY LAB SPEC	8	2263	3771	2	2/03
1251	ARCHAEOLOGICAL TECHNICIAN	9	2512	4186	5	5/01
1252	ARCHAEOLOGIST I	11	2984	4973	2	5/01
1253	ARCHAEOLOGIST II	12	3282	5471	2	5/01
1254	STATE/CHIEF ARCHAEOLOGIST	13	3643	6072	2	1/07
1255	STATE REC MGMT SYS ADMIN	13	3643	6072	2	8/97
1256	RECORDS MGMT SPECIALIST	9	2512	4186	3	1/02
1260	DIV DIR, STATE HIST SOC	15	4509	7516	1	10/06
1265	ASST DIR, STATE HIST SOC	15	4509	7516	1	9/06
1268	DIR, COMMUNICATIONS & EDUC SHS	14	4044	6740	1	4/09
1270	ART PROGRAMS ADMINISTRATOR	11	2984	4973	2	7/05
1601	EDUCATION PROGRAM ADM I	10	2738	4563	2	11/97
1602	EDUCATION PROGRAM ADM II	11	2984	4973	2	11/97
1603	EDUCATION PROGRAM ADM III	12	3282	5471	2	11/97
1604	ASST DIR, P/S EDUC PRGMS	13	3643	6072	1	10/02
1605	DIRECTOR, P/S EDUC PRGMS	15	4509	7516	1	6/04
1606	SPECIAL EDUC REGIONAL CORD I	13	3643	6072	2	6/04
1607	SPEC EDUC REGIONAL COORD II	14	4044	6740	2	6/04
1613	ASST DIR, CHILD NUTN PRGM	13	3643	6072	2	12/02
1615	DIR, CHILD NTN & FD DIST	15	4509	7516	1	6/04
1617	EDUCATION GRANTS MANAGER I	13	3643	6072	2	1/06
1618	EDUCATION GRANTS MANAGER II	14	4044	6740	2	1/06

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
1619	DIVISION MANAGER, DPI	16	5050	8417	1	6/99
1620	WATER RES EDUC PROG MGR	12	3282	5471	2	10/98
2001	ENGINEERING TECH I	5	1655	2758	3	10/89
2002	ENGINEERING TECH II	7	2020	3367	3	10/89
2003	ENGINEERING TECH III	8	2263	3771	3	10/89
2004	ENGINEERING TECH IV	10	2738	4563	3	10/89
2014	CONSTRUCTION SERVICES MANAGER	13	3643	6072	1	6/06
2015	TRANSPORTATION PROJ MGR	11	2984	4973	3	10/89
2016	TRANSPORTATION SENIOR MGR	12	3282	5471	3	10/89
2017	SURVEYS & PHOTOGRAM MGR	13	3643	6072	1	8/00
2018	HWY MATERIALS COORD	13	3643	6072	2	10/99
2019	TRANS ENGINEERING SVC MGR	13	3643	6072	2	11/04
2020	TRANS PROGRAMMING MANAGER	13	3643	6072	2	6/00
2021	TRANSPORTATION ENGR I	10	2738	4563	2	3/02
2022	TRANSPORTATION ENGR II	12	3282	5471	2	3/02
2023	TRANSPORTATION ENGR III	13	3643	6072	2	3/02
2024	ADMIN TRANS ENGINEER I	14	4044	6740	1	10/97
2025	ADMIN TRANS ENGINEER II	16	5050	8417	1	10/97
2026	ADMIN TRANS ENGINEER III	17	5657	9428	1	10/97
2028	ADMIN TRANS PLANNER	14	4044	6740	1	5/08
2030	CHIEF TRANS ENGINEER	19	7032	11720	1	6/90
2034	HWY MAINTENANCE COORD	14	4044	6740	2	3/96
2041	ENVIRONMENTAL ENGR I	10	2738	4563	2	5/90
2042	ENVIRONMENTAL ENGR II	12	3282	5471	2	5/90
2043	ENVIRONMENTAL ENGR III	13	3643	6072	2	5/90
2044	SR ENVIRONMENTAL ENGR I	14	4044	6740	1	5/90
2045	SR ENVIRONMENTAL ENGR II	16	5050	8417	1	5/90
2046	HCF CONSTRUCTION INSPECTOR	11	2984	4973	2	9/09
2047	HCF PLANS REVIEWER	12	3282	5471	2	9/09
2048	HLTH CARE FAC ENG/ARCH	13	3643	6072	2	5/01
2050	WATER RESOURCE ENGR I	10	2738	4563	2	6/89
2051	WATER RESOURCE ENGR II	12	3282	5471	2	6/89
2052	WATER RESOURCE ENGR III	13	3643	6072	2	6/89
2053	WATER RESOURCE ENG MGR I	14	4044	6740	1	6/89
2054	WATER RESOURCE ENG MGR II	16	5050	8417	1	6/89
2056	HYDROLOGIST I	10	2738	4563	2	6/89
2057	HYDROLOGIST II	12	3282	5471	2	6/89
2058	HYDROLOGIST III	13	3643	6072	2	6/89
2059	HYDROLOGIST MANAGER I	14	4044	6740	1	6/89
2060	HYDROLOGIST MANAGER II	16	5050	8417	1	6/89
2065	FACILITY CONSTRUCTION ENG	14	4044	6740	2	3/98
2071	NG ENERGY CONSERVATION PRG MGR	12	3282	5471	2	1/08
2098	OIL & GAS PROD ANALYST	9	2512	4186	3	

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
2101	PLANNER I	9	2512	4186	2	12/96
2102	PLANNER II	10	2738	4563	2	12/96
2103	PLANNER III	11	2984	4973	2	12/96
2104	PLANNER IV	13	3643	6072	1	12/96
2109	INST & FAC MSTR PLANNER	12	3282	5471	2	8/06
2111	GEOLOGIC MAP TECH I	7	2020	3367	3	4/02
2112	GEOLOGIC MAP TECH II	8	2263	3771	3	4/02
2113	GIS SPECIALIST I	9	2512	4186	2	12/99
2114	GIS SPECIALIST II	11	2984	4973	2	12/99
2115	GIS SPECIALIST III	13	3643	6072	2	12/99
2201	REALTY OFFICER I	8	2263	3771	2	12/95
2202	REALTY OFFICER II	9	2512	4186	2	12/95
2203	REALTY OFFICER III	11	2984	4973	2	12/95
2204	REALTY OFFICER IV	12	3282	5471	2	12/95
2205	DIR, RIGHT-OF-WAY DIV	14	4044	6740	1	9/95
2400	CONST COORD-NAT'L GUARD	13	3643	6072	2	12/96
2404	MILITARY FAC REALTY OFR	11	2984	4973	2	2/02
3015	HEALTH CARE ORDERLY I	3	1361	2269	8	6/08
3016	HEALTH CARE ORDERLY II	5	1655	2758	8	6/08
3017	BASIC CARE UNIT MGR-NDVH	10	2738	4563	3	7/01
3018	PHYSICIAN ASSISTANT	15	4509	7516	2	8/08
3020	NURSE PRACTITIONER	15	4509	7516	2	8/08
3021	PSYCH CLINICAL NURSE SPEC	15	4509	7516	2	4/98
3022	DIR OF HLTH/NURS SVC-NDVH	13	3643	6072	1	12/96
3027	DIR OF HEALTH SVCS ADMIN	14	4044	6740	1	12/96
3029	DIRECTOR OF NURSING-HSC	12	3282	5471	2	3/97
3030	DIRECTOR OF NURSING-NDSH	16	5050	8417	2	6/01
3032	CLINICAL COORDINATOR-NDSH	13	3643	6072	2	6/96
3033	DIRECTOR OF MEDICAL SERVS/DOCR	14	4044	6740	1	12/07
3051	L P NURSE I	7	2020	3367	3	5/04
3052	L P NURSE II	8	2263	3771	3	5/04
3059	NURSE TECHNICIAN	7	2020	3367	3	5/99
3061	REGISTERED NURSE I	10	2738	4563	2	3/00
3062	REGISTERED NURSE II	11	2984	4973	2	3/00
3063	REGISTERED NURSE III	12	3282	5471	2	3/00
3075	PUBLIC HLTH NURSE CONS I	10	2738	4563	2	11/05
3076	PUBLIC HLTH NURSE CONS II	11	2984	4973	2	11/05
3102	AUD/SPEECH LANG PATH I	10	2738	4563	2	1/87
3103	AUD/SPEECH LANG PATH II	11	2984	4973	2	1/87
3104	AUD/SPEECH LANG PATH III	12	3282	5471	2	1/87
3108	ACTIVITY ASSISTANT I	4	1504	2507	5	10/08
3109	ACTIVITY ASSISTANT II	6	1820	3033	5	10/08
3111	ACTIVITY THERAPIST I	9	2512	4186	2	4/02

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
3112	ACTIVITY THERAPIST II	10	2738	4563	2	4/02
3113	ACTIVITY THERAPIST III	11	2984	4973	2	4/02
3120	PHYS THER AIDE-DEV CNTR	7	2020	3367	5	2/02
3123	PHYSICAL THERAPIST	14	4044	6740	2	8/08
3125	DIR OF PHYSICAL THERAPY	15	4509	7516	1	12/08
3133	OCCUPATIONAL THERAPIST	13	3643	6072	2	8/08
3135	DIR OF OCC THERAPY	15	4509	7516	1	8/08
3137	CERT OCC THERAPY ASST I	7	2020	3367	5	11/89
3138	CERT OCC THERAPY ASST II	8	2263	3771	5	11/89
3146	ADAPTIVE EQUIP SPEC I	10	2738	4563	3	4/90
3147	ADAPTIVE EQUIP SPEC II	11	2984	4973	3	4/90
3148	DIR, ADAPTIVE EQUIP CTR	13	3643	6072	1	4/90
3171	THERAPEUTIC REC SPEC I	9	2512	4186	2	6/91
3172	THERAPEUTIC REC SPEC II	10	2738	4563	2	6/91
3173	THERAPEUTIC REC SPEC III	11	2984	4973	2	6/91
3201	MEDICAL LAB TECH I	8	2263	3771	3	6/98
3202	MEDICAL LAB TECH II	9	2512	4186	3	6/98
3206	LABORATORY HELPER	3	1361	2269	8	9/01
3208	PHLEBOTOMIST	5	1655	2758	3	8/01
3211	LABORATORY TECHNICIAN I	4	1504	2507	3	2/99
3212	LABORATORY TECHNICIAN II	6	1820	3033	3	2/99
3213	LABORATORY TECHNICIAN III	7	2020	3367	3	2/99
3214	LABORATORY TECHNICIAN IV	8	2263	3771	3	2/99
3224	MEDICAL TECHNOLOGIST I	9	2512	4186	2	2/97
3225	MEDICAL TECHNOLOGIST II	10	2738	4563	2	2/97
3226	MEDICAL LAB DIRECTOR - DHS	12	3282	5471	2	3/07
3231	CHEMIST I	9	2512	4186	2	5/99
3232	CHEMIST II	11	2984	4973	2	5/99
3233	CHEMIST III	12	3282	5471	2	5/99
3234	FORENSIC SCIENCE SUPERVISOR	14	4044	6740	2	6/04
3235	FORENSIC SCIENTIST I	10	2738	4563	2	6/04
3236	FORENSIC SCIENTIST II	11	2984	4973	2	6/04
3237	FORENSIC SCIENTIST III	12	3282	5471	2	6/04
3238	ADMIN, FORENSIC EXAM OFC	13	3643	6072	1	7/97
3239	EVIDENCE TECHNICIAN	8	2263	3771	6	12/07
3240	AUTOPSY TECHNICIAN	8	2263	3771	3	7/09
3241	MICROBIOLOGIST I	9	2512	4186	2	7/84
3242	MICROBIOLOGIST II	11	2984	4973	2	7/84
3243	MICROBIOLOGIST III	12	3282	5471	2	7/84
3244	DIV OF MICROBIOLOGY DIR	15	4509	7516	1	5/03
3250	STATE TOXICOLOGIST	14	4044	6740	2	6/04
3258	SENIOR CHEMIST I	13	3643	6072	2	7/89
3259	SENIOR CHEMIST II	15	4509	7516	2	7/89

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
3261	PHARMACIST I	16	5050	8417	2	10/07
3262	PHARMACIST II	17	5657	9428	1	10/07
3263	REGISTERED PHARMACY TECH	6	1820	3033	3	4/08
3276	CHIEF RADIOLOGICAL TECH	9	2512	4186	3	2/97
3320	DENTAL ASSISTANT	6	1820	3033	3	6/05
3326	DENTAL HYGIENIST	13	3643	6072	3	5/06
3401	ENV HEALTH PRACT I	9	2512	4186	2	5/86
3402	ENV HEALTH PRACT II	10	2738	4563	2	5/86
3403	ENV HEALTH PRACT III	11	2984	4973	2	5/86
3411	EPIDEMIOLOGIST I	9	2512	4186	2	2/07
3412	EPIDEMIOLOGIST II	10	2738	4563	2	2/07
3413	EPIDEMIOLOGIST III	11	2984	4973	2	2/07
3414	SENIOR EPIDEMIOLOGIST	12	3282	5471	1	10/88
3425	EMER MEDICAL SVCS SPEC I	8	2263	3771	2	12/04
3426	EMER MEDICAL SVCS SPEC II	10	2738	4563	2	12/04
3428	HEALTH EDUCATION SPEC I	8	2263	3771	2	9/84
3429	HEALTH EDUCATION SPEC II	10	2738	4563	2	9/84
3501	MEDICAL CODING SPEC	10	2738	4563	3	7/06
3503	HEALTH INFO TECH I	6	1820	3033	3	1/02
3504	HEALTH INFO TECH II	8	2263	3771	3	1/02
3507	HEALTH INFORMATION ADMIN	12	3282	5471	2	2/02
3511	HLTH CARE FAC SURVYR I	9	2512	4186	2	3/97
3512	HLTH CARE FAC SURVYR II	11	2984	4973	2	3/97
3513	HLTH CARE FAC SURVYR III	12	3282	5471	2	3/97
3518	HCF FIRE SAFETY SURV I	10	2738	4563	3	5/99
3519	HCF FIRE SAFETY SURV II	11	2984	4973	3	5/99
3520	CHIEF, HEALTH RESOUR SEC	16	5050	8417	1	12/82
3522	CHIEF ENVIR HLTH SECTION	19	7032	11720	1	3/97
3543	DIETITIAN I	8	2263	3771	2	9/88
3544	DIETITIAN II	10	2738	4563	2	9/88
3558	ENVIRON QUAL MON TECH I	7	2020	3367	3	3/97
3559	ENVIRON QUAL MON TECH II	8	2263	3771	3	3/97
3701	VETERINARIAN I	15	4509	7516	2	7/08
3702	VETERINARIAN II	17	5657	9428	2	7/08
4001	ELIG WORKER TECHNICIAN	6	1820	3033	3	4/97
4002	ELIG WORKER I	8	2263	3771	3	4/97
4003	ELIG WORKER II	9	2512	4186	3	4/97
4004	ELIG WORKER SUPERVISOR	10	2738	4563	5	10/95
4005	SYSTEM SUPPORT SPEC I - DHS	9	2512	4186	3	4/05
4006	SYSTEM SUPPORT SPEC II - DHS	10	2738	4563	3	4/05
4007	SYSTEM SUPPORT SPEC III - DHS	11	2984	4973	3	4/05
4011	COUNTY SOC SRVC DIRECTOR I	12	3282	5471	1	6/08
4012	COUNTY SOC SRVC DIRECTOR II	13	3643	6072	1	6/08

