



# 2018 Manual

## Guidelines for Agency Budget Request Preparation

INTERNET BUDGET ANALYSIS

# BARS

AND REPORTING SYSTEM<sup>©</sup>

This document is designed to provide guidance and assist state agencies in preparing their agency budget requests using the IBARS program.

This manual replaces the BARS guidelines published in 2016.

If you have any questions, please contact your agency's budget analyst.



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# 2018 IBARS Manual

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## Table of Contents

### **Chapter One: Introduction**

- Budget Base
- Fiscal Environment Using  
the IBARS Manual
- Budget Process Timeline

### **Chapter Two: IBARS General Procedures**

- Overview of IBARS
- Security and Access
- IBARS Login and the Main Menu
- Reporting Levels
- Copying, Selecting, and Deleting Budget Versions
- Subschedule Copy
- Default Funding
- Help

### **Chapter Three: Getting Started**

- System Overview
- Overview of Steps Involved in Preparing a Budget
- Request Fund Source Control
- Change Package Description

### **Chapter Four: Position Detail Instructions**

- Position Data
- Position Information
- Position Benefits
- Benefit Calculation
- Position Calculation
- Position Allocation
- Funding Reallocation
- Salary Increase

## **Chapter Five: Budget Request Summary**

Budget Request Summary

## **Chapter Six: Budget Subschedules**

Operating Expenses

Grants Summary

Capital Projects

Extraordinary Repairs

Other Capital Payments

Equipment Over \$5,000

IT Equipment and Software Over \$5,000

## **Chapter Seven: Supplementary Subschedules**

Lease Purchase Agreements

Licensing, Regulation, Inspection

General Fund Collections

Continuing Appropriations Special

Fund Balance

Large IT Projects

## **Chapter Eight: Narrative**

Agency and Program Narrative

Agency-wide Narrative Fields

Program Narrative

Capital Projects

Continuing Appropriations

Change Package Description

Large IT Projects

## **Chapter Nine: Completing the Budget Request**

Validating the Budget

Submitting the Budget Request

## **Chapter Ten: Reports**

- Report Profiles
- Budget Request Reports
- Salary Reports
- Subschedule Reports
- Miscellaneous Reports
- Submitting Budget Request

## **Chapter Eleven: Glossary**

## **Appendix**

- Agency and Analyst List
- Billing Rates
- Building and Infrastructure
- Fringe Benefit Codes
- Legislatively Authorized FTE
- Revenue and Expenditure Accounts

# 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.

The budget is organized by program within each agency. 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 2019-21 biennium is limited to 90 percent of an agency's present general fund appropriation. Special funds will also be required to follow this 90 percent budget limit. In addition, each agency will be required to submit a three percent optional savings package with the budget. Adjustments will be made for one-time expenditures, such as capital improvements and phased-in programs. Each agency will be notified regarding its base budget limit.

General fund budget needs beyond the 90 percent amount can be prioritized and requested in an Optional Request. All requests for new FTE, regardless of funding source, must be prioritized and requested in an Optional Request. There are no limitations to requesting federal funds unless it is for a new FTE or the agency is notified otherwise. However, agencies are encouraged to analyze all programs regardless of funding source to find simpler or more cost effective ways to operate. 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

Beginning with the 2015-17 biennium, North Dakota's incredible economic growth, along with state revenues, began to slow considerably. During the 2017-19 biennium the decline has leveled off and the state's economy is returning to a more normal level. The March 2017 revenue report is showing revenues exceeding forecast by \$28 million; however, the modest growth will not be enough to align ongoing general fund revenues with ongoing expenditures.

All programs and expenditures will need to be analyzed and prioritized to ensure the budget remains structurally balanced. The 2019-21 budget process will require a greater emphasis on finding efficiencies, rethinking processes and collaboration between agencies.

Agencies should not substitute federal funds or special funds for general fund moneys without considering the long-term availability of these funds. Agencies should also consider eliminating grants that are not core to the agency or state functions, consolidating or eliminating programs and services, and scrutinizing all FTE, along with travel, dues and professional development expenses.

## 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 2019-21 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, 2018, 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, 2018. 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 2018 and can be used to calculate extraordinary repair requests.

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, 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 August 2018 the first revenue forecast for the upcoming biennium is completed. In November 2018, the forecast is updated to reflect current economic data and other factors. 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

|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Prepare budget instructions and issue to agencies  |     |     |     |     |     |     |     |     |     |     |     |     |
| Visit agencies   |     |     |     |     |     |     |     |     |     |     |     |     |
| Update Bldg & Infrastructure inventories due from agencies   |     |     |     |     |     |     |     |     |     |     |     |     |
| Complete initial revenue forecast  |     |     |     |     |     |     |     |     |     |     |     |     |
| Extensions for budget request due from agencies  |     |     |     |     |     |     |     |     |     |     |     |     |
| Budget requests due from agencies  |     |     |     |     |     |     |     |     |     |     |     |     |
| Budget review meetings held with agencies  |     |     |     |     |     |     |     |     |     |     |     |     |
| Analyze budgets  |     |     |     |     |     |     |     |     |     |     |     |     |
| Complete final revenue forecast  |     |     |     |     |     |     |     |     |     |     |     |     |
| Finalize recommendations   |     |     |     |     |     |     |     |     |     |     |     |     |
| Present executive budget to legislature  |     |     |     |     |     |     |     |     |     |     |     |     |
| Prepare appropriation bills  |     |     |     |     |     |     |     |     |     |     |     |     |
| Legislature conducts hearings, acts on appropriation bills. Bills approved by legislature and signed by governor |     |     |     |     |     |     |     |     |     |     |     |     |
| Prepare legislative appropriation summary  |     |     |     |     |     |     |     |     |     |     |     |     |
| Update budget instructions, publications and computerized budget system  |     |     |     |     |     |     |     |     |     |     |     |     |
| Conduct special studies  |     |     |     |     |     |     |     |     |     |     |     |     |
| Attend interim legislative committee meetings  |     |     |     |     |     |     |     |     |     |     |     |     |

# 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 state agencies, the budget office, and 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 on the OMB website <https://www.nd.gov/omb/> under the “OMB Apps Login” drop down box in the upper right hand corner of the page.

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, data in that version.

## IBARS Login and the Main Menu

### IBARS Login

Access to IBARS is obtained by accessing the IBARS under “OMB Apps Login” drop down menu in the upper right side of the OMB website <https://www.nd.gov/omb/>.



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 Lori Sondag at 328-4904. 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 (701. 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 View. 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 2019-21. 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. The reporting level structure must also accommodate the download of all historical data from the previous biennium. Notify the assigned OMB budget analyst of any needed changes to the table. Use the SR01 report to review the reporting level structure.

| 2013 Biennium / 06/18/2012 09:02:53 |   | SR01 - Reporting Levels |        |      |                 |       |         | 1 |
|-------------------------------------|---|-------------------------|--------|------|-----------------|-------|---------|---|
| Agency:00324 IBARS Training Agency  |   |                         |        |      |                 |       |         |   |
| Agency                              | Description                               | Code 1                  | Code 2 | Type | Cross Reference | Level | Enabled |   |
| 00-000-000-00-00-00-00000000        | Children's Svc Coord. Committee (Lvl 1)   |                         |        | X    | 00              | 1     | Yes     |   |
| 00-324-000-00-00-00-00000000        | Children's Service Coordinating Committee |                         |        | X    | 324             | 2     | Yes     |   |
| 00-324-500-00-00-00-00000000        | Administration                            | MP                      |        | B    | 500             | 3     | Yes     |   |
| 00-324-500-30-00-00-00000000        | R-T Administration                        |                         |        | A    | 3000            | 4     | Yes     |   |
| 00-324-500-50-00-00-00000000        | State Administration                      |                         |        | A    | 5000            | 4     | Yes     |   |
| 00-324-600-00-00-00-00000000        | Programs                                  | MP                      |        | B    | 600             | 3     | Yes     |   |
| 00-324-600-10-00-00-00000000        | Robert Wood Johnson Foundation            |                         |        | A    | 1000            | 4     | Yes     |   |
| 00-324-600-20-00-00-00000000        | R-T Grants                                |                         |        | A    | 2000            | 4     | Yes     |   |
| 00-324-600-40-00-00-00000000        | State Grants                              |                         |        | A    | 4000            | 4     | Yes     |   |
| 00-324-800-00-00-00-00000000        | Facilities                                | MP                      |        | B    | 800             | 3     | Yes     |   |
| 00-324-800-84-00-00-00000000        | East Campus                               |                         |        | X    | 84              | 4     | Yes     |   |
| 00-324-800-84-82-00-00000000        | East Operations                           |                         |        | A    | 8200            | 5     | Yes     |   |
| 00-324-800-84-84-00-00000000        | East Repairs                              |                         |        | A    | 8400            | 5     | Yes     |   |
| 00-324-800-86-00-00-00000000        | West Campus                               |                         |        | X    | 86              | 4     | Yes     |   |
| 00-324-800-86-82-00-00000000        | West Operations                           |                         |        | A    | 8250            | 5     | Yes     |   |
| 00-324-800-86-84-00-00000000        | West Repairs                              |                         |        | A    | 8450            | 5     | Yes     |   |

### 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.

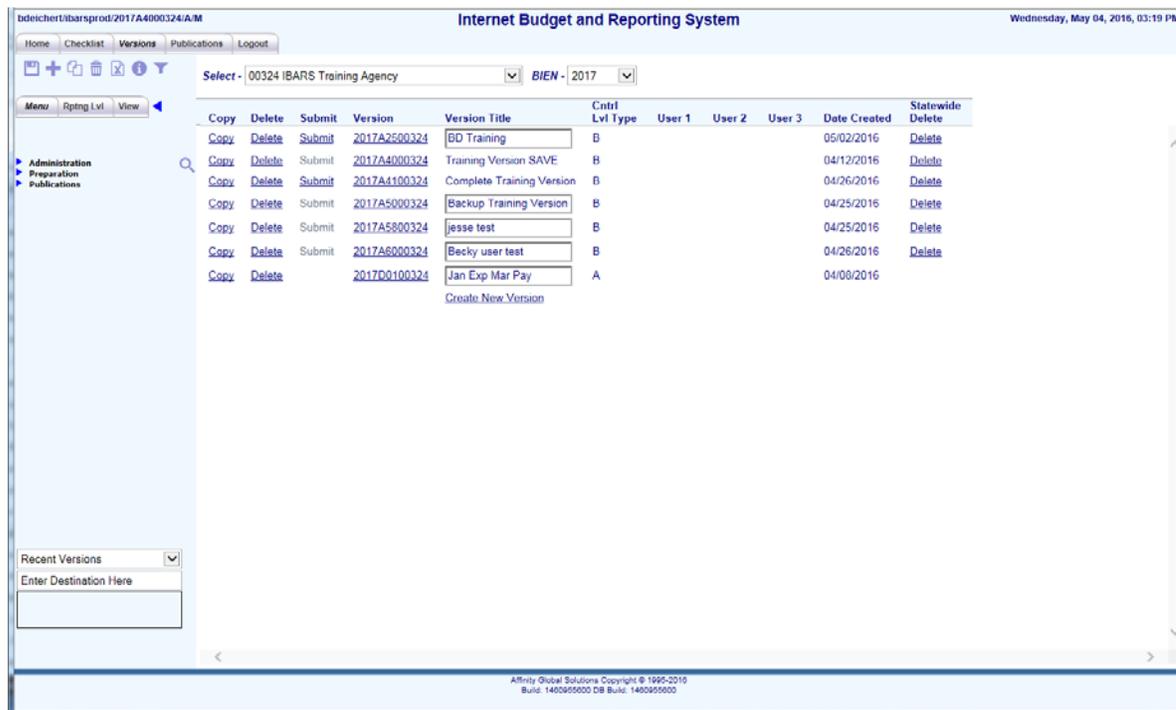
### Locking Reporting Levels to Start the Budget Request

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 2019-21 biennium is named 2019. 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: 2017 A2200110 is for the 2017-19 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 (type A) or budget (type B), 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 Column 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 R02 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 copied or single-year records in one version copied 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-level version can be copied to another B-level version. Contact the assigned OMB budget analyst for help with this procedure.

## Default Funding

This feature, accessed through the Def Alloc tab on various subschedules, is intended to allow users to set a default funding allocation for a selected subschedule. This feature is not enabled for North Dakota. Funding allocation changes for payroll and expenditure history can be made through the download file by editing data in Excel. Consult with your assigned budget analyst for additional information.

## 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
- 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 to be reset, call the ITD Help Desk at 701.328.4470.
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 2015-17, 2017-19 and edits for the upcoming 2019-21 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 (**2015-17 Biennium Expenditures** column of the Budget Request Summary) and annualized first year data for the current biennium (**2017-19 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 2015-17 biennium data must agree with the final 2015–2017 NDS4310AA report.

Full-time equivalent (FTE) information for the budget request biennium is based on the Payroll subschedule. 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 (**2015-17 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 3/31/2018. 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 **2017-19 Biennium Appropriation** column will automatically post into the **2017-19 Biennium Payroll Approp** column, which is used to calculate the payroll difference from 2017-19. IBARS cannot identify funding sources for account codes included in special lines, so the expenditure account codes will post to the **2017-19 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 **2017-19 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 **2017-19 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 2017R02 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, 2019 salary. Add new positions requested for 2019-21 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 2017-19** 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 2017-19 and 2019-21
- d. Enter adjustment to 2017-19 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

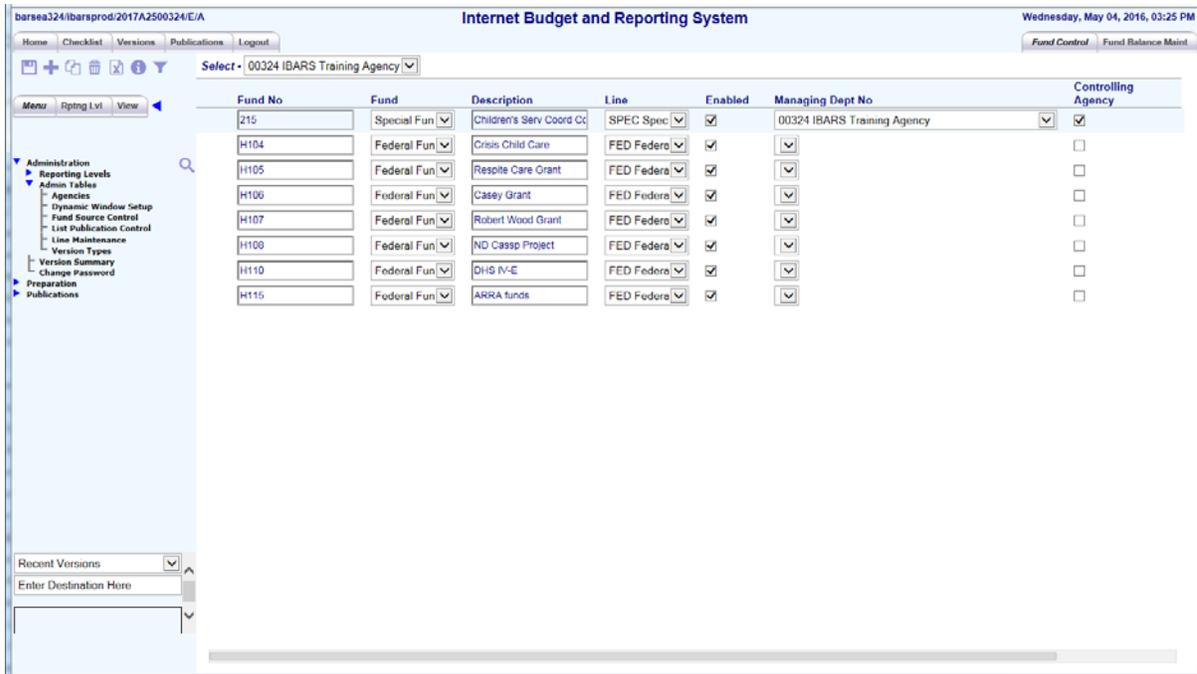
**13 Submission**

- 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

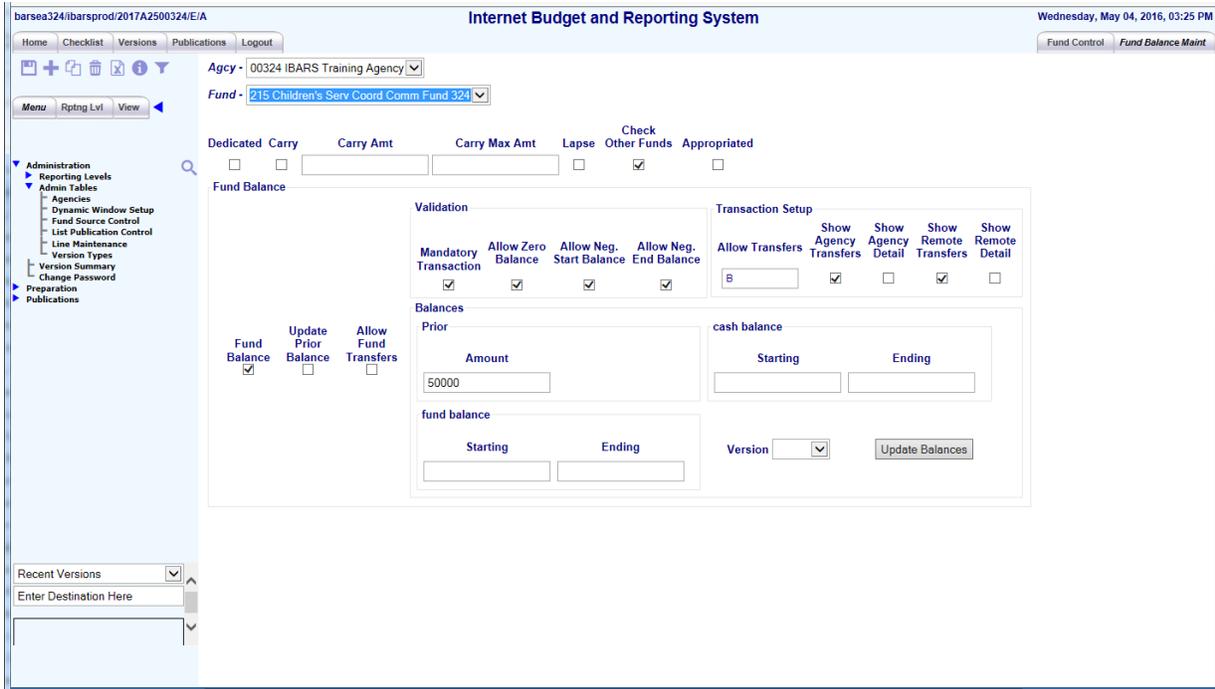
### Purpose

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

### Using the Window

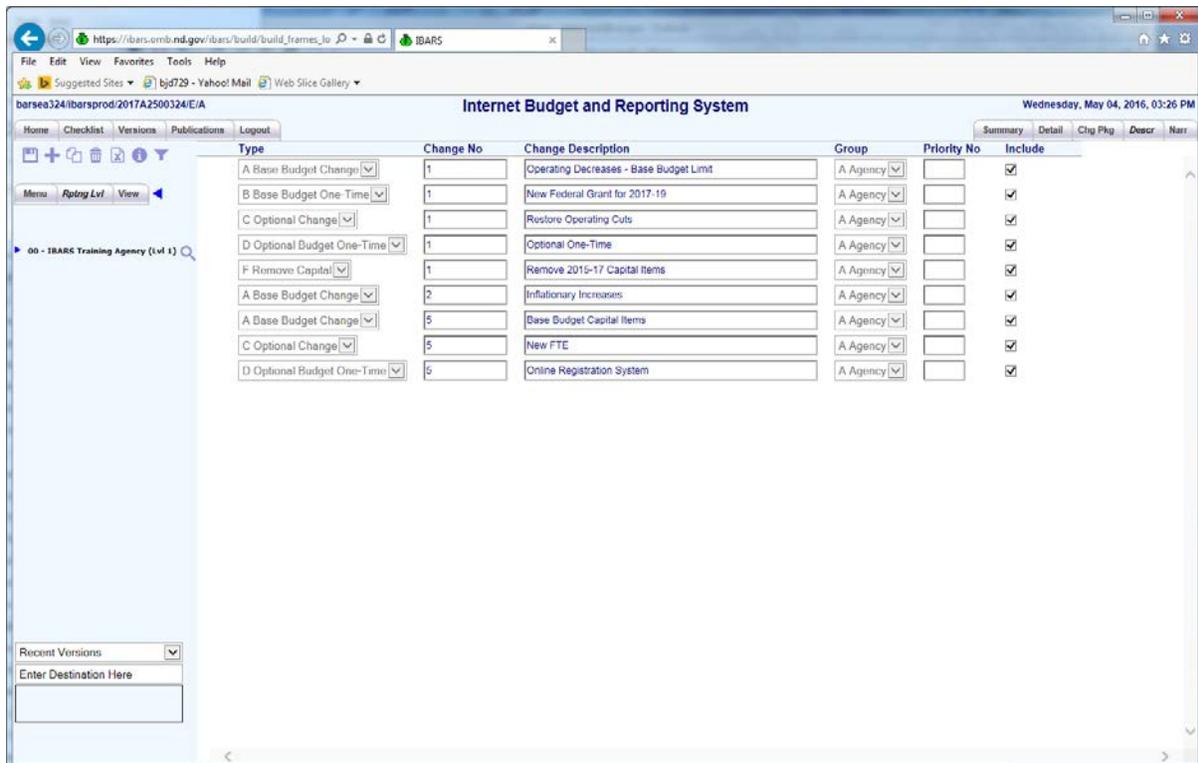
Select the correct agency number from the drop down in order to view funds available for the agency. Review the special fund list for completeness, keeping in mind the need to encompass a three-biennium period including the budget request biennium. Contact the assigned OMB analyst to modify the fund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

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                      |
| Optional savings               |                           |                       | AG                      |
| <b>USED ONLY BY OMB</b>        |                           |                       |                         |
| 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 and left blank for other change package types.** 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. **One-Time indicator and Print boxes are not used.**

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.

If your request includes a large IT project, use the same change package for entries in all subschedules associated with the project. Use 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 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 salary and benefit information is based on a download from the PeopleSoft payroll system. Consequently, it will include only positions filled as of the download date, and those not included will need to be added manually.

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. Each employee is listed twice, once for each fiscal year of the biennium. This window is used to add new FTE or access and edit position information. Data displayed include: year, employee ID, position type, position number, position name, class code, title, and salary amount.

Position Info tab – Used to view, update, and enter specific data for an individual employee position such as classification code, salary level, pay type, position type, and change package if applicable. 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

| Select                   | Info Edit                | Yr   | Emp Id | Pos Type Cd        | Pos No   | Pos Seq No | Name          | Class Cd                              | Compute Incr Ind                    | Salary Amount |
|--------------------------|--------------------------|------|--------|--------------------|----------|------------|---------------|---------------------------------------|-------------------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | JIM    | R Regular Employee | 10000001 | 1          | JIM           | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 30,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | JIM    | R Regular Employee | 10000001 | 1          | JIM           | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 30,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | BILL   | R Regular Employee | 10000002 | 1          | BILL          | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 32,400.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | BILL   | R Regular Employee | 10000002 | 1          | BILL          | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 32,400.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | TODD   | R Regular Employee | 10000003 | 1          | TODD          | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 30,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | TODD   | R Regular Employee | 10000003 | 1          | TODD          | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 30,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | JAN    | R Regular Employee | 10000004 | 1          | JAN           | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 36,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | JAN    | R Regular Employee | 10000004 | 1          | JAN           | CL0015 / 5 / LICENSING SPECIALIST I   | <input checked="" type="checkbox"/> | 36,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | TIM    | R Regular Employee | 10000005 | 1          | TIM           | CL0021 / 3 / DOCUMENT IMAGING SPEC I  | <input checked="" type="checkbox"/> | 42,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | TIM    | R Regular Employee | 10000005 | 1          | TIM           | CL0021 / 3 / DOCUMENT IMAGING SPEC I  | <input checked="" type="checkbox"/> | 42,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | APRIL  | R Regular Employee | 10000006 | 1          | APRIL         | CL0112 / 3 / DATA INPUT OPERATOR I    | <input checked="" type="checkbox"/> | 54,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | APRIL  | R Regular Employee | 10000006 | 1          | APRIL         | CL0112 / 3 / DATA INPUT OPERATOR I    | <input checked="" type="checkbox"/> | 64,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | MAY    | R Regular Employee | 10000001 | 1          | MAY           | CL0125 / 12 / COMPUTER OPERATIONS MGR | <input checked="" type="checkbox"/> | 60,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | MAY    | R Regular Employee | 10000001 | 1          | MAY           | CL0125 / 12 / COMPUTER OPERATIONS MGR | <input checked="" type="checkbox"/> | 60,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | JUNE   | R Regular Employee | 10000002 | 1          | JUNE          | CL0113 / 4 / DATA INPUT OPERATOR II   | <input checked="" type="checkbox"/> | 48,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | JUNE   | R Regular Employee | 10000002 | 1          | JUNE          | CL0113 / 4 / DATA INPUT OPERATOR II   | <input checked="" type="checkbox"/> | 48,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | TOM    | R Regular Employee | 10000003 | 1          | TOM           | CL8204 / 11 / MAINTENANCE SUPV II     | <input checked="" type="checkbox"/> | 50,400.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | TOM    | R Regular Employee | 10000003 | 1          | TOM           | CL8204 / 11 / MAINTENANCE SUPV II     | <input checked="" type="checkbox"/> | 50,400.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | 0      | R Regular Employee | 10000040 | 1          | VACANT        | CL4133 / 12 / ADDICTION COUNSELOR II  | <input checked="" type="checkbox"/> | 12,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | 0      | R Regular Employee | 10000040 | 1          | VACANT        | CL4133 / 12 / ADDICTION COUNSELOR II  | <input checked="" type="checkbox"/> | 12,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | 0      | R Regular Employee | 10000041 | 1          | VACANT        | CL4133 / 12 / ADDICTION COUNSELOR II  | <input checked="" type="checkbox"/> | 12,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 | 0      | R Regular Employee | 10000041 | 1          | VACANT        | CL4133 / 12 / ADDICTION COUNSELOR II  | <input checked="" type="checkbox"/> | 12,000.00     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2017 | TEVP   | T Temporary        | 10000041 | 1          | TEMP POSITION | TC9031 / 99 / TEMP-NOT CLS-OFCLADMIN  | <input type="checkbox"/>            | 50,000.00     |

### 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 differential, 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 an Optional 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 labeled in the Emp ID field 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 the 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 reporting level.

Click the Add icon on the action bar to add a new record, or click on the Pos No for an existing record to make changes to the present data.

#### Add an Existing or new Vacant 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 the Position Info screen. If entering a vacant position, enter “0” in the **Emp ID** field and the word “Vacant” will automatically populate the **Pos Name** field. 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. Click on the **Pos Alloc** tab to change the fund and allocation percent for the position. 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 the **Emp ID** and **Name**. Click the save icon. 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 Info** 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” if a vacant position, 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 the **Emp ID** field, and enter a total amount for the salaries of 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, only vacant Regular FTE positions.**

|              |   |
|--------------|---|
| Temporary    | Budget for temporary positions using the <b>Position Type Code</b> “T - Temporary.” Type “Temp” in the <b>Pos No</b> and <b>Emp ID</b> fields. Do not check the compute increase indicator checkbox. On the <b>Position Benefits</b> tab select the standard fringe rate, leaving other benefit types blank. Select class code NC9008 or NC9031 to NC9038. 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 <b>Position Type Code</b> “B – Board members.” Budget for board member compensation using a lump sum for all board members, or enter individual board members. Do not check the compute increase indicator checkbox. On the <b>Position Benefits</b> tab select the standard fringe rate, leaving other benefit types blank. Select Class Code NC9006. 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. Do not check the compute increase indicator checkbox. On the **Position Benefits** tab select the standard fringe rate, leaving other benefit types blank. Select class code NC9008 or NC9031 to NC9038. 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 "NC9998." 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. Leave Position Benefit fields blank.

**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 "NC9998." 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 underfunding, 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=>Pos No for desired position=>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 a Pos No 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, from the Pos List tab, click the Add icon, then select Add Position to open a blank Pos Info window.

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: 2019 and 2020. |
| Class Code | Refer to the Appendix for a list of <a href="#">Job Class Codes</a> . 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. Use “Temp” for temporary positions.  |
| 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>B</b> – Board Members – Board members are not included in the payroll download and must be added to the Position List.</p> <p><b>E</b> – Equity Adjustment – Code is used by agencies to add a pool of funds for salary equity.</p> <p><b>F</b> – Faculty and <b>L</b> – Pooled are only used by components of the North Dakota University System.</p> <p><b>O</b> – Overtime</p> <p><b>R</b> – Regular Employee – The code for permanent employees used by North Dakota.</p> <p><b>S</b> – Shift Differential – Code is used by agencies for shift work compensation, such as the Mill and Elevator.</p> <p><b>T</b> – Temporary – Temporary positions are not included in the download information from the PeopleSoft payroll and must be added to the Position List.</p> <p><b>U</b> – Underfunded Salary – Code is used by agencies to underfund the salary plan in anticipation of savings related to vacancies and turnover.</p> <p><b>W</b> – 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><b>X</b> – 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. <b>Do not use “Unfunded – Post” (this option is not used by North Dakota).</b> |
| 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. Select the appropriate Budget Change Package from the dropdown list.   |
| <p><b>Tip</b> <i>Budget changes should be entered for both years of the biennium for each position.</i></p> |  |
| 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 Descr  | 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 <b>Emp ID</b> field and <b>Name</b> will be “Vacant” |
| Annotate Position Name | If selected, changes the <b>Name</b> field to “Copy of xxxx” for the replicated record.                        |

## Position Benefits

### Position Benefits Tab

| Description         | Value   |
|---------------------|---|
| Health              | HLTH / 10101 /// Preferred Provider Org / 1130 22 / 0 |
| FICA                | FICA /// FICA / 0 / 062                               |
| Retirement          | RET / 70104 /// PERS-State Retro Plan / 0 / 1226      |
| Unemployment        | UNEMP /// Unemployment / 0 / 01                       |
| Workers Comp        | WKCMP / 0003 /// Workers Comp / 0 / 018               |
| Medicare            | MEDI /// Medicare / 0 / 0145                          |
| Standard Fringe     |   |
| Life Insurance      | LIFE /// Life Insurance / 28 / 0                      |
| Emp Assistance Prog | EAP /// Emp Assistance Prog / 1 54 / 0                |

### Navigation

Log On=>Checklist=>Position Detail Data=>Pos No for desired position=>Pos Benefits 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

The screenshot displays the 'Position Benefit Calculation Tab' within the 'Internet Budget and Reporting System'. The system title is 'Internet Budget and Reporting System' and the date is 'Wednesday, May 04, 2016, 03:26 PM'. The user is logged in as 'JIM' at the '00 IBARS Training Agency (Lvl 1)'.

The main data table is as follows:

| Benefit Type        | Detail Amt | Sub Amt   | Grand Amt |
|---------------------|------------|-----------|-----------|
| <b>Base</b>         |            |           |           |
| Salary              |            | 30,000.00 |           |
| <b>Benefits</b>     |            |           |           |
| Health              | 13,562.64  |           |           |
| FICA                | 1,860.00   |           |           |
| Retirement          | 3,678.00   |           |           |
| Unemployment        | 60.00      |           |           |
| Workers Comp        | 540.00     |           |           |
| Medicare            | 435.00     |           |           |
| Standard Fringe     | 0.00       |           |           |
| Life Insurance      | 3.36       |           |           |
| Emp Assistance Prog | 18.48      |           |           |
| Subtotal            |            | 20,157.48 |           |
| <b>Base Total</b>   |            |           | 50,157.48 |
| <b>Grand Total</b>  |            |           | 50,157.48 |

At the bottom of the window, the footer text reads: 'Affinity Global Solutions Copyright © 1995-2016 Build: 1460965600 DB Build: 1460965600'.

### Navigation

Log On=>Checklist=>Position Detail Data=>Pos No for desired position=>Pos Ben Calcs 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

Internet Budget and Reporting System

Wednesday, May 04, 2016, 03:26 PM

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs **Pos Calcs** Pos Alloc Pos Emp Def Alloc Chg Pkg Descr

Position: 10000001 - JIM - 2017

Pos No: 10000001 Pos Seq No: 1 Yr: 2017 Name: JIM Rpt Lvl: 00 IBARS Training Agency (Lvl 1) Summary Detail

|              |     | Salary           | Health           | FICA            | Retirement      | Unemployment | Workers Comp  | Medicare      | Standard Fringe | Life Insurance | Emp Assistance | Prog             | Total |
|--------------|-----|------------------|------------------|-----------------|-----------------|--------------|---------------|---------------|-----------------|----------------|----------------|------------------|-------|
| 07/01/2017   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 25.00        | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,199.79         |       |
| 08/01/2017   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 25.00        | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,199.79         |       |
| 09/01/2017   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 10.00        | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,184.79         |       |
| 10/01/2017   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 11/01/2017   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 12/01/2017   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 01/01/2018   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 02/01/2018   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 03/01/2018   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 04/01/2018   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 05/01/2018   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| 06/01/2018   | Est | 2,500.00         | 1,130.22         | 155.00          | 306.50          | 0.00         | 45.00         | 36.25         | 0.00            | 0.28           | 1.54           | 4,174.79         |       |
| <b>Total</b> |     | <b>30,000.00</b> | <b>13,562.64</b> | <b>1,860.00</b> | <b>3,676.00</b> | <b>60.00</b> | <b>540.00</b> | <b>435.00</b> | <b>0.00</b>     | <b>3.36</b>    | <b>18.48</b>   | <b>50,157.48</b> |       |

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### Navigation

Log On=>Checklist=>Position Detail Data=>Pos No for desired position=>Pos Calcs 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

Internet Budget and Reporting System

Wednesday, May 04, 2016, 03:26 PM

Home Checklist Versions Publications Logout

Position: 10000001 - JIM - 2017

Pos No: 10000001 Pos Seq No: 1 Yr: 2017 Name: JIM Rpt Lvl: 00 IBARS Training Agency (Lvl 1)

| Rpt Lvl            | Fund                   | Alloc Pct | Payroll Line              | Increase Ind             |
|--------------------|------------------------|-----------|---------------------------|--------------------------|
| 500 Administration | 001 State General Fund | 80.0%     | 324 10 Salaries and Wages | <input type="checkbox"/> |
| 500 Administration | H104 Crisis Child Care | 20.0%     | 324 10 Salaries and Wages | <input type="checkbox"/> |

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### Navigation

Log On=>Checklist=>Position Detail Data=>Pos No for desired position=>Pos Alloc 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, the Reporting Level, Fund, and Payroll Line dropdown fields display available allocation options. 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.

Enter rows using the Add icon as required.

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.

Repeat this process for the second year of the biennium by returning to the Pos List screen and selecting the second year position.

**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 for use in North Dakota.

## 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

Verify that the Version Number is correct.

Skip the drop down field.

Tab to the next field and name the salary scenario. Click save. A new row will appear, allowing you to select start date and end dates from the 24 months of the biennium. In most cases, select month 1 as the start date and month 12 as the end date. Use the subsequent fields to enter a minimum amount per pay period and/or a percent increase.

Use the Add icon to enter a new row for the second year of the biennium. Select month 13 as the start date and month 24 as the end date. Enter salary increase minimums and percentages for the second year. Select the Incl Prev Incr checkbox to ensure that the second year increase includes the compounding of the first year increase.

Select the Delete Previous Salary Increase to ensure that data relating to any previous salary increase is deleted. Select the FTE Prorate Increase checkbox to provide that any minimum salary increase amount is prorated based on the FTE.

In most cases, select Increase Allocation to keep base salary amounts unchanged and calculate a separate increase. If Salary Allocation is selected, the salary increase will permanently change the base amount.

**Tip** *Do not select Salary Allocation unless you intend to permanently change the base salary amounts in the pay plan for all positions.*

Save selections. Click Run Salary Increase button to calculate salary increase.

To remove calculated amounts, change Amt Per Pay Prd and Pct Per Pay Prd to 0, save, and rerun salary increase.

# 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, 2015-17 actual expenditures and the 2017-19 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:

2015-17 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 2015-17 biennium should reconcile to the 6/30/2017 NDS4911-BB report dated 7/29/2017.*

2017-19 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.

2017-19 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 **2017-19 Fiscal Year Expenditures** and the amounts entered in 2017-19 Biennium Appropriation, as explained below.

2017-19 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 Current Appropriation column of the NDS4310AA PeopleSoft Appropriation Status Report, For the Month Ending 3/31/2018 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 **2017-19 Biennium Appropriation, Payroll Difference from 2017-19, Remove Capital and One Time, and 2019-21 Base Budget Changes** columns.

Optional Budget Changes reflects all optional budget changes – those that are assigned to an AC, AD or AG 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 **2019-21 Base Budget Request and 2019-21 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

Have to enter a project to use for this subschedule. This only needs to be done once and can be used for all change packages in the Operating Expenses subschedule.

Click the Change Package tab to enter the requested changes for each account code. Select the appropriate reporting level, Object Type and Line.

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, AD, or AG.

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

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600 Programs Grants Summary Change Package

|                            | 2015-17<br>Biennium<br>Appropriation | Remove<br>One-Time | 2017-19<br>Base<br>Budget<br>Changes | 2017-19<br>Base<br>Budget<br>Request | 2017-19<br>Optional<br>Request | 2017-19<br>Total<br>Budget<br>Request |
|----------------------------|--------------------------------------|--------------------|--------------------------------------|--------------------------------------|--------------------------------|---------------------------------------|
| 1 Child Care Center Grants | 1,000,000                            | 0                  | 0                                    | 1,000,000                            | 0                              | 1,000,000                             |
| 60 Grants                  | 1,000,000                            | 0                  | 0                                    | 1,000,000                            | 0                              | 1,000,000                             |
| 2 Education Grants         | 0                                    | 0                  | 400,000                              | 400,000                              | 0                              | 400,000                               |
| 60 Grants                  | 0                                    | 0                  | 400,000                              | 400,000                              | 0                              | 400,000                               |
| <b>Expenditures Total</b>  | <b>1,000,000</b>                     | <b>0</b>           | <b>400,000</b>                       | <b>1,400,000</b>                     | <b>0</b>                       | <b>1,400,000</b>                      |
| 1 Child Care Center Grants | 1,000,000                            | 0                  | 0                                    | 1,000,000                            | 0                              | 1,000,000                             |
| FED Federal Funds          | 200,000                              | 0                  | 0                                    | 200,000                              | 0                              | 200,000                               |
| GEN General Fund           | 700,000                              | 0                  | 0                                    | 700,000                              | 0                              | 700,000                               |
| SPEC Special Funds         | 100,000                              | 0                  | 0                                    | 100,000                              | 0                              | 100,000                               |
| 2 Education Grants         | 0                                    | 0                  | 400,000                              | 400,000                              | 0                              | 400,000                               |
| FED Federal Funds          | 0                                    | 0                  | 400,000                              | 400,000                              | 0                              | 400,000                               |
| <b>Funding Total</b>       | <b>1,000,000</b>                     | <b>0</b>           | <b>400,000</b>                       | <b>1,400,000</b>                     | <b>0</b>                       | <b>1,400,000</b>                      |

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## Grants Detail Window

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600 Programs Grants Summary

Obj Type - Expenditures Line - 60 Grants

Project - 1 Child Care Center Grants

| Object No                           | 2015-17<br>Biennium<br>Appropriation | Remove One-<br>Time | 2017-19 Base<br>Budget<br>Changes | 2017-19 Base<br>Budget<br>Request | 2017-19<br>Optional<br>Request | 2017-19 Total<br>Budget<br>Request |
|-------------------------------------|--------------------------------------|---------------------|-----------------------------------|-----------------------------------|--------------------------------|------------------------------------|
| GS7120 - Grants, Benefits, & Claims | 1,000,000                            | 0                   | 0                                 | 1,000,000                         | 0                              | 1,000,000                          |
| <b>Total Grants</b>                 | <b>1,000,000</b>                     | <b>0</b>            | <b>0</b>                          | <b>1,000,000</b>                  | <b>0</b>                       | <b>1,000,000</b>                   |
| <b>Total Funding</b>                | <b>1,000,000</b>                     | <b>0</b>            | <b>0</b>                          | <b>1,000,000</b>                  | <b>0</b>                       | <b>1,000,000</b>                   |

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**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, AD, or AG.

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 projects.

**Capital Projects - Definition**

Capital projects include spending for new construction, additions, and demolitions of buildings and infrastructure. Care should be taken when considering whether an expenditure is a capital project or an extraordinary repair.

**Extraordinary Repairs - Definition**

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. Extraordinary repairs are entered in the extraordinary repair subschedule not the capital projects subschedule.

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 displays the 'Internet Budget and Reporting System' interface. The main form is for a capital project with the following details:

- Version:** 2015A0100110
- Number:** 1
- Priority:** 1
- Description:** Office Building
- Start Date:** Month: 07, Day: 01, Year: 2015
- End Date:** Month: 06, Day: 30, Year: 2016
- Is this a multiyear project?:** No
- No. of bienniums:** 1
- Total estimated project costs:** \$1,500,000
- Are there ongoing savings and efficiencies anticipated as a result of this project?:** Yes

**Ongoing operating costs or savings (show as negative amount) related to this project:**

|                           | 2015-17<br>Biennium | 2017-19<br>Biennium | 2019-21<br>Biennium |
|---------------------------|---------------------|---------------------|---------------------|
| Salaries and Wages        | \$0                 | \$0                 | \$0                 |
| Operating Expenses        | -150,000            | -175,000            | -200,000            |
| Equipment > \$5,000       | 25,000              | 25,000              | 25,000              |
| IT Equipment > \$5,000    | 15,000              | 15,000              | 15,000              |
| Special Lines             | 0                   | 0                   | 0                   |
| <b>Total Expenditures</b> | <b>-\$110,000</b>   | <b>-\$135,000</b>   | <b>-\$160,000</b>   |
| General Fund              | -\$110,000          | -\$135,000          | -\$160,000          |
| Other Funds               | 0                   | 0                   | 0                   |
| Federal Funds             | 0                   | 0                   | 0                   |
| <b>Total Funding</b>      | <b>-\$110,000</b>   | <b>-\$135,000</b>   | <b>-\$160,000</b>   |
| FTE                       | 0.00                | 0.00                | 0.00                |

**Does this project:**

- Address life safety code requirements? No
- Address federal laws or requirements? No
- Address environmental/health concerns? Yes
- Address critical maintenance needs, which if neglected could result in damage to the structural integrity of the building? No
- Address state building/fire code requirements? No
- Continue a project partially funded by the legislature in a previous biennium? No
- Comply with the agency's facility master plan? No

**Is this a state facility energy improvement project (NDCC Section 54.44.5-08)?** No

**If yes, what are the estimated biennial savings:** \$0

**If yes, has the project been submitted to the Div. of Community Services?** No

**\*\* All Fields Required \*\***

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**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 displays the 'Extraordinary Repairs' window in the 'Internet Budget and Reporting System'. The interface includes a navigation bar with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The main form area contains the following fields and options:

- Version:** 2017A2500324
- Number:** 1
- Priority:** 1
- Description:** New Windows in East Building
- Start Date:** Month: 07, Day: 01, Year: 2017
- End Date:** Month: 06, Day: 30, Year: 2019
- Indicate number of bienniums and total estimated project costs:**
  - No. of bienniums: 1
  - Total estimated project costs: 50
- Is this a state facility energy improvement project (NDCC Section 54-44.5.08)?** No
- If yes, what are the estimated biennial savings:** 50
- If yes, has the project been submitted to the Div. of Community Services?** No
- \*\* All Fields Required \*\***

At the bottom left, there is a 'Recent Versions' section with a dropdown menu and an 'Enter Destination Here' field. The footer of the page reads: 'Alinity Global Solutions Copyright © 1998-2016 Build: 1450055800 DB Build: 1450055900'.

### 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

### 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.

From the dropdown, select Bond Payments, Special Assessment Payments, 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 interface includes a navigation bar with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The main form area contains the following fields and values:

- Version: 2017A2500324
- Number: 1
- Priority: 1
- Description: Skid Steer Loader
- Explanation: Skid Steer Loader
- Is this proposed expenditure for the replacement of existing equipment?: Yes
- Estimated useful life (years): 15
- Unit price: \$25,000
- Number of units (base request): 1
- Total base request: \$25,000
- Number of units (optional request): 0
- Total optional request: \$0
- Total base and optional request: \$25,000

At the bottom left, there is a 'Recent Versions' section with a dropdown menu and an 'Enter Destination Here' input field. The footer of the window displays the text: 'Affinity Global Solutions Copyright © 1998-2018 Build: 148026500 DB Build: 148026500'.

### 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

#### Navigation

Log On =>Checklist=>IT Equip 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.

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
- Special Fund Balance

**Tip** *Subschedule copy can be used to transfer information from the 2017-19 request to the 2019-21 budget request. See Chapter 2 for instructions.*

## Lease Purchase Agreements

### Lease Purchase Agreements Window

The screenshot shows the 'Lease Purchase Agreements' window in the 'Internet Budget and Reporting System'. The interface includes a navigation menu on the left with categories like Administration, Reporting Levels, Admin Tables, and Publications. The main content area contains the following fields and options:

- Version:** 2017A2500324
- Number:** [Empty field]
- Start Date:** Month: 01, Day: 01, Year: 2000
- End Date:** Month: 01, Day: 01, Year: 2013
- Description:** [Text input field]
- Explanation:** [Large text area]
- Monthly payment:** [Text input field]
- Original value:** [Text input field]
- Will the leased asset replace an existing leased asset?**  No

NOTE: This subschedule applies only to leases for assets, or groups of assets, with an original value of at least \$50,000.

\*\* All Fields Required \*\*

Recent Versions: [Dropdown menu]  
Enter Destination Here: [Text input field]

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Build: 1400659001 DB Build: 1400659000

**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

|                           | Number of Items | Charge Per Item | Total Collections | Less Costs | Net Collections |
|---------------------------|-----------------|-----------------|-------------------|------------|-----------------|
| 2013-15 biennium actual   | 2,500           | \$100           | \$250,000         | \$75,000   | \$175,000       |
| 2015-17 biennium estimate | 2,550           | \$100           | \$255,000         | \$80,000   | \$175,000       |
| 2017-19 biennium estimate | 2,600           | \$100           | \$260,000         | \$85,000   | \$175,000       |

\*\* All Fields Required \*\*

### 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 Select 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, select "001"

Enter prior biennium actual figures and current/budget biennium estimates for:

- number of items processed
- charge per item
- 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

Internet Budget and Reporting System

Wednesday, May 04, 2016, 03:26 PM

Home Checklist Versions Publications Logout

Version 2017A2500324 Number 1

Description Licensing fee for daycare centers

|  |           |
|--|-----------|
| Actual 2013-15 biennium                | \$200,000 |
| Estimated 2015-17 biennium collections | \$205,000 |
| Estimated 2017-19 biennium collections | \$207,000 |

Statutory authority 54-14-32.5

Explain Source of Funds  
Licensing fees charged to daycare centers.

\*\* All Fields Required \*\*

Recent Versions  
Enter Destination Here

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Build: 1400355000 DB Build: 1400355000

### 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, anticipated collections for the subsequent biennium, and the statutory authority. All fields are required.

The explanation field should 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' interface. The main window is titled 'Continuing Appropriations Window' and displays a table of financial data for four bienniums: Actual 2011-13, Actual 2013-15, Estimated 2015-17, and Estimated 2017-19. The data is as follows:

|                        | Actual 2011-13 | Actual 2013-15 | Estimated 2015-17 | Estimated 2017-19 |
|------------------------|----------------|----------------|-------------------|-------------------|
| Beginning balance      | 155,000        | 150,000        | 146,000           | 144,000           |
| Revenue/transfers      | 100,000        | 102,000        | 105,000           | 110,000           |
| <b>Total available</b> | <b>255,000</b> | <b>252,000</b> | <b>251,000</b>    | <b>254,000</b>    |
| Expenditures           | 105,000        | 106,000        | 107,000           | 108,000           |
| <b>Ending balance</b>  | <b>150,000</b> | <b>146,000</b> | <b>144,000</b>    | <b>146,000</b>    |

Below the table, there is a narrative field for justification: 'Use the Narrative tab to enter the justification for continuing the statutory authority for this appropriation.' A note at the bottom states '\*\* All Fields Required \*\*'. The interface also includes a navigation menu on the left, a 'Recent Versions' dropdown, and a 'Enter Destination Here' field.

### 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 2013-15 and 2015-17 biennia
- estimated revenue/transfers and expenditures for the 2017-19 and 2019-21 biennia

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

## Special Fund Balance

### Navigation

Log On=>Checklist=>Special Fund Balance

### Purpose

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

### 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

| Fund                                     | 2015-17 Beginning Balance | 2015-17 Net Trans./Rev. | 2015-17 Appropriations | Adjustments to Appropriations | 2015-17 Estimated Expenditures | 2017-19 Beginning Balance | 2017-19 Net Trans./Rev. | 2017-19 Budget Request | 2017-19 Ending Balance |
|--|---------------------------|-------------------------|------------------------|-------------------------------|--------------------------------|---------------------------|-------------------------|------------------------|------------------------|
| 215 Children's Serv Coord Comm Funds 324 | 50,000                    | 108,200                 | 100,000                | (20,000)                      | 80,000                         | 78,200                    | 100,000                 | 100,000                | 94,200                 |
| <b>Total</b>                             | <b>50,000</b>             | <b>108,200</b>          | <b>100,000</b>         | <b>(20,000)</b>               | <b>80,000</b>                  | <b>78,200</b>             | <b>100,000</b>          | <b>100,000</b>         | <b>94,200</b>          |

### Special Fund Balance Summary

2017-19 Beginning Balance - OMB enters this amount into IBARS. If a beginning balance amount needs to be changed, contact the assigned OMB budget analyst.

2017-19 Net Trans./Rev. - This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the detail window.

2017-19 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 2017-19 biennium, an adjustment to the appropriation can be entered on the Detail window.

2017-19 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.

2019-21 Beginning Balance - This is a calculated amount based on the amounts entered in the preceding columns.

2019-21 Net Trans./Rev. - This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the Detail window.

2019-21 Budget Request - This amount represents all expenditures from this fund posted from the Budget Request Summary once that subschedule is checked to complete.

2019-21 Ending Balance - This is a calculated amount based on the amounts entered in the preceding columns.

### Special Fund Balance Detail Window

The screenshot shows the 'Internet Budget and Reporting System' interface. At the top, it displays 'Version 2017A2500324' and 'Agency 00324 IBARS Training Agency'. Below this, there are fields for 'Fund Type' (Special Funds) and 'Fund' (215 Children's Serv Coord Comm Fund 324). A summary table at the top right shows: Prior Balance (\$80,000), cash balance Start (\$0), cash balance End (\$0), fund balance Start (\$0), fund balance End (\$0), Budget Changes (\$0), Net Change (\$0), and New Balance (\$84,200). The main table has the following data:

| fund bal dept rev           | 2015-17 Revenue/ Transfers | 2015-17 Transfers Out | 2015-17 Net Trans./Rev. | Adjustments to Appropriations | 2017-19 Revenue/ Transfers | 2017-19 Transfers Out | 2017-19 Net Trans./Rev. |
|-----------------------------|----------------------------|-----------------------|-------------------------|-------------------------------|----------------------------|-----------------------|-------------------------|
| F7998 Adj to Appropriations | 0                          | 0                     | 0                       | (20,000)                      | 0                          | 0                     | 0                       |
| F9701 Interest Income       | 1,200                      | 0                     | 1,200                   | 0                             | 1,000                      | 0                     | 1,000                   |
| F9971 Section 125 Fees      | 105,000                    | 0                     | 105,000                 | 0                             | 107,000                    | 0                     | 107,000                 |
| <b>Total</b>                | <b>106,200</b>             | <b>0</b>              | <b>106,200</b>          | <b>(20,000)</b>               | <b>108,000</b>             | <b>0</b>              | <b>108,000</b>          |

### Special Fund Balance Detail

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. **NOTE: By default, this field is disabled and will not appear in the window. Contact the assigned OMB budget analyst to enable the field.**

2017-19 Revenue/Transfer - This field is used to enter revenue amounts and transfers estimated to be received into the fund during the 2017-19 biennium. Select the applicable account from the transaction object drop down.

2017-19 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.

2017-19 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.

2017-19 Revenue - This field is used to enter revenue amounts and transfers estimated to be received during the 2019-21 biennium. Select the applicable account from the transaction object drop down.

2019-21 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.

2019-21 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

Wednesday, June 27, 2018

Home Checklist Versions Publications Logout

Version 2013A3400324 Number

Menu Printing Projects

Description

Change Package Group/Type/Number

Change Package Description

Project Planning Start Date: Month: Day: Year:

Estimated Project Completion Date: Month: Day: Year:

Does this proposed project:

Replace an existing application?

Upgrade an existing application?

Provide for the development of a new application?

PROJECT BUDGET - DIRECT COSTS

|                      | 2013-15<br>Biennium | 2015-17<br>Biennium | 2017-19<br>Biennium |
|----------------------|---------------------|---------------------|---------------------|
| Total Project Budget |                     |                     |                     |
| General Fund         |                     |                     |                     |
| Federal Funds        |                     |                     |                     |
| Other Funds          |                     |                     |                     |
| Total Funding        |                     |                     |                     |
| FTE                  |                     |                     |                     |

POST IMPLEMENTATION COSTS(SAVINGS)

|                    | 2015-17<br>Biennium | 2017-19<br>Biennium |
|--------------------|---------------------|---------------------|
| Salaries and Wages |                     |                     |
| Operating Expenses |                     |                     |
| Capital Assets     |                     |                     |
| Total Expenditures |                     |                     |
| General Fund       |                     |                     |
| Federal Funds      |                     |                     |
| Other Funds        |                     |                     |
| Total Funding      |                     |                     |
| FTE                |                     |                     |

Recent Versions

Enter Destination Here

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

\*\* All Fields Required \*\*

OMB use only

### 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 Window

#### Large 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 Subschedules. 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 2019-21, 2021-23 and 2023-25 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 2021-23 and 2023-25 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 Specifications
  - Cost Benefit Analysis
- Continuing Appropriations
  - Continuing Appropriation Justification
- Change Package Description
  - Change Package Narrative
- Large IT Projects
  - Anticipated Benefits
  - Detailed Project Description
  - Project Risks
  - Proposed Solution

## Agency and Program Narrative

**Tip:** *To save time, the subschedule copy function can be used to copy narratives from the previous biennium 2017 R02 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). For data copied into IBARS, the saving process is completed in two steps:

1. Click Save – Font size, type, and color are checked and changed to meet specifications.
2. Click Save - 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.*

## Agency-wide Narrative Fields

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, the system name and date 'Wednesday, May 04, 2016, 03:26 PM' are visible. Below the navigation bar, the 'Level' is set to 'D Agency'. The 'Narrative Title' dropdown menu is open, showing a list of mandatory fields: Agency Description (MANDATORY), Agency Future Critical Issues (MANDATORY), Agency Goals, Agency Major Accomplishments (MANDATORY), Agency Mission Statement (MANDATORY), Agency Performance Measures (MANDATORY), Agency Philosophy, Agency Statutory Authority (MANDATORY), and Agency Vision. The 'Agency' dropdown is set to '00324 IBARS Training Agency'. A sidebar on the left contains a navigation tree with categories like Administration, Reporting Levels, Preparation, and Publications. At the bottom, there are fields for 'Recent Versions' and 'Enter Destination Here'.

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 R02 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 2017-19 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 begin by using the Statutory Authority in the R02 version from the previous biennium, then update as necessary to ensure newly enacted statutory authority is listed.

## 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



### Navigation

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 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:

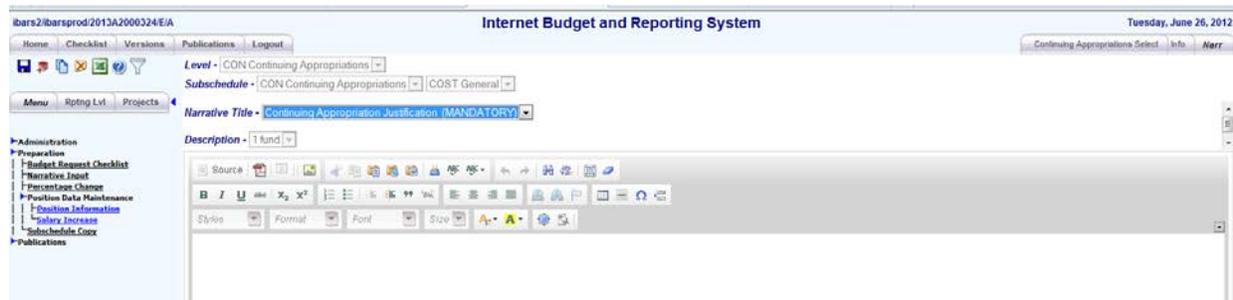
- What evidence is there that this project needs to be done?
- What will happen if the state does not fund this project?
- Has adequate planning for this project been done? Should a planning appropriation be made first?
- Can another resource be used to finance this project? Can the cost be shared?
- 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 – Statutory Requirement

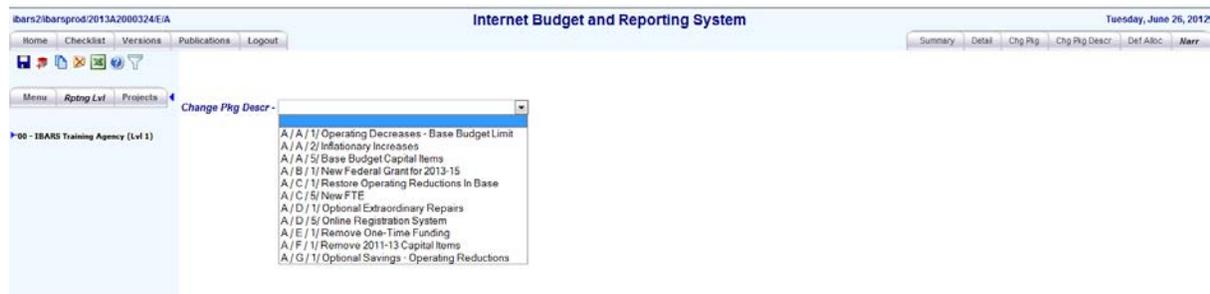
In accordance with NDCC 54-44.1-16, a cost benefit analysis must be completed for each new building construction project included in budget requests. The analysis must review options for co-locating with other state agencies, departments, or institutions and consider information on related technology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

## 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 or the Budget Request Summary, 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.

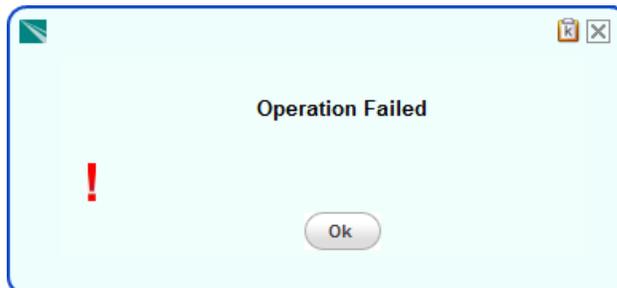
## SR06 Budget Validation Report

### Navigation

Log On=>Publications tab=>Standard Reports=>SR06 Report

### 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, 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, view the SR06 report.

The subschedule to which the validation error relates is listed first for each item. Also shown are 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 Report

### 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, click on the Submit link associated with your completed Agency Version. If any budget window is out of balance or incomplete, no submit link will be available next to the version. An hourglass displays until the budget request version is created. The agency is able to submit only one budget version. The agency now has a B version that is the official Budget Request for the agency.

After submission, the agency is able to view the submitted or B Version, 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                 |
| CRSR | Subschedule Reports                  |
| SP   | Subschedule Report                   |
| CRVA | Validate Agency Version              |
| 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  |

### Standard 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                         |
| NARR    | Narrative Reports                        |

## 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. Leave the check box 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 level. 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. Select the desired report settings, 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. In the Edit Profile Name box, enter the new name for the selected profile. 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

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.

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

Click the Negative Values checkbox to generate a report showing only negative values, if they are present in the columns selected. This is a useful report when entering current biennium first year expenditures and current biennium budget amounts. This report can be used to verify that no negative amounts exist in the 2017-19 Biennium Balance column.

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 or the option to select all projects.