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
4013	COUNTY SOC SRVC DIRECTOR III	14	4044	6740	1	6/08
4014	COUNTY SOC SRVC DIRECTOR IV	15	4509	7516	1	6/08
4015	COUNTY SOC SRVC DIRECTOR V	16	5050	8417	1	6/08
4020	QUALITY CONTROL REVIEWER	11	2984	4973	2	1/97
4021	DIR, QUAL CONTROL REVIEW	12	3282	5471	1	1/97
4025	CLIENT ASSIST PROG ADM I	11	2984	4973	2	4/90
4026	CLIENT ASSIST PROG ADM II	12	3282	5471	2	4/90
4028	REGIONAL REP-SOC SER PROG	12	3282	5471	2	3/86
4029	REG REP-ECON/MED ASST PRG	12	3282	5471	2	2/00
4030	HUMAN SVC PRGM SPEC	7	2020	3367	2	2/78
4031	HUMAN SVC PRGM ADMIN I	9	2512	4186	2	7/79
4032	HUMAN SVC PRGM ADMIN II	10	2738	4563	1	7/79
4033	HUMAN SVC PRGM ADMIN III	11	2984	4973	1	7/79
4034	HUMAN SVC PRGM ADMIN IV	12	3282	5471	1	7/79
4035	HUMAN SVC PRGM ADMIN V	13	3643	6072	1	7/79
4036	HUMAN SVC PRGM ADMIN VI	14	4044	6740	1	7/79
4037	TREATMENT UNIT DIRECTOR	15	4509	7516	1	6/01
4038	DENTAL HLTH PRGM ADMIN	11	2984	4973	1	2/02
4039	HUMAN SERVICE CENTER DIR I	16	5050	8417	1	11/06
4040	HUMAN SERVICE CENTER DIR II	17	5657	9428	1	11/06
4045	DIR OF ECONOMIC ASST-DHS	16	5050	8417	1	4/99
4046	DIRECTOR, MED ASSISTANCE	16	5050	8417	1	4/97
4048	DIR CHILD SPT ENFORCE DIV	16	5050	8417	1	2/05
4050	DIR, CHILD & FAM SVCS-DHS	16	5050	8417	1	4/02
4052	DIR, LEGAL ADV UNIT-DHS	15	4509	7516	1	1/02
4053	DIRECTOR, AGING SERVICES	15	4509	7516	1	6/88
4071	DEV DISABIL CASEMGR I	9	2512	4186	2	2/93
4072	DEV DISABIL CASEMGR II	10	2738	4563	2	2/93
4073	DEV DISABIL CASEMGR III	11	2984	4973	2	2/93
4074	REG DEV DISABIL PRGM ADMN	12	3282	5471	2	2/93
4080	MI CASEMANAGER I	9	2512	4186	2	9/03
4081	MI CASEMANAGER II	10	2738	4563	2	9/03
4084	MI EXT T AND C COORD I	11	2984	4973	2	4/91
4085	MI EXT T AND C COORD II	12	3282	5471	2	4/91
4091	BEHAVIOR MOD SPEC I	9	2512	4186	2	6/01
4092	BEHAVIOR MOD SPEC II	11	2984	4973	2	6/01
4101	BEHAVIORAL HEALTH TECH I	5	1655	2758	3	10/07
4102	BEHAVIORAL HEALTH TECH II	7	2020	3367	3	10/07
4104	MHC ADDICTION TECHNICIAN	6	1820	3033	5	4/94
4105	MENTAL HLTH CARE ASSOC	7	2020	3367	3	9/01
4106	BEHAVIORAL HEALTH SUPERVISOR	8	2263	3771	3	3/07
4109	DIRECT TRAINING ASSIST	3	1361	2269	3	4/00
4110	DIRECT TRAINING TECH I	5	1655	2758	3	4/99

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
4111	DIRECT TRAINING TECH II	7	2020	3367	3	4/99
4113	ASST RESIDENTIAL SUPR, DHS	7	2020	3367	5	10/05
4114	SR RESIDENTIAL SUPERVISOR DHS	8	2263	3771	2	10/05
4116	UNIT PROGRAM COORD	11	2984	4973	2	7/99
4119	DIRECTOR OF RESIDENT CARE, YCC	13	3643	6072	2	7/04
4120	JUVENILE INST RES SPEC I	9	2512	4186	2	1/03
4121	JUVENILE INST RES SPEC II	10	2738	4563	2	1/03
4122	YOUTH TREATMENT DIR, YCC	13	3643	6072	2	11/06
4123	JUVENILE SVC PGM DIRECTOR	12	3282	5471	2	11/04
4125	DORMITORY COUNSELOR I	7	2020	3367	2	12/95
4126	DORMITORY COUNSELOR II	8	2263	3771	2	11/95
4127	JUV COR ASSESS/EVAL COORD	12	3282	5471	2	1/05
4130	DIR, MNTL HLTH/SUB ABUSE	16	5050	8417	1	7/99
4131	ADDICTION COUNSELOR INTRN	9	2512	4186	2	2/99
4132	ADDICTION COUNSELOR I	10	2738	4563	2	2/99
4133	ADDICTION COUNSELOR II	11	2984	4973	2	2/99
4134	ADDICTION COUNSELOR III	12	3282	5471	2	2/99
4142	HUMAN RELATIONS COUNS	11	2984	4973	2	8/00
4151	PSYCHOMETRIST	9	2512	4186	2	4/97
4160	PSYCHOLOGY TRAINEE	11	2984	4973	2	4/05
4163	PSYCHOLOGIST RESIDENT	14	4044	6740	2	9/99
4164	LICENSED PSYCHOLOGIST I	15	4509	7516	2	7/02
4165	LICENSED PSYCHOLOGIST II	16	5050	8417	2	7/02
4167	LIC FORENSIC PSYCHOLOGIST	17	5657	9428	2	6/02
4168	DIR, PSYCHOLOGY - NDSH	17	5657	9428	1	8/96
4170	CHAPLAIN INTERN	8	2263	3771	2	4/02
4171	CHAPLAIN	11	2984	4973	2	3/02
4173	DIR OF CHAPLAINCY SVCS	13	3643	6072	1	1/02
4185	ASST SUPT, DEV CENTER	15	4509	7516	1	7/01
4201	REG CHILD SUP PROG ADM	12	3282	5471	2	4/97
4203	STATE PARENT LOCATOR	8	2263	3771	2	3/86
4205	CHILD SUPPORT INVEST	9	2512	4186	2	10/06
4206	CHILD SUPPORT INVEST LEAD	10	2738	4563	2	10/06
4207	PUBLIC ASST FRAUD INV	10	2738	4563	2	11/97
4208	CHILD SUPPORT PYMT TECH	6	1820	3033	3	7/01
4209	CHILD SUPPORT PYMT SPEC	8	2263	3771	3	7/01
4210	SOCIAL WORK DESIGNEE	8	2263	3771	2	6/90
4211	SOCIAL WORKER I	9	2512	4186	2	5/05
4212	SOCIAL WORKER II	10	2738	4563	2	5/05
4213	SOCIAL WORKER III	11	2984	4973	2	5/05
4215	SUPERVISOR/CLINICIAN	12	3282	5471	2	11/04
4216	ADVANCED CLINICAL SPEC	12	3282	5471	2	11/02
4219	TREATMENT DIRECTOR, DOCR	14	4044	6740	1	11/04

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
4220	DIR, COR/REHAB PROG/ADULT SRVC	14	4044	6740	1	11/07
4221	VOC REHAB COUNS I	9	2512	4186	2	1/09
4222	VOC REHAB COUNS II	10	2738	4563	2	1/09
4223	VOC REHAB COUNS III	11	2984	4973	2	1/09
4225	VISION REHAB SPECIALIST I	9	2512	4186	2	11/04
4226	VISION REHAB SPECIALIST II	11	2984	4973	2	11/04
4227	ECC LICENSING SPEC I	9	2512	4186	2	11/99
4228	ECC LICENSING SPEC II	10	2738	4563	2	11/99
4231	VETERANS BENEFITS SPEC	9	2512	4186	2	5/05
4238	COMMUNITY HOME COUNS I	5	1655	2758	5	7/99
4239	COMMUNITY HOME COUNS II	6	1820	3033	5	7/99
4240	COMMUNITY HOME COUNS III	7	2020	3367	5	7/99
4243	VOCATIONAL EVALUATOR I	9	2512	4186	2	4/02
4244	VOCATIONAL EVALUATOR II	11	2984	4973	2	4/02
4247	MEMBER SERVICES REP	7	2020	3367	6	9/96
4250	EMP BENEFIT PGMS SPEC	11	2984	4973	2	6/96
4251	DISABILITY CLAIMS ANALYST I	9	2512	4186	2	10/09
4252	DISABILITY CLAIMS ANALYST II	10	2738	4563	2	10/09
4253	DISABILITY CLAIMS ANALYST III	11	2984	4973	2	10/09
4259	CLAIMS UNIT SUPERVISOR-WSI	12	3282	5471	2	9/09
4261	CLAIMS ADJUSTER I - WSI	8	2263	3771	2	9/09
4262	CLAIMS ADJUSTER II - WSI	10	2738	4563	2	9/09
4263	CLAIMS ADJUSTER SENIOR - WSI	11	2984	4973	2	9/09
4273	VOCATIONAL TRNG TECH	7	2020	3367	3	5/97
4278	DIRECTOR, DISABILITY SERVICES	16	5050	8417	1	12/06
4285	DECISION REVIEW REP - WSI	11	2984	4973	2	9/09
4290	MGR, DECISION REVIEW OFF - WSI	13	3643	6072	1	9/09
4301	JUVENILE CORRECTIONS TECH	10	2738	4563	2	1/09
4302	JUVENILE CORRECTIONS SPEC	11	2984	4973	2	1/09
4303	SR JUVENILE CORRECT SPEC	12	3282	5471	2	1/09
4304	DEPUTY DIR DIV JUVENILE SVCS	14	4044	6740	2	7/07
4305	JUV COR INST CASE MGR I	10	2738	4563	2	7/04
4306	JUV COR INST CASE MGR II	11	2984	4973	2	7/04
4307	JUV. CORR. INTAKE COORDINATOR	11	2984	4973	2	1/05
4310	JS PROG ADMIN ASSISTANT	9	2512	4186	2	4/03
4322	JS PROGRAM ADMIN I	11	2984	4973	1	5/07
4323	JS PROGRAM ADMIN II	12	3282	5471	1	5/07
4324	JS PROGRAM ADMIN III	13	3643	6072	1	5/07
4345	CHIEF OF EMP REL/PLACEMNT	14	4044	6740	1	5/97
4351	CLAIMS EXAMINER I	6	1820	3033	3	5/97
4352	CLAIMS EXAMINER II	7	2020	3367	3	5/97
4357	QUALITY ASSURANCE INVSTIGTR I	10	2738	4563	2	4/07
4358	QUALITY ASSURANCE INVSTIGTR II	11	2984	4973	2	4/07

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
4360	APPEALS REFEREE	12	3282	5471	2	5/97
4361	CHIEF APPEALS REFEREE	13	3643	6072	1	5/97
4400	HOUSE PARENT	4	1504	2507	5	5/97
4401	HUMAN SERVICE AIDE I	4	1504	2507	5	10/01
4402	HUMAN SERVICE AIDE II	6	1820	3033	5	10/01
4403	DISABILITY CLAIMS ASST	6	1820	3033	6	5/04
4405	IN-HOME CARE SPEC I	4	1504	2507	5	11/99
4406	IN-HOME CARE SPEC II	5	1655	2758	5	11/99
4407	IN-HOME CARE SPEC III	6	1820	3033	5	11/99
4409	PARENT AIDE	6	1820	3033	5	9/03
4422	VOLUNTEER SERVICES COORD	7	2020	3367	6	5/97
4511	DISABILITY ADVOCATE	12	3282	5471	2	9/96
4610	PROGRAM SPECIALIST - WSI	11	2984	4973	1	9/09
4612	PROGRAM ADMINISTRATOR - WSI	14	4044	6740	1	9/09
5001	STATE FIRE MARSHAL	15	4509	7516	1	9/08
5002	DEPUTY FIRE MARSHAL I	11	2984	4973	4	6/94
5003	DEPUTY FIRE MARSHAL II	12	3282	5471	4	6/94
5006	DIRECTOR - BCI	18	6335	10559	1	11/05
5010	BCI INFO SERVICES MGR	13	3643	6072	1	7/06
5012	IDENTIFICATION TECH I	5	1655	2758	6	8/08
5013	IDENTIFICATION TECH II	7	2020	3367	3	8/08
5014	IDENTIFICATION TECH III	8	2263	3771	3	8/08
5021	COMMUNICATIONS SPEC I	7	2020	3367	3	6/09
5022	COMMUNICATIONS SPEC II	9	2512	4186	3	6/09
5023	COMMUNICATIONS SPEC III	10	2738	4563	3	6/09
5024	COMMUNICATIONS SUPERVISOR	11	2984	4973	3	6/09
5035	DEPUTY BOILER INSPECTOR	11	2984	4973	2	6/04
5036	CHIEF BOILER INSPECTOR	13	3643	6072	1	7/96
5037	COMPLIANCE INVESTIGATOR I	9	2512	4186	2	6/07
5038	COMPLIANCE INVEST II	11	2984	4973	2	6/07
5040	HUMAN RIGHTS DIRECTOR - DOL	14	4044	6740	1	11/06
5044	HOMELAND SECURIT SECTION CHIEF	13	3643	6072	2	5/06
5045	EMERGENCY PROG SPEC I	8	2263	3771	2	1/04
5046	EMERGENCY PROG SPEC II	10	2738	4563	2	1/04
5047	EMERGENCY PROG SPEC III	12	3282	5471	2	1/04
5050	SAFETY OFFICER	11	2984	4973	2	5/04
5060	SAFETY CONSULTANT - WSI	11	3282	5471	2	9/09
5061	SAFETY CONSULTANT SPRV - WSI	12	3282	5471	2	9/09
5100	DIR, FIELD SERVICES DIV	17	5657	9428	1	2/07
5101	PAROLE & PROB OFFICER I	9	2512	4186	2	6/08
5102	PAROLE & PROB OFFICER II	12	3282	5471	2	6/08
5103	PAROLE & PROB OFFICER III	13	3643	6072	2	6/08
5104	PAROLE & PROB PRGM MGR	14	4044	6740	1	7/03

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
5106	CORRECTIONS TRAINEE	6	1820	3033	4	5/05
5108	CORRECTIONAL CASEWORKER	10	2738	4563	4	7/07
5109	CORRECTIONAL UNIT MANAGER	12	3282	5471	1	4/08
5110	CORRECTIONAL CASE MGR	11	2984	4973	4	11/03
5111	CORRECTIONAL OFFICER I	7	2020	3367	4	7/07
5112	CORRECTIONAL OFFICER II	9	2512	4186	4	7/07
5113	CORRECTIONAL OFFICER III	10	2738	4563	4	7/07
5115	PENITENTIARYIndustr MGR	11	2984	4973	4	7/03
5116	PENITENTIARYIndustr DIR	15	4509	7516	1	12/05
5118	CHIEF OF SECURITY	13	3643	6072	4	10/03
5119	DEPUTY WARDEN	14	4044	6740	1	7/03
5120	DIR, PRISONS DIV/WARDEN	18	6335	10559	1	2/07
5121	WARDEN, JRCC	16	5050	8417	1	8/03
5122	DIR, JUVENILE SVCS DIV	18	6335	10559	1	6/06
5125	ASST DIR, PEN INDUSTRIES	13	3643	6072	1	1/99
5126	PRODUCTION MGR, INDUST	12	3282	5471	2	10/87
5127	INDUSTRIES SPECIALIST I	9	2512	4186	3	10/03
5128	INDUSTRIES SPECIALIST II	10	2738	4563	3	10/03
5129	IND PRODUCTION APPRENTICE	6	1820	3033	4	2/98
5130	DIRECTOR MRCC	14	4044	6740	1	6/06
5131	CORRECTIONAL SUPERVISOR I	11	2984	4973	4	5/07
5132	CORRECTIONAL SUPERVISOR II	12	3282	5471	4	5/07
5135	CORRECTIONS AGENT I	8	2263	3771	5	9/08
5136	CORRECTIONS AGENT II	9	2512	4186	5	9/08
5137	CORRECTIONS AGENT III	10	2738	4563	5	9/08
5139	CORRECTIONS PROGRAM ADMIN	12	3282	5471	2	12/04
5200	LICENSING ADMINISTRATOR	10	2738	4563	5	9/08
5203	GAMING INVESTIGATOR	12	3282	5471	4	10/97
5208	CONSUMR FRAUD INVESTGR I	10	2738	4563	4	8/94
5209	CONSUMR FRAUD INVESTGR II	11	2984	4973	4	8/94
5211	CRIMINAL INVESTIGATOR I	12	3282	5471	4	1/06
5212	CRIMINAL INVESTIGATOR II	13	3643	6072	4	1/06
5213	CRIMINAL INVESTIGATOR III	14	4044	6740	4	1/06
5218	CRIMINAL RECORDS ANALYST	9	2512	4186	2	12/00
5221	CRIMINAL RECORDS/ID MGR	13	3643	6072	2	8/97
5222	UNIFORM CRIME RPT PGM MGR	12	3282	5471	2	1/02
5225	CHIEF INVESTIGATOR	15	4509	7516	1	1/06
5230	MOTOR VEHICLE SVCS REP	10	2738	4563	2	10/97
5241	DRIVERS LICENSE EXMNR I	6	1820	3033	3	7/00
5242	DRIVERS LICENSE EXMNR II	8	2263	3771	3	7/00
5243	DRIVERS LICENSE EXMNR SPV	9	2512	4186	3	7/00
5245	HEARING OFFICER I-DOT	12	3282	5471	2	9/98
5246	HEARING OFFICER II-DOT	13	3643	6072	2	9/98

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
5250	WEIGHTS & MEASURES INSPTR	7	2020	3367	3	5/92
5253	DIR, TESTING & SAFETY DIV	14	4044	6740	1	8/94
5254	CHIEF INSPECTOR - PSC	11	2984	4973	2	10/97
5257	LICENSING DIV DIRECTOR-PSC	12	3282	5471	2	4/05
5260	GRAIN WAREHOUS INSPECTOR	11	2984	4973	3	6/96
5265	DIR, REC & ABANDONED MINE LAND	16	5050	8417	1	2/07
5271	ENVIRON SCIENTIST I	9	2512	4186	2	4/08
5272	ENVIRON SCIENTIST II	11	2984	4973	2	4/08
5273	ENVIRON SCIENTIST III	12	3282	5471	2	4/08
5274	ENVIRON SCIENCES ADMIN I	14	4044	6740	1	4/08
5275	ENVIRON SCIENCES ADMIN II	15	4509	7516	1	4/08
5300	OIL & GAS METER SYS SPEC	10	2738	4563	2	3/08
5320	PUBLIC UTIL DIVISION DIRECTOR	15	4509	7516	1	6/09
5330	PUBLIC UTIL ANALYST I	11	2984	4973	2	4/05
5331	PUBLIC UTIL ANALYST II	12	3282	5471	2	4/05
5332	PUBLIC UTIL ANALYST III	14	4044	6740	2	4/05
5401	SEISMIC FIELD REP	10	2738	4563	3	5/02
5526	SAFETY SECURITY SUPV	10	2738	4563	2	4/99
5528	NDNG ANTI-TERRORISM PROG MGR	12	3282	5471	2	9/06
5531	SECURITY OFFICER I	7	2020	3367	4	4/02
5532	SECURITY OFFICER II	8	2263	3771	4	4/02
5535	SECURITY SUPERVISOR	11	2984	4973	1	4/99
5537	LOTTERY SECURITY OFFICER	13	3643	6072	2	3/07
5701	CMRCL MTR CARRIER PERMIT TECH	7	2020	3367	3	3/03
5702	COMM MTR CARRIER INSP	8	2263	3771	3	11/04
5704	ACADEMY OPERATIONS COORD	9	2512	4186	5	10/99
5705	HWY PATROL OFFICER I	9	2512	4186	4	4/05
5706	HWY PATROL OFFICER II	12	3282	5471	4	4/05
5707	HWY PATROL SERGEANT	13	3643	6072	4	3/01
5710	HWY PATROL DISTRICT COMMANDER	14	4044	6740	1	8/06
5714	HIGHWAY PATROL DIV COMMANDER	15	4509	7516	1	8/06
5715	HP FIELD OPERATIONS COMMANDER	16	5050	8417	1	8/06
5720	SAFETY AUDITOR I-HP	9	2512	4186	3	8/05
5721	SAFETY AUDITOR II-HP	10	2738	4563	3	8/05
6001	WILDLIFE TECHNICIAN I	8	2263	3771	3	4/01
6002	WILDLIFE TECHNICIAN II	10	2738	4563	3	4/01
6005	COMM MGR-ND GAME & FISH	13	3643	6072	2	5/02
6006	CHIEF-FISHERIES DIVISION	15	4509	7516	1	1/98
6007	CHIEF-CONSERV & COMM DIV	15	4509	7516	1	7/00
6008	CHIEF-WILDLIFE DIVISION	15	4509	7516	1	1/98
6009	CHIEF, ADMIN SVCS DIV	15	4509	7516	1	1/98
6010	ASST CHIEF-WILDLIFE DIV	14	4044	6740	1	1/98
6011	DISTRICT GAME WARDEN I	9	2512	4186	4	8/01

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CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
6012	DISTRICT GAME WARDEN II	12	3282	5471	4	8/01
6013	DISTRICT GAME WARDEN SUPV	13	3643	6072	4	8/01
6014	CHIEF GAME WARDEN	15	4509	7516	1	1/98
6023	OUTDOOR EDUC PROJECT ADMIN	12	3082	5136	2	7/09
6039	PARK INTERPRETER	9	2512	4186	2	11/04
6040	PARK RANGER	10	2738	4563	4	11/04
6045	PARK MANAGER I	12	3282	5471	2	10/04
6046	PARK MANAGER II	13	3643	6072	2	10/04
6048	STATE PARKS FIELD MANAGER	14	4044	6740	1	10/04
6049	PARKS PLANNING & NAT RES MNGR	14	4044	6740	1	8/07
6052	WATER RESOURCE PROGRAM ADMIN I	11	2984	4973	1	10/04
6053	WATER RESOURCE PROG ADMIN II	13	3643	6072	1	10/04
6055	WATER RESOURCE PROJ MGR	11	2984	4973	1	5/90
6056	WATER RESOURCE SENIOR MGR	12	3282	5471	3	5/90
6060	NATL RESOURCE ECONOMIST	13	3643	6072	2	3/06
6065	DIR OF RESOURCES PLANNING	16	5050	8417	1	3/99
6071	BIOLOGIST I	11	2984	4973	2	1/01
6072	BIOLOGIST II	12	3282	5471	2	1/01
6073	BIOLOGIST III	13	3643	6072	2	1/01
6100	BARLEY UTIL DEV SPEC	12	3282	5471	2	8/02
6200	AGRI PROGRAM MGR	14	4044	6740	1	7/06
6201	AG PROGRAM COORDINATOR	12	3282	5471	2	7/00
6202	AG PROGRAM SPECIALIST I	9	2512	4186	3	10/02
6203	AG PROGRAM SPECIALIST II	11	2984	4973	3	10/02
6221	AG PROGRAM INSPECTOR I	8	2263	3771	3	3/00
6222	AG PROGRAM INSPECTOR II	9	2512	4186	3	3/00
6223	SR AG PROGRAM INSPECTOR	11	2984	4973	3	3/00
6225	MEAT INSPECTION PROG DIR	15	4509	7516	1	4/02
6231	PLANT PROTECTION SPEC	10	2738	4563	2	2/98
6302	AGRI MEDIATION SVC NEGTR	10	2738	4563	2	1/99
6305	AGRI MARKETING SPEC I	11	2984	4973	2	5/07
6306	AGRI MARKETING SPEC II	12	3282	5471	2	5/07
6307	WHEAT MKTG & DEVEL DIR	14	4044	6740	1	5/07
6320	LAND MGMT SPECIALIST	10	2738	4563	3	10/07
6323	MINERAL TITLE SPECIALIST	10	2738	4563	3	9/09
6325	RANGE & SOILS MGMT SPEC	12	3282	5471	2	3/98
6330	DIR, SURFACE MGMT DIV	15	4509	7516	1	3/98
6335	DIR, MINERALS MGMT DIV	14	4044	6740	1	9/08
6391	SEED PROD & LAB SPEC	11	2984	4973	2	9/00
6401	SEED ANALYST I	6	1820	3033	3	10/09
6402	SEED ANALYST II	7	2020	3367	3	10/09
6403	SENIOR SEED ANALYST	8	2263	3771	3	10/09
6404	SEED QUALITY LAB MANAGER	13	3463	6072	2	10/09

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
6405	FIELD SEED PROGRAM MANAGER	12	3282	5471	2	7/06
6406	DIR OF FIELD SEED PGMS	13	3643	6072	1	8/00
6409	DIR, SEED DIAGNOSTIC LAB	13	3643	6072	2	5/01
6411	DIR OF POTATO PROGRAMS	13	3643	6072	1	12/07
6412	FIELD SEED SPECIALIST	8	2263	3771	3	3/02
6420	SEED INSPECTOR SUPERVISOR	10	2738	4563	3	3/09
6421	SEED INSPECTOR I	7	2020	3367	3	5/08
6422	SEED INSPECTOR II	8	2263	3771	3	5/08
6423	SENIOR SEED INSPECTOR	9	2512	4186	3	5/08
7001	HOUSEKEEPER-GOV'S RES	4	1504	2507	8	2/01
7010	CUSTODIAN	3	1361	2269	8	3/98
7011	CUSTODIAN, INSTITUTIONS	4	1504	2507	8	5/01
7014	CUSTODIAL SUPERVISOR I	5	1655	2758	8	3/98
7015	CUSTODIAL SUPERVISOR II	7	2020	3367	8	3/98
7020	TRAINING CNTR HOUSING MGR	10	2738	4563	8	4/03
7113	FOOD SERVICE ASSISTANT	3	1361	2269	8	12/01
7122	COOK I	5	1655	2758	8	4/02
7123	COOK II	6	1820	3033	8	4/02
7151	FOOD SVC OP SUPV I	5	1655	2758	8	4/02
7152	FOOD SVC OP SUPV II	6	1820	3033	8	4/02
7153	FOOD SVC OP SUPV III	8	2263	3771	8	4/02
7162	FOOD SERVICE DIRECTOR I	10	2738	4563	1	4/02
7163	FOOD SERVICE DIRECTOR II	12	3282	5471	2	4/02
7203	LAUNDRY WORKER	3	1361	2269	8	2/02
7210	LAUNDRY SUPERVISOR	4	1504	2507	8	3/98
8030	HISTORIC SITE CONSTR SUPV	9	2512	4186	7	3/98
8041	LANDSCAPE & GRNDS SUPV	10	2738	4563	3	3/98
8046	HWY TRAFFIC CONT SPEC I	6	1820	3033	3	3/98
8047	HWY TRAFFIC CONT SPEC II	8	2263	3771	3	3/98
8050	HWY TRAFFIC CONT SUPV	9	2512	4186	7	3/98
8055	HWY MAINTENANCE FOREMAN	9	2512	4186	7	3/98
8060	HWY MAINTENANCE SUPT	12	3282	5471	7	9/90
8111	HEATING PLANT OPERATOR I	8	2263	3771	3	4/06
8112	HEATING PLANT OPERATOR II	9	2512	4186	3	4/06
8121	HEATING PLANT SUPV I	10	2738	4563	3	4/06
8122	HEATING PLANT SUPV II	12	3282	5471	3	4/06
8131	PHYSICAL PLANT DIR I	11	2984	4973	1	2/00
8132	PHYSICAL PLANT DIR II	12	3282	5471	1	2/00
8133	PHYSICAL PLANT DIR III	14	4044	6740	1	2/00
8201	MAINTENANCE WORKER I	5	1655	2758	8	3/98
8202	MAINTENANCE WORKER II	6	1820	3033	8	3/98
8203	MAINTENANCE SUPV I	8	2263	3771	8	3/06
8204	MAINTENANCE SUPV II	9	2512	4186	8	3/06