Examples of the Report Parameters screen and reports are shown below:

The screenshot shows the 'Internet Budget and Reporting System' interface. The main area is titled 'Report Parameters' and contains the following fields and options:

- Report Name:** Budget Request Summary - Agency - SR05A
- Edit Profile Name:** Agency - SR05A
- Report Title:** Budget Request Summary - Agency
- Version:** 2013-A-20-00324
- Admin:**
- Agency:**  **Series:**  **Negative Values:**
- Include Rows with 50:**
- Code Type Rollup:**
- Sub Schedule:** [Dropdown menu]
- Project:** [Dropdown menu]
- Reporting Level:** 0 All Reporting Levels
- Column 2:** 2009-11 Biennium Expenditures
- Column 3:** 2011-13 Biennium Appropriation
- Column 4:** 2013-15 Base Budget Request
- Column 5:** 2013-15 Optional Budget Changes
- Column 6:** 2013-15 Total Budget Request
- Column 7:** [Dropdown menu]
- Code 1:** 0 (All)
- Code 2:** 0 (All)
- Output Type:**  HTML  PDF  Fmt CSV  Stand CSV

At the bottom left, there is a 'Recent Versions' dropdown and an 'OK' button. The top right corner shows the date 'Wednesday, June 27, 2012' and a 'Parameters' button.

| 1                                  |      | 2                                   | 3                                    | 4                                 | 5  | 6                                  | 7           |
|------------------------------------|------|-------------------------------------|--------------------------------------|-----------------------------------|--|------------------------------------|-------------|
| Object/Revenue                     |      | 2009-11<br>Biennium<br>Expenditures | 2011-13<br>Biennium<br>Appropriation | 2013-15 Base<br>Budget<br>Request | 2013-15<br>Optional<br>Budget<br>Changes | 2013-15 Total<br>Budget<br>Request |             |
| Description                        | Code |                                     |                                      |                                   |  |                                    |             |
| Administration                     | 500  | 875,500                             | 1,056,000                            | 1,104,310                         | 39,016                                   | 1,143,326                          | 0           |
| Programs                           | 600  | 1,610,000                           | 1,900,000                            | 2,257,514                         | 500,000                                  | 2,757,514                          | 0           |
| Facilities                         | 800  | 385,000                             | 1,145,000                            | 458,045                           | 75,000                                   | 533,045                            | 0           |
| <b>TOTAL BY APPROPRIATION ORGS</b> |      | <b>2,870,500</b>                    | <b>4,101,000</b>                     | <b>3,819,869</b>                  | <b>614,016</b>                           | <b>4,433,885</b>                   | <b>0</b>    |
| Salaries and Wages                 | 10   | 920,000                             | 992,000                              | 1,064,992                         | 100,101                                  | 1,165,093                          | 0           |
| Operating Expenses                 | 30   | 445,500                             | 711,000                              | 711,000                           | 438,915                                  | 1,149,915                          | 0           |
| Capital Assets                     | 50   | 255,000                             | 1,015,000                            | 254,499                           | 75,000                                   | 329,499                            | 0           |
| Grants                             | 60   | 950,000                             | 1,000,000                            | 1,400,000                         | 0  | 1,400,000                          | 0           |
| Special Program Line               | 70   | 300,000                             | 383,000                              | 389,378                           | 0  | 389,378                            | 0           |
| <b>TOTAL BY OBJECT SERIES</b>      |      | <b>2,870,500</b>                    | <b>4,101,000</b>                     | <b>3,819,869</b>                  | <b>614,016</b>                           | <b>4,433,885</b>                   | <b>0</b>    |
| Federal Funds                      | FED  | 550,000                             | 600,000                              | 1,017,027                         | 250,000                                  | 1,267,027                          | 0           |
| General Fund                       | GEN  | 2,220,500                           | 3,401,000                            | 2,785,843                         | 344,016                                  | 3,129,859                          | 0           |
| Special Funds                      | SPEC | 100,000                             | 100,000                              | 100,000                           | 0  | 100,000                            | 0           |
| <b>TOTAL BY FUNDS</b>              |      | <b>2,870,500</b>                    | <b>4,101,000</b>                     | <b>3,902,870</b>                  | <b>594,016</b>                           | <b>4,496,886</b>                   | <b>0</b>    |
| FTE                                |      | 9.00                                | 9.00                                 | 9.00                              | 0.00                                     | 9.00                               | 0.00        |
| Vacant                             |      | 0.00                                | 0.00                                 | 0.00                              | 1.00                                     | 1.00                               | 0.00        |
| <b>TOTAL AUTHORIZED EMPLOYEES</b>  |      | <b>9.00</b>                         | <b>9.00</b>                          | <b>9.00</b>                       | <b>1.00</b>                              | <b>10.00</b>                       | <b>0.00</b> |

Internet Budget and Reporting System

Wednesday, June 27, 2012

Report Name - Budget Request Summary - Line - SR05S

Edit Profile Name - Line - SR05S

Report Title - Budget Request Summary - Line - S

Version - 2013.A.20.00324

Admin -  Agency -  Series -  Negative Values -

Include Rows with \$0 -  Code Type Rollup -

Sub Schedule -  Project -

Reporting Level - 00 IBARS Training Agency (Lvl 1)

Column 2 - 2009-11 Biennium Expenditures

Column 3 - 2011-13 Biennium Appropriation

Column 4 - 2013-15 Base Budget Request

Column 5 - 2013-15 Optional Budget Changes

Column 6 - 2013-15 Total Budget Request

Column 7 -

Code 1 - 0 (All)

Code 2 - 0 (All)

Output Type -  HTML  PDF  Fmt CSV  Stand CSV

Recent Versions

Enter Destination Here

2013 Biennium / 06/27/2012 12:39:40 SR05SRS - Budget Request Summary - Line - SR05S 1

Agency IBARS Training Agency  
 Program 00 IBARS Training Agency (Lvl 1)  
 Reporting Level 24-000-000-00-00-00000000

| 1                                    | 2                             | 3                              | 4                           | 5                               | 6                            | 7 |
|--------------------------------------|-------------------------------|--------------------------------|-----------------------------|---------------------------------|------------------------------|---|
| Object/Revenue                       | 2009-11 Biennium Expenditures | 2011-13 Biennium Appropriation | 2013-15 Base Budget Request | 2013-15 Optional Budget Changes | 2013-15 Total Budget Request |   |
| Decription Code                      |                               |                                |                             |                                 |                              |   |
| 10 Salaries and Wages                |                               |                                |                             |                                 |                              |   |
| Salaries - Permanent 511000          | 635,000                       | 680,000                        | 700,800                     | 48,000                          | 748,800                      | 0 |
| Temporary Salaries 513000            | 45,000                        | 50,000                         | 50,000                      | 0                               | 50,000                       | 0 |
| Fringe Benefits 516000               | 240,000                       | 262,000                        | 314,192                     | 52,101                          | 366,293                      | 0 |
| TOTAL                                | 920,000                       | 992,000                        | 1,064,992                   | 100,101                         | 1,165,093                    | 0 |
| MEANS OF FUNDING                     |                               |                                |                             |                                 |                              |   |
| Crisis Child Care H104               | 50,000                        | 100,000                        | 117,027                     | 0                               | 117,027                      | 0 |
| Federal Funds TOTAL                  | 50,000                        | 100,000                        | 117,027                     | 0                               | 117,027                      | 0 |
| State General Fund 001               | 870,000                       | 892,000                        | 947,965                     | 100,101                         | 1,048,066                    | 0 |
| General Fund TOTAL                   | 870,000                       | 892,000                        | 947,965                     | 100,101                         | 1,048,066                    | 0 |
| TOTAL                                | 920,000                       | 992,000                        | 1,064,992                   | 100,101                         | 1,165,093                    | 0 |
| 30 Operating Expenses                |                               |                                |                             |                                 |                              |   |
| Travel 521000                        | 20,000                        | 24,000                         | 24,000                      | 0                               | 24,000                       | 0 |
| Supplies - IT Software 531000        | 4,500                         | 6,000                          | 6,000                       | 0                               | 6,000                        | 0 |
| Postage 541000                       | 15,000                        | 18,000                         | 28,000                      | 0                               | 28,000                       | 0 |
| Utilities 561000                     | 25,000                        | 28,000                         | 43,000                      | 0                               | 43,000                       | 0 |
| Rentals/Leases-Equip & Other 581000  | 20,000                        | 20,000                         | 20,000                      | 0                               | 20,000                       | 0 |
| Repairs 591000                       | 15,000                        | 15,000                         | 15,000                      | 0                               | 15,000                       | 0 |
| IT - Data Processing 601000          | 18,000                        | 20,000                         | 20,000                      | 0                               | 20,000                       | 0 |
| IT Contractual Svcs and Rprs 603000  | 0                             | 0                              | 0                           | 500,000                         | 500,000                      | 0 |
| Professional Development 611000      | 328,000                       | 380,000                        | 355,000                     | 20,000                          | 375,000                      | 0 |
| Fees - Professional Services 623000  | 0                             | 200,000                        | 200,000                     | (81,085)                        | 118,915                      | 0 |
| TOTAL                                | 445,500                       | 711,000                        | 711,000                     | 438,915                         | 1,149,915                    | 0 |
| MEANS OF FUNDING                     |                               |                                |                             |                                 |                              |   |
| Robert Wood Grant H107               | 300,000                       | 300,000                        | 300,000                     | 0                               | 300,000                      | 0 |
| DHS IV-E H110                        | 0                             | 0                              | 0                           | 250,000                         | 250,000                      | 0 |
| Federal Funds TOTAL                  | 300,000                       | 300,000                        | 300,000                     | 250,000                         | 550,000                      | 0 |
| State General Fund 001               | 145,500                       | 411,000                        | 411,000                     | 168,915                         | 579,915                      | 0 |
| General Fund TOTAL                   | 145,500                       | 411,000                        | 411,000                     | 168,915                         | 579,915                      | 0 |
| TOTAL                                | 445,500                       | 711,000                        | 711,000                     | 418,915                         | 1,129,915                    | 0 |
| 50 Capital Assets                    |                               |                                |                             |                                 |                              |   |
| Land and Buildings 682000            | 0                             | 650,000                        | (1)                         | 0                               | (1)                          | 0 |
| Other Capital Payments 683000        | 30,000                        | 30,000                         | 29,500                      | 0                               | 29,500                       | 0 |
| Extraordinary Repairs 684000         | 200,000                       | 300,000                        | 200,000                     | 75,000                          | 275,000                      | 0 |
| Equipment Over \$5000 691000         | 25,000                        | 25,000                         | 25,000                      | 0                               | 25,000                       | 0 |
| IT Equip/Software Over \$5000 693000 | 0                             | 10,000                         | 0                           | 0                               | 0                            | 0 |
| TOTAL                                | 255,000                       | 1,015,000                      | 254,499                     | 75,000                          | 329,499                      | 0 |

North Dakota Budget Request Summary - Reporting Level ibars2 / 2013A2000324

## Salary Reports

### CR01 – Salary Budget

Provides biennial salary and benefit information by position. Information includes 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

The screenshot displays the 'Internet Budget and Reporting System' interface. The main content area is titled 'CR01 - Salary Budget' and contains the following configuration options:

- Report Name:** CR01 - Salary Budget
- Edit Profile Name:** (empty text field)
- Report Title:** Salary Budget
- Version:** 2013.A.20.00324
- Admin:**
- Spec lines:**
- Code Type Rollup:**
- Reporting Level:** 00 IBARS Training Agency (Lvl 1)
- Funding Ind.:** Funded
- Opt Fte:** No Optional Positions
- Code 1:** 0 (All)
- Code 2:** 0 (All)
- Output Type:**  HTML  PDF  Fmt CSV

Navigation elements include a top menu bar with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A left sidebar shows a tree view of the organization structure: 'IBARS Training Agency (Lvl 1)' with sub-items 'Administration', 'Programs', and 'Facilities'. The top right corner shows the date 'Wednesday, June 27, 2012' and buttons for 'Pub List' and 'Parameters'. An 'OK' button is located at the bottom left of the configuration area.

**Salary Budget**

00324 IBARS Training Agency

Version: 2013A2000324

Program: 1-IBARS Training Agency (Lvl 1)

Reporting Level: 24-000-000-00-00-00-00000000

| Position Number                      | Name          | FTE        | New FTE     | Rpt Lvl% | Funding Dist |        |      | Monthly Base | Proposed Salary                      | Proposed Fringes  | Total Proposed      | Lump Sum            | Salary Adjustment |             |
|--------------------------------------|---------------|------------|-------------|----------|--------------|--------|------|--------------|--------------------------------------|-------------------|---------------------|---------------------|-------------------|-------------|
|                                      |               |            |             |          | Gen          | Fed    | Spec |              |                                      |                   |                     |                     |                   |             |
| <b>Salaries</b>                      |               |            |             |          |              |        |      |              |                                      |                   |                     |                     |                   |             |
| 1000001-1                            | JIM           | 1.00       |             | 100%     | 80.00        | 20.00  | 0.00 | 2,500.00     | 60,000.00                            | 32,846.82         | 92,846.82           | 0.00                | 0.00              |             |
| 1000002-1                            | BILL          | 1.00       |             | 100%     | 0.00         | 100.00 | 0.00 | 2,700.00     | 64,800.00                            | 33,658.50         | 98,458.50           | 0.00                | 0.00              |             |
| 1000003-1                            | TODD          | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 2,500.00     | 60,000.00                            | 32,846.82         | 92,846.82           | 0.00                | 0.00              |             |
| 1000004-1                            | JAN           | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 3,000.00     | 72,000.00                            | 34,876.02         | 106,876.02          | 0.00                | 0.00              |             |
| 1000005-1                            | TIM           | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 3,500.00     | 84,000.00                            | 36,905.22         | 120,905.22          | 0.00                | 0.00              |             |
| 1000020-1                            | APRIL         | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 4,500.00     | 108,000.00                           | 40,963.62         | 148,963.62          | 0.00                | 0.00              |             |
| 1000021-1                            | MAY           | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 5,000.00     | 120,000.00                           | 42,992.82         | 162,992.82          | 0.00                | 0.00              |             |
| 1000022-1                            | JUNE          | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 4,000.00     | 96,000.00                            | 38,934.42         | 134,934.42          | 0.00                | 0.00              |             |
| 1000030-1                            | TOM           | 1.00       |             | 100%     | 100.00       | 0.00   | 0.00 | 4,200.00     | 100,800.00                           | 39,746.10         | 140,546.10          | 0.00                | 0.00              |             |
| <b>SubTotal</b>                      |               |            |             |          |              |        |      |              | <b>765,600.00</b>                    | <b>333,770.34</b> | <b>1,099,370.34</b> | <b>0.00</b>         | <b>0.00</b>       |             |
| <b>Temporary and Other Pay Types</b> |               |            |             |          |              |        |      |              |                                      |                   |                     |                     |                   |             |
| TEMP-1                               | TEMP POSITION |            |             | 100%     | 100.00       | 0.00   | 0.00 | 4,166.67     | 50,000.00                            | 5,000.00          | 55,000.00           | 0.00                | 0.00              |             |
| <b>SubTotal</b>                      |               |            |             |          |              |        |      |              | <b>50,000.00</b>                     | <b>5,000.00</b>   | <b>55,000.00</b>    | <b>0.00</b>         | <b>0.00</b>       |             |
| <b>Total</b>                         |               |            |             |          |              |        |      |              | <b>815,600.00</b>                    | <b>338,770.34</b> | <b>1,154,370.34</b> | <b>0.00</b>         | <b>0.00</b>       |             |
|                                      |               |            |             |          |              |        |      |              | <b>Reporting Level General Fund</b>  | <b>738,800.00</b> | <b>298,542.48</b>   | <b>1,037,342.48</b> | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Reporting Level Federal Fund</b>  | <b>76,800.00</b>  | <b>40,227.86</b>    | <b>117,027.86</b>   | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Reporting Level Special Fund</b>  | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Total Reporting Level Funding</b> | <b>815,600.00</b> | <b>338,770.34</b>   | <b>1,154,370.34</b> | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Agency General Fund</b>           | <b>738,800.00</b> | <b>298,542.48</b>   | <b>1,037,342.48</b> | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Agency Federal Fund</b>           | <b>76,800.00</b>  | <b>40,227.86</b>    | <b>117,027.86</b>   | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Agency Special Fund</b>           | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b> |
|                                      |               |            |             |          |              |        |      |              | <b>Total Agency Funding</b>          | <b>815,600.00</b> | <b>338,770.34</b>   | <b>1,154,370.34</b> | <b>0.00</b>       | <b>0.00</b> |
|                                      |               | <b>FTE</b> | <b>9.00</b> |          |              |        |      |              |                                      |                   |                     |                     |                   |             |

**CR02 – Position Funding**

Provides two different reports: Total Position Funding and Fringe Benefit Detail. The report choice is selected in the Report dropdown 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. Any four benefit choices can be selected. When the report is generated, remaining benefits are combined into a column titled “Other Benefits.”

**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.*

Internet Budget and Reporting System

Home Checklist Versions Publications Logout

Report Name - CR02 - Position Funding

Edit Profile Name -

Report Title - Position Funding

Version - 2013-A-20-00324

Admin -

Benefit 1 - Health

Benefit 2 - FICA

Benefit 3 - Retirement

Benefit 4 - Unemployment

Class Name -

Salary Inc -

Sort By Name -

Without Opt FTE -

Report - Fringe Benefit Detail

Output Type -  HTML  PDF  Fmt CSV

OK

2013 Biennium / 06/27/2012 12:47:32

CR02 - Position Funding

Page 1 of 1

**FRINGE BENEFIT DETAIL**

00324 IBARS Training Agency

Version: 2013A2000324

| Position Numbers | Name          | Class  | FTE          | Salary            | Benefits          | Total               | Health            | FICA             | Retirement       | Unemployment | Other Benefits   |
|------------------|---------------|--------|--------------|-------------------|-------------------|---------------------|-------------------|------------------|------------------|--------------|------------------|
| 1000001-1        | JIM           | CL0010 | 1.00         | 60,000.00         | 32,846.82         | 92,846.82           | 21,278.88         | 3,720.00         | 5,556.00         | 0.00         | 2,291.94         |
| 1000002-1        | BILL          | CL0010 | 1.00         | 64,800.00         | 33,640.02         | 98,440.02           | 21,278.88         | 4,017.60         | 6,000.48         | 0.00         | 2,343.06         |
| 1000003-1        | TODD          | CL0010 | 1.00         | 60,000.00         | 32,828.34         | 92,828.34           | 21,278.88         | 3,720.00         | 5,556.00         | 0.00         | 2,273.46         |
| 1000004-1        | JAN           | CL0015 | 1.00         | 72,000.00         | 34,857.54         | 106,857.54          | 21,278.88         | 4,464.00         | 6,667.20         | 0.00         | 2,447.46         |
| 1000005-1        | TIM           | CL0021 | 1.00         | 84,000.00         | 36,886.74         | 120,886.74          | 21,278.88         | 5,208.00         | 7,778.40         | 0.00         | 2,621.46         |
| 1000020-1        | APRIL         | CL0112 | 1.00         | 108,000.00        | 40,945.14         | 148,945.14          | 21,278.88         | 6,696.00         | 10,000.80        | 0.00         | 2,969.46         |
| 1000021-1        | MAY           | CL0125 | 1.00         | 120,000.00        | 42,974.34         | 162,974.34          | 21,278.88         | 7,440.00         | 11,112.00        | 0.00         | 3,143.46         |
| 1000022-1        | JUNE          | CL0113 | 1.00         | 96,000.00         | 38,915.94         | 134,915.94          | 21,278.88         | 5,952.00         | 8,889.60         | 0.00         | 2,795.46         |
| 1000030-1        | TOM           | CL8204 | 1.00         | 100,800.00        | 39,727.62         | 140,527.62          | 21,278.88         | 6,249.60         | 9,334.08         | 0.00         | 2,865.06         |
| 1000040-1        | Vacant        | CL4132 | 0.50         | 24,000.00         | 26,032.08         | 50,032.08           | 21,278.88         | 1,488.00         | 2,222.40         | 0.00         | 1,042.80         |
| 1000040-2        | Vacant        | CL4132 | 0.50         | 24,000.00         | 26,032.08         | 50,032.08           | 21,278.88         | 1,488.00         | 2,222.40         | 0.00         | 1,042.80         |
| TEMP-1           | TEMP POSITION | NC9031 | 0.00         | 50,000.00         | 5,000.00          | 55,000.00           | 0.00              | 0.00             | 0.00             | 0.00         | 5,000.00         |
| <b>Total</b>     |               |        | <b>10.00</b> | <b>863,600.00</b> | <b>390,686.66</b> | <b>1,254,286.66</b> | <b>234,067.68</b> | <b>50,443.20</b> | <b>75,339.36</b> | <b>0.00</b>  | <b>30,836.42</b> |

Internet Budget and Reporting System

Home Checklist Versions Publications Logout

Report Name - CR02 - Position Funding

Edit Profile Name -

Report Title - Position Funding

Version - 2013-A-20-00324

Admin -

Benefit 1 - Health

Benefit 2 - FICA

Benefit 3 - Retirement

Benefit 4 - Unemployment

Class Name -

Salary Inc -

Sort By Name -

Without Opt FTE -

Report - Total Position Funding

Output Type -  HTML  PDF  Fmt CSV

OK

2013 Biennium / 06/27/2012 12:48:16

CR02 - Position Funding

Page 1 of 1

**TOTAL POSITION FUNDING**

00324 IBARS Training Agency

Version: 2013A2000324

Funding Breakdown

| Position Numbers | Name          | Class  | FTE          | Salary            | Benefits          | Total               | General             | Federal           | Special     |
|------------------|---------------|--------|--------------|-------------------|-------------------|---------------------|---------------------|-------------------|-------------|
| 1000001-1        | JIM           | CL0010 | 1.00         | 60,000.00         | 32,846.82         | 92,846.82           | 74,277.46           | 18,569.36         | 0.00        |
| 1000002-1        | BILL          | CL0010 | 1.00         | 64,800.00         | 33,640.02         | 98,440.02           | 0.00                | 98,440.02         | 0.00        |
| 1000003-1        | TODD          | CL0010 | 1.00         | 60,000.00         | 32,828.34         | 92,828.34           | 92,828.34           | 0.00              | 0.00        |
| 1000004-1        | JAN           | CL0015 | 1.00         | 72,000.00         | 34,857.54         | 106,857.54          | 106,857.54          | 0.00              | 0.00        |
| 1000005-1        | TIM           | CL0021 | 1.00         | 84,000.00         | 36,886.74         | 120,886.74          | 120,886.74          | 0.00              | 0.00        |
| 1000020-1        | APRIL         | CL0112 | 1.00         | 108,000.00        | 40,945.14         | 148,945.14          | 148,945.14          | 0.00              | 0.00        |
| 1000021-1        | MAY           | CL0125 | 1.00         | 120,000.00        | 42,974.34         | 162,974.34          | 162,974.34          | 0.00              | 0.00        |
| 1000022-1        | JUNE          | CL0113 | 1.00         | 96,000.00         | 38,915.94         | 134,915.94          | 134,915.94          | 0.00              | 0.00        |
| 1000030-1        | TOM           | CL8204 | 1.00         | 100,800.00        | 39,727.62         | 140,527.62          | 140,527.62          | 0.00              | 0.00        |
| 1000040-1        | Vacant        | CL4132 | 0.50         | 24,000.00         | 26,032.08         | 50,032.08           | 50,032.08           | 0.00              | 0.00        |
| 1000040-2        | Vacant        | CL4132 | 0.50         | 24,000.00         | 26,032.08         | 50,032.08           | 50,032.08           | 0.00              | 0.00        |
| TEMP-1           | TEMP POSITION | NC9031 | 0.00         | 50,000.00         | 5,000.00          | 55,000.00           | 55,000.00           | 0.00              | 0.00        |
| <b>Total</b>     |               |        | <b>10.00</b> | <b>863,600.00</b> | <b>390,686.66</b> | <b>1,254,286.66</b> | <b>1,137,277.28</b> | <b>117,009.38</b> | <b>0.00</b> |

### SR13 – Personal Services Budget

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

2013 Biennium / 06/27/2012 12:52:20 SR13 - Personal Services Budget 1  
 Agency: 00324 IBARS Training Agency  
 : 2013-A-20-00324  
 Reporting Level: 500 Administration

| Position Number<br>Name | Year | Class<br>Code | FTE | New FTE | Alloc % | Fund                              | Base Salary | Base Fringe | Proposed<br>Salary | Proposed<br>Fringes | Total<br>Proposed | Lump Sum | Salary<br>Adjust. |
|-------------------------|------|---------------|-----|---------|---------|-----------------------------------|-------------|-------------|--------------------|---------------------|-------------------|----------|-------------------|
| 1000001<br>JIM          | 2013 | CL0010        | .2  | No      | 20%     | F - Crisis Child<br>Care<br>001   | \$6,000.00  | \$3,284.68  | \$6,000.00         | \$3,284.68          | \$9,284.68        | \$0.00   | \$0.00            |
| 1000001<br>JIM          | 2013 | CL0010        | .8  | No      | 80%     | G - State General<br>Fund<br>H104 | \$24,000.00 | \$13,138.73 | \$24,000.00        | \$13,138.73         | \$37,138.73       | \$0.00   | \$0.00            |
| 1000001<br>JIM          | 2014 | CL0010        | .2  | No      | 20%     | F - Crisis Child<br>Care<br>001   | \$6,000.00  | \$3,284.68  | \$6,000.00         | \$3,284.68          | \$9,284.68        | \$0.00   | \$0.00            |
| 1000001<br>JIM          | 2014 | CL0010        | .8  | No      | 80%     | G - State General<br>Fund<br>H104 | \$24,000.00 | \$13,138.73 | \$24,000.00        | \$13,138.73         | \$37,138.73       | \$0.00   | \$0.00            |
| 1000002<br>BILL         | 2013 | CL0010        | 1   | No      | 100%    | F - Crisis Child<br>Care<br>H104  | \$32,400.00 | \$16,829.25 | \$32,400.00        | \$16,829.25         | \$49,229.25       | \$0.00   | \$0.00            |
| 1000002<br>BILL         | 2014 | CL0010        | 1   | No      | 100%    | F - Crisis Child<br>Care<br>001   | \$32,400.00 | \$16,829.25 | \$32,400.00        | \$16,829.25         | \$49,229.25       | \$0.00   | \$0.00            |
| 1000003<br>TODD         | 2013 | CL0010        | 1   | No      | 100%    | G - State General<br>Fund<br>001  | \$30,000.00 | \$16,423.41 | \$30,000.00        | \$16,423.41         | \$46,423.41       | \$0.00   | \$0.00            |
| 1000003<br>TODD         | 2014 | CL0010        | 1   | No      | 100%    | G - State General<br>Fund<br>001  | \$30,000.00 | \$16,423.41 | \$30,000.00        | \$16,423.41         | \$46,423.41       | \$0.00   | \$0.00            |
| 1000004<br>JAN          | 2013 | CL0015        | 1   | No      | 100%    | G - State General<br>Fund<br>001  | \$36,000.00 | \$17,438.01 | \$36,000.00        | \$17,438.01         | \$53,438.01       | \$0.00   | \$0.00            |
| 1000004<br>JAN          | 2014 | CL0015        | 1   | No      | 100%    | G - State General<br>Fund<br>001  | \$36,000.00 | \$17,438.01 | \$36,000.00        | \$17,438.01         | \$53,438.01       | \$0.00   | \$0.00            |
| 1000005<br>TIM          | 2013 | CL0021        | 1   | No      | 100%    | G - State General<br>Fund<br>001  | \$42,000.00 | \$18,452.61 | \$42,000.00        | \$18,452.61         | \$60,452.61       | \$0.00   | \$0.00            |
| 1000005<br>TIM          | 2014 | CL0021        | 1   | No      | 100%    | G - State General<br>Fund<br>001  | \$42,000.00 | \$18,452.61 | \$42,000.00        | \$18,452.61         | \$60,452.61       | \$0.00   | \$0.00            |
| 1000020<br>APRIL        | 2013 | CL0112        | .6  | No      | 60%     | G - State General<br>Fund<br>001  | \$32,400.00 | \$12,289.09 | \$32,400.00        | \$12,289.09         | \$44,689.09       | \$0.00   | \$0.00            |
| 1000020<br>APRIL        | 2014 | CL0112        | .6  | No      | 60%     | G - State General<br>Fund<br>001  | \$32,400.00 | \$12,289.09 | \$32,400.00        | \$12,289.09         | \$44,689.09       | \$0.00   | \$0.00            |
| 1000040<br>Vacant       | 2013 | CL4132        | .5  | Yes     | 100%    | G - State General<br>Fund<br>001  | \$12,000.00 | \$13,025.28 | \$12,000.00        | \$13,025.28         | \$25,025.28       | \$0.00   | \$0.00            |
| 1000040<br>Vacant       | 2013 | CL4132        | .5  | Yes     | 100%    | G - State General<br>Fund<br>001  | \$12,000.00 | \$13,025.28 | \$12,000.00        | \$13,025.28         | \$25,025.28       | \$0.00   | \$0.00            |
| 1000040<br>Vacant       | 2014 | CL4132        | .5  | Yes     | 100%    | G - State General<br>Fund<br>001  | \$12,000.00 | \$13,025.28 | \$12,000.00        | \$13,025.28         | \$25,025.28       | \$0.00   | \$0.00            |
| 1000040<br>Vacant       | 2014 | CL4132        | .5  | Yes     | 100%    | G - State General<br>Fund         | \$12,000.00 | \$13,025.28 | \$12,000.00        | \$13,025.28         | \$25,025.28       | \$0.00   | \$0.00            |

## Subschedule Reports

### CR03 – Schedule Information

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels.

Available Posting Subschedule reports:

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

The Report Parameters screen choices and the related reports are the same for Equipment, IT Equipment, Extraordinary Repairs, and Other Capital Payments. For Capital Projects, the option exists to utilize IBARS to report capital projects planned for a six-year period, the budget request biennium and the two subsequent bienniums. If you have entered planned projects for the 2021-23 and 2023-25 bienniums, you can select those bienniums from the dropdown choices to generate a report that shows planned capital projects over the six-year period. For Grants, an additional dropdown choice exists to display current biennium appropriations for each grant description.

### CAP – Capital Projects – Subsequent Bienniums

2013 Biennium / 06/27/2012 10:42:46

CR03 - Schedule Information

Page 1 of 1

**Capital Projects**  
 00324 IBARS Training Agency  
 Version: 2013A2000324

| Description                              | Priority | Line | Reporting Level | Funding      | 2013-15 Total Budget Request | 2015-17 Proposed Projects | 2017-19 Proposed Projects |
|--|----------|------|-----------------|--------------|------------------------------|---------------------------|---------------------------|
| Building Addition - Phase 2              | 0        | 50   |                 | General Fund | 0                            | 0                         | 700,000                   |
| <b>Total Building Addition - Phase 2</b> |          |      |                 |              | <b>0</b>                     | <b>0</b>                  | <b>700,000</b>            |
| Building Addition - Phase 1              | 0        | 50   |                 | General Fund | 0                            | 800,000                   | 0                         |
| <b>Total Building Addition - Phase 1</b> |          |      |                 |              | <b>0</b>                     | <b>800,000</b>            | <b>0</b>                  |
| New Building                             | 1        | 50   |                 | General Fund | 1,000,000                    | 0                         | 0                         |
| <b>Total New Building</b>                |          |      |                 |              | <b>1,000,000</b>             | <b>0</b>                  | <b>0</b>                  |
| <b>Total General Fund</b>                |          |      |                 |              | <b>1,000,000</b>             | <b>800,000</b>            | <b>700,000</b>            |
| <b>Total for IBARS Training Agency</b>   |          |      |                 |              | <b>1,000,000</b>             | <b>800,000</b>            | <b>700,000</b>            |

### CAP – Capital Projects – Budget Request (Same Column Choices for Equipment, Extraordinary Repairs, IT Equipment and Software, and Other Capital Payments)

The screenshot shows the 'Internet Budget and Reporting System' interface. The report name is 'CR03 - Schedule Information'. The report title is 'Schedule Information'. The version is '2013-A-20-00324'. The sub-schedule is 'CAP Capital Projects'. The reporting level is '(Agency)'. The column choices are: Column 2 - Remove Capital, Column 3 - 2013-15 Base Budget Request, and Column 4 - 2013-15 Optional Request. The output type is set to PDF.

2013 Biennium / 06/27/2012 10:47:00

CR03 - Schedule Information

Page 1 of 1

**Capital Projects**  
00324 IBARS Training Agency  
Version: 2013A2000324

| Description                                | Priority | Line | Reporting Level | Funding      | Remove Capital   | 2013-15 Base Budget Request | 2013-15 Optional Request |
|--|----------|------|-----------------|--------------|------------------|-----------------------------|--------------------------|
| Remove 2011-13 Capital Assets              | 0        | 50   |                 | General Fund | (650,000)        | 0                           | 0                        |
| <b>Total Remove 2011-13 Capital Assets</b> |          |      |                 |              | <b>(650,000)</b> | <b>0</b>                    | <b>0</b>                 |
| New Building                               | 1        | 50   |                 | General Fund | 0                | 0                           | 1,000,000                |
| <b>Total New Building</b>                  |          |      |                 |              | <b>0</b>         | <b>0</b>                    | <b>1,000,000</b>         |
| <b>Total General Fund</b>                  |          |      |                 |              | <b>(650,000)</b> | <b>0</b>                    | <b>1,000,000</b>         |
| <b>Total for IBARS Training Agency</b>     |          |      |                 |              | <b>(650,000)</b> | <b>0</b>                    | <b>1,000,000</b>         |

## GS – Grants Summary

ibars2\ibarsprod\2013A2000324E:A Internet Budget and Reporting System Wednesday, June 27, 2012

Home Checklist Versions Publications Logout

Report Name - CR03 - Schedule Information

Edit Profile Name -

Report Title - Schedule Information

Version - 2013.A.20.00324

Admin -

Sub Schedule - GS Grants Summary

Reporting Level - (Agency)

Column 2 - 2011-13 Biennium Appropriation

Column 3 - 2013-15 Base Budget Request

Column 4 - 2013-15 Optional Request

Output Type -  HTML  PDF  Fmt CSV  Stand CSV

OK

2013 Biennium / 06/27/2012 10:53:44

CR03 - Schedule Information

Page 1 of 1

**Grants Summary**  
**00324 IBARS Training Agency**  
 Version: 2013A2000324

| Description                            | Priority | Line | Reporting Level | Funding       | 2011-13 Biennium Appropriation | 2013-15 Base Budget Request | 2013-15 Optional Request |
|--|----------|------|-----------------|---------------|--------------------------------|-----------------------------|--------------------------|
| Child Care Center Grants               | 0        | 60   |                 | Federal Funds | 200,000                        | 200,000                     | 0                        |
|  |          |      |                 | General Fund  | 700,000                        | 700,000                     | 0                        |
|  |          |      |                 | Special Funds | 100,000                        | 100,000                     | 0                        |
| <b>Total Child Care Center Grants</b>  |          |      |                 |               | <b>1,000,000</b>               | <b>1,000,000</b>            | <b>0</b>                 |
| Education Grants                       | 0        | 60   |                 | Federal Funds | 0                              | 400,000                     | 0                        |
| <b>Total Education Grants</b>          |          |      |                 |               | <b>0</b>                       | <b>400,000</b>              | <b>0</b>                 |
| <b>Total General Fund</b>              |          |      |                 |               | <b>700,000</b>                 | <b>700,000</b>              | <b>0</b>                 |
| <b>Total Federal Funds</b>             |          |      |                 |               | <b>200,000</b>                 | <b>600,000</b>              | <b>0</b>                 |
| <b>Total Special Funds</b>             |          |      |                 |               | <b>100,000</b>                 | <b>100,000</b>              | <b>0</b>                 |
| <b>Total for IBARS Training Agency</b> |          |      |                 |               | <b>1,000,000</b>               | <b>1,400,000</b>            | <b>0</b>                 |

### CRSR – Subschedule Reports

Provides reports from the following non-posting subschedules:

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

An example of the Report Parameters screen and resulting report for General Fund Collections is displayed below:

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Report Name' is 'CRSR - Subschedule Reports'. The 'Report Title' is 'Subschedule Reports'. The 'Version' is '2013 A.20 00324'. The 'Report' is 'General Fund Collections'. The 'Output Type' is 'PDF'. Below the parameters, the report title 'General Fund Collections' is displayed, along with the agency '00324 IBARS Training Agency' and version '2013A2000324'. The report table shows the following data:

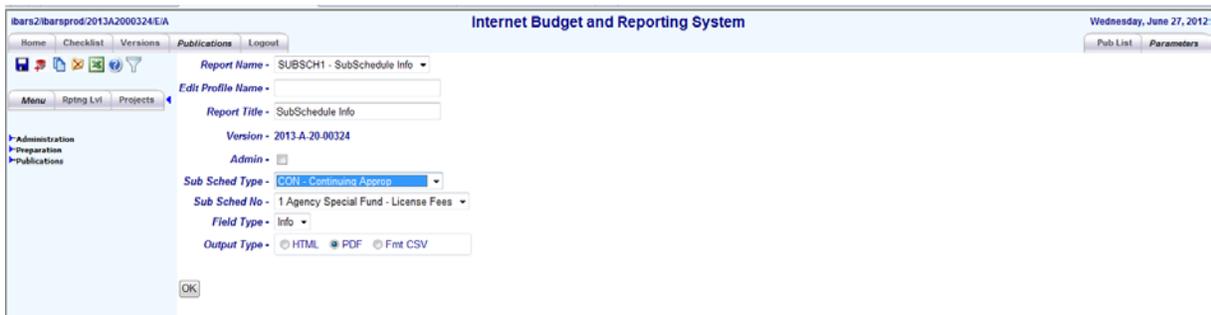
| No.   | Description                       | Actual<br>2009-2011<br>Collections | Estimated<br>2011-2013<br>Collections | Estimated<br>2013-2015<br>Collections |
|-------|-----------------------------------|------------------------------------|---------------------------------------|---------------------------------------|
| 1     | Licensing fee for daycare centers | 200,000                            | 205,000                               | 207,000                               |
| Total |                                   | 200,000                            | 205,000                               | 207,000                               |

### 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 select from the dropdown choices for “Subschedule Type” and “SubSched No.”