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
8205	BRICKLAYER, MAINTENANCE	10	2738	4563	7	3/08
8209	GEN TRADES MAINT WKR I	8	2263	3771	8	1/06
8210	GEN TRADES MAINT WKR II	9	2512	4186	8	1/06
8211	PAINTER I	7	2020	3367	7	9/05
8212	PAINTER II	8	2263	3771	7	9/05
8213	PAINTER III	9	2512	4186	7	9/05
8221	CARPENTER I	7	2020	3367	7	11/05
8222	CARPENTER II	8	2263	3771	7	11/05
8223	CARPENTER III	9	2512	4186	7	11/05
8225	NDSH CONST/MNTNC SUPERVISOR	11	2984	4973	7	3/08
8231	PLUMBER I	9	2512	4186	7	9/05
8232	PLUMBER II	10	2738	4563	7	9/05
8233	PLUMBER III	12	3282	5471	7	9/05
8241	ELECTRICIAN I	9	2512	4186	7	8/05
8242	ELECTRICIAN II	10	2738	4563	7	8/05
8243	ELECTRICIAN III	12	3282	5471	7	8/05
8245	MAINTENANCE & PROJ COORD	12	3282	5471	7	3/05
8261	SYSTEMS MECHANIC I	8	2263	3771	7	4/06
8262	SYSTEMS MECHANIC II	10	2738	4563	7	4/06
8263	SYSTEMS MECHANIC III	11	2984	4973	7	4/06
8265	WEAPONS RANGE TECH COORD	12	3282	5471	2	12/99
8291	ELECTRONICS TECHNICIAN I	8	2263	3771	3	4/07
8292	ELECTRONICS TECHNICIAN II	10	2738	4563	3	4/07
8293	ELECTRONICS TECHNICIAN III	12	3282	5471	3	4/07
8305	AUTOMOTIVE SERVICE WKR I	4	1504	2507	8	3/98
8306	AUTOMOTIVE SERVICE WKR II	5	1655	2758	8	3/98
8321	FLEET & EQUIP TECH I	7	2020	3367	7	3/03
8322	FLEET & EQUIP TECH II	8	2263	3771	7	3/03
8323	FLEET & EQUIP TECH III	9	2512	4186	7	3/03
8332	FLEET & EQUIP SERV SUPV	11	2984	4973	7	4/03
8335	ST FLEET DISPATCHER	6	1820	3033	8	1/98
8336	ST FLEET DISPATCH SUPV	7	2020	3367	8	9/08
8341	MAINTENANCE MECHANIC I	7	2020	3367	7	3/00
8342	MAINTENANCE MECHANIC II	8	2263	3771	7	3/00
8343	MAINTENANCE MECHANIC III	10	2738	4563	7	3/00
8403	SURPLUS PROPERTY MANAGER	11	2984	4973	2	4/04
8405	SURPLUS PROPERTY SPECL	7	2020	3367	8	6/00
8411	EQUIPMENT OPERATOR I	5	1655	2758	8	3/98
8412	EQUIPMENT OPERATOR II	7	2020	3367	7	3/98
8413	EQUIPMENT OPERATOR III	8	2263	3771	7	3/98
8415	ROTARY DRILL OPERATOR	12	3282	5471	7	8/08
8422	PILOT	12	3282	5471	2	8/07
8424	AIRCRAFT MAINTENANCE CORD-DOT	11	2984	4973	5	9/08

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
8425	FLIGHT OPERATIONS MANAGER DOT	14	4044	6740	2	8/07
8431	TRANSPORTATION TECHNICIAN I	5	1655	2758	8	12/07
8432	TRANSPORTATION TECHNICIAN II	7	2020	3367	7	12/07
8433	TRANSPORTATION TECHNICIAN III	8	2263	3771	7	12/07
8435	TRANSPORTATION TECHNICIAN SPEC	10	2738	4563	7	12/07
8436	TRANSPORTATION SRVCS SUPV I	9	2512	4186	8	7/08
8437	TRANSPORTATION SRVCS SUPV II	10	2738	4563	7	7/08
8520	COSMETOLOGIST	5	1655	2758	8	10/05
8605	PRINTING EQUIP OP I	4	1504	2507	7	12/08
8606	PRINTING EQUIP OP II	6	1820	3033	7	12/08
8607	PRINTING EQUIP OP III	7	2020	3367	7	12/08
8623	MICROFILM SPECIALIST	5	1655	2758	3	2/06
8624	GRAPHIC ARTIST I	7	2020	3367	3	6/01
8625	GRAPHIC ARTIST II	8	2263	3771	3	6/01
8628	PUB COORDINATOR/DESIGNER	11	2984	4973	2	3/98
8653	PRINT, PURCH, & REC COORD	9	2512	4186	3	5/99
9001	ELECTED - NOT CLASSIFIED	99	1	99999		9/86
9002	APPOINTED--NOT CLASSIFIED	99	1	99999		9/86
9003	DEPUTY - NOT CLASSIFIED	99	1	99999		9/86
9004	ASSISTANT-NOT CLASSIFIED	99	1	99999		9/86
9005	OTHER - NOT CLASSIFIED	99	1	99999		9/86
9006	BRD/COMM-NOT CLASSIFIED	99	1	99999		9/86
9007	FACULTY - NOT CLASSIFIED	99	1	99999		9/86
9008	TEMPORARY-NOT CLASSIFIED	99	1	99999		9/86
9009	PHYSICIAN-NOT CLASSIFIED	99	1	99999	2	7/86
9010	TRAINEE - NOT CLASSIFIED	99	1	99999		9/86
9011	ASST ATTY GEN-NOT CLASSFD	99	1	99999	2	9/89
9012	ASST ATTY GEN-ADMIN	99	1	9999	1	3/97
9021	OTHER-NOT CLS-OFCL/ADMIN	99	1	9999	1	5/97
9022	OTHER-NOT CLS-PROF	99	1	9999	2	5/97
9023	OTHER-NOT CLS-TECH	99	1	9999	3	5/97
9024	OTHER-NOT CLS-PROT SVC WK	99	1	9999	4	5/97
9025	OTHER-NOT CLS-PARAPROF	99	1	9999	5	5/97
9026	OTHER-NOT CLS-ADMIN SPT	99	1	9999	6	5/97
9027	OTHER-NOT CLS-SKLD CRFT	99	1	9999	7	5/97
9028	OTHER/NOT CLS-SVCS/MAINT	99	1	9999	8	5/97
9031	TEMP-NOT CLS-OFCL/ADMIN	99	1	9999	1	5/97
9032	TEMP-NOT CLS-PROF	99	1	9999	2	5/97
9033	TEMP-NOT CLS-TECH	99	1	9999	3	5/97
9034	TEMP-NOT CLS-PROT SVC WK	99	1	9999	4	5/97
9035	TEMP-NOT CLS-PARAPROF	99	1	9999	5	5/97
9036	TEMP-NOT CLS-ADMIN SPT	99	1	9999	6	5/97
9037	TEMP-NOT CLS-SKLD CRFT WK	99	1	9999	7	5/97

NORTH DAKOTA CLASSIFICATION INDEX -- CLASS CODE SEQUENCE

CLASS	CLASS TITLE	GRADE	MIN	MAX	EEO	EFF DT
9038	TEMP-NOT CLS-SVCS/MAINT	99	1	9999	8	5/97
9039	TEMP-NOT CLS-CLIENT/RES	99	1	9999		4/04
9040	TEMP-NOT CLS-TEACHER	99	1	9999		7/04
9050	INTERN – NOT CLASSIFIED	99	1	9999		6/07
9101	DENTIST-NOT CLASSIFIED	99	1	99999	2	7/89
9201	ADD CSLR TRN-NOT CLASSFD	99	1	9999	2	5/92
9250	GR PRAC NURSE-NOT CLASSFD	99	1	9999	3	1/93
9260	GR REG NURSE-NOT CLASSFD	99	1	9999	2	1/93
9997	RIF'D POSITION	0	0	0		2/86
9998	BUDGETED-PENDING CLASSF'N	0	0	0		9/86
9999	INCORR CLS CODE/NO RECORD	0	0	0		7/79

2009-11 LEGISLATIVELY AUTHORIZED FTE

<u>Department</u>	<u>Notes</u>	<u>2009-2011 Legislatively Authorized FTE</u>
<u>General Government</u>		
<i>Executive Branch</i>		
101 Office of the Governor		18.00
108 Office of the Secretary of State		28.00
110 Office of Management and Budget		132.50
112 Information Technology Department	1	328.20
117 Office of the State Auditor		51.80
120 Office of the State Treasurer		7.00
125 Office of the Attorney General	2	202.50
127 Office of the State Tax Commissioner		133.00
140 Office of Administrative Hearings		5.00
188 Commission on Legal Counsel of Indigents		30.00
190 Retirement and Investment Office		17.00
192 Public Employees Retirement System		33.00
Total Executive Branch		<hr/> 986.00
<i>Legislative and Judicial Branches</i>		
150 Legislative Assembly		0.00
160 Legislative Council		34.00
180 Judicial Branch		342.00
Total Legislative and Judicial Branches		<hr/> 376.00
<u>Education</u>		
<i>Elementary, Secondary, and Other Education</i>		
201 Department of Public Instruction		99.75
226 State Land Department		21.75
250 State Library		29.75
252 School for the Deaf		43.94
253 ND Vision Services/School for the Blind		29.50
270 Dept. of Career and Technical Education		28.50
Total Elementary, Secondary and Other Education		<hr/> 253.19
<i>Higher Education</i>		
215 North Dakota University System Office		21.30
227 Bismarck State College		110.93
228 Lake Region State College		32.97
229 Williston State College		41.10
230 University of North Dakota		625.28
232 UND Medical School		144.92
235 ND State University		515.76
238 ND State College of Science		157.24
239 Dickinson State University		91.10
240 Mayville State University		55.39
241 Minot State University		189.82
242 Valley City State University		86.86
243 Minot State University - Bottineau		31.75
244 ND Forest Service		27.00
Total Higher Education		<hr/> 2,131.42
<u>Health and Human Services</u>		
301 ND Department of Health		343.50
305 Tobacco Prevention and Control Committee		4.00
313 Veterans Home		120.72
316 Indian Affairs Commission		4.00
321 Department of Veterans Affairs		7.00
325 Department of Human Services		2,216.88
360 Protection and Advocacy Project		28.50
380 Job Service North Dakota		284.05
Total Health and Human Services		<hr/> 3,008.65

2009-11 LEGISLATIVELY AUTHORIZED FTE

<u>Department</u>	<u>Notes</u>	<u>2009-2011 Legislatively Authorized FTE</u>
<u>Regulatory</u>		
401 Office of the Insurance Commissioner		45.50
405 Industrial Commission	3	61.06
406 Office of the Labor Commissioner		12.00
408 Public Service Commission		43.00
412 Aeronautics Commission		6.00
413 Dept of Banking and Financial Institutions		29.00
414 Securities Department		9.00
471 Bank of North Dakota		176.50
473 North Dakota Housing Finance Agency		46.00
475 North Dakota Mill and Elevator Association		131.00
485 Workforce Safety and Insurance	4	237.14
Total Regulatory		<hr/> 796.20
<u>Public Safety</u>		
504 Highway Patrol		194.00
512 Department of Emergency Services	5	0.00
530 Department of Corrections and Rehabilitation		735.29
540 Office of the Adjutant General	5	232.00
Total Public Safety		<hr/> 1,161.29
<u>Agriculture and Economic Development</u>		
601 Department of Commerce		68.00
602 North Dakota Department of Agriculture		74.50
616 State Seed Department		30.00
627 Upper Great Plains Transportation Institute		53.95
628 Branch Research Centers		97.26
630 NDSU Extension Service		268.63
638 Northern Crops Institute		11.20
640 NDSU Main Research Station		352.39
649 Agronomy Seed Farm		3.00
665 ND State Fair		0.00
670 ND Racing Commission		2.00
Total Agriculture and Economic Development		<hr/> 960.93
<u>Natural Resources</u>		
701 State Historical Society		62.00
709 Council on the Arts		5.00
720 Game and Fish Department		157.00
750 Department of Parks and Recreation		53.00
770 State Water Commission		86.00
Total Natural Resources		<hr/> 363.00
<u>Transportation</u>		
801 Department of Transportation		<hr/> 1,054.50
Grand Total FTE		<hr/> 11,091.18 <hr/>

NOTES:

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/5/2010

411000	Property Tax	420015	Airmen Registration
411005	General Property Tax	420020	Ambulance Ser. Lic. Fees
412000	General Sales and Use Tax	420025	Anhydrous Ammonia License
412005	City Sales Tax	420030	Anti-Freeze
412010	Sales & Use Tax	420035	A-P Prog. Const. Permits
413000	Selective Sales and Use Tax	420040	Apiary License
413005	Aviation Fuel Tax	420045	Approved Equip. Load Lim.
413010	Beer Tax	420050	Auction Market
413015	Cigarette Tax	420055	Auctioneer
413020	Cigars, Snuff, & Tobacco Tax	420060	Beekeepers
413025	Liquor Tax	420065	Beer - Retail
413030	Micro Brewers Tax	420070	Beer - Wholesale
413035	Motor Fuel Tax	420075	Beverage Registration
413040	Motor Vehicle Excise Tax	420080	Brand Inspection
413045	Rev From Hwy Tax Distribution	420085	Brand Recording
413050	Special Fuels Tax	420090	Brd Of Animal Health Tags
413055	Lewis & Clark Hotel Sales Tax	420095	Cigar-Cig., Snuff Lic.
413060	Alcohol Taxes	420100	Coal Exploration Fees
413065	Gas Tax Admin. Tsfr	420105	Coin Oper. Amusement Mch.
414000	Natural Resources	420110	Collection Agency Lic.
414005	Coal Conv. Fac. Tax	420115	Comm. Feed Reg. & Tonnage
414010	Coal Severance Tax	420120	Correctional Fees
414015	Oil & Gas Production Tax	420125	Creamery-Creamery State Lic.
414020	Oil Extraction Tax	420130	Easements-Test Holes-Right Of
414025	P & I Oil & Gas Prod. Tax	420135	Electrolysis Lic.
414030	P & I Oil Extraction Tax	420140	Employment Agency
415000	Income Taxes	420145	Estray
415005	Financial Institution Tax	420150	Fair Board Licenses
415015	Income Tax - Corp.	420155	Fertilizer Regist&Tonnage
415020	Income Tax-Individual-Fidic	420160	Fireworks Lic Wholesale & Reta
415025	Surtax - Corp.	420165	Gaming License
415030	Surtax - Individual	420170	Grain Storehouse Lic.
415035	Business Privilege Tax	420175	Registration Fees
416000	Gross Receipts-Business Tax	420180	lcc Plate
416005	Airlines Tax	420185	Insurance Agents Fees
416010	Bingo Card Excise Tax	420190	Insurance Fees
416020	Construction Contractors Tax	420195	Law Enforce Trng Academy Fee
416025	Electrical Franchise Tax-Annua	420200	Liquor - Retail
416030	Gaming Tax	420205	Liquor - Wholesale
416035	Insurance Premium Tax	420210	Livestock Dealers
416040	Performing Rights Tax	420215	Livestock Medicines
416045	Pull Tab Excise Tax	420220	Micro Brewers Lic.
416055	Telecommunication Tax	420225	Milk - Cream Testers Lic.
416060	Provider Assessment Tax	420230	Misc. License/Fees
416065	Horse Racing Tax	420235	Non-Traditional Livestock Lice
416070	Horse Racing Revenue	420240	Nursery Lic.
417000	Estate Gift Tax	420245	Oil Gas Mineral Brokers
417005	Estate-Inheritance	420250	Overload Fees
418000	Other Taxes	420255	Pesticide Registration
418020	Unsatisfied Judgment Fee	420260	Plant Siting Fees
418025	Unsatisfied Judgment Tax	420265	Potato Deal. Lic. - Wholesale
420000	Business	420270	Poultry Fees
420005	Aerial Spray Licensing	420275	Pro-Rata Fee - Lieu Mi. Tax
420010	Aircraft Registration	420280	Public Transportation Fee
		420285	Radiation Health Permit
		420290	Reg. Fee - Petroleum Fund
		420295	Registration Of Franchises
		420300	Registration Securities
		420305	Rendering Plants
		420310	Rest.-Hotel-Trl. Ct.-Etc.
		420315	Roving Grain Or Hay Buy
		420320	Sanitary Pumpers Lic.

**Office of Management and Budget
Revenue and Expenditure Accounts**

3/5/2010

420325	Dealers/Investment Firms	421590	Safflower Assessments
420330	Agents/Representatives	421595	Soybean Assessments
420335	Mortgage Loan Originator	421600	Sunflower Assessments
420340	Ssrs- Dot	421605	Turkey Assessments
420345	Trade School Permits	421610	Wheat Tax Assessments
420350	Tran. Merchants Lic.	421615	Ethanol Assessments
420355	Tran. Merchants-Cash In Lieu O		
420360	Veterinarian	430000	Intergovernmental Grants/Contrib.
420365	Vets Cemetery Plates	430005	DPI Food Nutrition Revenue
420370	Water Rights Filling Fee	430010	Ebt Food Stamp Revenue
420375	Well Drilling Permits	430015	Federal Disaster Assistance
420380	Wool Dealers	430020	Grant/Contrib From Pol. Sub
420385	Continuation Fee	430025	Indirect Cost Recoveries
420390	New & Used Dealer Fees	430030	Intergov Service Fund Revenue
420395	Lottery License Fees	430035	Motor Pool Vehicle Replacement
420400	Lottery Application Fee	430040	Revenue From Fed Government
420405	Lottery Credit Check Fee		
420410	Unclaimed Lottery Prizes	431000	Intergovernmental Sales or Services
420415	Lottery Proceeds	431005	Revenue From Counties
420420	Renewal License Fee	431010	Revenue From Cities
420425	Lottery Subscription	431015	Rev From Other Political Subs
420430	Background Checks		
420435	Alcohol License Fees	432000	Intergovernmental Reimbursement
420440	Geophysical Permits	432005	Reimbursement From Other State
420445	GEO Thermal Permits	434034	Motor Pool Veh Depr Rev
420450	FBI Service Background Checks		
420455	FBI Background – Volunteers	441000	Fines-Forfeitures-Escheat
421000	Non Business	441005	Court Administrator's Fees
421005	Aircraft Crop Spraying	441010	Displaced Homemakers
421010	Drivers License	441015	Fines-Forfeitures-Escheat
421015	Game & Fish Advance Fees	441035	Indigent Civil Legal Services
421020	Game & Fish Collectors Stamp	441040	Modify An Order Fee
421025	Game & Fish-Fishing Licenses	441045	Sale Of Confiscated Property
421030	Game & Fish-Hunting Licenses	441050	Confiscated Property Refunds
421035	Game & Fish-Lottery	441055	Indigent Defense
421040	Game & Fish-Other Licenses	441060	Municipal Court Transfers
421045	Handicapped Parking Fee	441065	Indigent Application Fee
421050	Motorboat License Fees	441070	Indigent Defense Facility Fee
421055	Sale Of Check-Lic Fee	441075	Restitution Collection
421060	Wastewater Oper Cert. Fee		
421065	Wildlife Habitat Stamp	442000	Cash/Investment Earnings
421070	PLI Sportsmen Habitat Stamp	442005	Accrued Interest Receivable
		442020	Gain on Sale of Investment/Sec
		442025	Interest Income
421500	Non-Business-Commodity Assessments	442030	Net Apprec/Dep in Mkt Value
421505	Barley Assessments	442040	Interest On Investment
421510	Bean Assessments	442045	Loss on Sale of Investments
421515	Beef Assessments	442050	RIO-Penalty on Late Filing
421520	Butterfat Assessments	442055	Interest on Late Filing
421525	Chickpeas Assessments	442060	Interest on Prior Year Contrib
421530	Corn Assessment	442065	Miscellaneous Income
421535	Crambe Assessments	442090	Securities Lending Income
421540	Dry Green Peas Assessments		
421545	Dry Yellow Peas Assessments	443000	Contributions and Private Grants
421550	Feed Peas Assessments	443005	Donations
421555	Flax Assessments	443010	Grant/Contrib--Non-Profit/Priv
421560	Flax Tax Assessments	443015	Non-Game Contributions
421565	Lentils Assessments	443020	Waterbank Grants
421570	Lupins Assessments		
421575	Milk Volume Assessments	444000	Operating Profits
421580	Potato Cwt Assessments	444005	Bank of North Dakota Profits
421585	Rapeseed Assessments	444010	ND Mill Profits

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445000	Bonds			464105	Seed Certification Fees
445005	Water Commission Bonds			464110	Utility Valuation Reimb.
446000	Special Assessments			464115	Vehicle Escort Fee
446005	Bonding Fund Clm. Coll.			464120	Credit Sales Assessment
446010	Other Bonds-Notes-Deben.			464130	Hobby Boiler License Fees
446015	Tfr Int On Assess Reinst.			464135	PSC Prepaid Application Fees
				464140	Physician Discipline-BME
462000	Other Charges for Services/Sales			465000	Health
462010	Auxiliary Service Fee			465005	AFDC Collections
462025	Training			465010	Care & Treatment - Medical Ass
462050	Equip Usage Charges			465015	Care & Treatment - Medicare
462065	From Hospital Store Profits			465020	Care & Treatment - Psychiatric
462095	Misc Sales-Concessions			465025	Care & Treatment - U.S. Indian
462115	Postage			465030	Care&Treat-Blue Cross
462135	Resale-Special Orders			465035	Care&Treat-Char&Penal Inst
462140	Sale Meals-Prepared Food			465040	Care&Treat-Not Classified
462145	Sale Of Agriculture Products			465045	Child Support Collections
462150	Sale Of Fish			465050	Laboratory Analysis Fees
462155	Sale Of Mfg Products			465055	Marriage License Fees
462160	Sale Of Road Materials			465060	Med. Assist. Collections
462170	Transcripts			465065	Patient Fees Mh & Hs Centers
462180	Fossil Restoration			465070	Vital Records - Service Fees
462185	Pharmacy Co-Payments			465075	Water Sample Analysis Fee
463000	General Government			466000	Education
463005	Computer Service			466005	Admissions
463007	Copier Revenue			466010	Braille Services
463009	Court Filing Fees			466015	Student Fees
463011	Fire Marshall Services			466020	Reciprocity Payments
463013	Fraud Audits				
463015	Juvenile Court Reinvest.			467000	Culture and Recreation
463017	Legal Svc-General Government			467005	Fees - Book Library
463019	Microfilm Service			467010	Park Service Permits-User Fees
463021	Misc. Sales And Services			467015	State Fair Revenues
463023	Political Subdivision Audits				
463025	Report Reviews			472000	Leases, Rents, and Royalties
463027	Revenue Cent. Duplicating			472005	Lease-Rental Of Equipment
463029	Sale Of Publications			472010	Lease-Rental Of Land
463031	State Agency Audits			472015	Lease-Rental Of Rooms-Bldgs
				472020	Mineral Lease Royalties
464000	Regulatory			472025	Mineral Royalties
464005	Coal Mining Fees			472030	Rent Of Buildings
464010	Commissions			472035	Rental Telephone Collections
464015	Disc. Cost Reimb.				
464020	Examiner Fees			473000	Miscellaneous General Revenue
464025	Final Cert Fees - Field			473005	Cancelled Checks
464030	Fire & Tornado Loss Collection			473010	Deposit Of Uncleared Coll
464035	Fire & Tornado Pre. Coll.			473015	Insurance Recoveries
464040	Game & Fish License-Bonding Fe			473020	Investment-Principal
464045	Grain Inspection Fees			473025	Misc Refunds
464050	Health Fac. Licensing Fees			473027	Petty Cash Deposits
464055	Inspection Fees-Not Classified			473030	Miscellaneous General Revenue
464060	Lawyer Discipline			473035	Other Reimb. - Jury Pay, Etc.
464065	Motor Vehicle Inspection Fee			473040	Payroll - Assign.-Garnish.
464070	New Jobs Application Fees			473045	Payroll - Deferred Comp.
464075	Oil Inspection Fees			473050	Payroll - Employees Receivable
464080	Potato Inspection Fees			473055	Payroll - Federal Tax-Fica
464085	Potato Seed Cert Fees			473060	Payroll - Fica
464090	Potato Seedstocks			473065	Payroll - Health Insurance
464095	Public Utility Filing Fee			473070	Payroll - Medicare/Eic
464100	Scale Inspection Fees			473075	Payroll - Oasis

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473080	Payroll - Pers Retirement	490201	Tsfr Fm Vehicle Fund
473085	Payroll - State Tax	490202	Tsfr Fm Abandoned Vehicle Fund
473090	Payroll - State Unemployment	490203	Tsfr Fm Surplus Property Fund
473095	Payroll - Tfr-Retirement	490204	Tsfr Fm Asset Forfeiture Fund
473100	Payroll - U.S. Savings Bond	490205	Tsfr Fm Motorcycle Safety Fund
473105	Payroll- Other Deductions	490206	Tsfr Fm Land Comm. Fund
473110	Payroll Suspense	490207	Tsfr Fm Teachers Retirement Fu
473115	Pre-Payment To NDPERS	490208	Tsfr Fm Soybean Council Fund
473120	Refund Of Prior Bienn Expen	490209	Tsfr Fm Unsat. Judgment Fund
473125	Revenue Prior Biennium	490210	Tsfr Fm State Bonding Fund
473130	Section 125 Fees	490211	Tsfr Fm Fire & Tornado Fund
473135	Void Warrant - Prior Biennium	490212	Tsfr Fm State Conference Fund
474000	Program Income	490213	Tsfr Fm Workmens Comp. Fund
474005	Conference Registration Fees	490214	Tsfr Fr Natl Guard Emerg. Fund
474010	OMB ONLY GE P-Card Rebate	490215	Tsfr Fm CSCC Fund
474015	Fees Paid To Collection Agency	490216	Tsfr Fm Non-Game Wildlife Fund
474025	Game & Fish	490218	Tsfr Fm DOT Bond Fund
474030	Highway Damage Claims	490219	Tsfr Fm Milk Marketing Fund
474035	Misc. Program Revenue	490220	Tsfr Fm Spud Fund
474040	OMB ONLY Refund of GE P-Card Rebate	490221	Tsfr Fm Turkey Fund
474045	Misc. Unclassified Revenue	490222	Tsfr Fm Game & Fish Fund
474050	Health Premiums	490223	Tsfr Fm Honey Promo. Fund
474055	Life Premiums	490224	Tsfr Fm Ag Products Utilizatio
474060	PERS-EAP Premiums	490225	Tsfr Fm State Infrastructure B
474065	PERS-Dental Premiums	490226	Tsfr Fm Agronomy Seed Fund
474070	Vision Premiums	490227	Tsfr Fm Dry Pea and Lentil Fun
474075	LTC Premiums	490228	Tsfr Fm Wheat Comm. Fund
474080	Administrative Fee	490229	Tsfr Fm Beef Comm. Fund
475000	Sale of Investments	490230	Tsfr Fm ND Centennial Fund
475005	Revenue From Sale Of Invest	490231	Tsfr Fm Barley Growers Check-O
476000	Loan Related Revenues	490232	Tsfr Fm Public Trans.
476005	Interest Income From Loans	490233	Tsfr Fm Petroleum Release Fund
476010	Loans	490234	Tsfr Fm Adult Basic & Sec Ed.
476015	Receipt Of Loan Principal Pymt	490235	Tsfr Fm Displaced Hmakers Fund
477000	Tobacco Settlement Fund	490237	Tsfr Fm Indigent Service Fund
477005	Tobacco Settlement Funds	490238	Tsfr Fm Coal Develop. Fund
480000	Other Misc Revenue	490239	Tsfr Fm Ins. Reg. Trust Fund
480025	Additions to Perm & Term Endow	490241	Tsfr Fm Edible Bean Fund
480030	Extraordinary Items	490242	Tsfr From Banking Reg Fund
480035	Special Item	490243	Tsfr Fm Renewable Energy Dev
481000	Sale of Capital Assets	490244	Tsfr Fm Investor Ed & Tech
481005	Gain(Loss) Disposal Cap Asset	490245	Tsfr Fm Sunflower Council Fund
481010	Sale Of Capital Asset-Surplus	490246	Tsfr Fm State Auditor's Fund
481015	Sale Of Capitalized Asset	490247	Tsfr Fm Oil & Gas Research Fund
481020	Sale Of Land & Bldgs	490248	Tsfr Fm PSC Valuation Revol. F
481025	Sale-Purch Dept Only	490249	Tsfr Fm Surface Mine & Rec. Fu
482000	Sale of Non-Capital Assets	490250	Tsfr Fm Attorney Gen Refund Fu
482002	Sale - Leg. Furniture	490251	Tsfr Fm Capital Grds Planning
482004	Sale Of Noncapital Asset	490252	Tsfr Fm Arts & Hum. Ed. Fund
482006	Sale Of Noncapital Asset-Surpl	490253	Tsfr Fm Histor Impact Emer Fun
482008	Sale Of Salvage & Scrap	490255	Tsfr Fm Wetlands Replace Fund
490000	In State Transfers	490258	Tsfr Fm St Lab Contract Ser Fu
490001	Tsfr Fm General Fund	490260	Tsfr Fr Minor Use Pesticide Fu
490002	Tsfr Fm Federal Fund	490261	Tsfr Fr Snowmobile Fund
490200	Tsfr Fm Highway Fund	490263	Tsfr Fm Sec of St Gen Srvc Fnd
		490264	Tsfr Fr Anhydrous Ammonia Fund
		490266	Tsfr Fm Admin Hearings Fund
		490267	Tsfr Fm Water Develop Trust Fu
		490274	Tsfr Fm Independent Study Fund
		490280	Tsfr from Perform. Assuran Fnd
		490288	Tsfr Fm Risk Management Fund
		490292	Transfer from Lottery Fund