An example of the Report Parameters screen and resulting report for the Continuing Appropriations subschedule is shown below:



2013 BIEN / 06/27/2012 13:03:13      SUBSCH1 - Continuing Approp Info

Version 2013A2000324      Number 1

Description Agency Special Fund - License Fees

Statutory authority 10-10-10

Fund number and name: 215 - Children's Serv Coord Comm Fund 324

|                   | Actual<br>2007-09 | Actual<br>2009-11 | Estimated<br>2011-13 | Estimated<br>2013-15 |
|-------------------|-------------------|-------------------|----------------------|----------------------|
| Beginning balance | 155,000           | 150,000           | 146,000              | 144,000              |
| Revenue/transfers | 100,000           | 102,000           | 105,000              | 110,000              |
| Total available   | 255,000           | 252,000           | 251,000              | 254,000              |
| Expenditures      | 105,000           | 106,000           | 107,000              | 108,000              |
| Ending balance    | 150,000           | 146,000           | 144,000              | 146,000              |

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

**\*\* All Fields Required \*\***

North Dakota      Continuing Approp Info      ibars2 / 2013A2000324

**Version Comparison Reports – CR07, CR08, CR09, CR10, and CRCP**

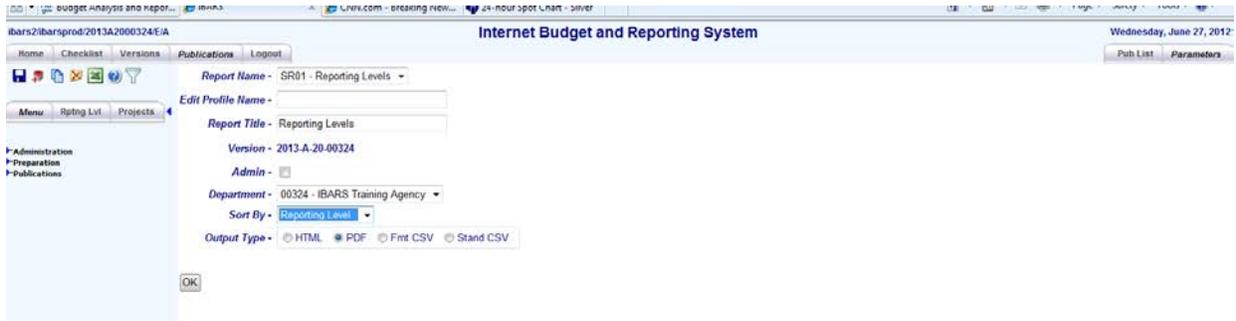
These additional subschedule reports provide a report format similar to the CR03, but allow a comparison of two versions. These reports are useful to compare the amounts included in the Governor's Recommendations Version (R02) to the Agency's Budget Request (B01) for various subschedules.

- 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.



2013 Biennium / 06/27/2012 13:14:11 SR01 - Reporting Levels 1

Agency:00324 IBARS Training Agency

| Agency                          | Description                    | Code 1 | Code 2 | Type | Cross Reference | Level | Enabled |
|---------------------------------|--------------------------------|--------|--------|------|-----------------|-------|---------|
| 24-000-000-00-00-00-00-00000000 | IBARS Training Agency (Lvl 1)  |        |        | X    | 00              | 1     | Yes     |
| 24-324-000-00-00-00-00-00000000 | IBARS Training Agency          |        |        | X    | 324             | 2     | Yes     |
| 24-324-500-00-00-00-00-00000000 | Administration                 | MP     |        | B    | 500             | 3     | Yes     |
| 24-324-500-30-00-00-00-00000000 | R-T Administration             |        |        | A    | 3000            | 4     | Yes     |
| 24-324-500-50-00-00-00-00000000 | State Administration           |        |        | A    | 5000            | 4     | Yes     |
| 24-324-600-00-00-00-00-00000000 | Programs                       | MP     |        | B    | 600             | 3     | Yes     |
| 24-324-600-10-00-00-00-00000000 | Robert Wood Johnson Foundation |        |        | A    | 1000            | 4     | Yes     |
| 24-324-600-20-00-00-00-00000000 | R-T Grants                     |        |        | A    | 2000            | 4     | Yes     |
| 24-324-600-40-00-00-00-00000000 | State Grants                   |        |        | A    | 4000            | 4     | Yes     |
| 24-324-800-00-00-00-00-00000000 | Facilities                     | MP     |        | B    | 800             | 3     | Yes     |
| 24-324-800-84-00-00-00-00000000 | East Campus                    |        |        | X    | 84              | 4     | Yes     |
| 24-324-800-84-82-00-00-00000000 | East Operations                |        |        | A    | 8260            | 5     | Yes     |
| 24-324-800-84-84-00-00-00000000 | East Repairs                   |        |        | A    | 8460            | 5     | Yes     |
| 24-324-800-86-00-00-00-00000000 | West Campus                    |        |        | X    | 86              | 4     | Yes     |
| 24-324-800-86-82-00-00-00000000 | West Operations                |        |        | A    | 8250            | 5     | Yes     |
| 24-324-800-86-84-00-00-00000000 | West Repairs                   |        |        | A    | 8450            | 5     | Yes     |

### 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.

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, the user is logged in as 'ibars2\ibarsprod\2013A2000324/E/A' on 'Wednesday, June 27, 2012'. The main navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A secondary bar contains 'Home', 'Rptng Lvl', and 'Projects'. The left sidebar lists 'Administration', 'Preparation', and 'Publications'. The central area is titled 'SR04 - Change Package Summary' and contains the following configuration options:

- Report Name:** SR04 - Change Package Summary
- Edit Profile Name:** [Empty text box]
- Report Title:** Change Package Summary
- Version:** 2013-A-20-00324
- Admin:**
- Code Type Rollup:**  **Series:**
- Sub Schedule:** [Empty dropdown]
- Reporting Level:** 00 IBARS Training Agency (Lvl 1)
- Change Type:** (All)
- Change Group:** (All)
- Incl Ind:** All
- Column 2:** 2013-15 Base Budget Changes
- Column 3:** 2013-15 Optional Budget Changes
- Column 4:** [Selected]
- Column 5:** [Empty dropdown]
- Column 6:** [Empty dropdown]
- Column 7:** [Empty dropdown]
- Code 1:** 0 (All)
- Code 2:** 0 (All)
- Output Type:**  HTML  PDF  Fmt CSV  Stand CSV

At the bottom left, there is a 'Recent Versions' dropdown and an 'Enter Destination Here' text box with an 'OK' button.

| 1   |        | 2                           | 3                               | 4 | 5 | 6 | 7 |
|---|--------|-----------------------------|---------------------------------|---|---|---|---|
| Object/Revenue                                    |        | 2013-15 Base Budget Changes | 2013-15 Optional Budget Changes |   |   |   |   |
| Description                                       | Code   |                             |                                 |   |   |   |   |
| *****Change Package*****                          |        |                             |                                 |   |   |   |   |
| Type: A Description:                              |        |                             |                                 |   |   |   |   |
| Number: 1 Operating Decreases - Base Budget Limit |        |                             |                                 |   |   |   |   |
| Group: A  |        |                             |                                 |   |   |   |   |
| EXPENDITURES                                      |        |                             |                                 |   |   |   |   |
| Professional Development                          | 611000 | (25,000)                    | 0                               | 0 | 0 | 0 | 0 |
| Operating Expenses                                | 30     | (25,000)                    | 0                               | 0 | 0 | 0 | 0 |
| EXPENDITURE TOTALS                                |        | (25,000)                    | 0                               | 0 | 0 | 0 | 0 |
| MEANS OF FUNDING                                  |        |                             |                                 |   |   |   |   |
| State General Fund                                | 001    | (25,000)                    | 0                               | 0 | 0 | 0 | 0 |
| General Fund                                      | GEN    | (25,000)                    | 0                               | 0 | 0 | 0 | 0 |
| ND Cassp Project                                  | H108   | 0                           | 0                               | 0 | 0 | 0 | 0 |
| Federal Funds                                     | FED    | 0                           | 0                               | 0 | 0 | 0 | 0 |
| TOTAL FUNDING                                     |        | (25,000)                    | 0                               | 0 | 0 | 0 | 0 |
| *****Change Package*****                          |        |                             |                                 |   |   |   |   |
| Type: B Description:                              |        |                             |                                 |   |   |   |   |
| Number: 1 New Federal Grant for 2013-15           |        |                             |                                 |   |   |   |   |
| Group: A  |        |                             |                                 |   |   |   |   |
| EXPENDITURES                                      |        |                             |                                 |   |   |   |   |
| Grants, Benefits & Claims                         | 712000 | 400,000                     | 0                               | 0 | 0 | 0 | 0 |
| Grants  | 60     | 400,000                     | 0                               | 0 | 0 | 0 | 0 |
| EXPENDITURE TOTALS                                |        | 400,000                     | 0                               | 0 | 0 | 0 | 0 |
| MEANS OF FUNDING                                  |        |                             |                                 |   |   |   |   |
| ND Cassp Project                                  | H108   | 400,000                     | 0                               | 0 | 0 | 0 | 0 |
| Federal Funds                                     | FED    | 400,000                     | 0                               | 0 | 0 | 0 | 0 |
| TOTAL FUNDING                                     |        | 400,000                     | 0                               | 0 | 0 | 0 | 0 |
| *****Change Package*****                          |        |                             |                                 |   |   |   |   |
| Type: D Description:                              |        |                             |                                 |   |   |   |   |
| Number: 1 Optional Extraordinary Repairs          |        |                             |                                 |   |   |   |   |
| Group: A  |        |                             |                                 |   |   |   |   |
| EXPENDITURES                                      |        |                             |                                 |   |   |   |   |
| Extraordinary Repairs                             | 684000 | 0                           | 75,000                          | 0 | 0 | 0 | 0 |
| Capital Assets                                    | 50     | 0                           | 75,000                          | 0 | 0 | 0 | 0 |
| EXPENDITURE TOTALS                                |        | 0                           | 75,000                          | 0 | 0 | 0 | 0 |
| MEANS OF FUNDING                                  |        |                             |                                 |   |   |   |   |
| State General Fund                                | 001    | 0                           | 75,000                          | 0 | 0 | 0 | 0 |
| General Fund                                      | GEN    | 0                           | 75,000                          | 0 | 0 | 0 | 0 |
| TOTAL FUNDING                                     |        | 0                           | 75,000                          | 0 | 0 | 0 | 0 |
| *****Change Package*****                          |        |                             |                                 |   |   |   |   |

### 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.

The screenshot shows the 'Internet Budget and Reporting System' interface. The report name is 'CRCS - North Dakota Change Package Summary'. Other fields include 'Edit Profile Name', 'Report Title' (North Dakota Change Package Sum), 'Version' (2013-A-20-00324), 'Admin' (checkbox), 'Change Type' (All Changes), and 'Output Type' (HTML, PDF, Fmt CSV). An 'OK' button is visible at the bottom.

**CHANGE PACKAGE SUMMARY**  
 00324 IBARS Training Agency  
 Biennium:2013-2015

| Description                                   | Priority | FTE         | General Fund     | Federal Funds  | Special Funds | Total Funds      |
|---|----------|-------------|------------------|----------------|---------------|------------------|
| <b>Base Budget Changes</b>                    |          |             |                  |                |               |                  |
| <b>One Time Budget Changes</b>                |          |             |                  |                |               |                  |
| A-B 1 New Federal Grant for 2013-15           |          | 0.00        | 0                | 400,000        | 0             | 400,000          |
| <b>Total One Time Budget Changes</b>          |          | <b>0.00</b> | <b>0</b>         | <b>400,000</b> | <b>0</b>      | <b>400,000</b>   |
| <b>Ongoing Budget Changes</b>                 |          |             |                  |                |               |                  |
| A-A 1 Operating Decreases - Base Budget Limit |          | 0.00        | (25,000)         | 0              | 0             | (25,000)         |
| A-A 2 Inflationary Increases                  |          | 0.00        | 25,000           | 0              | 0             | 25,000           |
| A-A 5 Base Budget Capital Items               |          | 0.00        | 254,500          | 0              | 0             | 254,500          |
| A-F 1 Remove 2011-13 Capital Items            |          | 0.00        | (1,015,000)      | 0              | 0             | (1,015,000)      |
| Base Payroll Change                           |          | 0.00        | 145,343          | 17,027         | 0             | 162,370          |
| <b>Total Ongoing Budget Changes</b>           |          | <b>0.00</b> | <b>(615,157)</b> | <b>17,027</b>  | <b>0</b>      | <b>(598,130)</b> |
| <b>Total Base Budget Changes</b>              |          | <b>0.00</b> | <b>(615,157)</b> | <b>417,027</b> | <b>0</b>      | <b>(198,130)</b> |
| <b>Optional Budget Changes</b>                |          |             |                  |                |               |                  |
| <b>One Time Optional Changes</b>              |          |             |                  |                |               |                  |
| A-D 1 Optional Extraordinary Repairs          |          | 0.00        | 75,000           | 0              | 0             | 75,000           |
| A-D 5 Online Registration System              |          | 0.00        | 250,000          | 250,000        | 0             | 500,000          |
| <b>Total One Time Optional Changes</b>        |          | <b>0.00</b> | <b>325,000</b>   | <b>250,000</b> | <b>0</b>      | <b>575,000</b>   |
| <b>Ongoing Optional Changes</b>               |          |             |                  |                |               |                  |
| A-C 5 New FTE                                 |          | 1.00        | 100,101          | 0              | 0             | 100,101          |
| <b>Total Ongoing Optional Changes</b>         |          | <b>1.00</b> | <b>100,101</b>   | <b>0</b>       | <b>0</b>      | <b>100,101</b>   |
| <b>Total Optional Budget Changes</b>          |          | <b>1.00</b> | <b>425,101</b>   | <b>250,000</b> | <b>0</b>      | <b>675,101</b>   |
| <b>Optional Savings Changes</b>               |          |             |                  |                |               |                  |
| A-G 1 Optional Savings - Operating Reductions |          | 0.00        | (81,085)         | 0              | 0             | (81,085)         |
| <b>Total Optional Savings Changes</b>         |          | <b>0.00</b> | <b>(81,085)</b>  | <b>0</b>       | <b>0</b>      | <b>(81,085)</b>  |

### 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.

ibars2\ibarsprod\2013A2000324\E\A Internet Budget and Reporting System Wednesday, June 27, 2012

Home Checklist Versions Publications Logout Pub List Parameters

Report Name - CR06 - Agency Special Fund Report

Edit Profile Name -

Report Title - Agency Special Fund Report

Version - 2013-A-20-00324

Admin -

Funds - 215 - Children's Serv Coord Comm Fund 324

Output Type -  HTML  PDF

OK

- Administration
  - Reporting Levels
  - Admin Tables
  - Agencies
    - Dynamic Window Setup
    - Fund Source Control
    - List Publication Control
    - Line Maintenance
    - Version Types
    - Version Summary
    - Change Password
  - Preparation
  - Publications

**SPECIAL FUND REPORT**  
 00324 IBARS Training Agency  
 Version: 2013A2000324

**Children's Serv Coord Comm Fund 324**

|  | 2011 - 2013   | 2013 - 2015   |
|--|---------------|---------------|
| <b>Beginning Balance</b>               | 50,000        | 60,000        |
| <b>Revenue and Net Transfers:</b>      |               |               |
| Charges for Services/Sales             | 110,000       | 115,000       |
| <b>Total Revenue and Net Transfers</b> | 110,000       | 115,000       |
| <b>Estimated Expenditures By Line:</b> |               |               |
| Grants                                 | 100,000       | 100,000       |
| <b>Total Estimated Expenditures</b>    | 100,000       | 100,000       |
| <b>Ending Balance</b>                  | <u>60,000</u> | <u>75,000</u> |

### 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 Budget Request Summary can be selected by leaving that field blank.

The screenshot shows the 'Internet Budget and Reporting System' interface. The report name is 'SR07 - Version Comparison'. The report title is 'Version Comparison'. The version is '2013-A-19-00324'. The reporting level is '500 Administration'. The first version is '2013-A-20-00324 Training Source' and the second version is '2013-A-19-00324 ibars 19'. The columns are set to '2011-13 Biennium Appropriation'. The output type is 'PDF'. There is an 'OK' button at the bottom.

| 1                                 |        | 2                              | 3                              | 4                                    |
|-----------------------------------|--------|--------------------------------|--------------------------------|--------------------------------------|
| Object/Revenue                    |        | Training Source                | ibars 19                       | 2011-13 Biennium Appropriation       |
|                                   |        | 2011-13 Biennium Appropriation | 2011-13 Biennium Appropriation | minus 2011-13 Biennium Appropriation |
| <b>EXPENDITURES</b>               |        |                                |                                |                                      |
| Salaries - Permanent              | 511000 | 325,000                        | 325,000                        | 0                                    |
| Temporary Salaries                | 513000 | 50,000                         | 50,000                         | 0                                    |
| Fringe Benefits                   | 516000 | 140,000                        | 140,000                        | 0                                    |
| Salaries and Wages                |        | 515,000                        | 515,000                        | 0                                    |
| Travel                            | 521000 | 24,000                         | 24,000                         | 0                                    |
| Supplies - IT Software            | 531000 | 6,000                          | 6,050                          | (50)                                 |
| Postage                           | 541000 | 18,000                         | 18,000                         | 0                                    |
| IT - Data Processing              | 601000 | 20,000                         | 20,000                         | 0                                    |
| Professional Development          | 611000 | 80,000                         | 80,000                         | 0                                    |
| Operating Expenses                |        | 148,000                        | 148,050                        | (50)                                 |
| IT Equip/Software Over \$5000     | 693000 | 10,000                         | 10,000                         | 0                                    |
| Capital Assets                    |        | 10,000                         | 10,000                         | 0                                    |
| Salaries - Permanent              | 511000 | 52,000                         | 52,000                         | 0                                    |
| Fringe Benefits                   | 516000 | 31,000                         | 31,000                         | 0                                    |
| Fees - Professional Services      | 623000 | 300,000                        | 300,000                        | 0                                    |
| Special Program Line              |        | 383,000                        | 383,000                        | 0                                    |
| <b>EXPENDITURE TOTALS</b>         |        | <b>1,056,000</b>               | <b>1,056,050</b>               | <b>(50)</b>                          |
| <b>MEANS OF FUNDING</b>           |        |                                |                                |                                      |
| Crisis Child Care                 | H104   | 100,000                        | 100,000                        | 0                                    |
| Federal Funds                     |        | 100,000                        | 100,000                        | 0                                    |
| State General Fund                | 001    | 956,000                        | 956,000                        | 0                                    |
| General Fund                      |        | 956,000                        | 956,000                        | 0                                    |
| <b>TOTAL FUNDING</b>              |        | <b>1,056,000</b>               | <b>1,056,000</b>               | <b>0</b>                             |
| <b>AUTHORIZED EMPLOYEES</b>       |        |                                |                                |                                      |
| FTE                               |        | 5.50                           | 5.50                           | 0.00                                 |
| AUTHORIZED EMPLOYEES              |        | 5.50                           | 5.50                           | 0.00                                 |
| <b>TOTAL AUTHORIZED EMPLOYEES</b> |        | <b>5.50</b>                    | <b>5.50</b>                    | <b>0.00</b>                          |

### 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. On the left is a navigation tree with categories like '00 - IBARS Training Agency (Lvl 1)', '324 - IBARS Training Agency', '500 - Administration', '600 - Programs', and '900 - Facilities'. The main area contains configuration fields for a report: 'Report Name' (Change Package Narrative - CPN), 'Edit Profile Name' (CPN), 'Report Title' (Change Package Narrative - CPN), 'Version' (2013-A-19-00324), 'Admin' (checkbox), 'Program' (checkbox), 'Subschedule' (checkbox), 'Agency Overview' (checkbox), 'Change Package' (checked checkbox), 'Performance' (checkbox), and 'Output Type' (radio buttons for HTML and PDF, with PDF selected). An 'OK' button is at the bottom.

**BUDGET CHANGES NARRATIVE**

00324 IBARS Training Agency Date: 06/27/2012  
 Version 2013A1900324 Time: 13:52:58

|                 |                |              |           |
|-----------------|----------------|--------------|-----------|
| Change Group: A | Change Type: A | Change No: 1 | Priority: |
|-----------------|----------------|--------------|-----------|

Operating Decreases - Base Budget Limit

Operating expense reallocations required to meet base budget limit.

|                 |                |              |           |
|-----------------|----------------|--------------|-----------|
| Change Group: A | Change Type: A | Change No: 5 | Priority: |
|-----------------|----------------|--------------|-----------|

Base Budget Capital Items

Continuation of base budget amounts for extraordinary repairs (\$200,000), equipment (\$25,000), and bond payments (\$29,500).

|                 |                |              |           |
|-----------------|----------------|--------------|-----------|
| Change Group: A | Change Type: B | Change No: 1 | Priority: |
|-----------------|----------------|--------------|-----------|

New Federal Grant for 2013-15

New federal initiative for child care grants. Grant program is authorized through 2015 only and is not expected to be reauthorized.

|                 |                |              |           |
|-----------------|----------------|--------------|-----------|
| Change Group: A | Change Type: C | Change No: 1 | Priority: |
|-----------------|----------------|--------------|-----------|

Restore Operating Reductions In Base

Optional request to restore operating reductions to required to meet base budget general fund limit.

## Submitting the 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.

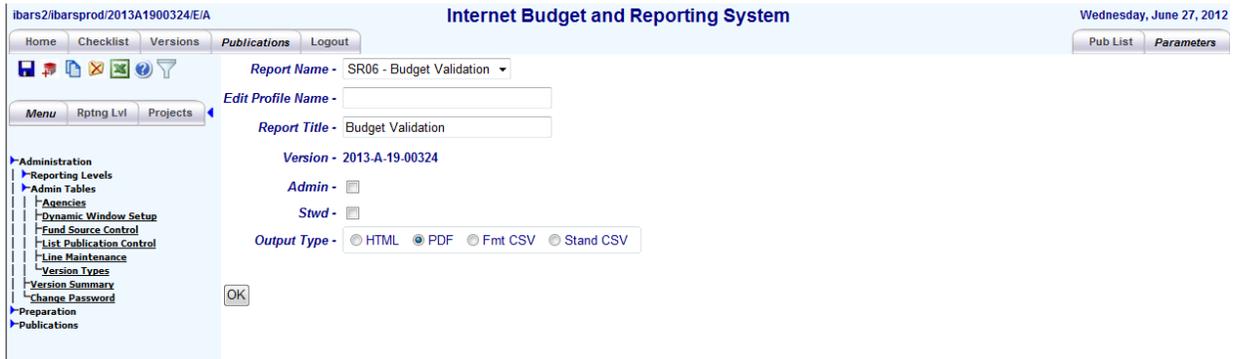
The screenshot shows the 'Internet Budget and Reporting System' interface. At the top, it displays the system name and the date 'Wednesday, June 27, 2012'. The main area contains configuration options for a report: 'Report Name' is set to 'CRVA - Validate Agency Version', 'Report Title' is 'Validate Agency Version', and 'Version' is '2013-A-19-00324'. The 'Output Type' is set to 'PDF'. A navigation menu on the left shows a tree structure for 'IBARS Training Agency' with sub-items for Administration, Programs, and Facilities. An 'OK' button is visible at the bottom of the configuration area.

**IBARS Training Agency**  
: 2013A1900324

| 1<br>Subschedule                    | 2<br>Reporting Level<br>Description | 3<br>Change Package | 4<br>Project Description | 5<br>Line Number | 6<br>Funding Col | 7<br>Budget Col | 8 |
|-------------------------------------|-------------------------------------|---------------------|--------------------------|------------------|------------------|-----------------|---|
| <b>Change Packages Not Balanced</b> |                                     |                     |                          |                  |                  |                 |   |
| GS                                  | Programs                            | AA1                 | Education Grants         | 60               | 400,000          | 0               |   |
| GS                                  | Programs                            | AB1                 | Education Grants         | 60               | 0                | 400,000         |   |

### SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. If a subschedule does not check to complete, refer to this report to identify the validation errors. It will provide an “Error Message” describing where the problem occurs, such as column, subschedule, account code, etc. Contact the assigned budget analyst for assistance correcting errors.



2013 Biennium / 06/27/2012 13:58:30

SR06 - Budget Validation

1

#### Budget Validation

: Budget Request Summary Subschedule

| Reporting Level                                   | Error Message  | Message Type             |
|---|--|--------------------------|
| 500 Administration (24-324-500-00-00-00-00000000) | Funding Amount 148,050 does not Equal Budgeted Amount 148,000 for column: 2011-13 Biennium Appropriation and line: 30 Operating Expenses | E                        |
| 500 Administration (24-324-500-00-00-00-00000000) | Funding Amount 148,050 does not Equal Budgeted Amount 148,000 for column: 2013-15 Base Budget Request and line: 30 Operating Expenses    | E                        |
| 500 Administration (24-324-500-00-00-00-00000000) | Funding Amount 99,050 does not Equal Budgeted Amount 99,000 for column: 2011-13 Biennium Balance and line: 30 Operating Expenses         | E                        |
| North Dakota                                      | Budget Validation  | ibars2 / 2013-A-19-00324 |

# 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 are insufficient to cover appropriations based on the most recent revenue forecast. 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 2019-21 budget covers the period July 1, 2019 to June 30, 2021.

**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 levels rolled up to 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 \$500,000. 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.

**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.

# Billing Rates

## *Office of Management and Budget – 110*

|  | 2017-19 Rates  | Projected 2019-21 Rates |
|--|--|-------------------------|
| Risk Management: General Rates                   | <a href="#">2017-19 Rates and 2019-21 Projected Rates Attached</a> |                         |
| Risk Management: Vehicle Liability Contributions | <a href="#">2017-19 Rates and 2019-21 Projected Rates Attached</a> |                         |
| Printing Services                                | 3% per year  | 3% per year*            |
| Office Supplies                                  | 1% per year  | 3% per year             |
| Toner Cartridges                                 | --   | 5-10% per year          |
| Paper, Envelopes, Paper Products                 | 1% per year  | 8-10% per year*         |

\*Due to paper mill closures and tariff increases.

| <b>State Surplus E-Waste &amp; Unsalable Property</b>                                      | 2017-19 Rates   | Projected 2019-21 Rates   |
|--|---|---|
| Property weighing 0-24 lbs   | No Charge   | No Charge   |
| Property weighing 25-49 lbs  | \$5   | \$5   |
| Property weighing 50-149 lbs   | \$10  | \$10  |
| Property weighing 150 lbs or more  | \$30  | \$30  |
| Large Volume – Extremely large equipment, partial and full-truckload shipments of property | Negotiated based upon state contract rates, location, and volume. | Negotiated based upon state contract rates, location, and volume. |
| Hazardous Materials – Such as chemicals, liquids, ballasts, fluorescent bulbs, etc.        | Actual disposal costs.  | Actual disposal costs.  |

| <b>Public Notice Newspaper Rates</b> | 2017-19 Rates | Projected 2019-21 Rates |
|--------------------------------------|---------------|-------------------------|
| Line Rate All Papers                 | \$0.81        | 2.75%*                  |
| Column Inch Large Daily              | \$13.42       | 2.75%*                  |
| Column Inch Small Daily              | \$9.13        | 2.75%*                  |
| Column Inch Weekly                   | \$6.57        | 2.75%*                  |

\*Due to paper mill closures and tariff increases.

| Space Rental Costs       | 2017-19 Rates |               | Projected 2019-21 Rates |               |
|--------------------------|---------------|---------------|-------------------------|---------------|
|                          | Office Space  | Storage Space | Office Space            | Storage Space |
| Capitol/J-wing           | \$14.38       | \$1.38        | \$14.38                 | \$1.38        |
| Library/Liberty Memorial | \$15.58       | \$1.28        | \$10.01                 | \$1.28        |
| State Office Building    | \$12.98       | \$2.14        | \$12.98                 | \$2.14        |
| DOT Building             | \$5.66        | \$0.43        | \$5.66                  | \$0.43        |

## *Information Technology Department – 112*

|           | 2017-19 Rates  | Projected 2019-21 Rates |
|-----------|--|-------------------------|
| ITD Rates | <a href="#">2017-19 Rates and 2019-21 Projected Rates Comparison</a> |                         |

## *Office of Attorney General – 125*

|                      | 2017-19 Rate Per Hour | Projected 2019-21 Rate Per Hour |
|----------------------|-----------------------|---------------------------------|
| Main Office Attorney | \$142.09              | \$125.96                        |
| Paralegal            | \$89.85               | \$55.47                         |
| Fire Marshal         | \$107.60              | \$101.49                        |

**Office of Administrative Hearings – 140**

| 2017-19 Rates      | Projected 2019-21 Rates |
|--------------------|-------------------------|
| \$165 - \$180/hour | \$175/hour              |

**Office of Insurance Commissioner – 401**

| Fire & Tornado Premiums | 2017-19 Rates                          | Projected 2019-21 Rates |
|-------------------------|--|-------------------------|
| Buildings               | 5% ea yr + new structures X cost basis | See Attached            |
| Contents                | 5% ea yr + new purchases X cost basis  | See Attached            |

**Workforce Safety and Insurance – 485**

|                           | 2017-19 Rates                 | Projected 2019-21 Rates       |
|---------------------------|-------------------------------|-------------------------------|
| Office Lease Rental Rates | \$16 per square foot per year | \$15 per square foot per year |
| Storage Rental Rates      | \$5 per square foot per year  | \$5 per square foot per year  |

**Department of Transportation – 801**

|                |                                  |
|----------------|----------------------------------|
| Fleet Services | 2019-21 Projected Rates Attached |
|----------------|----------------------------------|

*Note: There are two different rates sets, depending on if the vehicle is assigned or is in a daily motor pool.*