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490297	Transfer from Bio Mass Incen	490370	Tsfr Fm Health & Lab Fund
490301	Tsfr Fm DOI Dept. Fund	490371	Tsfr Fm Wastewater Oper. Fund
490302	Tsfr Fm Sec. Of State Fund	490373	Tsfr Fm Radio Comm. Fund
490303	Tsfr Fm Treasurers Special Fun	490374	Tsfr Fm Water Contract Fund
490304	Tsfr Fm Gov. Spec. Fund	490375	Tsfr Fm Emerg. Mgmt Fund
490305	Tsfr Fm Indust. Comm. Fund	490376	Tsfr Fm Envir & Rangeland Fund
490306	Tsfr Fm Year Of The Family Fun	490377	Tsfr Fm Hist. Society Fund
490307	Tsfr Fm Vet. Med. Exam Fund	490378	Tsfr Fm JS Civil Def. Fund
490308	Tsfr Fm Ag. Dept Fund	490379	Tsfr Fm State Pen. Fund
490309	Tsfr Fm Dairy Prod. Promo. Fun	490380	Tsfr Fm Soldiers Home Fund
490310	Tsfr Fm Geo. Survey Fund	490381	Tsfr Fm Long-Term Care Loan Fu
490311	Tsfr Fm Toxicology Fund	490383	Tsfr Fm Natl Guard Fund
490312	Tsfr Fm Supreme Court Fund	490384	Tsfr Fm State Tax Dept. Fund
490313	Tsfr Fm Ehpl Admin. Fund	490385	Tsfr Fm Natl Grd Mil. Grnds Fu
490314	Tsfr Fm Lignite Research Fund	490387	Tsfr Fm BSC Fund
490315	Tsfr Fm ND Health Care Trust F	490388	Tsfr Fm UND-Lake Region
490316	Tsfr Fm Comm Health Trust Fund	490389	Tsfr Fm UND-Williston
490317	Tsfr Fm Oil & Gas Res. Data Fu	490390	Tsfr Fm Library Comm Fund
490318	Tsfr Fm Indian Affairs Fund	490391	Tsfr Fm Public Inst. Fund
490319	Tsfr Fm Central Pers. Fund	490392	Tsfr Fm Ins. Recovery Fund
490320	Tsfr Fm Labor Dept Fund	490393	Tsfr Fm Voc. Ed. Fund
490322	Tsfr Fm Atty General Fund	490394	Tsfr Fm Habitat Restoration
490323	Tsfr Fm Cntrl. Grass Ex. Stati	490395	Tsfr Fm Water Use Fund
490324	Tsfr Fm Aeronautics Comm Fund	490396	Tsfr Fm Solid Waste Mgmt
490326	Tsfr Fm Forest Svc Fund	490397	Tsfr Fm Water Comm Fund
490327	Tsfr Fm ST. Hist. Rev. Fund	490398	Tsfr Fm Parks & Rec. Fund
490328	Tsfr Fm Jud. Cond. Comm.	490399	Tsfr Fm Arts & Hum. Fund
490329	Tsfr Fm Seed Dept Fund	490400	Tsfr Fm Highway Tax Dist. Fund
490330	Tsfr Fm Econ Dev. Comm. Fund	490401	Tsfr Fm State Aid Fund
490332	Tsfr Fm Hettinger Exp. Fund	490402	Tsfr Fm Sales & Use Tax Fund
490333	Tsfr Fm Langdon Exp. Fund	490403	Tsfr Fm Motor Fuel Cash Bond
490334	Tsfr Fm Land Rec. Res. Ctr. Fu	490404	Tsfr Fm Indus. Rev. Bond Fund
490335	Tsfr Fm North Cent. Exp. Fund	490406	Tsfr Fm Drivers Lic. Trust Fun
490336	Tsfr Fm Williston Exp. Fund	490407	Tsfr Fm Tobacco Settlement Tru
490337	Tsfr Fm Carrington Exp. Fund	490409	Tsfr Fm Insur. Dept Collection
490339	Tsfr Fm Horse Racing Comm.	490410	Tsfr Fm Vets Postwar Trust
490340	Tsfr Fm University System	490412	Tsfr Fm Coal Sev. Tax Dist.
490341	Tsfr Fm UND Fund	490413	Tsfr Fm Air Transp. Fund
490342	Tsfr Fm Comm Service Fund	490415	Tsfr Fm Hist. Soc. Gift & Req.
490343	Tsfr Fm Med. Center Fund	490416	Tsfr Fm Fed Tax Replacement
490344	Tsfr Fm NDSU Fund	490417	Tsfr Fm Judges Retirement Fund
490345	Tsfr Fm NDSU-Bottineau Fund	490418	Tsfr Fm Aban. & Unclaim. Prope
490346	Tsfr Fm School Of Forestry Fun	490419	Tsfr Fm Childrens Trust Fund
490347	Tsfr Fm NDSCS Fund	490420	Tsfr Fm Cig. Tax Dist. Fund
490348	Tsfr Fm Dickinson State Univ.	490421	Tsfr Fm Gas Tax Collect. & Ref
490349	Tsfr Fm Mayville State Univ.	490422	Tsfr Fm Aviation Tax Coll. & R
490350	Tsfr Fm Minot State Univ.	490423	Tsfr Fm Corp. Income Reserve
490351	Tsfr Fm Valley City State Univ	490424	Tsfr Fm Income Tax Suspense
490352	Tsfr Fm Transp. Insti.	490425	Tsfr Fm Ind. Incom Reserve
490353	Tsfr Fm School for the Deaf	490426	Tsfr Fm Sp Fuel Tax Coll. & Re
490354	Tsfr Fm School for Blind Fund	490427	Tsfr Fm Oil & Gas Prod. Dist.
490357	Tsfr Fm Extension Div. Fund	490428	Tsfr Fm Motor Vehicle Reg. Dis
490358	Tsfr Fm Main Exp. Fund	490429	Tsfr Fm Bus. Priv. Reserve
490359	Tsfr Fm Dickinson Exp. Fund	490430	Tsfr Fm State Taxes Dis. Fund
490360	Tsfr Fm Human Service Fund	490431	Tsfr Fm Trans. Line Tax Dis. F
490361	Tsfr Fm State Hosp. Fund	490432	Tsfr Fm Permanent Oil Tax Trus
490362	Tsfr Fm Job Svc Operating	490433	Tsfr Fm Natl Grd Trng & Fac.
490365	Tsfr Fm Pen Indus. Fund	490434	Tsfr Fm City Lodging Tax
490366	Tsfr Fm Pen. Land Replce. Fund	490435	Tsfr Fm City Sales Tax Sulp.
490367	Tsfr Fm Aero. Comm. Fund	490436	Tsfr Fm Sch. Constr. Interest
490368	Tsfr Fm Vets Aid Fund	490437	Tsfr Fm Sch. Constr. Prin.
490369	Tsfr Fm Aero. Constr. Fund	490438	Tsfr Fm City Restur. & Lodging

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490439	Tsfr Fm Contrib Refund Reserve	490959	Tsfr Fm Land-Maintenance Fund
490440	Tsfr Fm State Tuition Fund	490960	Tsfr Fm Building Auth Cap Proj
490441	Tsfr Fm Trail Tax Tsfr Fund	490961	Tsfr Fm Water Comm-Cap Project
490444	Tsfr Fm Twnshp Roads & Bridges	490962	Tsfr Fm Water Comm-Debt Servic
490446	Tsfr Fm Gaming Tax	490966	Tsfr Fm Workers Comp-Special
490447	Tsfr Fm Ethanol Production Inc	490968	Tsfr Fm ND Job Service
490448	Tsfr Fm Aband Oil & Gas Recl.	490970	Tsfr Fm Mill & Elevator
490450	Tsfr Fm Rev. Sharing Trust Fun	490971	Tsfr Fm DD Facility Loan Fund
490451	Tsfr Fm Cent. Tree Prog. Trust	490972	Tsfr Fm Home Quarter Purchase
490453	Tsfr Fm Alcohol Fuel Tax Trust	490973	Tsfr Fm Beg Farmer Loan Fund
490454	Tsfr Fm Coal Conv. Tax Trust	490975	Tsfr Fm ND Student Loan Trust
490458	Tsfr Fm Oil Ext. Tax Dev. Trust	490976	Tsfr Fm Municipal Bond Bank
490459	Tsfr Fm Natl Grd Tuition Trust	490981	Tsfr Fm Deferred Comp
490460	Tsfr Fm Pre-Planning Rev. Fund	490998	Tsfr Fm ND Housing Finance
490461	Tsfr Fm OMB Unemp./Payroll Cl.	490999	Tsfr Fm Bank Of North Dakota
490462	Tsfr Fm Domestic Violence Prev		
490463	Tsfr Fm Child Support Disb Uni	491000	Operating Transfer From Component
490467	Tsfr Fm Aeronautics Dist.Fund	491002	Tsfr From Component Unit
490468	Tsfr Fm Estate Tax Dist. Fund	491010	Transfer from External Plans
490469	Tsfr Fm Oil Res. Trust		
490470	Tsfr Fm Pers Fund	492000	Operating Tsfr Fm Primary Govt
490479	Tsfr Fm Mine Operating Escrow	492002	Tsfr Fm Primary Gov
490483	Tsfr Fm PERS Retirement		
490488	Tsfr Fm Habitat & Depre. Fund		
490490	Tsfr Fm S&B Restoration Trust		
490491	TSFR Fm Veteran Cemetary Trust		
490493	Tsfr Fm Land & Minerals Trust		
490494	Tsfr Fm Air Trans. Fund		
490496	Tsfr Fm Found. Aid Stabilization		
490498	Tsfr Fm Budget Stab. Fund		
490499	Tsfr Fm Gen Fund-Borrow		
490501	Tsfr Fm Common Schools		
490504	Tsfr Fm Perm Capital Building		
490508	Tsfr Fm Perm Valley City Colle		
490515	Tsfr Fm Perm Coal Dev. Fund		
490601	Tsfr Fm St. Fair Enterprise Fu		
490602	Tsfr Fm St. Parks Concession F		
490603	Tsfr Fm Concession Fund		
490700	Tsfr Fm Fleet Srvcs		
490701	Tsfr Fm Postage Revolving Fund		
490702	Tsfr Fm Dpi Print Revolving Fu		
490730	Tsfr Fm HRMS Training Fund		
490780	Tsfr Fm ITD Service Fund		
490790	Tsfr Fm Central Dup. Service F		
490805	Tsfr Fm Capital Constr. Fund		
490902	Tsfr Fm Capitol Renovation Fun		
490904	Tsfr Fm Soldiers Improvement F		
490911	Tsfr Fm Solid Waste Mgmt		
490916	Tsfr Fm PACE Fund		
490917	Tsfr Fm Ag Pace		
490919	Tsfr Fm Bldg Authority - Debt		
490920	Ea-Retained Funds Tfr In		
490921	Ea-Retained Funds Tfr Out		
490925	Interfund Transfers		
490926	Intrafund Transfers		
490931	Tsfr Fm Donor Implied Trust		
490932	Tsfr Fm Pers Flexcomp		
490954	Tsfr Fm Land-Aband & Unclaim		
490955	Tsfr Fm Land And Minerals Trust		
490956	Tsfr Fm Land-Coal Severance Ta		
490957	Tsfr Fm Land-Permanent Fund		
490958	Tsfr Fm Land-Interest & Income		

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511000	Salaries - Permanent
510000	Salaries - Budget
511005	Salaries Full Time
511010	Salaries - Faculty
511015	Judges Retirement
511020	Paid Annual Leave
511025	Pd Retire/Sick Leave
511030	Severance Pay
511035	Legislator Monthly Pay
511040	Legislative Employee Salaries
511045	In State - Meeting Compensatio
511050	Out Of State - Meeting Compens
511055	Institutional Resident Compens
511065	Legislator Session Pay
511070	Other Salary
511075	Suspense Salary
511080	Annual Leave Taken
511085	Sick Leave Taken
511090	Holiday Pay
511095	Jury Duty
511100	Military Leave
511105	Funeral Leave
511110	Comp Time Earned
511115	Comp Time Used
511120	Comp Time Paid
511125	Adjust Payroll - DOT ONLY
511130	Family Sick Leave Taken - DOT ONLY
512000	Salaries-Other (Budget)
512010	Shift Differential
513000	Temporary Salaries (Budget)
513005	Temporary Salaries
514000	Overtime (Budget)
514005	Overtime
514010	Overtime at Straight Time
514015	Overtime at Double Time
514020	Overtime for Temp Employees
514025	On Call Pay
516000	Fringe Benefits (Budget)
516015	Employee Assist Program
516025	Employer Paid Retirement
516045	Fringes Benefits - Higher Ed
516055	Health Insurance
516065	Job Service Retirement
516070	Job Srvc Met Life
516075	Basic Life Insurance
516085	Oasis
516090	Other Payroll Assessments
516095	Other Retirement
516100	Payroll - Assign.-Garnish.
516105	Payroll - Deferred Comp.
516110	Payroll - Employees Receivable
516115	Payroll - Fed. Tax
516120	Payroll - Medicare/EIC
516125	Payroll - Other Deductions
516130	Payroll - Pers Retirement
516135	Payroll - State Tax
516140	Payroll - Tfr - Retirement
516145	Payroll - U.S. Savings Bonds

516150	Miscellaneous Deductions
516155	Pers Pre-Payment
516165	Section 125 Adm Fee
516170	Social Security
516175	State Retirement
516185	Teachers Fund For Retirement
516195	TIAA Payments
516205	Unemployment Insurance
516210	Workers Comp Premium
516220	Other Payroll Taxes

521000	Travel (Budget)
521010	In State - Air Transportation
521015	In State - Lodging
521020	In State - Meals
521025	In State - Other Comm Transpor
521030	In State - Vehicle Mileage
521035	Meals Taxable
521040	Motor Vehicle Allowance
521045	Motor/Aircraft Pool
521046	Motor Pool Replacement Exp
521050	Moving - NonTaxable
521055	Moving - Taxable
521060	Non State Employee Travel
521065	Other Transportation & Misc Ex
521070	Out of State-Air Transportatio
521075	Out of State - Lodging
521080	Out of State - Meals
521085	Out of State-Other Comm Transp
521090	Out of State - Vehicle Mileage
521100	Tax Department Mileage
521110	Travel Advance - Meals
521115	Travel Advance - Lodging
521120	Private Air Mileage

531000	IT Software\Supplies (Budget)
531005	Data Processing Supply - Misc.
531010	IT - Equipment Under \$750
531015	Software/Licenses Over \$5,000
531020	Software/Licenses Under \$5,000
531025	All Software Maintenance

532000	Supply/Material-Professional (Budget)
532005	Ammunition & Explosives
532015	Audio Visuals
532020	Books
532025	Chemicals
532030	Drilling Supplies
532035	Educational Supplies
532040	Engineering Supplies
532045	Films/Video
532055	Investigative Supplies
532065	Maps & Plats
532070	Microfilm Supplies
532090	Periodicals & Subscriptions
532095	Photography Supplies
532125	Resource Materials
532135	Test Samples
532140	Testing Materials
532145	Video Audio Cassettes/Tapes

**Office of Management and Budget
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533000 Food and Clothing (Budget)

533010 Clothing
533020 Dry Goods
533025 Food Supplies
533030 Groceries
533035 Incontinent Briefs
533040 Linens
533050 Meat
533055 Safety Clothing
533060 Uniforms

534000 Bldg, Grounds, Vehicle MTCE Supply (Budget)

534005 Aircraft Fuel & Oil
534010 Aircraft Repair Parts
534015 Boiler Supplies
534030 Electrical Supplies
534035 Equipment Repair Parts
534040 Fuel & Oil - Vehicle
534045 Hardware & Bldg Supply
534050 Inventory Used-Fleet
534055 Inventory Used
534060 Janitorial
534075 Metals, Lumber, Cement
534080 Misc. Mfg. Supplies
534085 Motor Vehicle Tires
534090 Motor/Aircraft-Higher Ed
534095 Non-Vehicle Repair Parts
534100 Other Bldg. & Equip. Supplies
534105 Paint
534115 Plumbing/Heating Supplies
534125 Repair Parts - Radios
534130 Repair Parts - Vehicle
534135 Road Maintenance Supplies
534140 Roadside Development Supplies
534150 Seed, Feed, Forage, Fert.
534160 Contract Traffic Services
534165 Trees, Shrubs, Etc.
534170 Road Oil
534175 Oil Mix
534180 Salt
534181 Anti-Icing Chemical
534185 Sand
534190 Chips
534195 Gravel
534200 Asphalt & Crack Filler
534205 Road Materials Not Classified
534210 Contract Patching
534215 Traffic Paint, Beads & Thinner
534220 Signs & Sign Post
534225 Guardrail Materials
534230 Oil and Additives
534235 Gasoline
534240 Diesel Fuel
534245 Gasohol
534250 Vegetation Control Chemical

535000 Miscellaneous Supplies (Budget)

535005 Art & Craft Supplies
535010 Dishes & Silverware
535015 Equip Under \$750
535020 Expendable Tools
535025 Farm & Livestock Supplies

535030 Health Beauty Supplies
535035 Laundry Supplies
535040 License & Tags
535060 Promotional Supply
535065 Recreational Supply
535070 Refl & Mkt Materials
535075 Rescue Supplies
535080 DHS Unallocated Costs
535085 Supplies Not Classified
535090 Paper Products

536000 Office Supplies (Budget)

536005 Central Supply
536015 Office Supplies
536035 Resale Supplies
536040 Special Forms
536045 Stock Paper
536050 Stock Ribbons
536055 Unused Inventory
536058 Scrapped Inventory
536060 Supplies - Special Order

541000 Postage (Budget)

541010 Mailing Services
541015 Postage And P.O. Box Rental
541025 Postage Meter

542000 Printing (Budget)

542005 Central Duplicating - Printing
542010 Copier Supplies
542015 Copies (Copy Machine)
542020 Paper Products
542035 Printing From Others (Non Ctrl
542050 Copies From Others (Non Ctrl D
542055 Central Dup Mainframe Printing

551000 IT Equip under \$5,000 (Budget)

551005 Computer Equip under \$5,000
551010 IT - Radio Equip under \$5,000
551015 IT - Voice Equip under \$5,000
551020 Other IT Equip under \$5,000

552000 Other Equip under \$5,000 (Budget)

552040 Books
552045 Engineering Equipment
552050 Hospital Equipment
552055 Implements
552060 Lab Equipment
552065 Library Equipment
552070 Livestock
552075 Other Equipment
552080 Other Equipment-Higher Ed
552085 Other Equipment-Under \$5000
552090 Photo Equipment
552100 Rehabilitation Equipment
552105 Safety Equipment
552110 School Equipment
552115 Shop Equipment
552120 Tools
552125 Weapons

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553000 Office Equip & Furniture-Under \$5000 (Budget)

553005 Office Machines
553010 Furniture & Furnishings
553015 Legislative Equip & Furnishing

561000 Utilities (Budget)

561010 Coal
561015 Electricity
561020 Heating Oil
561025 Miscellaneous Heating
561030 Natural Gas
561045 Steam Heat
561050 Utilities-Higher Ed.
561055 Utility Payment
561065 Water & Garbage

571000 Insurance (Budget)

571010 Fidelity Insurance
571015 Liability Insurance
571020 Other Insurance
571025 Property Insurance
571030 Risk Management Premiums

581000 Rentals/Leases-Equip & Other (Budget)

581010 Copier Rental
581050 Lease/Purchase - Equipment
581055 Office Equipment Rental
581065 Rent Of Communication Equip
581070 Rent Of Equipment
581075 Rent Transport Equipment

582000 Rentals/Leases - Bldg/Land (Budget)

582005 Booth & Room Rental
582010 In Lieu Of Real Estate
582015 Lease/Purchase Buildings
582020 Miscellaneous Rents & Leases
582025 Relocation Asst Pmts
582060 Rent Of Building Space
582065 Rent Of Land
582070 Waterbank Land Payments

591000 Repairs (Budget)

591005 Electrical Service
591010 Elevator Maintenance Contract
591015 Heat/Air Condition Service
591020 Janitorial Contract
591030 Plumbing Service
591050 Repair Building & Grounds
591055 Repair Equipment-Automobiles
591060 Repair Equipment-Office
591065 Repair Equipment-Other
591075 Repair Service-Aircraft
591080 Repair Service-Bridge/Highway
591085 Repair Service-Radios
591110 Repairs Not Classified
591115 Repairs-Higher Ed.
591120 Service Contract-Office Equip
591125 Service Contract-Other
591130 Shop Overhead Reimbursement

601000 IT - Data Processing (Budget)

601005 Data Processing Service
601010 Data Processing-Westlaw
601015 Dp - Networking & Line Charges
601020 Higher Ed.-Data Processing
601025 Microfilm Service

602000 IT-Communications (Budget)

602005 Cellular Phones
602010 Fax Charges
602060 Telephone & Telegraph - Non IT
602065 Telephone ITD
602070 Television Services

603000 IT Contractual Services and Repairs (Budget)

603005 IT-Library Computer Service
603010 IT-Rent/Lease/Purchase Of It E
603015 IT-Computer Lease-Rent Repairs
603020 IT-Consultant/Development
603025 IT-Network/Communications-Non
603030 IT-Other Contracting
603035 IT-Service Contract-Edp

611000 Professional Development (Budget)

611005 Conference Expenses
611010 Dues & Memberships
611015 Honorariums
611020 Professional Development
611025 Stipends
611030 Tuition Fees
611035 Tuition Fees - Taxable

621000 Operating Fees and Services (Budget)

621005 Abstracting
621010 Adjust Indirect Cost Distr-Rea
621020 Advertising Services
621040 Agricultural Weed Control
621045 Appraisals
621050 Fingerprinting Fee
621055 BCI Background Check
621060 Awards, Rewards, Prizes
621065 Bad Debt Expense
621070 Bank Fees
621075 Book Binding
621085 Commissions
621090 Commodity Payments
621095 Contingency Fund
621105 Cost Allo-Memo Expense
621110 County Reimb./Clerk Services
621115 Credit Card Costs
621125 Defense Witness Fees
621130 DP3 - Payments
621135 Extermination Service
621140 Film Distribution
621145 Film Processing
621150 Freight & Express
621155 Freight To Be Capitalized
621165 Guardian Ad Litem Fees
621170 Hazardous Waste Collection
621175 Higher Ed-General Fund Operati
621180 Indemnity-Diseased Livestock

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621185	Indigent Defense Expense
621190	Indirect Cost Distribution
621191	Equip Use Hwy Owned Charge
621192	Missile Rd Costs
621195	Indirect Cost Distribution-Rea
621200	Indirect Cost Recovery
621201	Equip Use Hwy Owned Offset
621202	Missile Rd Offset
621205	Indirect Cost Recovery-Real Ex
621210	Indirect Cost Reimbursement
621215	Indirect Patient & Inmate Allo
621220	Inmate & Patient Release
621225	J995 Indirect Cost Distribution
621240	J996 Indirect Cost Distribution
621245	J997 Indirect Cost Distribution
621250	J998 Indirect Cost Distribution
621255	J999 Indirect Cost Distribution
621260	Job Svc TFR Admin Costs
621265	Juror Fees
621270	Jury Commissioner Fees
621275	Laundry & Dry Cleaning
621280	Legal Transcripts
621285	Licenses & Taxes
621290	Loan Interest Repayment-BND
621295	Loan Principal Repayment-BND
621305	Misc Contractual Fees
621310	Miscellaneous Refunds
621315	NAEP Incentive DPI
621325	Other Operating Fees
621340	Patient & Inmate Allowance
621350	Photographer
621365	Prosecution Witness Fees
621370	Purch Of Serv & Coop Agreement
621375	Purchasing Card Transactions
621380	Radio-TV-Newspaper Serv
621385	Rent/Land Value Survey
621390	Easements <\$5000
621415	Research Fees
621420	Sheriffs Witness Fees & Expense
621430	Storage And Handling Fees
621445	Trfr Of Title XIX Exp H.S.
621450	Worker's Comp Payment
621455	Adjust Indirect Cost Recv-Real
621460	Juror Amenities
621465	Interest Expense
621470	Serv & Coop Agreement Counties
621805	RIO Admin Charge-Budgeted
621810	RIO-Admin Charge-Income Reduct
621815	Marketing Advertising Services
621820	New Jobs Credit Payment
621825	Lab Testing Fees
621830	Janitorial Services
621835	SCRAM Bracelets
623000	Fees - Professional Services (Budget)
623005	Accountants
623010	Architects
623015	Artistic & Design Service
623020	Audit
623035	Contract Svc-Reclamation Const
623040	Contract Svc-Reclamation Drill
623045	Contract Svcs-Cultural Resourc

623050	Employee Asst Pymts
623055	Engineers
623065	Foster Care Patients
623070	Foster Grandparent Stipends
623080	Instructors
623085	Interpreters Fees
623100	Legal
623105	Legal - Administrative Hearing
623110	Legal - Attorney General's Off
623115	Legal Admin Clm (Risk Mgmt Onl)
623120	Legal Auto Clm (Risk Mgmt Only)
623125	Legal Gen Clm (Risk Mgmt Only)
623130	Management/Consulting Service
623135	Mediator Fees
623140	Medical Including Hospital
623145	Merit System Fees
623150	Microfilm
623155	Mgmt/Consulting Serv > \$25,000
623160	Outside Doc&Hosp Service
623175	Professionals Not Classified
623195	Veterinary
623220	Contract Veg & Pest Control
623225	Consultant Engineer-Hwy Proj
623230	Engineering Consultants
623235	Right of Way Consultants
623240	Survey \ Photo Consultants
623245	Cultural Resource Consultants
623250	Actuaries
623255	Consultants
625000	Medical, Dental and Optical (Budget)
625005	Client Medication
625010	Dental Supplies
625015	Drugs - Regular
625020	Drugs - Tranquilizers
625025	Lab Supplies
625035	Medicine & Drugs
625040	Optical Supplies
625045	Psych. & Psy. Supplies
625050	Rehabilitation Supplies
625055	Surgical Supplies
625060	Veterinary Supplies
625065	Pharmacy Supplies
625070	Health Premium Paid
625075	PERS-Vision Premiums Paid
625080	PERS-Dental Premiums Paid
625085	Life Premiums Paid
625090	PERS-LTC Premium Paid
625095	PERS-EAP Premiums Paid
625100	Other Medical, Dental & Optical
625105	X-Ray Supplies
625125	Medical Cache
632000	Other (Budget)
632005	Agency Fund Clearing Expense
632007	Replenish Petty Cash Fund
632010	Donated Commodities
632015	Donated Surplus Property
632020	Donated Vaccines

**Office of Management and Budget
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671000 Non Operating Expenses (Budget)

671005 Job Service Priors
671007 Unallocated CA
671010 Memo Indirect Cost Distribution
671015 Memo Indirect Cost Recovery
671019 In-Kind / Local Match

682000 Land and Buildings (Budget)

682015 Building Construction - New
682070 Land Purchases
682090 Right Of Way Land Purchases
682110 Right Of Way Payments
682115 Right of Way Damage Claims

683000 Other Capital Payments (Budget)

683005 Billboard Control
683010 Bond Interest Pymts
683015 Bond Principal Pymts
683020 Construction In Progress
683025 Contractor Payments - Highways
683030 Contractor Payments - Water Re
683035 Depreciation Expense
683040 Improve Non-State Owned Prop
683045 Misc. Special Projects
683050 Oil Storage Tanks
683055 Special Assessment Taxes
683060 In Lieu of Real Estate
683105 Easements \$5000 and Over

684000 Extraordinary Repairs/Deferred Maintenance (Budget)

684025 Building Exterior Repairs
684030 Mechanical/Electrical Repair
684035 Interior Repairs
684040 Structural Repairs
684045 Paving and Area Lighting
684050 Utilities/Infrastructure

691000 Equipment \$5000 and Over (Budget)

691005 Office Equipment Over \$5000
691030 Lab Equipment Over \$5000
691035 Other Equipment Over \$5000

692000 Motor Vehicles (Budget)

692005 Passenger Vehicles
692010 Other Motor Vehicles
692025 Major Hwy Maintenance Equip
692030 Hwy Minor & Shop Equip>\$4,999

693000 IT Equip/Software Over \$5000 (Budget)

693010 IT Equipment Over \$5000
693030 IT Equip/Software Over \$5000

712000 Grants, Benefits & Claims (Budget)

712005 Fire Losses
712010 Bonding Claim Losses
712015 Judgments
712020 Extended Coverage Losses
712025 Indirect Costs
712030 Grants To Individuals
712035 Ebt Food Stamp Expenditures
712040 Pub/Priv Pur Client Ser

712045 Wiche Grants
712050 Grants To Associations
712055 Grants To Reg. Planning Cncl.
712060 Grants To Soil Cons. Districts
712065 Grants To Libraries
712070 Grants To State Colleges
712075 Grants To School District
712080 Grants To Private & Non-State
712085 Grants To Water Resource Distr
712090 Tribal Grant
712095 Cap Grant
712100 Grants To Multi Sp Ed Brd
712105 Grants To Cities
712110 Grants To MRI
712115 Grants To Counties
712120 Grants To Health Units
712125 Grants To Local Health Units
712130 Grants To District Health Unit
712135 Grants To Townships
712140 Grants To Ethanol Plants
712145 Grants To Fire Districts
712150 Grants To Park Districts
712155 Grants To Reg. Health Cncl
712160 National Guard Rentals
712165 Homestead Tax Credit
712170 St. Tuition-I & I
712175 St. Tuition-Fines & Pen.
712180 Misc. Grants
712185 State Public Trans Grants
712190 Job Svc Tfr Prog Costs
712195 Grants To Non-Public Entities
712200 Serv & Coop Agreement Counties
712210 Grain Elev Insolvency Pymts
712215 Disabled Veterans Credit

713000 Tax Dist to Government Units (Budget)

713005 Aid To Twshshps Highway Counties
713010 Hwy Tax Dist. To Counties
713015 Hwy Tax Dist. - Cities
713016 Hwy Tax Dist - Tribal
713020 Hwy Tax Dist-Hwy Dept
713025 Airline Tax Dist.
713030 Cigarette Tax To Cities
713035 Aeronautics Dist. To Counties
713040 City Sales Tax To Cities
713045 City Occupancy Tax To Cities
713050 City Lodg. & Restr. Tax To Cit
713055 Gaming Tax Distribution
713060 Fire Ins. Tax Dist.
713065 Oil & Gas Tax To Counties
713066 Oil & Gas Tax - Tribal
713070 Oil & Gas Tax To Cities
713075 Coal Sev. Tax Dist.-Counties
713080 Coal Conversion To Counties
713085 Telecommunications Tax Distrib
713090 Electric Fran. Tax To Ctys
713095 Estate Tax To Cities
713100 Estate Tax To Counties
713105 Financial Institution Tax Dist
713110 Minerals Management Tax
713115 Senior Mill Levy Match
713120 City Motor Vehicle Rental Tax

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714000

Refunds (Budget)