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY                                       | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|--|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| OFFICE OF THE GOVERNOR - 10100               | 1,264                       | 2,914                                | 1,650                       | 131%                |
| OFFICE OF THE SECRETARY OF STATE - 10800     | 2,212                       | 3,600                                | 1,388                       | 63%                 |
| OFFICE OF MANAGEMENT & BUDGET - 11000        | 6,637                       | 10,457                               | 3,820                       | 58%                 |
| INFORMATION TECHNOLOGY DEPARTMENT - 11200    | 17,277                      | 29,656                               | 12,379                      | 72%                 |
| OFFICE OF THE STATE AUDITOR - 11700          | 3,477                       | 5,314                                | 1,838                       | 53%                 |
| OFFICE OF THE STATE TREASURER - 12000        | 632                         | 686                                  | 54                          | 8%                  |
| OFFICE OF THE ATTORNEY GENERAL - 12500       | 20,543                      | 37,027                               | 16,484                      | 80%                 |
| OFFICE OF THE STATE TAX COMMISSIONER - 12700 | 7,691                       | 12,171                               | 4,480                       | 58%                 |
| OFFICE OF ADMINISTRATIVE HEARINGS - 14000    | 211                         | 686                                  | 475                         | 225%                |
| LEGISLATIVE COUNCIL - 16000                  | 2,423                       | 3,600                                | 1,177                       | 49%                 |
| JUDICIARY SYSTEM - 18000                     | 24,757                      | 44,227                               | 19,470                      | 79%                 |
| COMMISSION ON LEGAL COUNSEL - 18800          | 2,634                       | 4,286                                | 1,652                       | 63%                 |
| RETIREMENT & INVESTMENT OFFICE - 19000       | 1,054                       | 1,714                                | 661                         | 63%                 |
| PUBLIC EMPLOYEES RETIREMENT OFFICE - 19200   | 1,896                       | 3,600                                | 1,704                       | 90%                 |
| DEPARTMENT OF PUBLIC INSTRUCTION - 20100     | 5,478                       | 8,400                                | 2,921                       | 53%                 |
| ND UNIVERSITY SYSTEM OFFICE - 21500          | 6,321                       | 7,714                                | 1,393                       | 22%                 |
| DEPARTMENT OF TRUST LANDS- 22600             | 3,266                       | 5,828                                | 2,562                       | 78%                 |
| BISMARCK STATE COLLEGE - 22700               | 11,799                      | 13,028                               | 1,229                       | 10%                 |
| LAKE REGION STATE COLLEGE - 22800            | 3,687                       | 4,971                                | 1,284                       | 35%                 |
| WILLISTON STATE COLLEGE - 22900              | 2,739                       | 3,771                                | 1,032                       | 38%                 |
| UNIVERSITY OF NORTH DAKOTA - 23000           | 34,344                      | 37,713                               | 3,369                       | 10%                 |
| UND MEDICAL CENTER - 23200                   | 11,167                      | 15,771                               | 4,604                       | 41%                 |
| ND STATE UNIVERSITY - 23500                  | 29,076                      | 32,741                               | 3,665                       | 13%                 |
| ND STATE COLLEGE OF SCIENCE - 23800          | 8,849                       | 12,171                               | 3,322                       | 38%                 |
| DICKINSON STATE UNIVERSITY - 23900           | 6,953                       | 11,657                               | 4,704                       | 68%                 |
| MAYVILLE STATE UNIVERSITY - 24000            | 3,477                       | 6,000                                | 2,523                       | 73%                 |
| MINOT STATE UNIVERSITY - 24100               | 11,694                      | 18,171                               | 6,477                       | 55%                 |
| VALLEY CITY STATE UNIVERSITY - 24200         | 7,796                       | 8,742                                | 947                         | 12%                 |
| DAKOTA COLLEGE AT BOTTINEAU - 24300          | 2,950                       | 4,114                                | 1,164                       | 39%                 |
| ND FOREST SERVICE - 24400                    | 2,318                       | 3,600                                | 1,282                       | 55%                 |
| STATE LIBRARY - 25000                        | 1,896                       | 2,914                                | 1,018                       | 54%                 |

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY  | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|---|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| SCHOOL FOR THE DEAF - 25200                   | 2,844                       | 4,628                                | 1,784                       | 63%                 |
| VISION SERVICES/SCHOOL FOR THE BLIND - 25300  | 1,896                       | 3,600                                | 1,704                       | 90%                 |
| DEPT OF CAREER & TECHNICAL EDUCATION - 27000  | 1,475                       | 2,400                                | 925                         | 63%                 |
| ND DEPARTMENT OF HEALTH - 30100               | 19,490                      | 38,913                               | 19,423                      | 100%                |
| LIFE SKILLS AND TRANSITION CENTER - 31000     | 17,909                      | 29,142                               | 11,232                      | 63%                 |
| STATE HOSPITAL - 31200                        | 32,448                      | 61,197                               | 28,750                      | 89%                 |
| VETERANS HOME - 31300                         | 7,901                       | 11,828                               | 3,927                       | 50%                 |
| INDIAN AFFAIRS COMMISSION - 31600             | 211                         | 686                                  | 475                         | 225%                |
| DEPARTMENT OF VETERANS AFFAIRS - 32100        | 843                         | 1,029                                | 186                         | 22%                 |
| DEPARTMENT OF HUMAN SERVICES - 32500          | 92,392                      | 179,135                              | 86,744                      | 94%                 |
| PROTECTION AND ADVOCACY PROJECT - 36000       | 1,896                       | 2,914                                | 1,018                       | 54%                 |
| JOB SERVICE NORTH DAKOTA - 38000              | 12,221                      | 16,114                               | 3,893                       | 32%                 |
| OFFICE OF THE INSURANCE COMMISSIONER - 40100  | 3,266                       | 4,286                                | 1,020                       | 31%                 |
| INDUSTRIAL COMMISSION - 40500                 | 7,058                       | 10,457                               | 3,398                       | 48%                 |
| DEPARTMENT OF LABOR AND HUMAN RIGHTS - 40600  | 843                         | 1,371                                | 529                         | 63%                 |
| PUBLIC SERVICE COMMISSION - 40800             | 3,266                       | 4,628                                | 1,363                       | 42%                 |
| AERONAUTICS COMMISSION - 41200                | 421                         | 686                                  | 264                         | 63%                 |
| DEPARTMENT OF FINANCIAL INSTITUTIONS - 41300  | 1,686                       | 2,914                                | 1,229                       | 73%                 |
| OFFICE OF THE SECURITIES COMMISSIONER - 41400 | 632                         | 1,029                                | 396                         | 63%                 |
| BANK OF NORTH DAKOTA - 47100                  | 9,376                       | 16,114                               | 6,737                       | 72%                 |
| NORTH DAKOTA HOUSING FINANCE AGENCY - 47300   | 2,634                       | 4,286                                | 1,652                       | 63%                 |
| NORTH DAKOTA MILL AND ELEVATOR ASS - 47500    | 22,123                      | 32,399                               | 10,275                      | 46%                 |
| WORKFORCE SAFETY AND INSURANCE - 48500        | 24,125                      | 32,399                               | 8,274                       | 34%                 |
| HIGHWAY PATROL - 50400                        | 25,600                      | 23,313                               | -2,287                      | -9%                 |
| DEPT OF CORRECTIONS & REHABILITATION - 53000  | 102,505                     | 197,649                              | 95,144                      | 93%                 |
| ADJUTANT GENERAL - 54000                      | 15,170                      | 24,513                               | 9,343                       | 62%                 |
| DEPARTMENT OF COMMERCE - 60100                | 3,898                       | 6,514                                | 2,616                       | 67%                 |
| DEPARTMENT OF AGRICULTURE - 60200             | 4,635                       | 7,200                                | 2,564                       | 55%                 |
| STATE SEED DEPARTMENT - 61600                 | 0                           | 0                                    | 0                           | 0%                  |
| UPPER GREAT PLAINS TRANSPORTATION INS - 62700 | 843                         | 1,543                                | 700                         | 83%                 |
| NDSU EXTENSION SERVICE - 63000                | 7,585                       | 11,999                               | 4,414                       | 58%                 |

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY                                     | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|--|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| NORTHERN CROPS INSTITUTE - 63800           | 632                         | 857                                  | 225                         | 36%                 |
| NDSU MAIN RESEARCH STATION - 64000         | 16,013                      | 22,970                               | 6,957                       | 43%                 |
| DICKINSON RESEARCH CENTER - 64100          | 1,159                       | 1,714                                | 555                         | 48%                 |
| CENTRAL GRASSLANDS RESEARCH CENTER - 64200 | 737                         | 1,200                                | 463                         | 63%                 |
| HETTINGER RESEARCH CENTER - 64300          | 843                         | 1,200                                | 357                         | 42%                 |
| LANGDON RESEARCH CENTER - 64400            | 632                         | 857                                  | 225                         | 36%                 |
| NORTH CENTRAL RESEARCH CENTER - 64500      | 948                         | 1,200                                | 252                         | 27%                 |
| WILLISTON RESEARCH CENTER - 64600          | 1,159                       | 2,057                                | 898                         | 78%                 |
| CARRINGTON RESEARCH CENTER - 64700         | 1,791                       | 2,571                                | 780                         | 44%                 |
| AGRONOMY SEED FARM - 64900                 | 0                           | 0                                    | 0                           | 0%                  |
| NORTH DAKOTA STATE FAIR - 66500            | 4,635                       | 6,857                                | 2,221                       | 48%                 |
| NORTH DAKOTA RACING COMMISSION - 67000     | 211                         | 343                                  | 132                         | 63%                 |
| STATE HISTORICAL SOCIETY - 70100           | 6,848                       | 10,457                               | 3,609                       | 53%                 |
| COUNCIL ON THE ARTS - 70900                | 421                         | 686                                  | 264                         | 63%                 |
| GAME AND FISH DEPARTMENT - 72000           | 10,219                      | 16,971                               | 6,752                       | 66%                 |
| DEPARTMENT OF PARKS & RECREATION - 75000   | 7,901                       | 13,714                               | 5,812                       | 74%                 |
| STATE WATER COMMISSION - 77000             | 12,958                      | 17,314                               | 4,356                       | 34%                 |
| DEPARTMENT OF TRANSPORTATION - 80100       | 145,172                     | 182,221                              | 37,049                      | 26%                 |
| <b>TOTAL STATE AGENCIES</b>                | <b>885,990</b>              | <b>1,375,313</b>                     |                             |                     |

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY                                       | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|--|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| <b>AUXILIARY SERVICES / OFF BUDGET:</b>      |                             |                                      |                             |                     |
| ND UNIVERSITY SYSTEM OFFICE                  | 3,266                       | 4,800                                | 1,534                       | 47%                 |
| BISMARCK STATE COLLEGE                       | 16,224                      | 21,942                               | 5,718                       | 35%                 |
| LAKE REGION STATE COLLEGE                    | 5,478                       | 7,200                                | 1,722                       | 31%                 |
| WILLISTON STATE COLLEGE                      | 4,319                       | 6,685                                | 2,366                       | 55%                 |
| UNIVERSITY OF NORTH DAKOTA                   | 124,207                     | 166,450                              | 42,243                      | 34%                 |
| UND MEDICAL CENTER                           | 23,388                      | 38,913                               | 15,525                      | 66%                 |
| ND STATE UNIVERSITY                          | 90,285                      | 128,566                              | 38,281                      | 42%                 |
| ND STATE COLLEGE OF SCIENCE                  | 10,219                      | 16,285                               | 6,066                       | 59%                 |
| DICKINSON STATE UNIVERSITY                   | 5,794                       | 10,971                               | 5,177                       | 89%                 |
| MAYVILLE STATE UNIVERSITY                    | 9,271                       | 16,628                               | 7,357                       | 79%                 |
| MINOT STATE UNIVERSITY                       | 15,908                      | 32,227                               | 16,319                      | 103%                |
| VALLEY CITY STATE UNIVERSITY                 | 8,217                       | 9,942                                | 1,725                       | 21%                 |
| DAKOTA COLLEGE AT BOTTINEAU                  | 2,318                       | 4,286                                | 1,968                       | 85%                 |
| ND FOREST SERVICE                            | 737                         | 1,371                                | 634                         | 86%                 |
| UPPER GREAT PLAINS TRANSPORTATION INSTITUTE  | 2,423                       | 3,428                                | 1,005                       | 41%                 |
| NDSU EXTENSION SERVICE                       | 2,634                       | 4,114                                | 1,480                       | 56%                 |
| NORTHERN CROPS INSTITUTE                     | 0                           | 171                                  | 171                         | 100%                |
| NDSU MAIN RESEARCH STATION                   | 7,691                       | 13,714                               | 6,023                       | 78%                 |
| DICKINSON RESEARCH CENTER                    | 0                           | 0                                    | 0                           | 0%                  |
| CENTRAL GRASSLANDS RESEARCH CENTER           | 0                           | 0                                    | 0                           | 0%                  |
| HETTINGER RESEARCH CENTER                    | 211                         | 171                                  | -39                         | -19%                |
| LANGDON RESEARCH CENTER                      | 0                           | 171                                  | 171                         | 100%                |
| NORTH CENTRAL RESEARCH CENTER                | 105                         | 171                                  | 66                          | 63%                 |
| WILLISTON RESEARCH CENTER                    | 0                           | 0                                    | 0                           | 0%                  |
| CARRINGTON RESEARCH CENTER                   | 105                         | 343                                  | 237                         | 225%                |
| AGRONOMY SEED FARM                           | 211                         | 343                                  | 132                         | 63%                 |
| <b>TOTAL AUXILIARY SERVICES / OFF BUDGET</b> | <b>333,010</b>              | <b>488,894</b>                       |                             |                     |

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY  | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|---|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| <b>BOARDS AND COMMISSIONS:</b>                                  |                             |                                      |                             |                     |
| Abstracters' Board of Examiners                                 | 0                           | 1,093                                | 1,093                       | 100%                |
| Accountancy, State Board of Public                              | 2,087                       | 1,264                                | -824                        | -39%                |
| Addiction Counseling Examiners, Brd. of                         | 1,665                       | 1,092                                | -573                        | -34%                |
| Architecture, State Board of                                    | 1,605                       | 1,142                                | -464                        | -29%                |
| Athletic Trainers, North Dakota Board of                        | 803                         | 1,086                                | 283                         | 35%                 |
| Audiology & Speech Language Pathology, Board of Examiners       | 1,605                       | 1,088                                | -517                        | -32%                |
| Barber Examiners, Board of                                      | 1,605                       | 1,340                                | -265                        | -17%                |
| Barley Council  | 1,726                       | 1,170                                | -555                        | -32%                |
| Beef Commission   | 1,967                       | 1,340                                | -627                        | -32%                |
| Chiropractic Examiners, State Board of                          | 1,605                       | 1,221                                | -384                        | -24%                |
| Clinical Laboratory Practice, Board of                          | 1,605                       | 1,170                                | -435                        | -27%                |
| Corn Utilization Council  | 1,967                       | 1,357                                | -610                        | -31%                |
| Cosmetology, State Board of                                     | 1,726                       | 1,267                                | -459                        | -27%                |
| Counselor Examiners, State Board of                             | 1,605                       | 1,149                                | -456                        | -28%                |
| Dairy Promotion Commission                                      | 0                           | 1,196                                | 1,196                       | 100%                |
| Dental Examiners, Board of                                      | 1,726                       | 1,213                                | -513                        | -30%                |
| Dietetic Practice, Board of                                     | 1,605                       | 1,107                                | -498                        | -31%                |
| Dry Bean Council  | 1,846                       | 1,255                                | -591                        | -32%                |
| Dry Pea & Lentil Council  | 1,665                       | 1,113                                | -553                        | -33%                |
| Education Standards & Practices Board                           | 2,329                       | 1,526                                | -802                        | -34%                |
| Electrical Board, State   | 4,258                       | 2,865                                | -1,392                      | -33%                |
| Engineers & Land Surveyors, State Brd. of Registration for Prof | 1,967                       | 1,382                                | -585                        | -30%                |
| Funeral Service, State Board of                                 | 1,605                       | 1,100                                | -505                        | -31%                |
| Hearing Instrument Specialists, Board of                        | 0                           | 1,086                                | 1,086                       | 100%                |
| Integrative Health Care, State Board of                         | 0                           | 0                                    | 0                           | 0%                  |
| Law Examiners, State Board of                                   | 1,846                       | 1,297                                | -549                        | -30%                |
| Massage, Board of   | 1,605                       | 1,191                                | -414                        | -26%                |
| Marriage & Family Therapy Licensure Board, North Dakota         | 803                         | 547                                  | -256                        | -32%                |
| Medicine, ND Board of   | 2,087                       | 1,425                                | -663                        | -32%                |
| Medical Imaging and Radiation Therapy Board of Examiners, N     | 1,605                       | 1,170                                | -435                        | -27%                |

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY  | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|---|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| Milk Marketing Board                                      | 1,967                       | 1,348                                | -619                        | -31%                |
| Nursing, State Board of                                   | 2,570                       | 1,781                                | -789                        | -31%                |
| Nursing Home Administrators, State Board of Examiners for | 1,605                       | 1,095                                | -510                        | -32%                |
| Occupational Therapy Practice, Brd. of                    | 1,653                       | 1,170                                | -483                        | -29%                |
| Oilseed Council   | 1,605                       | 1,132                                | -473                        | -29%                |
| Optometry, ND State Board of                              | 1,605                       | 1,092                                | -514                        | -32%                |
| Pharmacy, State Board of                                  | 1,967                       | 1,425                                | -542                        | -28%                |
| Physical Therapy, State Board                             | 1,605                       | 1,128                                | -477                        | -30%                |
| Plumbing, State Board of                                  | 2,329                       | 1,612                                | -717                        | -31%                |
| Podiatric Medicine, ND Board of                           | 803                         | 587                                  | -216                        | -27%                |
| Potato Council  | 1,605                       | 1,135                                | -470                        | -29%                |
| Private Investigative & Security Board                    | 1,605                       | 1,176                                | -429                        | -27%                |
| Professional Soil Classifiers, Board                      | 0                           | 547                                  | 547                         | 100%                |
| Psychologist Examiners, State Board of                    | 1,605                       | 1,088                                | -517                        | -32%                |
| Real Estate Appraiser Qualifications Brd.                 | 1,605                       | 1,201                                | -404                        | -25%                |
| Real Estate Commission, ND                                | 1,846                       | 1,312                                | -534                        | -29%                |
| Reflexology Board   | 0                           | 0                                    | 0                           | 0%                  |
| Respiratory Care, State Board of                          | 1,653                       | 1,170                                | -483                        | -29%                |
| State Seed Department                                     | 4,620                       | 3,713                                | -907                        | -20%                |
| Social Work Examiners, ND Board of                        | 1,653                       | 1,170                                | -483                        | -29%                |
| Soybean Council   | 2,329                       | 1,552                                | -777                        | -33%                |
| Veterinary Medical Examiners, State Brd. of               | 1,605                       | 1,111                                | -494                        | -31%                |
| Water Well Contractors, Board of                          | 1,605                       | 1,130                                | -475                        | -30%                |
| Wheat Commission  | 2,208                       | 1,509                                | -699                        | -32%                |
| <b>TOTAL BOARDS &amp; COMMISSIONS</b>                     | <b>88,166</b>               | <b>66,435</b>                        |                             |                     |

# STATE OF NORTH DAKOTA

## GENERAL LIBILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY   | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|--|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| <b>VEHICLE/EQUIPMENT LIABILITY:</b>              |                             |                                      |                             |                     |
| FACILITY MANAGEMENT                              | 458                         | 213                                  | -245                        | -53%                |
| CENTRAL SERVICES - SURPLUS PROPERTY              | 45                          | 71                                   | 26                          | 58%                 |
| ATTORNEY GENERAL                                 | 5,921                       | 14,301                               | 8,380                       | 142%                |
| DEPARTMENT OF TRUST LANDS                        | 216                         | 174                                  | -42                         | -19%                |
| BISMARCK STATE COLLEGE                           | 1,088                       | 797                                  | -291                        | -27%                |
| LAKE REGION STATE COLLEGE                        | 514                         | 824                                  | 310                         | 60%                 |
| WILLISTON STATE COLLEGE                          | 212                         | 935                                  | 723                         | 341%                |
| UNIVERSITY OF NORTH DAKOTA                       | 983                         | 1,669                                | 686                         | 70%                 |
| UNIVERSITY OF NORTH DAKOTA - COURTESY VEHICLES   | 11,536                      | 15,538                               | 4,002                       | 35%                 |
| NORTH DAKOTA STATE UNIVERSITY                    | 9,324                       | 23,297                               | 13,973                      | 150%                |
| NORTH DAKOTA STATE UNIVERSITY - COURTESY VEHICLE | 13,103                      | 19,415                               | 6,312                       | 48%                 |
| ND STATE COLLEGE OF SCIENCE                      | 678                         | 460                                  | -218                        | -32%                |
| MAYVILLE STATE UNIVERSITY                        | 156                         | 248                                  | 92                          | 59%                 |
| MINOT STATE UNIVERSITY                           | 410                         | 652                                  | 242                         | 59%                 |
| VALLEY CITY STATE UNIVERSITY                     | 112                         | 177                                  | 65                          | 58%                 |
| DAKOTA COLLEGE AT BOTTINEAU                      | 89                          | 142                                  | 53                          | 60%                 |
| SCHOOL FOR DEAF                                  | 56                          | 89                                   | 33                          | 59%                 |
| ND VISIONS SERVICES / SCHOOL FOR THE BLIND       | 11                          | 18                                   | 7                           | 64%                 |
| HEALTH DEPARTMENT                                | 11                          | 316                                  | 305                         | 2775%               |
| LIFE SKILLS & TRANSITION CENTER                  | 67                          | 89                                   | 22                          | 33%                 |
| ND STATE HOSPITAL                                | 541                         | 159                                  | -382                        | -71%                |
| VETERANS HOME                                    | 425                         | 794                                  | 369                         | 87%                 |
| INDUSTRIAL COMMISSION                            | 432                         | 697                                  | 265                         | 61%                 |
| MILL & ELEVATOR                                  | 488                         | 793                                  | 305                         | 63%                 |
| DOCR - ND STATE PENITENTIARY                     | 395                         | 422                                  | 27                          | 7%                  |
| DOCR - YOUTH CORRECTIONAL CENTER                 | 78                          | 124                                  | 46                          | 59%                 |
| DOCR - MISSOURI RIVER CORRECTIONAL CENTER        | 0                           | 71                                   | 71                          | 100%                |
| DOCR - JAMES RIVER CORRECTIONAL CENTER           | 11                          | 35                                   | 24                          | 218%                |
| ADJUTANT GENERAL                                 | 988                         | 2,560                                | 1,572                       | 159%                |
| DEPARTMENT OF AGRICULTURE                        | 153                         | 263                                  | 110                         | 72%                 |

# STATE OF NORTH DAKOTA

## GENERAL LIABILITY

### AGENCY ALLOCATION FOR BIENNIUM 2019-2021

| AGENCY                                     | GL ALLOCATION FOR 2017-2019 | GL ALLOCATION FOR BIENNIUM 2019-2021 | DIFFERENCE IN CONTRIBUTIONS | PERCENTAGE INCREASE |
|--|-----------------------------|--------------------------------------|-----------------------------|---------------------|
| ND STATE FAIR                              | 447                         | 779                                  | 332                         | 74%                 |
| HISTORICAL SOCIETY                         | 56                          | 71                                   | 15                          | 27%                 |
| GAME & FISH DEPARTMENT                     | 11,508                      | 18,777                               | 7,269                       | 63%                 |
| ND PARKS & RECREATION                      | 7,255                       | 13,676                               | 6,421                       | 89%                 |
| STATE WATER COMMISSION                     | 227                         | 541                                  | 314                         | 138%                |
| DEPARTMENT OF TRANSPORTATION               | 5,275                       | 7,687                                | 2,412                       | 46%                 |
| DEPARTMENT OF TRANSPORTATION - STATE FLEET | 491,154                     | 699,588                              | 208,434                     | 42%                 |
| PLUMBING BOARD                             | 45                          | 71                                   | 26                          | 58%                 |
| <b>TOTAL VEHICLE LIABILITY</b>             | <b>564,468</b>              | <b>826,536</b>                       |                             |                     |



North Dakota  
Insurance Department  
Jon Godfread, Commissioner

March 29, 2018

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

Dear Ms. Sondag:

Pursuant to a your March 2, 2018 request, the State Fire and Tornado Fund (Fund) recommends the following for all policyholders for the 2019-20 biennium.

The Fund recommends policyholders budget for a one percent (1%) rate increase and a minimum three percent (3%) increase to their property values each policy year of the biennium to account for appreciating property values, the potential for adverse claim losses and the potential for minimal to flat investment earnings. However, predicting how the property insurance market will react two years in advance of a policy period is impossible. One catastrophic event locally or nationally could change the Fund's current outlook. Policyholders are encouraged to consider these factors carefully in their decision making.

In addition, each agency needs to consider whether they will be purchasing additional personal property, constructing new structures, or purchasing building or outdoor property. These additional asset values need to be added to their total insurance value before they budget in the increases.

Policyholders can determine their 2018 cost basis by dividing their 2018 premium amount by their 2018 total insurance value (TIV) shown on their July 1, 2018 schedule of property. They can then determine their estimated premium for 2019 and 2020 by using the example in the table below:

**Table:**

| <b>Year</b> | <b>TIV<br/>Trend</b> | <b>Rate<br/>Increase</b> | <b>TIV</b>     | <b>Premium</b>  | <b>Rate<br/>Cost basis</b> | <b>Premium<br/>Increase</b> |
|-------------|----------------------|--------------------------|----------------|-----------------|----------------------------|-----------------------------|
| <b>2018</b> |                      |                          | <b>425,000</b> | <b>\$150.00</b> | <b>.00035</b>              |                             |
| <b>2019</b> | <b>3.0%</b>          | <b>1.0%</b>              | <b>437,750</b> | <b>\$157.59</b> | <b>.00036</b>              | <b>4.0%</b>                 |
| <b>2020</b> | <b>3.0%</b>          | <b>1.0%</b>              | <b>450,883</b> | <b>\$162.32</b> | <b>.00036</b>              | <b>4.0%</b>                 |

For 2019 and 2020 the TIV and cost basis (from each of the previous years) is multiplied by 1.03 and 1.01 respectively for each year. The estimated premium for each year is then determined by multiplying the new TIV by the cost basis for each year. See the example below for assistance, which also takes into account new property acquired for each year:

**Example:**

July 1, 2018 premium =  $\$150 / \$425,000$  (2018 total insurance limit) = .00035 (2018 cost basis).  
Start with this cost basis for 2019 estimated premium for July 1, 2018 =  $\$425,000$  (2018 TIV) X  
 $1.03\% = \$437,750 + \$20,000$  (2018 new purchases) =  $\$457,750$  X .00036 (2019 cost basis) =  
 $\$164.79$ .

Estimated premium for July 1, 2020 =  $\$457,750$  (2019 TIV) X  $1.03\% = \$471,482 + \$10,000$   
(2019 new purchases) =  $\$481,482$  X .00036 (2020 cost basis) =  $\$173.33$ .

Sincerely,



Jeff R. Bitz  
Administrator  
State Fire and Tornado Fund

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
STATE FLEET SERVICE  
2019 - 2021 BIENNIUM**

March 2018

**ASSIGNED VEHICLE BUDGET GUIDELINES**

| DESCRIPTION                                     | GROUP<br>No. | OPER<br>RATE | REPLCMNT<br>RATE | MILE/HOUR<br>RATE | DEPREC/<br>MONTH |
|---|--------------|--------------|------------------|-------------------|------------------|
| <b>Mini Pass. Van</b>                           | <b>1</b>     | <b>0.29</b>  | <b>0.01</b>      | <b>0.30</b>       | <b>186.00</b>    |
| Sedan/Wagon                                     | 2            | 0.22         | 0.08             | 0.30              | 155.00           |
| <b>Light Pickup/Cargo Van/Full-Size Utility</b> | <b>3</b>     | <b>0.34</b>  | <b>0.08</b>      | <b>0.42</b>       | <b>186.00</b>    |
| Heavy Pickup/Van/Full-Size Utility              | 4            | 0.39         | 0.01             | 0.40              | 218.00           |
| <b>Highway Patrol</b>                           | <b>7</b>     | <b>0.36</b>  | <b>0.12</b>      | <b>0.48</b>       | <b>488.00</b>    |
| Game & Fish Enforcement                         | 8            | 0.24         | 0.10             | 0.34              | 367.00           |
| <b>Regulatory Vehicles</b>                      | <b>9</b>     | <b>0.34</b>  | <b>0.13</b>      | <b>0.47</b>       | <b>340.00</b>    |
| Facility Service Vehicle                        | 12           | 0.79         | 0.20             | 0.99              | 131.00           |
| <b>Compact Utility/All</b>                      | <b>13</b>    | <b>0.25</b>  | <b>0.10</b>      | <b>0.35</b>       | <b>230.00</b>    |
| Miscellaneous Truck/Mid-Size Bus                | 18           | 29.00        | 9.00             | 38.00             | 259.00           |
| <b>Distributor Truck</b>                        | <b>19</b>    | <b>27.00</b> | <b>7.00</b>      | <b>34.00</b>      | <b>316.00</b>    |
| Sign Truck/Garbage Truck                        | 20           | 30.00        | 20.00            | 50.00             | 700.00           |
| <b>Tandem Axle Truck/All</b>                    | <b>22</b>    | <b>66.00</b> | <b>10.00</b>     | <b>76.00</b>      | <b>673.00</b>    |
| Truck Tractor                                   | 23           | 41.00        | 10.00            | 51.00             | 314.00           |
| <b>Water Commission Truck</b>                   | <b>27</b>    | <b>40.00</b> | <b>0.00</b>      | <b>40.00</b>      | <b>1,106.00</b>  |
| Shuttle Bus                                     | 30           | 40.00        | 1.00             | 41.00             | 533.00           |
| <b>Drill Truck</b>                              | <b>32</b>    | <b>25.00</b> | <b>5.00</b>      | <b>30.00</b>      | <b>604.00</b>    |

**FLEET MOTOR POOL VEHICLE BUDGET GUIDELINES**

| DESCRIPTION                                     | GROUP<br>No. | OPER & DEPR<br>RATE | REPLCMNT<br>RATE | MILE/HOUR<br>RATE |
|---|--------------|---------------------|------------------|-------------------|
| <b>Mini Pass. Van</b>                           | <b>1</b>     | <b>0.52</b>         | <b>0.01</b>      | <b>0.53</b>       |
| Sedan/Wagon                                     | 2            | 0.43                | 0.08             | 0.51              |
| <b>Light Pickup/Cargo Van/Full-Size Utility</b> | <b>3</b>     | <b>0.59</b>         | <b>0.08</b>      | <b>0.67</b>       |
| Heavy Pickup/Van/Full-Size Utility              | 4            | 0.65                | 0.01             | 0.66              |
| <b>Highway Patrol</b>                           | <b>7</b>     | <b>0.69</b>         | <b>0.12</b>      | <b>0.81</b>       |
| Game & Fish Enforcement                         | 8            | 0.38                | 0.10             | 0.48              |
| <b>Regulatory Vehicles</b>                      | <b>9</b>     | <b>0.56</b>         | <b>0.13</b>      | <b>0.69</b>       |
| Facility Service Vehicle                        | 12           | 1.53                | 0.20             | 1.73              |
| <b>Compact Utility/All</b>                      | <b>13</b>    | <b>0.49</b>         | <b>0.10</b>      | <b>0.59</b>       |
| Miscellaneous Truck/Mid-Size Bus                | 18           | 45.00               | 9.00             | 54.00             |
| <b>Rotary Snowplow</b>                          | <b>24</b>    | <b>300.00</b>       |                  | <b>300.00</b>     |
| Medical Simulator Trucks                        | 25           | 43.00               |                  | 43.00             |
| <b>Bridge Aerial Lift</b>                       | <b>28</b>    | <b>90.00</b>        |                  | <b>90.00</b>      |
| Lineworker Truck                                | 29           | 39.00               | 10.00            | 49.00             |
| <b>Fuel Truck</b>                               | <b>31</b>    | <b>16.00</b>        | <b>7.00</b>      | <b>23.00</b>      |

# 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.



North Dakota  
Insurance Department  
Jon Godfread, Commissioner

March 29, 2018

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

Dear Ms. Sondag:

Pursuant to a your March 2, 2018 request, the State Fire and Tornado Fund (Fund) recommends the following for all policyholders for the 2019-20 biennium.

The Fund recommends policyholders budget for a one percent (1%) rate increase and a minimum three percent (3%) increase to their property values each policy year of the biennium to account for appreciating property values, the potential for adverse claim losses and the potential for minimal to flat investment earnings. However, predicting how the property insurance market will react two years in advance of a policy period is impossible. One catastrophic event locally or nationally could change the Fund's current outlook. Policyholders are encouraged to consider these factors carefully in their decision making.

In addition, each agency needs to consider whether they will be purchasing additional personal property, constructing new structures, or purchasing building or outdoor property. These additional asset values need to be added to their total insurance value before they budget in the increases.

Policyholders can determine their 2018 cost basis by dividing their 2018 premium amount by their 2018 total insurance value (TIV) shown on their July 1, 2018 schedule of property. They can then determine their estimated premium for 2019 and 2020 by using the example in the table below:

**Table:**

| <b>Year</b> | <b>TIV Trend</b> | <b>Rate Increase</b> | <b>TIV</b>     | <b>Premium</b>  | <b>Rate Cost basis</b> | <b>Premium Increase</b> |
|-------------|------------------|----------------------|----------------|-----------------|------------------------|-------------------------|
| <b>2018</b> |                  |                      | <b>425,000</b> | <b>\$150.00</b> | <b>.00035</b>          |                         |
| <b>2019</b> | <b>3.0%</b>      | <b>1.0%</b>          | <b>437,750</b> | <b>\$157.59</b> | <b>.00036</b>          | <b>4.0%</b>             |
| <b>2020</b> | <b>3.0%</b>      | <b>1.0%</b>          | <b>450,883</b> | <b>\$162.32</b> | <b>.00036</b>          | <b>4.0%</b>             |

For 2019 and 2020 the TIV and cost basis (from each of the previous years) is multiplied by 1.03 and 1.01 respectively for each year. The estimated premium for each year is then determined by multiplying the new TIV by the cost basis for each year. See the example below for assistance, which also takes into account new property acquired for each year:

**Example:**

July 1, 2018 premium = \$150 / \$425,000 (2018 total insurance limit) = .00035 (2018 cost basis).  
 Start with this cost basis for 2019 estimated premium for July 1, 2018 = \$425,000 (2018 TIV) X 1.03% = \$437,750 + \$20,000 (2018 new purchases) = \$457,750 X .00036 (2019 cost basis) = \$164.79.

Estimated premium for July 1, 2020 = \$457,750 (2019 TIV) X 1.03% = \$471,482 + \$10,000 (2019 new purchases) = \$481,482 X .00036 (2020 cost basis) = \$173.33.

Sincerely,

Jeff R. Bitz  
 Administrator  
 State Fire and Tornado Fund

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
STATE FLEET SERVICE  
2019 - 2021 BIENNIUM**

March 2018

**ASSIGNED VEHICLE BUDGET GUIDELINES**

| DESCRIPTION                                     | GROUP<br>No. | OPER<br>RATE | REPLCMNT<br>RATE | MILE/HOUR<br>RATE | DEPREC/<br>MONTH |
|---|--------------|--------------|------------------|-------------------|------------------|
| <b>Mini Pass. Van</b>                           | <b>1</b>     | <b>0.29</b>  | <b>0.01</b>      | <b>0.30</b>       | <b>186.00</b>    |
| Sedan/Wagon                                     | 2            | 0.22         | 0.08             | 0.30              | 155.00           |
| <b>Light Pickup/Cargo Van/Full-Size Utility</b> | <b>3</b>     | <b>0.34</b>  | <b>0.08</b>      | <b>0.42</b>       | <b>186.00</b>    |
| Heavy Pickup/Van/Full-Size Utility              | 4            | 0.39         | 0.01             | 0.40              | 218.00           |
| <b>Highway Patrol</b>                           | <b>7</b>     | <b>0.36</b>  | <b>0.12</b>      | <b>0.48</b>       | <b>488.00</b>    |
| Game & Fish Enforcement                         | 8            | 0.24         | 0.10             | 0.34              | 367.00           |
| <b>Regulatory Vehicles</b>                      | <b>9</b>     | <b>0.34</b>  | <b>0.13</b>      | <b>0.47</b>       | <b>340.00</b>    |
| Facility Service Vehicle                        | 12           | 0.79         | 0.20             | 0.99              | 131.00           |
| <b>Compact Utility/All</b>                      | <b>13</b>    | <b>0.25</b>  | <b>0.10</b>      | <b>0.35</b>       | <b>230.00</b>    |
| Miscellaneous Truck/Mid-Size Bus                | 18           | 29.00        | 9.00             | 38.00             | 259.00           |
| <b>Distributor Truck</b>                        | <b>19</b>    | <b>27.00</b> | <b>7.00</b>      | <b>34.00</b>      | <b>316.00</b>    |
| Sign Truck/Garbage Truck                        | 20           | 30.00        | 20.00            | 50.00             | 700.00           |
| <b>Tandem Axle Truck/All</b>                    | <b>22</b>    | <b>66.00</b> | <b>10.00</b>     | <b>76.00</b>      | <b>673.00</b>    |
| Truck Tractor                                   | 23           | 41.00        | 10.00            | 51.00             | 314.00           |
| <b>Water Commission Truck</b>                   | <b>27</b>    | <b>40.00</b> | <b>0.00</b>      | <b>40.00</b>      | <b>1,106.00</b>  |
| Shuttle Bus                                     | 30           | 40.00        | 1.00             | 41.00             | 533.00           |
| <b>Drill Truck</b>                              | <b>32</b>    | <b>25.00</b> | <b>5.00</b>      | <b>30.00</b>      | <b>604.00</b>    |

**FLEET MOTOR POOL VEHICLE BUDGET GUIDELINES**

| DESCRIPTION                                     | GROUP<br>No. | OPER & DEPR<br>RATE | REPLCMNT<br>RATE | MILE/HOUR<br>RATE |
|---|--------------|---------------------|------------------|-------------------|
| <b>Mini Pass. Van</b>                           | <b>1</b>     | <b>0.52</b>         | <b>0.01</b>      | <b>0.53</b>       |
| Sedan/Wagon                                     | 2            | 0.43                | 0.08             | 0.51              |
| <b>Light Pickup/Cargo Van/Full-Size Utility</b> | <b>3</b>     | <b>0.59</b>         | <b>0.08</b>      | <b>0.67</b>       |
| Heavy Pickup/Van/Full-Size Utility              | 4            | 0.65                | 0.01             | 0.66              |
| <b>Highway Patrol</b>                           | <b>7</b>     | <b>0.69</b>         | <b>0.12</b>      | <b>0.81</b>       |
| Game & Fish Enforcement                         | 8            | 0.38                | 0.10             | 0.48              |
| <b>Regulatory Vehicles</b>                      | <b>9</b>     | <b>0.56</b>         | <b>0.13</b>      | <b>0.69</b>       |
| Facility Service Vehicle                        | 12           | 1.53                | 0.20             | 1.73              |
| <b>Compact Utility/All</b>                      | <b>13</b>    | <b>0.49</b>         | <b>0.10</b>      | <b>0.59</b>       |
| Miscellaneous Truck/Mid-Size Bus                | 18           | 45.00               | 9.00             | 54.00             |
| <b>Rotary Snowplow</b>                          | <b>24</b>    | <b>300.00</b>       |                  | <b>300.00</b>     |
| Medical Simulator Trucks                        | 25           | 43.00               |                  | 43.00             |
| <b>Bridge Aerial Lift</b>                       | <b>28</b>    | <b>90.00</b>        |                  | <b>90.00</b>      |
| Lineworker Truck                                | 29           | 39.00               | 10.00            | 49.00             |
| <b>Fuel Truck</b>                               | <b>31</b>    | <b>16.00</b>        | <b>7.00</b>      | <b>23.00</b>      |

### Building Age Factor

The building age is determined by subtracting the year a building was built or extensively renovated from 2020, the mid-year in the 2019-21 biennium. If a building was built or renovated in 1986, the building age factor is 34 (2020 minus 1986).

### 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 Facility Management Division of OMB was used to determine unit replacement costs and parameters applicable to the valuation of the following types of infrastructure:

| Code               | Description                                     | Rate     | Unit  | Life |
|--------------------|---|----------|-------|------|
| <b>Parking Lot</b> |   |          |       |      |
| 1001               | Parking Lot: 3" Asphalt Concrete                | 2.44     | sq ft | 20   |
| 1002               | Parking Lot: 4" Asphalt Concrete                | 3.89     | sq ft | 25   |
| 1003               | Parking Lot: 5" Asphalt Concrete                | 4.67     | sq ft | 25   |
| 1004               | Parking Lot: 6" Asphalt Concrete                | 5.75     | sq ft | 30   |
| 1005               | Parking Lot: 8" Asphalt Concrete                | 5.94     | sq ft | 35   |
| 1006               | Parking Lot: 10" Asphalt Concrete               | 6.76     | sq ft | 35   |
| 1007               | Parking Lot: 6" Gravel Base w/Double Armor Coat | 6.00     | sq ft | 20   |
| 1008               | Parking Lot: 2" Asphalt Concrete                | 2.15     | sq ft | 20   |
| 1009               | Parking Lot: 4" Reinforced Concrete             | 4.88     | sq ft | 35   |
| 1010               | Parking Lot: 6" Concrete                        | 6.24     | sq ft | 30   |
| 1011               | Parking Lot: 7" Concrete                        | 6.64     | sq ft | 30   |
| 1012               | Parking Lot: 8" Concrete                        | 7.03     | sq ft | 35   |
| 1013               | Parking Lot: 5" Concrete                        | 5.25     | sq ft | 35   |
| 1015               | Parking Lot: 6" Reinforced Concrete             | 3.17     | sq ft | 35   |
| 1020               | Parking Lot: Curb and Gutter                    | 21.28    | lf    | 30   |
| 1030               | Parking Lot: Catch Basins - Casting Only        | 1,153.60 | ea    | 30   |
| 1031               | Parking Lot: Catch Basins - With Manhole        | 8,545.60 | ea    | 30   |
| 1040               | Parking Lot: Gravel 6"                          | 0.71     | sq ft | 20   |
| 1041               | Parking Lot: Gravel 8"                          | 1.06     | sq ft | 20   |
| 1042               | Parking Lot: Gravel 12"                         | 1.42     | sq ft | 20   |

| Code                  | Description  | Rate       | Unit | Life |
|-----------------------|--|------------|------|------|
| <b>Storm Sewer</b>    |  |            |      |      |
| 1100                  | Storm Sewer: 4" Poly Vinyl Chloride                      | 96.00      | ft   | 60   |
| 1101                  | Storm Sewer: 6" Poly Vinyl Chloride                      | 106.47     | ft   | 60   |
| 1103                  | Storm Sewer: 8" Poly Vinyl Chloride                      | 124.02     | ft   | 60   |
| 1104                  | Storm Sewer: 10" Poly Vinyl Chloride                     | 130.00     | ft   | 60   |
| 1105                  | Storm Sewer: 12" Poly Vinyl Chloride                     | 136.00     | ft   | 60   |
| 1106                  | Storm Sewer: 15" Poly Vinyl Chloride                     | 142.00     | ft   | 60   |
| 1107                  | Storm Sewer: 21" Poly Vinyl Chloride                     | 160.00     | ft   | 60   |
| 1108                  | Storm Sewer: 24" Poly Vinyl Chloride                     | 164.00     | ft   | 60   |
| 1109                  | Storm Sewer: 30" Poly Vinyl Chloride                     | 174.00     | ft   | 60   |
| 1110                  | Storm Sewer: 12" Reinforced Concrete Pipe                | 138.06     | ft   | 60   |
| 1111                  | Storm Sewer: 18" Reinforced Concrete Pipe                | 179.01     | ft   | 60   |
| 1112                  | Storm Sewer: 24" Reinforced Concrete Pipe                | 293.67     | ft   | 60   |
| 1113                  | Storm Sewer: 36" Reinforced Concrete Pipe                | 237.51     | ft   | 60   |
| 1114                  | Storm Sewer: 48" Reinforced Concrete Pipe                | 322.92     | ft   | 60   |
| 1115                  | Storm Sewer: 60" Reinforced Concrete Pipe                | 379.08     | ft   | 60   |
| 1116                  | Storm Sewer: 15" Reinforced Concrete Pipe                | 156.78     | ft   | 60   |
| 1117                  | Storm Sewer: 21" Reinforced Concrete Pipe                | 219.96     | ft   | 60   |
| 1119                  | Storm Sewer: 30" Reinforced Concrete Pipe (uncased bore) | 417.69     | ft   | 60   |
| 1120                  | Storm Sewer: (metal culvert)                             | 16.27      | ft   | 60   |
| 1125                  | Storm Sewer: 6" Area Drain                               | 11.96      | ft   | 60   |
| 1130                  | Storm Sewer: 27" Poly Vinyl Chloride                     | 170.00     | ft   | 60   |
| 1133                  | Storm Sewer: 18" Poly Vinyl Chloride                     | 50.03      | ft   | 60   |
| 1135                  | Storm Sewer: Water Quality Structure                     | 158,000.00 | ea   | 60   |
| 1140                  | Storm Sewer: Water Quality Structure 900 Gallon          | 19,408.00  | ea   | 60   |
| <b>Water Main</b>     |  |            |      |      |
| 1201                  | Water Main: 2" Copper                                    | 35.60      | ft   | 50   |
| 1202                  | Water Main: 3/4" Poly Vinyl Chloride                     | 85.56      | ft   | 35   |
| 1203                  | Water Main: 1" Poly Vinyl Chloride                       | 85.56      | ft   | 35   |
| 1204                  | Water Main: 1-1/4" - 1-1/2" Poly Vinyl Chloride          | 85.56      | ft   | 35   |
| 1205                  | Water Main: 2" Poly Vinyl Chloride                       | 85.56      | ft   | 35   |
| 1206                  | Water Main: 3" Poly Vinyl Chloride                       | 78.12      | ft   | 35   |
| 1210                  | Water Main: 4" Poly Vinyl Chloride                       | 78.12      | ft   | 35   |
| 1211                  | Water Main: 6" Poly Vinyl Chloride                       | 101.87     | ft   | 35   |
| 1212                  | Water Main: 8" Poly Vinyl Chloride                       | 104.82     | ft   | 35   |
| 1213                  | Water Main: 10" Poly Vinyl Chloride                      | 106.64     | ft   | 35   |
| 1214                  | Water Main: 12" Poly Vinyl Chloride                      | 119.04     | ft   | 35   |
| 1215                  | Water Main: 16" Poly Vinyl Chloride                      | 148.80     | ft   | 35   |
| 1220                  | Water Main: Underground Chilled - 6"                     | 135.16     | lf   | 35   |
| 1221                  | Water Main: Underground Chilled - 8"                     | 148.80     | lf   | 35   |
| 1229                  | Water Main: 3/4" HDPE                                    | 4.74       | lf   | 35   |
| 1230                  | Water Main: 1" HDPE                                      | 6.58       | ft   | 35   |
| 1231                  | Water Main: 2" HDPE                                      | 10.33      | ft   | 35   |
| 1232                  | Water Main: 3" HDPE                                      | 12.11      | ft   | 35   |
| 1234                  | Water Main: 6" HDPE                                      | 13.02      | ft   | 35   |
| 1240                  | Water Main: 14" HDPE                                     | 31.00      | ft   | 35   |
| <b>Sanitary Sewer</b> |  |            |      |      |
| 1289                  | Sanitary Sewer 2" Poly Vinyl Chloride                    | 130.00     | lf   | 40   |
| 1290                  | Sanitary Sewer: 4" Poly Vinyl Chloride                   | 153.27     | ft   | 40   |
| 1300                  | Sanitary Sewer: 5" Poly Vinyl Chloride                   | 153.27     | ft   | 40   |
| 1301                  | Sanitary Sewer: 6" Poly Vinyl Chloride                   | 153.27     | ft   | 40   |
| 1302                  | Sanitary Sewer: 8" Poly Vinyl Chloride                   | 170.82     | ft   | 40   |
| 1303                  | Sanitary Sewer: 10" Poly Vinyl Chloride                  | 191.45     | ft   | 40   |
| 1304                  | Sanitary Sewer: 12" Poly Vinyl Chloride                  | 198.90     | ft   | 40   |
| 1305                  | Sanitary Sewer: 14" Poly Vinyl Chloride                  | 228.15     | ft   | 40   |
| 1306                  | Sanitary Sewer: 16" Poly Vinyl Chloride                  | 251.55     | ft   | 40   |
| 1307                  | Sanitary Sewer: 18" Poly Vinyl Chloride                  | 266.76     | ft   | 40   |
| 1308                  | Sanitary Sewer: 15" Poly Vinyl Chloride                  | 237.51     | ft   | 40   |
| 1311                  | Sanitary Sewer: 10" HDPE                                 | 263.25     | ft   | 40   |
| 1330                  | Towner Sewer Improvement                                 | 13,138.00  | ea   | 40   |

| Code                   | Description   | Rate      | Unit  | Life |
|------------------------|---|-----------|-------|------|
| 1331                   | Velva Sewer Improvement   | 13,138.00 | ea    | 40   |
| 1332                   | Underwood Sewer Improvement   | 52,046.00 | ea    | 40   |
| 1333                   | Killdeer Section Water and Sewer  | 18,912.00 | ea    | 40   |
| 1334                   | Dickinson Truck Storage Water Line  | 19,414.00 | ea    | 40   |
| <b>Electrical</b>      |   |           |       |      |
| 1401                   | Electrical: Conduit   | 110.50    | ft    | 25   |
| 1402                   | Electrical: Direct Buried   | 92.51     | ft    | 20   |
| 1405                   | Electrical: Overhead  | 16.09     | ft    | 25   |
| 1410                   | High Voltage Copper Wire 1/0 (19XFS AL 15KV 0.220" EPR)                       | 94.12     | ln ft | 30   |
| <b>Steamline</b>       |   |           |       |      |
| 1501                   | Steamline; Direct Burial: 2"  | 239.68    | ft    | 25   |
| 1502                   | Steamline; Direct Burial: 3"  | 256.68    | ft    | 25   |
| 1503                   | Steamline; Direct Burial: 4"  | 292.00    | ft    | 25   |
| 1504                   | Steamline; Direct Burial: 6"  | 394.02    | ft    | 25   |
| 1505                   | Steamline; Direct Burial: 8"  | 463.34    | ft    | 25   |
| 1506                   | Steamline; Direct Burial: 10"   | 531.36    | ft    | 25   |
| 1510                   | Steamline; Direct Burial: 5"  | 307.00    | ft    | 25   |
| 1520                   | Steamline; Direct Burial 1-1/2"   | 227.90    | ft    | 25   |
| 1522                   | Steamline; Direct Burial 2-1/2"   | 327.60    | ft    | 25   |
| 1524                   | Steamline; Direct Burial 12"  | 601.20    | ft    | 25   |
| 1526                   | Steamline; Direct Burial 14"  | 668.70    | ft    | 25   |
| 1528                   | Steamline; Direct Burial 16"  | 612.00    | ft    | 25   |
| 1529                   | Steamline; Direct Burial 18"  | 777.60    | ft    | 25   |
| <b>Condensate</b>      |   |           |       |      |
| 1600                   | Condensate, Direct Burial: 1"   | 197.60    | ft    | 10   |
| 1601                   | Condensate, Direct Burial: 2" and 2-1/2"                                      | 208.00    | ft    | 10   |
| 1602                   | Condensate, Direct Burial: 3"   | 227.50    | ft    | 10   |
| 1603                   | Condensate, Direct Burial: 6" (includes vault)                                | 373.10    | ft    | 10   |
| 1604                   | Condensate, Direct Burial: 4"   | 265.20    | ft    | 10   |
| 1611                   | Condensate, Direct Burial: 8"   | 439.40    | ft    | 10   |
| <b>Utility Tunnels</b> |   |           |       |      |
| 1701                   | Utility Tunnels, W/O Steamlines: 4' X 4'                                      | 333.75    | ft    | 60   |
| 1702                   | Utility Tunnels, W/O Steamlines: 4' X 6'                                      | 416.25    | ft    | 60   |
| 1703                   | Utility Tunnels, W/O Steamlines: 5' X 7'                                      | 541.25    | ft    | 60   |
| 1801                   | Utility Tunnels, with Steam & Condensate Lines: 4' X 4'                       | 712.50    | ft    | 40   |
| 1802                   | Utility Tunnels, with Steam & Condensate Lines: 4' X 6'                       | 793.75    | ft    | 40   |
| 1803                   | Utility Tunnels, with Steam & Condensate Lines: 5' X 7'                       | 920.00    | ft    | 40   |
| 1805                   | Utility Tunnels, with Steam & Condensate Lines: 7' X 7'                       | 1,226.25  | fr    | 40   |
| 1806                   | Utility Tunnels, with Steam & Condensate Lines: 8' X 7'                       | 1,260.00  | ft    | 40   |
| <b>Gas Main</b>        |   |           |       |      |
| 1900                   | Gas Mains: 1-1/4" HP Poly Vinyl Chloride                                      | 40.80     | ft    | 35   |
| 1901                   | Gas Mains: 2" HP Poly Vinyl Chloride  | 42.38     | ft    | 35   |
| 1902                   | Gas Mains: 3" HP Poly Vinyl Chloride  | 45.60     | ft    | 35   |
| 1910                   | Gas Mains: 4" Steel   | 52.80     | ft    | 35   |
| <b>Telcom</b>          |   |           |       |      |
| 2001                   | Telcom: Main Conduit Ductbank - Fiber Optic - 96&144 Strand                   | 41.45     | ft    | 25   |
| 2002                   | Telcom: Main Conduit Ductbank - Copper, 1800 pair                             | 83.44     | ft    | 25   |
| 2003                   | Telcom: Conduit Ductbank, 12 strand MM fiber, 12 strand SM fiber, 200 pro cop | 36.93     | ft    | 25   |
| 2004                   | Telcom: Conduit System  | 59.59     | ft    | 25   |
| 2005                   | Telcom: 12 Strand SM Fiber  | 23.85     | ft    | 25   |
| 2006                   | Telcom: 2" Conduit - 12 Strand SM Fiber                                       | 13.39     | ft    | 25   |
| 2007                   | Telcom: 4" Conduit - 12 Strand SM Fiber                                       | 13.64     | lf    | 25   |
| 2008                   | Telcom: 4" Conduit - 24 Strand SM Fiber                                       | 19.76     | lf    | 25   |
| 2009                   | Telcom: 4" Conduit w/3 3 cell fabric  | 27.00     | lf    | 25   |
| 2010                   | Telcom: Conduit Ductbank: Trunk Line - Copper, 600 pair & fiber               | 98.43     | ft    | 25   |
| 2011                   | Telcom: Conduit Ductbank: Trunk Line - Copper, 300 pair & fiber               | 92.66     | ft    | 25   |
| 2012                   | Telcom: 25 Pair Copper Cable  | 11.25     | lf    | 25   |
| 2013                   | Telcom: 50 Pair Copper Cable  | 19.08     | lf    | 25   |
| 2014                   | Telcom: 200 Pair Copper Cable   | 34.06     | lf    | 25   |
| 2015                   | Telcom: 2" Conduit w/1 3 cell fabric  | 22.00     | lf    | 25   |

| Code                       | Description  | Rate       | Unit  | Life |
|----------------------------|--|------------|-------|------|
| 2020                       | Telcom: Conduit Ductbank: Trunk Line - Copper, 12-100 pair                   | 28.28      | ft    | 25   |
| 2030                       | Telcom: Aerial Cable Plant - Copper  | 6.81       | ft    | 25   |
| 2040                       | Telcom: Broadband Coax Cable - .825 Coax (Back bone)                         | 8.30       | ft    | 25   |
| 2041                       | Telcom: Broadband Coax Cable - .625 Coax (Back bone to bldg)                 | 6.49       | ft    | 25   |
| 2045                       | Fibercable - Singlemode  | 5.73       | ft    | 25   |
| 2050                       | System 7   | 13.63      | ft    | 25   |
| 2055                       | Deltanet   | 19.29      | ft    | 25   |
| 2060                       | Telecom: 1-1/4" Conduit - 48 Strand SM Fiber                                 | 13.00      | ft    | 25   |
| 2080                       | Emergency Code Blue Phones   | 2,500.00   | ea    | 20   |
| <b>Sidewalk</b>            |  |            |       |      |
| 2070                       | Sidewalk: 3" Asphalt   | 4.03       | sq ft | 20   |
| 2100                       | Sidewalk: 4" Reinforced Concrete - 6' wide                                   | 14.17      | sq ft | 20   |
| 2101                       | Sidewalk: 4" Reinforced Concrete   | 3.74       | sq ft | 25   |
| 2102                       | Sidewalk: 5" Reinforced Concrete   | 3.76       | sq ft | 30   |
| 2103                       | Sidewalk: 6" Reinforced Concrete   | 6.66       | sq ft | 30   |
| 2110                       | Sidewalk: Patio Brick  | 7.09       | sq ft | 25   |
| 2111                       | Sidewalk: Patio Brick with 3" Concrete Base                                  | 14.30      | sq ft | 30   |
| 2113                       | Sidewalk: Stone Walkway  | 7.80       | sq ft | 40   |
| 2117                       | Sidewalk: 8" Reinforced Concrete   | 7.53       | sq ft | 30   |
| 2125                       | Boardwalk  | 26.22      | ft    | 5    |
| 2130                       | Trail: 4' Wide   | 5.84       | lf    | 25   |
| 2132                       | Trail: 6' Wide   | 5.25       | lf    | 25   |
| 2140                       | Trail: 10' Wide  | 7.25       | lf    | 25   |
| 2141                       | Trail: 10' Wide - Asphalt  | 34.01      | lf    | 30   |
| <b>Lighting</b>            |  |            |       |      |
| 2201                       | Lighting: 30' Pole   | 5,831.10   | pole  | 35   |
| 2202                       | Lighting: 75' Pole   | 11,451.00  | pole  | 35   |
| 2203                       | Lighting: 100' Pole  | 37,180.00  | pole  | 20   |
| 2204                       | Lighting: Walkway 15'  | 2,530.00   | ea    | 35   |
| 2206                       | Lighting: 20' Pole   | 3,597.00   | ea    | 35   |
| 2208                       | Lighting: 25' Pole   | 46.75      | ea    | 35   |
| 2210                       | Lighting: 12' Pole   | 1,650.00   | ea    | 35   |
| 2211                       | Lighting: On Building  | 959.20     | ea    | 35   |
| 2213                       | Lighting: Hi-Mast 40'  | 23,441.00  | ea    | 35   |
| <b>Signage</b>             |  |            |       |      |
| 2250                       | Sign: Electronic   | 22,100.00  | ea    | 20   |
| 2251                       | Sign: Non-illuminated  | 24,725.00  | ea    | 50   |
| <b>Razor Wire</b>          |  |            |       |      |
| 2301                       | Razor Wire: 32"  | 14.25      | ft    | 15   |
| 2305                       | Perimeter Fence Security System  | 433,930.00 | ea    | 20   |
| <b>Streets &amp; Roads</b> |  |            |       |      |
| 2350                       | Streets & Roads: 16' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.         | 150.00     | ft    | 20   |
| 2353                       | Streets & Roads: 20' Wide (no curbs) & 6" Gravel Base - Auto 2" A.C.         | 60.00      | ft    | 20   |
| 2354                       | Streets & Roads: 20' Wide (no curbs) & 6" Gravel Base - Auto 4" A.C.         | 120.00     | ft    | 20   |
| 2355                       | Streets & Roads: 20' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.         | 168.75     | ft    | 20   |
| 2357                       | Streets & Roads: 22' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.         | 1,780.00   | ft    | 20   |
| 2360                       | Streets & Roads: 26' Wide (no curbs) & 6" Gravel Base - Auto 6" A.C.         | 198.13     | ft    | 20   |
| 2365                       | Streets & Roads: 16' Wide (curb one-side) & 6" Gravel Base - Auto 6" A.C.    | 158.33     | ft    | 20   |
| 2370                       | Streets & Roads: 24' Wide (w/ curbs) & 6" Gravel Base - Auto 6" A.C.         | 190.00     | ft    | 20   |
| 2401                       | Streets & Roads: 26' Wide (w/ 4 Curbs) & 6" Gravel Base - Auto 8" Concrete   | 230.00     | ft    | 25   |
| 2402                       | Streets & Roads: 26' Wide (w/ 4 Curbs) & 6" Gravel Base - Truck 12" Concrete | 363.75     | ft    | 25   |
| 2408                       | Streets & Roads: 30' wide (no curbs)+6" Gravel Base - Auto 8" Concrete       | 212.50     | ft    | 25   |
| 2410                       | Streets & Roads: 30' Wide (w/ 2 Curbs) & 6" Gravel Base - Auto 8" Concrete   | 250.00     | ft    | 25   |
| 2411                       | Streets & Roads: 30' Wide (w/ 2 Curbs) & 6" Gravel Base - Truck 12" Concrete | 401.25     | ft    | 25   |
| 2420                       | Streets & Roads: 40' Wide (w/ 4 Curbs) & 6" Gravel Base - Auto 8" Concrete   | 338.75     | ft    | 25   |
| 2421                       | Streets & Roads: 40' Wide (w/ 4 Curbs) & 6" Gravel Base - Truck 12" Concrete | 543.75     | ft    | 25   |
| 2430                       | Streets & Roads: 40' Wide (w/ 2 Curbs) & 6" Gravel Base - Auto 8" Concrete   | 326.25     | ft    | 25   |
| 2431                       | Streets & Roads: 40' Wide (w/ 2 Curbs) & 6" Gravel Base - Truck 12" Concrete | 530.00     | ft    | 25   |
| 2432                       | Streets & Roads: 58' Wide (w/2 Curbs) & 6" Gravel Base-Auto 8" Concrete      | 317.50     | ft    | 25   |
| 2440                       | Streets & Roads: 2 Lane Gravel   | 44.90      | ft    | 25   |
| 2441                       | Streets & Roads: 1 Lane Gravel   | 22.45      | ft    | 25   |

| Code                  | Description                                  | Rate         | Unit  | Life |
|-----------------------|--|--------------|-------|------|
| 2450                  | Railroad Tracks                              | 43.75        | ft    | 50   |
| <b>Fencing</b>        |  |              |       |      |
| 2501                  | Fencing: Barbwire, 3 Strand                  | 5.45         | ft    | 10   |
| 2505                  | Fencing: 3' Chain Link                       | 9.54         | ft    | 20   |
| 2506                  | Fencing: 4' Chain Link                       | 10.50        | ft    | 20   |
| 2508                  | Fencing: 9' Chain Link                       | 25.00        | ft    | 20   |
| 2510                  | Fencing: 6' Chain Link                       | 13.75        | ft    | 20   |
| 2511                  | Fencing: 8' Chain Link                       | 32.50        | ft    | 20   |
| 2512                  | Fencing: 16' Chain Link                      | 130.00       | ft    | 20   |
| 2513                  | Fencing: 24' Chain Link                      | 197.50       | ft    | 20   |
| 2514                  | Fencing: 12' Chain Link                      | 76.25        | ft    | 20   |
| 2515                  | Fencing: 20' Chain Link                      | 150.00       | ft    | 20   |
| 2516                  | Fencing: 10' Chain Link                      | 15.00        | ft    | 20   |
| 2517                  | Fencing: 14' Chain Link                      | 35.43        | ft    | 20   |
| 2518                  | Fencing: 10' Chain Link Electrified Security | 48.38        | ft    | 30   |
| 2519                  | Fencing: 30' Chain Link                      | 190.00       | ft    | 20   |
| 2520                  | Fencing: 6' Wood                             | 25.21        | ft    | 20   |
| 2521                  | Fencing: 8' Wood                             | 36.38        | ft    | 20   |
| 2522                  | Fencing: 4' Split Rail                       | 15.00        | ft    | 20   |
| 2530                  | Ornamental Rail: 3'-6"                       | 132.50       | ft    | 50   |
| 2535                  | Fencing: 6' Steel                            | 79.38        | ft    | 30   |
| 2541                  | Fencing: 6' PVC                              | 22.25        | ft    | 20   |
| 2550                  | Barrier Posts                                | 41.25        | ea    | 20   |
| 2545                  | Fencing: 5' Composite Material               | 22.00        | ft    | 40   |
| 2546                  | Fencing: 6' Composite Material               | 25.00        | ft    | 40   |
| 2547                  | Fencing: 7' Composite Material               | 28.00        | ft    | 40   |
| <b>Poles</b>          |  |              |       |      |
| 2590                  | Flag Pole - 18'                              | 341.25       | ea    | 20   |
| 2600                  | Flag Pole - 30'                              | 613.75       | ea    | 20   |
| <b>Misc.</b>          |  |              |       |      |
| 2601                  | Tennis Courts                                | 5.89         | sq ft | 15   |
| 2602                  | Retaining Wall: 16' High                     | 612.50       | ln ft | 25   |
| 2603                  | Running Tracks                               | 4.05         | sq ft | 15   |
| 2604                  | Retaining Wall                               | 163.75       | ft    | 30   |
| 2605                  | Bleachers, 100 Person Capacity               | 6,503.75     | ea    | 30   |
| 2606                  | 100' Communication Tower                     | 47,500.00    | ea    | 25   |
| 2610                  | General Electric 1.6MW Wind Turbine          | 3,262,824.00 | ea    | 30   |
| 2650                  | Walk Tunnels                                 | 613.75       | ft    | 60   |
| 2655                  | Johnstone Skywalk                            | 2,250.00     | ft    | 60   |
| 2660                  | CAS Skywalks                                 | 4,051.25     | ft    | 60   |
| <b>Water Wells</b>    |  |              |       |      |
| 2700                  | Irrigation Wells                             | 10,146.40    | ea    | 25   |
| 2703                  | Water Wells                                  | 10,503.90    | ea    | 25   |
| <b>Irrigation</b>     |  |              |       |      |
| 2704                  | Underground Sprinkler Systems                | 3.30         | sq yd | 15   |
| 2706                  | Water Wells - 25'                            | 14.39        | ft    | 25   |
| 2707                  | Irrigation Lines (PVC 1")                    | 1.10         | ft    | 25   |
| 2708                  | Irrigation Lines (PVC 4")                    | 3.00         | ln ft | 25   |
| 2709                  | Irrigation Lines (PVC 2")                    | 124.00       | ln ft | 25   |
| <b>Septic Systems</b> |  |              |       |      |
| 2710                  | Septic Systems                               | 2,249.50     | ea    | 25   |
| 2715                  | Septic Tank (1,000 gal)                      | 839.30       | gal   | 25   |
| 2716                  | Septic Tank: (2,500 gal)                     | 3,836.80     | gal   | 25   |
| <b>Sewer</b>          |  |              |       |      |
| 2720                  | Sewer Lift Station - Small                   | 5,995.00     | ea    | 50   |
| 2721                  | Sewer Lift Station - Medium                  | 23,980.00    | ea    | 50   |
| 2722                  | Sewer Lift Station - Large                   | 35,970.00    | ea    | 50   |
| <b>Lagoon</b>         |  |              |       |      |
| 2730                  | Lagoon - 2 Cell                              | 215,600.00   | ea    | 50   |
| 2731                  | Lagoon - 3 Cell                              | 269,500.00   | ea    | 50   |