714005 Adv. Fee Refunds - Game & Fish
 714010 Aviation Fuel Tax Refunds
 714015 Bean Tax Refunds
 714020 Brand Inspection Refund
 714025 Brand Recording Refund
 714030 Business Priv Tax Refund
 714035 Chickpeas Refunds
 714040 Cigarette Tax Refund
 714045 Confiscated Property Refunds
 714050 Corn Assessment Refund
 714055 Corporation Tax Refund
 714060 Crambe Seed Refund
 714065 Drivers License Fee Refund
 714070 Dry Green Peas Refunds
 714075 Dry Yellow Peas Refunds
 714080 Estray Refund
 714085 Feed Peas Refunds
 714090 Financial Institution Refund
 714095 Fishing License Refund - Game
 714100 Flax Seed Refund
 714105 Game & Fish Lottery Refunds
 714110 Hunting License Refund - Game
 714115 Ind Surtax Refund
 714120 Individual Tax Refund
 714125 Inheritance Tax Refund
 714130 Lentils Refunds
 714135 Lupins Refunds
 714140 Misc Wildlife Refunds
 714145 Motor Fuel Tax Refunds
 714150 Motor Vehicle Lic Fee Refund
 714155 Motor Vehicle Sales Tax Refund
 714160 Other License Refund - Game &
 714165 Other Tax Refunds
 714170 Pull Tab Excise Refund
 714175 Rapeseed Refund
 714180 Regular Fuel Tax Refund
 714185 Safflower Seed Refund
 714190 Sale Of Publications Refunds
 714195 Sales Tax Refunds
 714200 Sales Tax/Mtr Fuels Bond Refun
 714205 Soybean Tax Refund
 714210 Special Fuels Tax Refund
 714215 Sunflower Seed Refund
 714220 Telecommunication Tax Refund
 714225 Tobacco Tax Refund
 714230 Wheat Tax Refund
 714235 Corn Assessment Partial Refund
 714250 Barley Assessments Refunds
 714255 Siting Process Exp Refund
 714260 Potato Assessments Refunds

722000

Transfers Out (Budget)

722001 Tsfr To General Fund
 722002 Tsfr To Federal Fund
 722005 Intertransfer
 722010 Intrafund Transfer
 722082 Intrafund Transfer To Pc Fund
 722200 Tsfr To Highway Fund
 722202 Tsfr To Abandoned Vehicle Fund
 722203 Tsfr To Surplus Prop. Fund
 722204 Tsfr To Asset Forfeiture Fund

722205 Tsfr To Motorcycle Safety Fund
 722206 Tsfr To Land Comm. Fund
 722207 Tsfr To Teachers Retirement Fu
 722208 Tsfr To Soybean Council Fund
 722209 Tsfr To Unsat. Judgment Fund
 722210 Tsfr To State Bonding Fund
 722211 Tsfr To Fire & Tornado Fund
 722212 Tsfr To State Conference Fund
 722213 Tsfr To Workmens Comp. Fund
 722214 Tsfr To Nat. Guard Emerg. Fund
 722215 Tsfr To CSCC Fund
 722216 Tsfr To Non-Game Wildlife Fund
 722218 Tsfr To DOT Bond Fund
 722219 Tsfr To Milk Marketing Fund
 722220 Tsfr To Spud Fund
 722221 Tsfr To Turkey Fund
 722222 Tsfr To Game & Fish Fund
 722223 Tsfr To Honey Promo. Fund
 722224 Tsfr To Ag Products
 722225 Tsfr To State Infrastructure B
 722226 Tsfr To Agronomy Seed Fund
 722227 Tsfr To State Invest. Brd.
 722228 Tsfr To Wheat Comm. Fund
 722229 Tsfr To Beef Comm. Fund
 722230 Tsfr To Special Roads Fund
 722231 Tsfr To Barley Growers Check-O
 722232 Tsfr To Public Trans. Fund
 722233 Tsfr To Petroleum Release Comp
 722234 Tsfr To Adult Basic & Sec Ed.
 722235 Tsfr To Displaced Hmakers Fund
 722236 Tsfr To Waterbank Fund
 722238 Tsfr To Coal Develop. Fund
 722239 Tsfr To Ins. Reg. Trust Fund
 722241 Tsfr To Edible Bean Fund
 722242 Tsfr To Financial Instit. Fund
 722243 Tsfr To Renewable Energy Dev
 722244 Tsfr To Investor Ed & Tech
 722245 Tsfr To Sunflower Council Fund
 722246 Tsfr To Auditors Oper.
 722247 Tsfr To Oil & Gas Research
 722248 Tsfr To PSC Valuation Revol. F
 722249 Tsfr To Surface Mine & Rec. Fu
 722250 Tsfr To Attorney Gen Refund Fu
 722251 Tsfr To Cap.Grounds Plann Fund
 722252 Tsfr To Arts & Hum. Ed. Fund
 722253 Tsfr To Histor Impact Emer Fun
 722258 Tsfr To State Lab Contract Ser
 722260 Tsfr To Minor Use Pesticide Fu
 722261 Tsfr To Snowmobile Fund
 722265 Tsfr To State Parks Gift Fund
 722267 Tsfr To Water Development Trus
 722274 Tsfr To Independent Study Fund
 722285 Tsfr To Comp Gambling Preventi
 722288 Tsfr To Risk Management Fund
 722292 Tsfr To Lottery Operating Fund
 722301 Tsfr To Facilities Management
 722303 Tsfr To Treasurers Special Fun
 722304 Tsfr To Gov. Spec. Fund
 722305 Tsfr To Ind. Comm. Fund
 722306 Tsfr To Year Of The Family Fun
 722307 Tsfr To Vet. Med. Exam Fund
 722308 Tsfr To Ag. Dept Fund

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722309	Tsfr To Dairy Prod. Promo. Fun	722379	Tsfr To State Pen. Fund
722310	Tsfr To Geo. Survey Fund	722380	Tsfr To Soldiers Home Fund
722311	Tsfr To Tox. Dept Fund	722381	Tsfr To Long-Term Care Loan Fu
722312	Tsfr To Supreme Court Fund	722383	Tsfr To Natl Grd Fund
722313	Tsfr To Ehpl Admin. Fund	722384	Tsfr To State Tax Dept. Fund
722314	Tsfr To Lignite Research Fund	722385	Tsfr To Natl Grd Mil. Grnds Fu
722315	Tsfr To ND Health Care Trust F	722387	Tsfr To Bsc Fund
722316	Tsfr To Community Health Trust	722388	Tsfr To Und-Lake Region
722317	Tsfr To Oil & Gas Res. Data Fu	722389	Tsfr To Und-Williston
722318	Tsfr To Indian Affairs Alcohol	722390	Tsfr To Library Comm Fund
722319	Tsfr To Cent. Pers Fund	722391	Tsfr To Public Inst. Fund
722320	Tsfr To Labor Dept Fund	722392	Tsfr To Ins. Recovery Fund
722322	Tsfr To Atty General Fund	722393	Tsfr To Voc. Ed. Fund
722323	Tsfr To Cntrl. Grass Ex. Stati	722394	Tsfr To Habitat Restoration
722324	Tsfr To Aeronautics Comm Fund	722395	Tsfr To Water Use Fund
722326	Tsfr To Forest Svc. Fund	722396	Tsfr To Solid Waste Mgmt Fund
722327	Tsfr To St. Hist. Rev. Fund	722397	Tsfr To Water Comm Fund
722328	Tsft To Jud. Cond. Comm.	722398	Tsfr To Parks & Rec. Fund
722329	Tsfr To Seed Dept Fund	722399	Tsfr To Arts & Hum. Fund
722330	Tsfr To Econ. Dev. Comm Fund	722400	Tsfr To Highway Tax Dist. Fund
722332	Tsfr To Hettinger Exp. Fund	722402	Tsfr To Sales & Use Tax Deposi
722333	Tsfr To Langdon Exp. Fund	722403	Tsfr To Motor Fuel Cash Bond D
722334	Tsfr To Land Rec. Res. Ctr. Fu	722404	Tsfr To Indus. Rev. Bond Fund
722335	Tsfr To North Cent. Exp. Fund	722406	Tsfr To Drivers Lic. Trust Fun
722336	Tsfr To Williston Exp. Fund	722407	Tsfr To Tobacco Settlement Tru
722337	Tsfr To Carrington Exp. Fund	722409	Tsfr To Insur. Dept Collection
722338	Tsfr To State Plan. Spec. Fund	722410	Tsfr To Vets Postwar Trust Fun
722339	Tsfr To Horse Racing Comm.	722412	Tsfr To Coal Sev. Tax Dist. Fu
722341	Tsfr To UND Fund	722413	Tsfr To Air Transp. Fund
722342	Tsfr To Comm Service Fund	722415	Tsfr To Hist. Soc. Gift & Req.
722343	Tsfr To Med. Center Fund	722416	Tsfr To Fed Tax Replacement Fu
722344	Tsfr To NDSU Fund	722417	Tsfr To Judges Retirement Fund
722345	Tsfr To NDSU-Bottineau Fund	722418	Tsfr To Aban. & Unclaim. Prop.
722346	Tsfr To School Of Forestry-See	722419	Tsfr To Childrens Trust Fund
722347	Tsfr To NDSCS Fund	722420	Tsfr To Cig. Tax Dist. Fund
722348	Tsfr To Dick. State Univ. Fund	722421	Tsfr To Gas Tax Collect. & Ref
722349	Tsfr To Mayville State Univ.	722422	Tsfr To Aviation Tax Coll. & R
722350	Tsfr To Minot State Univ. Fund	722423	Tsfr To Corp. Income Reserve
722351	Tsfr To Valley City St. Univ.	722424	Tsfr To Telecommunications Tax
722352	Tsfr To Transp. Inst.	722425	Tsfr To Ind. Income Reserve
722353	Tsfr To Deaf School Fund	722426	Tsfr To Sp Fuels Tax Coll. & R
722354	Tsfr To Blind School Fund	722427	Tsfr To Oil & Gas Prod. Dist.
722357	Tsfr To Extension Div. Fund	722428	Tsfr To Motor Vehicle Reg. Dis
722358	Tsfr To Main Exp. Fund	722429	Tsfr To Bus. Priv. Reserve
722359	Tsfr To Dickinson Exp. Fund	722430	Tsfr To State Taxes Dis. Fund
722360	Tsfr To Human Service Fund	722431	Tsfr To Trans. Line Tax Dis. F
722361	Tsfr To Highway Patrol. Fund	722432	Tsfr To Permanent Oil Tax Trus
722362	Tsfr To Job Srvs Operating	722433	Tsfr To Natl Grd Trng & Fac.
722364	Tsfr To Indian Affairs Printin	722434	Tsfr To City Lodging Tax
722365	Tsfr To Pen Indus. Fund	722435	Tsfr To City Sales Tax Susp.
722366	Tsfr To Pen. Land Replce. Fund	722436	Tsfr To Sch Constr. Interest
722367	Tsfr To Multi Jur. Drug Task	722437	Tsfr To Sch. Constr. Prin.
722368	Tsfr To Vets Aid Fund	722438	Tsfr To City Restur. & Lodging
722369	Tsfr To Aero. Constr. Fund	722439	Tsfr To Contrib Refund Reserve
722370	Tsfr To Health & Lab Fund	722440	Tsfr To State Tuition Fund
722371	Tsfr To Wastewater Oper. Fund	722441	Tsfr To Trail Tax Tsfr Fund
722373	Tsfr To Radio Comm Fund	722443	Tsfr To Tourism
722374	Tsfr To Water Contract Fund	722444	Tsfr To Twnshp Roads & Bridges
722375	Tsfr To Emerg. Mgmt Fund	722446	Tsfr To Gaming Tax Fund
722376	Tsfr To Envir & Rangeland Fund	722447	Tsfr to Ethanol Prod Incentive
722377	Tsfr To Hist. Society Fund	722448	Tsfr To Abandoned Oil & Gas Re
722378	Tsfr To Hazardous Chem Fund	722450	Tsfr To Rev. Sharing Trust Fun

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722451 Tsfr To Cent. Tree Prog. Trust
 722453 Tsfr To Alcohol Fuel Tax Trust
 722454 Tsfr To Coal Conv. Tax Tst Fun
 722458 Tsfr To Oil Ext. Tax Dev. Trus
 722459 Tsfr To Natl Grd Tuition Trust
 722460 Tsfr To Pre-Planning Rev. Fund
 722461 Tsfr To Omb Unemp./Payroll Cl.
 722462 Tsfr To Domestic Violence Prev
 722463 Tsfr To Child Support Disb Uni
 722467 Tsfr To Aeronautics Distr. Fun
 722468 Tsfr To Estate Tax Dist. Fund
 722469 Tsfr To Oil Res. Trust
 722470 Tsfr To Pers Fund
 722479 Tsfr To Mine Operating Escrow
 722488 Tsfr To Habitat & Depre. Fund
 722490 Tsfr To S & B Restoration Trus
 722491 Tsfr To Veterans Cemetery Trus
 722493 Tsfr To Land & Minerals Trust
 722494 Tsfr To Air Trans. Fund
 722496 Tsfr To Found. Aid Stabilizati
 722498 Tsfr To Budget Stab. Fund
 722499 Tsfr To Gen Fund-Set Aside
 722501 Tsfr To Perm Commom School Fun
 722515 Tsfr To Perm Coal Dev. Fund
 722601 Tsfr To State Fair Enterprise
 722603 Tsfr To Concession Fund
 722700 Tsfr To Fleet Services
 722701 Tsfr To Postage Revolving Fund
 722702 Tsfr To Dpi Printing Revolving
 722730 Tsfr To Cp Training Fund
 722780 Tsfr To Cdp Service Fund
 722790 Tsfr To Central Dup. Service F
 722805 Tsfr To Capital Const. Fund
 722902 Trfr To Capitol Renovation Fun
 722916 Tsfr To Pace Fund
 722917 Tsfr To Ag Pace Fund
 722918 Tsfr To Fleet Services
 722919 Tsfr To Building Authority Deb
 722928 Tsfr To Research Debt Service
 722930 Transfer To Defined Contribtui
 722932 Tsfr To Pers Flexcomp
 722951 Tsfr To Real Estate Bond Sinki
 722954 Tsfr To Land-Aband & Unclaim
 722955 Tsfr To Land And Minerals Trus
 722956 Tsfr To Land-Coal Severance Ta
 722957 Tsfr To Land-Permanent Fund
 722958 Tsfr To Land-Interest & Income
 722959 Tsfr To Land-Maintenance Fund
 722961 Tsfr To Water Comm-Cap Project
 722962 Tsfr To Water Comm-Debt Servic
 722967 Tsfr To Job Service - Exp Trus
 722968 Tsfr To Job Service
 722970 Tsfr To Mill & Elevator
 722972 Tsfr To Home Qtr Purchase Fund
 722973 Tsfr To Beg Farmer Loan Fund
 722975 Tsfr To ND Student Loan Trust
 722981 Tsfr To Deferred Comp
 722998 Tsfr To Housing & Finance
 722999 Tsfr To Bank Of North Dakota

723000 Operating Transfers to CU (Budget)
 723005 Tsfr To Technology Transfer, I
 723010 Tsfr To Future Fund
 723050 Comp Plan Net Transfers In/out

724000 Operating Transfers to Primary (Budget)
 724005 Operating Transfers to Primary