| Code                 | Description                                  | Rate         | Unit  | Life |
|----------------------|--|--------------|-------|------|
| 2750                 | Landscape (block structure and block edging) | 4,087.50     | ea    | 50   |
| 2755                 | Landscape Pond/Pump                          | 23.50        | sqfs  | 50   |
| <b>Hydrants</b>      |  |              |       |      |
| 2800                 | Hydrants - Fire                              | 4,087.50     | ea    | 40   |
| 2803                 | Hydrants - Metal (10"x39")                   | 272.50       | ea    | 40   |
| <b>Ball</b>          |  |              |       |      |
| 2810                 | Basketball Goals                             | 613.75       | ea    | 10   |
| 2815                 | Softball Backstop                            | 2,300.00     | ea    | 30   |
| <b>Shelters</b>      |  |              |       |      |
| 2820                 | Picnic Shelter - Small                       | 4,087.50     | ea    | 25   |
| 2825                 | Nursery Shade Shelter                        | 50,953.75    | ea    | 30   |
| 2826                 | Stone Shelter                                | 27,250.00    | ea    | 60   |
| <b>Tanks</b>         |  |              |       |      |
| 2849                 | Tanks: Above Ground (5,200 gal)              | 27,370.00    | ea    | 30   |
| 2850                 | Tanks: Above Ground (300 gal)                | 1,128.15     | ea    | 30   |
| 2851                 | Tanks: Above Ground (10,000 gal)             | 41,630.00    | ea    | 30   |
| 2852                 | Tanks: Above Ground (500 gal)                | 4,826.55     | ea    | 30   |
| 2853                 | Tanks: Above Ground (21,000 gal)             | 68,425.00    | ea    | 30   |
| 2854                 | Tanks: Above Ground (1,000 gal)              | 7,647.50     | ea    | 30   |
| 2855                 | Tanks: Underground (2,500 gal)               | 3,635.15     | ea    | 30   |
| 2856                 | Tanks: Propane (1,000 gal)                   | 2,005.60     | ea    | 30   |
| 2857                 | Tanks: Underground (10,000 gal)              | 12,535.00    | ea    | 30   |
| 2858                 | Tanks: (6,350 gal)                           | 9,464.50     | ea    | 30   |
| 2859                 | Tanks: (19,100 gal)                          | 25,070.00    | ea    | 30   |
| 2860                 | Tanks: Propane (500 gal)                     | 1,880.25     | ea    | 30   |
| 2861                 | Tanks: Propane (250 gal)                     | 940.70       | ea    | 30   |
| 2862                 | Tanks: Propane (80 gal)                      | 301.30       | ea    | 30   |
| <b>Boating</b>       |  |              |       |      |
| 2900                 | Riprap Marina/Boat Ramp                      | 30,084.00    | ea    | 50   |
| 2901                 | Breakwater                                   | 12,535.00    | ea    | 50   |
| 2903                 | Dike System - Walhalla                       | 1,869,580.00 | ea    | 50   |
| 2905                 | Boat Ramp: 6" Reinforced Concrete            | 12.44        | sq ft | 50   |
| 2910                 | Boat Ramp: Cement                            | 2,760.00     | ea    | 25   |
| 2920                 | Docks: Steel                                 | 53.31        | sq ft | 30   |
| 2922                 | Docks: Floating                              | 31.44        | sq ft | 20   |
| 2924                 | Docks: Marina                                | 51.31        | sq ft | 50   |
| <b>Radar</b>         |  |              |       |      |
| 2950                 | Radar Pedestals                              | 30,130.00    | ea    | 25   |
| 2955                 | Radar Domes: 12" Fiberglass                  | 12,535.00    | ea    | 25   |
| <b>Bridges</b>       |  |              |       |      |
| 3000                 | Bridges: Wooden Foot                         | 3,133.75     | ea    | 25   |
| 3001                 | Bridges: Walking                             | 3,133.75     | ea    | 25   |
| 3005                 | Bridges: wood/metal                          | 25,070.00    | ea    | 25   |
| 3015                 | Bridges: Vehicle                             | 526,700.00   | ea    | 25   |
| <b>Manholes</b>      |  |              |       |      |
| 3200                 | Manholes                                     | 1,514.40     | ea    | 60   |
| <b>Utility Vault</b> |  |              |       |      |
| 3220                 | Utility Vault: 10' X 12' X 7'                | 8,190.00     | ea    | 50   |
| <b>Transformers</b>  |  |              |       |      |
| 3900                 | Transformers - 3 KVA                         | 1,158.00     | ea    | 30   |
| 4000                 | Transformers - 10 KVA                        | 2,460.00     | ea    | 30   |
| 4001                 | Transformers - 15 KVA                        | 2,910.00     | ea    | 30   |
| 4003                 | Transformers - 25 KVA                        | 3,750.00     | ea    | 30   |
| 4004                 | Transformers - 45 KVA                        | 5,206.80     | ea    | 30   |
| 4006                 | Transformers - 50 KVA                        | 5,610.00     | ea    | 30   |
| 4007                 | Transformers - 75 KVA                        | 6,930.00     | ea    | 30   |
| 4008                 | Transformers - 112 KVA                       | 6,330.00     | ea    | 30   |
| 4009                 | Transformers - 150 KVA                       | 7,710.00     | ea    | 30   |
| 4011                 | Transformers - 225 KVA                       | 10,350.00    | ea    | 30   |
| 4012                 | Transformers - 300 KVA                       | 12,840.00    | ea    | 30   |

| Code                        | Description  | Rate         | Unit | Life |
|-----------------------------|--|--------------|------|------|
| 4020                        | Transformers - 500 KVA                                       | 19,560.00    | ea   | 30   |
| 4022                        | Transformers - 750 KVA                                       | 32,400.00    | ea   | 30   |
| 4025                        | Transformers - 1000 KVA                                      | 48,594.00    | ea   | 30   |
| 4030                        | Transformers - 2500 KVA                                      | 154,461.60   | ea   | 30   |
| 4100                        | Transformers, Wet - 3.5 KVA                                  | 1,596.00     | ea   | 30   |
| 4105                        | Transformers, Wet - 75 KVA                                   | 7,800.00     | ea   | 30   |
| 4110                        | Transformers, Wet - 150 KVA                                  | 15,960.00    | ea   | 30   |
| 4120                        | Transformers, Wet - 300 KVA                                  | 20,280.00    | ea   | 30   |
| 4130                        | Transformers, Wet - 750 KVA                                  | 33,840.00    | ea   | 30   |
| 4150                        | Transformers, Wet - 1500 KVA                                 | 49,080.00    | ea   | 30   |
| 4200                        | 5KV Switch Gear w/Transfer Switch                            | 1,505,939.00 | ea   | 30   |
| <b>Security</b>             |  |              |      |      |
| 5000                        | Minot District Door Access System                            | 19,208.45    | ea   | 30   |
| 5001                        | Apple Creek RA West-Security                                 | 10,777.80    | ea   | 30   |
| 5002                        | Apple Creek RA East-Security                                 | 11,272.30    | ea   | 30   |
| 5003                        | Beach Visitor Center-Security                                | 18,446.00    | ea   | 30   |
| 5004                        | Oriska Rest Area Security                                    | 11,235.00    | ea   | 30   |
| 5005                        | Jamestown Rest Area East Security                            | 7,850.00     | ea   | 30   |
| 5006                        | Jamestown Rest Area West Security                            | 7,850.00     | ea   | 30   |
| <b>Water Supply Systems</b> |  |              |      |      |
| 5040                        | NAWS SCADA Submaster Equipment and Instrumentation           | 20,190.00    | ea   | 20   |
| 5042                        | NAWS Microwave Backhaul System Equipment and Instrumentation | 12,341.00    | ea   | 20   |
| 5044                        | NAWS Microwave Backhaul System Towers                        | 54,000.00    | ea   | 25   |
| <b>Geothermal Wells</b>     |  |              |      |      |
| 6050                        | Geothermal Well: 400' to 425'                                | 17,265.00    | ea   | 30   |
| <b>Emergency Generators</b> |  |              |      |      |
| 7010                        | Emergency Generator under 100KW                              | 60,000.00    | ea   | 30   |
| 7012                        | Emergency Generator 100-120KW                                | 95,000.00    | ea   | 30   |
| 7014                        | Emergency Generator 250-300KW                                | 110,000.00   | ea   | 30   |
| 7020                        | Emergency Generator 350-400KW                                | 150,000.00   | ea   | 30   |
| 7025                        | Emergency Generator 405KW                                    | 200,000.00   | ea   | 30   |
| 7030                        | Emergency Generator 600KW                                    | 210,000.00   | ea   | 30   |
| 7050                        | Emergency Generator 1400-1500KW                              | 650,000.00   | 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, Shelters, 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

|        | <u>Benefit Code</u> |  |
|--------|---------------------|--|
| P10101 | DAKPPO              | Dakota Preferred Provider Organization –\$1240.82                  |
| P10108 | DAKHDH              | Dakota Plan High Deductible Health Plan –\$1240.82                 |
| P10107 | TEMP05              | Dakota Plan PPO/Basic-PT/Temp (premium pd by employer) –\$1240.82  |
| P10109 | DAKACA              | Dakota Plan Temporary Employees – ACA - \$503.51                   |
| NFED   | FED                 | Federal Employees within State system –\$1240.82                   |
| HEFD1  | HEFD1               | Higher Ed Federal 105 – \$1130.08                                  |
| HEFD2  | HEFD2               | Higher Ed Federal 106 – \$1063.82                                  |
| HEFD3  | HEFD3               | Higher Ed Federal 112 - \$1130.10                                  |
| P10102 | PPO                 | Higher Ed - Dakota Plan PPO –\$1240.82                             |
| H1OV65 | H1OV65              | HE 1 over 65 1 under 65 - \$591.88                                 |
| NHE2   | HE2                 | Alternative Health Benefits-Only Higher Education (.50) –\$620.41  |
| NHE3   | HE3                 | Alternative Health Benefits-Only Higher Education (.33) –\$409.47  |
| NHE4   | HE4                 | Alternative Health Benefits-Only Higher Education (.25) –\$310.21  |
| NHE7   | HE7                 | Alternative Health Benefits-Only Higher Education (.75) - \$930.62 |

## 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

### Deduction Code

|        |   |        |
|--------|---|--------|
| P70101 | HPERS - Highway Patrol                    | 24.84% |
| P70102 | PERS - Judges                             | 22.66% |
| P70103 | NGSFF - Nat. Guard Security Fire Fighters | 12.14% |
| P70104 | PERS - Regular Employees                  | 12.26% |
| P70106 | DPI Retirement Plan                       | 12.26% |
| P70107 | Career and Technical Education            | 12.26% |
| P70108 | Law Enforcement Retirement Plan           | 14.95% |
| P70109 | DC Plan Converted to DB Plan              | 12.26% |
| P7A101 | DCPLAN - Defined Contribution Plan        | 12.26% |
| P7C101 | JOBSVC - Job Service Retirement Plan      | 4.00%  |
| S7B102 | TFFR - Teachers Fund for Retirement       | 16.75% |
| HTIA5  | HE - TIAA 0-2 yrs                         | 7.5%   |
| HTIA11 | HE - TIAA 3-10 yrs                        | 12.5%  |
| HTIA12 | HE - TIAA 11+ yrs                         | 13.0%  |

|        |   |       |
|--------|---|-------|
| HCSRS  | HE - Fed CSRS                             | 7.0%  |
| HFERS  | FERS Retirement                           | 13.7% |
| P70    | HE - Fed FERS + TSP (Thrift Savings Plan) | 18.2% |
| HT2EX4 | TIAA Level 2 & Exec Comp 4%               | 16.5% |
| HT2EX8 | TIAA Level 2 & Exec Comp 8%               | 20.5% |
| HT3EX4 | TIAA Level 3 & Exec Comp 4%               | 17.0% |
| HT3EX8 | TIAA Level 3 & Exec Comp 8%               | 21.0% |

### **Workers Compensation**

Select from the drop down menu that includes a list of Workers Comp codes.

## 2017-19 LEGISLATIVELY AUTHORIZED FTE

| Department  | 2017-19<br>Legislatively<br>Authorized FTE |
|---|--|
| <b><u>General Government</u></b>                  |  |
| <i>Executive Branch</i>                           |  |
| 101 Office of the Governor                        | 18.00                                      |
| 108 Office of the Secretary of State              | 32.00                                      |
| 110 Office of Management and Budget               | 117.00                                     |
| 112 Information Technology Department             | 344.30                                     |
| 117 Office of the State Auditor                   | 56.00                                      |
| 120 Office of the State Treasurer                 | 7.00                                       |
| 125 Office of the Attorney General                | 237.00                                     |
| 127 Office of the State Tax Commissioner          | 133.00                                     |
| 140 Office of Administrative Hearings             | 5.00                                       |
| 188 Commission on Legal Counsel of Indigents      | 40.00                                      |
| 190 Retirement and Investment Office              | 19.00                                      |
| 192 Public Employees Retirement System            | 34.50                                      |
| Total Executive Branch                            | 1042.80                                    |
| <i>Legislative and Judicial Branches</i>          |  |
| 150 Legislative Assembly                          | 0.00                                       |
| 160 Legislative Council                           | 36.00                                      |
| 180 Judicial Branch                               | 355.50                                     |
| Total Legislative and Judicial Branches           | 391.50                                     |
| <b><u>Education</u></b>                           |  |
| <i>Elementary, Secondary, and Other Education</i> |  |
| 201 Department of Public Instruction              | 91.75                                      |
| 226 Department of Trust Lands                     | 31.00                                      |
| 250 State Library                                 | 28.75                                      |
| 252 School for the Deaf                           | 45.61                                      |
| 253 ND Vision Services/School for the Blind       | 28.50                                      |
| 270 Dept. of Career and Technical Education       | 24.50                                      |
| Total Elementary, Secondary and Other Education   | 250.11                                     |
| <i>Higher Education</i>                           |  |
| 215 North Dakota University System Office         | 149.40                                     |
| 227 Bismarck State College                        | 358.35                                     |
| 228 Lake Region State College                     | 129.61                                     |
| 229 Williston State College                       | 100.75                                     |
| 230 University of North Dakota                    | 2218.07                                    |
| 232 UND Medical School                            | 435.75                                     |
| 235 ND State University                           | 1895.66                                    |
| 238 ND State College of Science                   | 345.04                                     |
| 239 Dickinson State University                    | 168.90                                     |
| 240 Mayville State University                     | 210.53                                     |
| 241 Minot State University                        | 441.65                                     |
| 242 Valley City State University                  | 202.75                                     |
| 243 Dakota College at Bottineau                   | 84.30                                      |
| 244 ND Forest Service                             | 27.00                                      |
| Total Higher Education                            | 6,767.76                                   |
| <b><u>Health and Human Services</u></b>           |  |
| 301 ND Department of Health                       | 364.00                                     |
| 305 Tobacco Prevention and Control Committee      | 0.00                                       |
| 313 Veterans Home                                 | 120.72                                     |
| 316 Indian Affairs Commission                     | 4.00                                       |
| 321 Department of Veterans Affairs                | 7.00                                       |
| 325 Department of Human Services                  | 2,162.23                                   |
| 360 Protection and Advocacy Project               | 27.50                                      |
| 380 Job Service North Dakota                      | 181.61                                     |
| Total Health and Human Services                   | 2,867.06                                   |

## 2017-19 LEGISLATIVELY AUTHORIZED FTE

| <u>Department</u>                                  | 2017-19<br>Legislatively<br>Authorized FTE |
|--|--|
| <b><u>Regulatory</u></b>                           |  |
| 401 Office of the Insurance Commissioner           | 46.00                                      |
| 405 Industrial Commission                          | 110.25                                     |
| 406 Office of the Labor Commissioner               | 14.00                                      |
| 408 Public Service Commission                      | 45.00                                      |
| 412 Aeronautics Commission                         | 7.00                                       |
| 413 Dept. of Banking and Financial Institutions    | 30.00                                      |
| 414 Securities Department                          | 9.00                                       |
| 471 Bank of North Dakota                           | 181.50                                     |
| 473 North Dakota Housing Finance Agency            | 44.00                                      |
| 475 North Dakota Mill and Elevator Association     | 153.00                                     |
| 485 Workforce Safety and Insurance                 | 260.14                                     |
| Total Regulatory                                   | 899.89                                     |
| <b><u>Public Safety</u></b>                        |  |
| 504 Highway Patrol                                 | 204.00                                     |
| 530 Department of Corrections and Rehabilitation   | 845.29                                     |
| 540 Office of the Adjutant General                 | 234.00                                     |
| Total Public Safety                                | 1,283.29                                   |
| <b><u>Agriculture and Economic Development</u></b> |  |
| 601 Department of Commerce                         | 66.40                                      |
| 602 North Dakota Department of Agriculture         | 73.00                                      |
| 627 Upper Great Plains Transportation Institute    | 43.88                                      |
| 628 Branch Research Centers                        | 110.29                                     |
| 630 NDSU Extension Service                         | 252.98                                     |
| 638 Northern Crops Institute                       | 11.80                                      |
| 640 NDSU Main Research Station                     | 336.12                                     |
| 649 Agronomy Seed Farm                             | 3.00                                       |
| 665 ND State Fair                                  | 0.00                                       |
| 670 ND Racing Commission                           | 2.00                                       |
| Total Agriculture and Economic Development         | 899.47                                     |
| <b><u>Natural Resources</u></b>                    |  |
| 701 State Historical Society                       | 75.00                                      |
| 709 Council on the Arts                            | 5.00                                       |
| 720 Game and Fish Department                       | 163.00                                     |
| 750 Department of Parks and Recreation             | 62.50                                      |
| 770 State Water Commission                         | 93.00                                      |
| Total Natural Resources                            | 398.50                                     |
| <b><u>Transportation</u></b>                       |  |
| 801 Department of Transportation                   | 1,047.00                                   |
| <b>Grand Total FTE</b>                             | <b>15,847.38</b>                           |

/1 House Bill 1003, Section 21 passed during the 64th Legislative Assembly amended NDCC 54-44.1-04 and required higher education entities to enter all their budget data (including a pay plan) into the state's budget system in the same manner as other state agencies. This action increased the FTE count by 4,337.41.

State agencies reduced the FTE count by 326.91 and higher education reduced their General Fund FTE count by 315.27 for a total FTE reduction of 642.18.

Two state agencies received additional FTE totaling 15.00.

The total net change in FTE with state agencies and higher education is 4,025.50.

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |                                    |        |                                |
|---------------|------------------------------------|--------|--------------------------------|
| <b>411000</b> | <b>Property Tax</b>                |        |                                |
| 411005        | General Property Tax               |        |                                |
| <b>412000</b> | <b>General Sales and Use Tax</b>   |        |                                |
| 412005        | City Sales Tax                     |        |                                |
| 412010        | Sales & Use Tax                    |        |                                |
| 412015        | County Sales Tax                   |        |                                |
| <b>413000</b> | <b>Selective Sales and Use Tax</b> |        |                                |
| 413005        | Aviation Fuel Tax                  |        |                                |
| 413010        | Beer Tax                           |        |                                |
| 413015        | Cigarette Tax                      |        |                                |
| 413020        | Cigars, Snuff, & Tobacco Tax       |        |                                |
| 413025        | Liquor Tax                         |        |                                |
| 413030        | Micro Brewers Tax                  |        |                                |
| 413035        | Motor Fuel Tax                     |        |                                |
| 413040        | Motor Vehicle Excise Tax           |        |                                |
| 413045        | Rev From Hwy Tax Distribution      |        |                                |
| 413050        | Special Fuels Tax                  |        |                                |
| 413055        | Lewis & Clark Hotel Sales Tax      |        |                                |
| 413060        | Alcohol Taxes                      |        |                                |
| 413065        | Gas Tax Admin. Tsfr                |        |                                |
| 413070        | Aircraft Excise Tax                |        |                                |
| <b>414000</b> | <b>Natural Resources</b>           |        |                                |
| 414005        | Coal Conv. Fac. Tax                |        |                                |
| 414010        | Coal Severance Tax                 |        |                                |
| 414015        | Oil & Gas Production Tax           |        |                                |
| 414020        | Oil Extraction Tax                 |        |                                |
| 414025        | P & I Oil & Gas Prod. Tax          |        |                                |
| 414030        | P & I Oil Extraction Tax           |        |                                |
| <b>415000</b> | <b>Income Taxes</b>                |        |                                |
| 415005        | Financial Institution Tax          |        |                                |
| 415015        | Income Tax - Corp.                 |        |                                |
| 415020        | Income Tax-Individual-Fidic        |        |                                |
| 415025        | Surtax - Corp.                     |        |                                |
| 415030        | Surtax - Individual                |        |                                |
| 415035        | Business Privilege Tax             |        |                                |
| <b>416000</b> | <b>Gross Receipts-Business Tax</b> |        |                                |
| 416005        | Airlines Tax                       |        |                                |
| 416020        | Construction Contractors Tax       |        |                                |
| 416025        | Electrical Franchise Tax-Annua     |        |                                |
| 416030        | Gaming Tax                         |        |                                |
| 416035        | Insurance Premium Tax              |        |                                |
| 416040        | Performing Rights Tax              |        |                                |
| 416055        | Telecommunication Tax              |        |                                |
| 416060        | Provider Assessment Tax            |        |                                |
| 416065        | Horse Racing Tax                   |        |                                |
| 416070        | Horse Racing Revenue               |        |                                |
| <b>417000</b> | <b>Estate Gift Tax</b>             |        |                                |
| 417005        | Estate-Inheritance                 |        |                                |
| <b>418000</b> | <b>Other Taxes</b>                 |        |                                |
| 418020        | Unsatisfied Judgment Fee           |        |                                |
| 418025        | Unsatisfied Judgment Tax           |        |                                |
| <b>420000</b> | <b>Business</b>                    |        |                                |
| 420005        | Aerial Spray Licensing             |        |                                |
| 420010        | Aircraft Registration              |        |                                |
|               |                                    | 420015 | Airmen Registration            |
|               |                                    | 420020 | Ambulance Ser. Lic. Fees       |
|               |                                    | 420025 | Anhydrous Ammonia License      |
|               |                                    | 420030 | Anti-Freeze                    |
|               |                                    | 420035 | A-P Prog. Const. Permits       |
|               |                                    | 420040 | Apiary License                 |
|               |                                    | 420045 | Approved Equip. Load Lim.      |
|               |                                    | 420050 | Auction Market                 |
|               |                                    | 420055 | Auctioneer                     |
|               |                                    | 420060 | Beekeepers                     |
|               |                                    | 420065 | Beer - Retail                  |
|               |                                    | 420070 | Beer - Wholesale               |
|               |                                    | 420075 | Beverage Registration          |
|               |                                    | 420080 | Brand Inspection               |
|               |                                    | 420085 | Brand Recording                |
|               |                                    | 420090 | Brd Of Animal Health Tags      |
|               |                                    | 420095 | Cigar-Cig., Snuff Lic.         |
|               |                                    | 420100 | Coal Exploration Fees          |
|               |                                    | 420105 | Coin Oper. Amusement Mch.      |
|               |                                    | 420110 | Collection Agency Lic.         |
|               |                                    | 420115 | Comm. Feed Reg. & Tonnage      |
|               |                                    | 420120 | Supervisions Fees              |
|               |                                    | 420125 | Creamery-Creamery State Lic.   |
|               |                                    | 420130 | Easements-Test Holes-Right Of  |
|               |                                    | 420135 | Electrolysis Lic.              |
|               |                                    | 420140 | Employment Agency              |
|               |                                    | 420145 | Estray                         |
|               |                                    | 420150 | Fair Board Licenses            |
|               |                                    | 420155 | Fertilizer Regist&Tonnage      |
|               |                                    | 420160 | Fireworks Lic Wholesale & Reta |
|               |                                    | 420165 | Gaming License                 |
|               |                                    | 420170 | Grain Storehouse Lic.          |
|               |                                    | 420175 | Registration Fees              |
|               |                                    | 420180 | lcc Plate                      |
|               |                                    | 420185 | Insurance Agents Fees          |
|               |                                    | 420190 | Insurance Fees                 |
|               |                                    | 420195 | Law Enforce Trng Academy Fee   |
|               |                                    | 420200 | Liquor - Retail                |
|               |                                    | 420205 | Liquor - Wholesale             |
|               |                                    | 420210 | Livestock Dealers              |
|               |                                    | 420215 | Livestock Medicines            |
|               |                                    | 420220 | Micro Brewers Lic.             |
|               |                                    | 420225 | Milk - Cream Testers Lic.      |
|               |                                    | 420230 | Misc. License/Fees             |
|               |                                    | 420235 | Non-Traditional Livestock Lice |
|               |                                    | 420240 | Nursery Lic.                   |
|               |                                    | 420245 | Oil Gas Mineral Brokers        |
|               |                                    | 420250 | Overload Fees                  |
|               |                                    | 420255 | Pesticide Registration         |
|               |                                    | 420260 | Plant Siting Fees              |
|               |                                    | 420265 | Potato Deal. Lic. - Wholesale  |
|               |                                    | 420270 | Poultry Fees                   |
|               |                                    | 420275 | Pro-Rata Fee - Lieu Mi. Tax    |
|               |                                    | 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**

4/19/2018

|               |   |               |  |
|---------------|---|---------------|--|
| 420325        | Dealers/Investment Firms                  | 421535        | Crambe Assessments                         |
| 420330        | Agents/Representatives                    | 421540        | Dry Green Peas Assessments                 |
| 420335        | Mortgage Loan Originator                  | 421545        | Dry Yellow Peas Assessments                |
| 420340        | Ssrs- Dot                                 | 421550        | Feed Peas Assessments                      |
| 420345        | Trade School Permits                      | 421555        | Flax Assessments                           |
| 420350        | Tran. Merchants Lic.                      | 421560        | Flax Tax Assessments                       |
| 420355        | Tran. Merchants-Cash In Lieu O            | 421565        | Lentils Assessments                        |
| 420360        | Veterinarian                              | 421570        | Lupins Assessments                         |
| 420365        | Vets Cemetery Plates                      | 421575        | Milk Volume Assessments                    |
| 420370        | Water Rights Filling Fee                  | 421580        | Potato Cwt Assessments                     |
| 420375        | Well Drilling Permits                     | 421585        | Rapeseed Assessments                       |
| 420380        | Wool Dealers                              | 421590        | Safflower Assessments                      |
| 420385        | Continuation Fee                          | 421595        | Soybean Assessments                        |
| 420390        | New & Used Dealer Fees                    | 421600        | Sunflower Assessments                      |
| 420395        | Lottery License Fees                      | 421605        | Turkey Assessments                         |
| 420400        | Lottery Application Fee                   | 421610        | Wheat Tax Assessments                      |
| 420405        | Lottery Credit Check Fee                  | 421615        | Ethanol Assessments                        |
| 420410        | Unclaimed Lottery Prizes                  | 421620        | Fava Beans Assessments                     |
| 420415        | Lottery Proceeds                          | 421675        | Beef Assessments - State                   |
| 420420        | Renewal License Fee                       |               |  |
| 420425        | Lottery Subscription                      | <b>430000</b> | <b>Intergovernmental Grants/Contrib.</b>   |
| 420430        | Background Checks                         | 430005        | DPI Food Nutrition Revenue                 |
| 420435        | Alcohol License Fees                      | 430010        | Ebt Food Stamp Revenue                     |
| 420440        | Geophysical Permits                       | 430015        | Federal Disaster Assistance                |
| 420445        | GEO Thermal Permits-Commercial            | 430020        | Grant/Contrib From Pol. Sub                |
| 420450        | FBI Service Background Checks             | 430025        | Indirect Cost Recoveries                   |
| 420455        | FBI Background – Volunteers               | 430030        | Intergov Service Fund Revenue              |
| 420460        | Pre-Pd Wireless Emerg 911 Fees            | 430035        | Motor Pool Vehicle Replacement             |
| 420470        | GEO Thermal Permits-Residentia            | 430040        | Revenue From Fed Government                |
| 420475        | PSI Fees                                  |               |  |
| 420480        | Travel Permits                            | <b>431000</b> | <b>Intergovernmental Sales or Services</b> |
| 420485        | Interstate Compact Fees                   | 431005        | Revenue From Counties                      |
| 420490        | Scram Fees                                | 431010        | Revenue From Cities                        |
| 420495        | Misc Correctional Fees                    | 431015        | Rev From Other Political Subs              |
| 420500        | GPS Fees                                  |               |  |
| 420505        | Polygraph Fees                            | <b>432000</b> | <b>Intergovernmental Reimbursement</b>     |
| 420510        | Assessed Communic Services Fee            | 432005        | Reimbursement From Other State             |
|               |   | 434030        | Assigned Veh Depr Rev                      |
|               |   | 434034        | Motor Pool Veh Depr Rev                    |
|               |   | 434035        | Missile Rd Revenue Offset                  |
| <b>421000</b> | <b>Non Business</b>                       | <b>441000</b> | <b>Fines-Forfeitures-Escheat</b>           |
| 421005        | Aircraft Crop Spraying                    | 441005        | Court Administrator's Fees                 |
| 421010        | Drivers License                           | 441010        | Displaced Homemakers                       |
| 421015        | Game & Fish Advance Fees                  | 441015        | Fines-Forfeitures-Escheat                  |
| 421020        | Game & Fish Collectors Stamp              | 441035        | Indigent Civil Legal Services              |
| 421025        | Game & Fish-Fishing Licenses              | 441040        | Modify An Order Fee                        |
| 421030        | Game & Fish-Hunting Licenses              | 441045        | Sale Of Confiscated Property               |
| 421035        | Game & Fish-Lottery                       | 441050        | Confiscated Property Refunds               |
| 421040        | Game & Fish-Other Licenses                | 441055        | Indigent Defense                           |
| 421045        | Handicapped Parking Fee                   | 441060        | Municipal Court Transfers                  |
| 421050        | Motorboat License Fees                    | 441065        | Indigent Application Fee                   |
| 421055        | Sale Of Check-Lic Fee                     | 441070        | Indigent Defense Facility Fee              |
| 421060        | Wastewater Oper Cert. Fee                 | 441075        | Restitution Collection                     |
| 421065        | Wildlife Habitat Stamp                    | 441080        | Property Damage Fees                       |
| 421070        | PLI Sportsmen Habitat Stamp               |               |  |
| 421075        | Motor Vehicle Refunds                     |               |  |
| <b>421500</b> | <b>Non-Business-Commodity Assessments</b> | <b>442000</b> | <b>Cash/Investment Earnings</b>            |
| 421505        | Barley Assessments                        | 442005        | Accrued Interest Receivable                |
| 421510        | Bean Assessments                          | 442020        | Gain on Sale of Investment/Sec             |
| 421515        | Beef Assessments-National                 | 442025        | Interest Income                            |
| 421520        | Butterfat Assessments                     | 442030        | Net Apprec/Dep in Mkt Value                |
| 421525        | Chickpeas Assessments                     | 442040        | Interest On Investment                     |
| 421530        | Corn Assessment                           |               |  |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |   |               |                                     |
|---------------|---|---------------|-------------------------------------|
| 442045        | Loss on Sale of Investments             | 464020        | Examiner Fees                       |
| 442050        | RIO-Penalty on Late Filing              | 464025        | Final Cert Fees - Field             |
| 442055        | Interest on Late Filing                 | 464030        | Fire & Tornado Loss Collection      |
| 442060        | Interest on Prior Year Contrib          | 464035        | Fire & Tornado Pre. Coll.           |
| 442065        | Miscellaneous Income                    | 464040        | Game & Fish License-Bonding Fe      |
| 442090        | Securities Lending Income               | 464045        | Grain Inspection Fees               |
| <b>443000</b> | <b>Contributions and Private Grants</b> | 464050        | Health Fac. Licensing Fees          |
| 443005        | Donations                               | 464055        | Inspection Fees-Not Classified      |
| 443010        | Grant/Contrib--Non-Profit/Priv          | 464060        | Lawyer Discipline                   |
| 443015        | Non-Game Contributions                  | 464065        | Motor Vehicle Inspection Fee        |
| 443020        | Waterbank Grants                        | 464070        | New Jobs Application Fees           |
| <b>444000</b> | <b>Operating Profits</b>                | 464075        | Oil Inspection Fees                 |
| 444005        | Bank of North Dakota Profits            | 464080        | Potato Inspection Fees              |
| 444010        | ND Mill Profits                         | 464085        | Potato Seed Cert Fees               |
| <b>445000</b> | <b>Bonds</b>                            | 464090        | Potato Seedstocks                   |
| 445005        | Water Commission Bonds                  | 464095        | Public Utility Filing Fee           |
| <b>446000</b> | <b>Special Assessments</b>              | 464100        | Scale Inspection Fees               |
| 446005        | Bonding Fund Clm. Coll.                 | 464105        | Seed Certification Fees             |
| 446010        | Other Bonds-Notes-Deben.                | 464110        | Utility Valuation Reimb.            |
| 446015        | Tfr Int On Assess Reinst.               | 464115        | Vehicle Escort Fee                  |
| <b>462000</b> | <b>Other Charges for Services/Sales</b> | 464120        | Credit Sales Assessment             |
| 462010        | Auxiliary Service Fee                   | 464130        | Hobby Boiler License Fees           |
| 462025        | Training                                | 464135        | PSC Prepaid Application Fees        |
| 462050        | Equip Usage Charges                     | 464140        | Physician Discipline-BME            |
| 462065        | From Hospital Store Profits             | <b>465000</b> | <b>Health</b>                       |
| 462095        | Misc Sales-Concessions                  | 465005        | AFDC Collections                    |
| 462115        | Postage                                 | 465010        | Care & Treatment - Medical Ass      |
| 462135        | Resale-Special Orders                   | 465015        | Care & Treatment - Medicare         |
| 462140        | Sale Meals-Prepared Food                | 465020        | Care & Treatment - Psychiatric      |
| 462145        | Sale Of Agriculture Products            | 465025        | Care & Treatment - U.S. Indian      |
| 462150        | Sale Of Fish                            | 465030        | Care&Treat-Blue Cross               |
| 462155        | Sale Of Mfg Products                    | 465035        | Care&Treat-Char&Penal Inst          |
| 462160        | Sale Of Road Materials                  | 465040        | Care&Treat-Not Classified           |
| 462170        | Transcripts                             | 465045        | Child Support Collections           |
| 462180        | Fossil Restoration                      | 465050        | Laboratory Analysis Fees            |
| 462185        | Pharmacy Co-Payments                    | 465055        | Marriage License Fees               |
| <b>463000</b> | <b>General Government</b>               | 465060        | Med. Assist. Collections            |
| 463005        | Computer Service                        | 465065        | Patient Fees Mh & Hs Centers        |
| 463007        | Copier Revenue                          | 465070        | Vital Records - Service Fees        |
| 463009        | Court Filing Fees                       | 465075        | Water Sample Analysis Fee           |
| 463011        | Fire Marshall Services                  | 465080        | Medical Marijuana Fees              |
| 463013        | Fraud Audits                            | <b>466000</b> | <b>Education</b>                    |
| 463015        | Juvenile Court Reinvest.                | 466005        | Admissions                          |
| 463017        | Legal Svc-General Government            | 466010        | Brailling Services                  |
| 463019        | Microfilm Service                       | 466015        | Student Fees                        |
| 463021        | Misc. Sales And Services                | 466020        | Reciprocity Payments                |
| 463023        | Political Subdivision Audits            | <b>467000</b> | <b>Culture and Recreation</b>       |
| 463025        | Report Reviews                          | 467005        | Fees - Book Library                 |
| 463027        | Revenue Cent. Duplicating               | 467010        | Park Service Permits-User Fees      |
| 463029        | Sale Of Publications                    | 467015        | State Fair Revenues                 |
| 463031        | State Agency Audits                     | <b>472000</b> | <b>Leases, Rents, and Royalties</b> |
| <b>464000</b> | <b>Regulatory</b>                       | 472005        | Lease-Rental Of Equipment           |
| 464005        | Coal Mining Fees                        | 472010        | Lease-Rental Of Land                |
| 464010        | Commissions                             | 472015        | Lease-Rental Of Rooms-Bldgs         |
| 464015        | Disc. Cost Reimb.                       | 472020        | Mineral Lease Royalties             |
|               |   | 472025        | Mineral Royalties                   |
|               |   | 472030        | Rent Of Buildings                   |
|               |   | 472035        | Rental Telephone Collections        |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

**473000 Miscellaneous General Revenue**

473005 Cancelled Checks  
 473010 Deposit Of Uncleared Coll  
 473015 Insurance Recoveries  
 473020 Investment-Principal  
 473025 Misc Refunds  
 473027 Petty Cash Deposits  
 473030 Miscellaneous General Revenue  
 473035 Other Reimb. - Jury Pay, Etc.  
 473040 Payroll - Assign.-Garnish.  
 473045 Payroll - Deferred Comp.  
 473050 Payroll - Employees Receivable  
 473055 Payroll - Federal Tax-Fica  
 473060 Payroll - Fica  
 473065 Payroll - Health Insurance  
 473070 Payroll - Medicare/Eic  
 473075 Payroll - Oasis  
 473080 Payroll - Pers Retirement  
 473085 Payroll - State Tax  
 473090 Payroll - State Unemployment  
 473095 Payroll - Tfr-Retirement  
 473100 Payroll - U.S. Savings Bond  
 473105 Payroll- Other Deductions  
 473110 Payroll Suspense  
 473115 Pre-Payment To NDPERS  
 473120 Refund Of Prior Bienn Expen  
 473125 Revenue Prior Biennium  
 473130 Section 125 Fees  
 473135 Void Warrant - Prior Biennium

**474000 Program Income**

474005 Conference Registration Fees  
 474010 OMB ONLY JP P-Card Rebate  
 474015 Fees Paid To Collection Agency  
 474025 Game & Fish  
 474030 Highway Damage Claims  
 474035 Misc. Program Revenue  
 474040 OMB ONLY Refund of JP P-Card Rebate  
 474045 Misc. Unclassified Revenue  
 474050 Health Premiums  
 474055 Life Premiums  
 474060 PERS-EAP Premiums  
 474065 PERS-Dental Premiums  
 474070 Vision Premiums  
 474075 LTC Premiums  
 474080 Administrative Fee

**475000 Sale of Investments**

475005 Revenue From Sale Of Invest

**476000 Loan Related Revenues**

476005 Interest Income From Loans  
 476010 Loans  
 476015 Receipt Of Loan Principal Pymt

**477000 Tobacco Settlement Fund**

477005 Tobacco Settlement Funds

**480000 Other Misc Revenue**

480025 Additions to Perm & Term Endow  
 480030 Extraordinary Items

480035 Special Item

**481000 Sale of Capital Assets**

481005 Gain(Loss) Disposal Cap Asset  
 481010 Sale Of Capital Asset-Surplus  
 481015 Sale Of Capitalized Asset  
 481020 Sale Of Land & Bldgs  
 481025 Sale-Purch Dept Only

**482000 Sale of Non-Capital Assets**

482002 Sale - Leg. Furniture  
 482004 Sale Of Noncapital Asset  
 482006 Sale Of Noncapital Asset-Surpl  
 482008 Sale Of Salvage & Scrap

**490000 In State Transfers**

490001 Tsfr Fm General Fund  
 490002 Tsfr Fm Federal Fund  
 490200 Tsfr Fm Highway Fund  
 490201 Tsfr Fm Vehicle Fund  
 490202 Tsfr Fm Abandoned Vehicle Fund  
 490203 Tsfr Fm Surplus Property Fund  
 490204 Tsfr Fm Asset Forfeiture Fund  
 490205 Tsfr Fm Motorcycle Safety Fund  
 490206 Tsfr Fm Land Comm. Fund  
 490207 Tsfr Fm Teachers Retirement Fu  
 490208 Tsfr Fm Soybean Council Fund  
 490209 Tsfr Fm Unsat. Judgment Fund  
 490210 Tsfr Fm State Bonding Fund  
 490211 Tsfr Fm Fire & Tornado Fund  
 490212 Tsfr Fm State Conference Fund  
 490213 Tsfr Fm Workmens Comp. Fund  
 490214 Tsfr Fr Natl Guard Emerg. Fund  
 490215 Tsfr Fm CSCC Fund  
 490216 Tsfr Fm Non-Game Wildlife Fund  
 490217 Trsfr Fm Dealer Enforcement  
 490218 Tsfr Fm DOT Bond Fund  
 490219 Tsfr Fm Milk Marketing Fund  
 490220 Tsfr Fm Spud Fund  
 490221 Tsfr Fm Turkey Fund  
 490222 Tsfr Fm Game & Fish Fund  
 490223 Tsfr Fm Honey Promo. Fund  
 490224 Tsfr Fm Ag Products Utilizatio  
 490225 Tsfr Fm State Infrastructure B  
 490226 Tsfr Fm Agronomy Seed Fund  
 490227 Tsfr Fm Dry Pea and Lentil Fun  
 490228 Tsfr Fm Wheat Comm. Fund  
 490229 Tsfr Fm Beef Comm. Fund  
 490230 Tsfr Fm ND Centennial Fund  
 490231 Tsfr Fm Barley Growers Check-O  
 490232 Tsfr Fm Public Trans.  
 490233 Tsfr Fm Petroleum Release Fund  
 490234 Tsfr Fm Adult Basic & Sec Ed.  
 490235 Tsfr Fm Displaced Hmakers Fund  
 490237 Tsfr Fm Indigent Service Fund  
 490238 Tsfr Fm Coal Develop. Fund  
 490239 Tsfr Fm Ins. Reg. Trust Fund  
 490240 Tsfr Fm Ins. Tax Dist. Fund  
 490241 Tsfr Fm Edible Bean Fund  
 490242 Tsfr From Banking Reg Fund  
 490243 Tsfr Fm Renewable Energy Dev  
 490244 Tsfr Fm Investor Ed & Tech

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|        |                                 |        |                                |
|--------|---------------------------------|--------|--------------------------------|
| 490245 | Tsfr Fm Sunflower Council Fund  | 490341 | Tsfr Fm UND Fund               |
| 490246 | Tsfr Fm State Auditor's Fund    | 490342 | Tsfr Fm Comm Service Fund      |
| 490247 | Tsfr Fm Oil & Gas Research Fund | 490343 | Tsfr Fm Med. Center Fund       |
| 490248 | Tsfr Fm PSC Valuation Revol. F  | 490344 | Tsfr Fm NDSU Fund              |
| 490249 | Tsfr Fm Surface Mine & Rec. Fu  | 490345 | Tsfr Fm NDSU-Bottineau Fund    |
| 490250 | Tsfr Fm Attorney Gen Refund Fu  | 490346 | Tsfr Fm School Of Forestry Fun |
| 490251 | Tsfr Fm Capital Grds Planning   | 490347 | Tsfr Fm NDSCS Fund             |
| 490252 | Tsfr Fm Arts & Hum. Ed. Fund    | 490348 | Tsfr Fm Dickinson State Univ.  |
| 490253 | Tsfr Fm Histor Impact Emer Fun  | 490349 | Tsfr Fm Mayville State Univ.   |
| 490255 | Tsfr Fm Wetlands Replace Fund   | 490350 | Tsfr Fm Minot State Univ.      |
| 490258 | Tsfr Fm St Lab Contract Ser Fu  | 490351 | Tsfr Fm Valley City State Univ |
| 490260 | Tsfr Fr Minor Use Pesticide Fu  | 490352 | Tsfr Fm State Disaster Relief  |
| 490261 | Tsfr Fr Snowmobile Fund         | 490353 | Tsfr Fm School for the Deaf    |
| 490263 | Tsfr Fm Sec of St Gen Srvc Fnd  | 490354 | Tsfr Fm School for Blind Fund  |
| 490264 | Tsfr Fr Anhydrous Ammonia Fund  | 490357 | Tsfr Fm Extension Div. Fund    |
| 490266 | Tsfr Fm Admin Hearings Fund     | 490358 | Tsfr Fm Main Exp. Fund         |
| 490267 | Tsfr Fm Water Develop Trust Fu  | 490359 | Tsfr Fm Dickinson Exp. Fund    |
| 490269 | Tsfr Fm Ctrs of Research Excel  | 490360 | Tsfr Fm Human Service Fund     |
| 490274 | Tsfr Fm Independent Study Fund  | 490361 | Tsfr Fm State Hosp. Fund       |
| 490280 | Tsfr from Perform. Assuran Fnd  | 490362 | Tsfr Fm Job Srvc Operating     |
| 490284 | Tsft Fm Internship Fund         | 490365 | Tsfr Fm Pen Indus. Fund        |
| 490288 | Tsfr Fm Risk Management Fund    | 490366 | Tsfr Fm Pen. Land Replce. Fund |
| 490292 | Transfer from Lottery Fund      | 490367 | Tsfr Fm Aero. Comm. Fund       |
| 490294 | Tsfr Fm ND Outdoor Heritage Fu  | 490368 | Tsfr Fm Vets Aid Fund          |
| 490297 | Transfer from Bio Mass Incen    | 490369 | Tsfr Fm Aero. Constr. Fund     |
| 490300 | Tsfr Fm PowerSchool Fund        | 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 Nat Bd Certification   |
| 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         | 490382 | Tsfr Fm ND Research Fund       |
| 490312 | Tsfr Fm Supreme Court Fund      | 490383 | Tsfr Fm Natl Guard Fund        |
| 490313 | Tsfr Fm Ehpl Admin. Fund        | 490384 | Tsfr Fm State Tax Dept. Fund   |
| 490314 | Tsfr Fm Lignite Research Fund   | 490385 | Tsfr Fm Natl Grd Mil. Grnds Fu |
| 490315 | Tsfr Fm ND Health Care Trust F  | 490387 | Tsfr Fm BSC Fund               |
| 490316 | Tsfr Fm Comm Health Trust Fund  | 490388 | Tsfr Fm UND-Lake Region        |
| 490317 | Tsfr Fm Oil & Gas Res. Data Fu  | 490389 | Tsfr Fm UND-Williston          |
| 490318 | Tsfr Fm Indian Affairs Fund     | 490390 | Tsfr Fm Library Comm Fund      |
| 490319 | Tsfr Fm Central Pers. Fund      | 490391 | Tsfr Fm Public Inst. Fund      |
| 490320 | Tsfr Fm Labor Dept Fund         | 490392 | Tsfr Fm Ins. Recovery Fund     |
| 490322 | Tsfr Fm Atty General Fund       | 490393 | Tsfr Fm Voc. Ed. Fund          |
| 490323 | Tsfr Fm Cntrl. Grass Ex. Stati  | 490394 | Tsfr Fm Unmanned Aircraft Syst |
| 490324 | Tsfr Fm Aeronautics Comm Fund   | 490395 | Tsfr Fm Water Use Fund         |
| 490326 | Tsfr Fm Forest Svc Fund         | 490396 | Tsfr Fm Solid Waste Mgmt       |
| 490327 | Tsfr Fm ST. Hist. Rev. Fund     | 490397 | Tsfr Fm Water Comm Fund        |
| 490328 | Tsfr Fm Jud. Cond. Comm.        | 490398 | Tsfr Fm Parks & Rec. Fund      |
| 490329 | Tsfr Fm Seed Dept Fund          | 490399 | Tsfr Fm Arts & Hum. Fund       |
| 490330 | Tsfr Fm Econ Dev. Comm. Fund    | 490400 | Tsfr Fm Highway Tax Dist. Fund |
| 490332 | Tsfr Fm Hettinger Exp. Fund     | 490401 | Tsfr Fm State Aid Fund         |
| 490333 | Tsfr Fm Langdon Exp. Fund       | 490402 | Tsfr Fm Sales & Use Tax Fund   |
| 490334 | Tsfr Fm Land Rec. Res. Ctr. Fu  | 490403 | Tsfr Fm Motor Fuel Cash Bond   |
| 490335 | Tsfr Fm North Cent. Exp. Fund   | 490404 | Tsfr Fm Indus. Rev. Bond Fund  |
| 490336 | Tsfr Fm Williston Exp. Fund     | 490406 | Tsfr Fm Drivers Lic. Trust Fun |
| 490337 | Tsfr Fm Carrington Exp. Fund    | 490407 | Tsfr Fm Tobacco Settlement Tru |
| 490339 | Tsfr Fm Horse Racing Comm.      | 490408 | Tsfr Fm Edutech Fund           |
| 490340 | Tsfr Fm University System       | 490409 | Tsfr Fm Insur. Dept Collection |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|        |                                 |               |  |
|--------|---------------------------------|---------------|--|
| 490410 | Tsfr Fm Vets Postwar Trust      | 490494        | Tsfr Fm Air Trans. Fund                  |
| 490412 | Tsfr Fm Coal Sev. Tax Dist.     | 490495        | Tsfr Fm Property Tax Relief              |
| 490413 | Tsfr Fm Air Transp. Fund        | 490496        | Tsfr Fm Found. Aid Stabilization         |
| 490414 | Tsfr Fm Pol. Sub. Alloc. Fund   | 490498        | Tsfr Fm Budget Stab. Fund                |
| 490415 | Tsfr Fm Hist. Soc. Gift & Req.  | 490499        | Tsfr Fm Legacy Fund                      |
| 490416 | Tsfr Fm Fed Tax Replacement     | 490501        | Tsfr Fm Common Schools                   |
| 490417 | Tsfr Fm Judges Retirement Fund  | 490504        | Tsfr Fm Perm Capital Building            |
| 490418 | Tsfr Fm Aban. & Unclaim. Prope  | 490508        | Tsfr Fm Perm Valley City Colle           |
| 490419 | Tsfr Fm Childrens Trust Fund    | 490515        | Tsfr Fm Perm Coal Dev. Fund              |
| 490420 | Tsfr Fm Cig. Tax Dist. Fund     | 490601        | Tsfr Fm St. Fair Enterprise Fu           |
| 490421 | Tsfr Fm Gas Tax Collect. & Ref  | 490602        | Tsfr Fm St. Parks Concession F           |
| 490422 | Tsfr Fm Aviation Tax Coll. & R  | 490603        | Tsfr Fm Concession Fund                  |
| 490423 | Tsfr Fm Corp. Income Reserve    | 490700        | Tsfr Fm Fleet Srvc                       |
| 490424 | Tsfr Fm Income Tax Suspense     | 490701        | Tsfr Fm Postage Revolving Fund           |
| 490425 | Tsfr Fm Ind. Incom Reserve      | 490702        | Tsfr Fm Dpi Print Revolving Fu           |
| 490426 | Tsfr Fm Sp Fuel Tax Coll. & Re  | 490730        | Tsfr Fm HRMS Training Fund               |
| 490427 | Tsfr Fm Oil & Gas Prod. Dist.   | 490780        | Tsfr Fm ITD Service Fund                 |
| 490428 | Tsfr Fm Motor Vehicle Reg. Dis  | 490790        | Tsfr Fm Central Dup. Service F           |
| 490429 | Tsfr Fm Bus. Priv. Reserve      | 490805        | Tsfr Fm Capital Constr. Fund             |
| 490430 | Tsfr Fm State Taxes Dis. Fund   | 490902        | Tsfr Fm Capitol Renovation Fun           |
| 490431 | Tsfr Fm Trans. Line Tax Dis. F  | 490904        | Tsfr Fm Soldiers Improvement F           |
| 490432 | Tsfr Fm Permanent Oil Tax Trus  | 490911        | Tsfr Fm Solid Waste Mgmt                 |
| 490433 | Tsfr Fm Natl Grd Trng & Fac.    | 490916        | Tsfr Fm PACE Fund                        |
| 490434 | Tsfr Fm City Lodging Tax        | 490917        | Tsfr Fm Ag Pace                          |
| 490435 | Tsfr Fm City Sales Tax Susp.    | 490919        | Tsfr Fm Bldg Authority - Debt            |
| 490436 | Tsfr Fm Sch. Constr. Interest   | 490920        | Ea-Retained Funds Tfr In                 |
| 490437 | Tsfr Fm Sch. Constr. Prin.      | 490921        | Ea-Retained Funds Tfr Out                |
| 490438 | Tsfr Fm City Restur. & Lodging  | 490922        | SS-Retained Funds Tfr In                 |
| 490439 | Tsfr Fm Contrib Refund Reserve  | 490923        | SS-Retained Funds Tfr Out                |
| 490440 | Tsfr Fm State Tuition Fund      | 490925        | Interfund Transfers                      |
| 490441 | Tsfr Fm Trail Tax Tsfr Fund     | 490926        | Intrafund Transfers                      |
| 490444 | Tsfr Fm Twnshp Roads & Bridges  | 490931        | Tsfr Fm Donor Implied Trust              |
| 490446 | Tsfr Fm Gaming Tax              | 490932        | Tsfr Fm Pers Flexcomp                    |
| 490447 | Tsfr Fm Ethanol Production Inc  | 490954        | Tsfr Fm Land-Aband & Unclaim             |
| 490448 | Tsfr Fm Aband Oil & Gas Recl.   | 490955        | Tsfr Fm Land And Minerals Trust          |
| 490449 | Tsfr Fm Rail Safety Fund        | 490956        | Tsfr Fm Land-Coal Severance Ta           |
| 490450 | Tsfr Fm Rev. Sharing Trust Fun  | 490957        | Tsfr Fm Land-Permanent Fund              |
| 490451 | Tsfr Fm Cent. Tree Prog. Trust  | 490958        | Tsfr Fm Land-Interest & Income           |
| 490453 | Tsfr Fm Alcohol Fuel Tax Trust  | 490959        | Tsfr Fm Land-Maintenance Fund            |
| 490454 | Tsfr Fm Coal Conv. Tax Trust    | 490960        | Tsfr Fm Building Auth Cap Proj           |
| 490458 | Tsfr Fm Oil Ext. Tax Dev. Trust | 490961        | Tsfr Fm Water Comm-Cap Project           |
| 490459 | Tsfr Fm Natl Grd Tuition Trust  | 490962        | Tsfr Fm Water Comm-Debt Servic           |
| 490460 | Tsfr Fm Pre-Planning Rev. Fund  | 490966        | Tsfr Fm Workers Comp-Special             |
| 490461 | Tsfr Fm OMB Unemp./Payroll Cl.  | 490968        | Tsfr Fm ND Job Service                   |
| 490462 | Tsfr Fm Domestic Violence Prev  | 490970        | Tsfr Fm Mill & Elevator                  |
| 490463 | Tsfr Fm Child Support Disb Uni  | 490971        | Tsfr Fm DD Facility Loan Fund            |
| 490464 | Tsfr Fm Energy Impact Fund      | 490972        | Tsfr Fm Home Quarter Purchase            |
| 490465 | Tsfr Fm Infrastructure Revol    | 490973        | Tsfr Fm Beg Farmer Loan Fund             |
| 490467 | Tsfr Fm Aeronautics Dist.Fund   | 490975        | Tsfr Fm ND Student Loan Trust            |
| 490468 | Tsfr Fm Estate Tax Dist. Fund   | 490976        | Tsfr Fm Municipal Bond Bank              |
| 490469 | Tsfr Fm Oil Res. Trust          | 490981        | Tsfr Fm Deferred Comp                    |
| 490470 | Tsfr Fm Pers Fund               | 490998        | Tsfr Fm ND Housing Finance               |
| 490471 | Tsfr Fm Capitol Bldg Access     | 490999        | Tsfr Fm Bank Of North Dakota             |
| 490474 | Tsfr Fm Medical Marijuana Fund  |               |  |
| 490476 | Tsfr Fm Interoperable Radio Ne  | <b>491000</b> | <b>Operating Transfer From Component</b> |
| 490479 | Tsfr Fm Mine Operating Escrow   | 491002        | Tsfr From Component Unit                 |
| 490483 | Tsfr Fm PERS Retirement         | 491010        | Transfer from External Plans             |
| 490488 | Tsfr Fm Habitat & Depre. Fund   |               |  |
| 490490 | Tsfr Fm S&B Restoration Trust   | <b>492000</b> | <b>Operating Tsfr Fm Primary Govt</b>    |
| 490491 | Tsfr Fm Veteran Cemetary Trust  | 492002        | Tsfr Fm Primary Gov                      |
| 490492 | Tsfr Fm Multistate Tax Audit    |               |  |
| 490493 | Tsfr Fm Land & Minerals Trust   |               |  |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |                                    |
|---------------|------------------------------------|
| <b>511000</b> | <b>Salaries - Permanent</b>        |
| 510000        | Salaries - Budget                  |
| 511005        | Salaries Full Time                 |
| 511010        | Salaries - Faculty                 |
| 511015        | Judges Retirement                  |
| 511020        | Paid Annual Leave                  |
| 511025        | Paid 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 |
| <br>          |                                    |
| <b>512000</b> | <b>Salaries-Other (Budget)</b>     |
| 512010        | Shift Differential                 |
| 512015        | Oil Patch Add On                   |
| <br>          |                                    |
| <b>513000</b> | <b>Temporary Salaries (Budget)</b> |
| 513005        | Temporary Salaries                 |
| <br>          |                                    |
| <b>514000</b> | <b>Overtime (Budget)</b>           |
| 514005        | Overtime                           |
| 514010        | Overtime at Straight Time          |
| 514015        | Overtime at Double Time            |
| 514020        | Overtime for Temp Employees        |
| 514025        | On Call Pay                        |
| <br>          |                                    |
| <b>516000</b> | <b>Fringe Benefits (Budget)</b>    |
| 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          |

|               |  |
|---------------|--|
| <b>521000</b> | <b>Travel (Budget)</b>                       |
| 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                          |
| 521125        | Oil – Taxable Rent Allowance                 |
| 521130        | Adjust Travel – DOT USE ONLY                 |
| <br>          |  |
| <b>531000</b> | <b>IT Software\Supplies (Budget)</b>         |
| 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                     |
| <br>          |  |
| <b>532000</b> | <b>Supply/Material-Professional (Budget)</b> |
| 532005        | Ammunition & Explosives                      |
| 532010        | Security Supplies                            |
| 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                                 |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |  |               |   |
|---------------|--|---------------|---|
| 532140        | Testing Materials                                  | 535000        | <b>Miscellaneous Supplies (Budget)</b>    |
| 532145        | Video Audio Cassettes/Tapes                        | 535005        | Art & Craft Supplies                      |
| 532155        | Breast Pumps                                       | 535010        | Dishes & Silverware                       |
| <b>533000</b> | <b>Food and Clothing (Budget)</b>                  | 535015        | Equip Under \$750                         |
| 533010        | Clothing   | 535020        | Expendable Tools                          |
| 533020        | Dry Goods  | 535025        | Farm & Livestock Supplies                 |
| 533025        | Food Supplies                                      | 535030        | Health Beauty Supplies                    |
| 533030        | Groceries  | 535035        | Laundry Supplies                          |
| 533035        | Incontinent Briefs                                 | 535040        | License & Tags                            |
| 533040        | Linens   | 535060        | Promotional Supply                        |
| 533050        | Meat   | 535065        | Recreational Supply                       |
| 533055        | Safety Clothing                                    | 535070        | Refl & Mkt Materials                      |
| 533060        | Uniforms   | 535075        | Rescue Supplies                           |
| 533065        | Protective Clothing                                | 535080        | DHS Unallocated Costs                     |
| 533070        | Protective Footwear                                | 535085        | Supplies Not Classified                   |
| <b>534000</b> | <b>Bldg, Grounds, Vehicle MTCE Supply (Budget)</b> | 535090        | Paper Products                            |
| 534005        | Aircraft Fuel & Oil                                | 535095        | Firewood Purchases                        |
| 534010        | Aircraft Repair Parts                              | 535100        | Bait Purchases                            |
| 534015        | Boiler Supplies                                    | 535105        | Ice Purchases                             |
| 534030        | Electrical Supplies                                | 535110        | Hay Purchases                             |
| 534035        | Equipment Repair Parts                             | 535115        | Marina Supplies                           |
| 534040        | Fuel & Oil - Vehicle                               | 535120        | Camping Supplies                          |
| 534045        | Hardware & Bldg Supply                             | 535125        | Souvenir Purchases                        |
| 534050        | Inventory Used-Fleet                               | <b>536000</b> | <b>Office Supplies (Budget)</b>           |
| 534055        | Inventory Used                                     | 536005        | Central Supply                            |
| 534060        | Janitorial   | 536015        | Office Supplies                           |
| 534075        | Metals, Lumber, Cement                             | 536035        | Resale Supplies                           |
| 534080        | Misc. Mfg. Supplies                                | 536040        | Special Forms                             |
| 534085        | Motor Vehicle Tires                                | 536045        | Stock Paper                               |
| 534090        | Motor/Aircraft-Higher Ed                           | 536050        | Stock Ribbons                             |
| 534095        | Non-Vehicle Repair Parts                           | 536055        | Unused Inventory                          |
| 534100        | Other Bldg. & Equip. Supplies                      | 536058        | Scrapped Inventory                        |
| 534105        | Paint  | 536060        | Supplies - Special Order                  |
| 534115        | Plumbing/Heating Supplies                          | <b>541000</b> | <b>Postage (Budget)</b>                   |
| 534125        | Repair Parts - Radios                              | 541010        | Mailing Services                          |
| 534130        | Repair Parts - Vehicle                             | 541015        | Postage And P.O. Box Rental               |
| 534135        | Road Maintenance Supplies                          | 541025        | Postage Meter                             |
| 534140        | Roadside Development Supplies                      | <b>542000</b> | <b>Printing (Budget)</b>                  |
| 534150        | Seed, Feed, Forage, Fert.                          | 542005        | Central Duplicating - Printing            |
| 534160        | Contract Traffic Services                          | 542010        | Copier Supplies                           |
| 534165        | Trees, Shrubs, Etc.                                | 542015        | Copies (Copy Machine)                     |
| 534170        | Road Oil   | 542020        | Paper Products                            |
| 534175        | Oil Mix  | 542035        | Printing From Others (Non Ctrl)           |
| 534180        | Salt   | 542050        | Copies From Others (Non Ctrl D)           |
| 534181        | Anti-Icing Chemical                                | 542055        | Central Dup Mainframe Printing            |
| 534185        | Sand   | <b>551000</b> | <b>IT Equip under \$5,000 (Budget)</b>    |
| 534190        | Chips  | 551005        | Computer Equip under \$5,000              |
| 534195        | Gravel   | 551010        | IT - Radio Equip under \$5,000            |
| 534200        | Asphalt & Crack Filler                             | 551015        | IT - Voice Equip under \$5,000            |
| 534205        | Road Materials Not Classified                      | 551020        | Other IT Equip under \$5,000              |
| 534210        | Contract Patching                                  | <b>552000</b> | <b>Other Equip under \$5,000 (Budget)</b> |
| 534215        | Traffic Paint, Beads & Thinner                     | 552040        | Books                                     |
| 534220        | Signs & Sign Post                                  | 552045        | Engineering Equipment                     |
| 534225        | Guardrail Materials                                | 552050        | Hospital Equipment                        |
| 534230        | Oil and Additives                                  | 552055        | Implements                                |
| 534235        | Gasoline   | 552060        | Lab Equipment                             |
| 534240        | Diesel Fuel  | 552065        | Library Equipment                         |
| 534245        | Gasohol  |               |   |
| 534250        | Vegetation Control Chemical                        |               |   |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |   |               |   |
|---------------|---|---------------|---|
| 552070        | Livestock   | 591065        | Repair Equipment-Other                              |
| 552075        | Other Equipment   | 591075        | Repair Service-Aircraft                             |
| 552080        | Other Equipment-Higher Ed                                 | 591080        | Repair Service-Bridge/Highway                       |
| 552085        | Other Equipment-Under \$5000                              | 591085        | Repair Service-Radios                               |
| 552090        | Photo Equipment   | 591110        | Repairs Not Classified                              |
| 552100        | Rehabilitation Equipment                                  | 591115        | Repairs-Higher Ed.                                  |
| 552105        | Safety Equipment  | 591120        | Service Contract-Office Equip                       |
| 552110        | School Equipment  | 591125        | Service Contract-Other                              |
| 552115        | Shop Equipment  | 591130        | Shop Overhead Reimbursement                         |
| 552120        | Tools   |               |   |
| 552125        | Weapons   |               |   |
| <b>553000</b> | <b>Office Equip &amp; Furniture-Under \$5000 (Budget)</b> | <b>601000</b> | <b>IT - Data Processing (Budget)</b>                |
| 553005        | Office Machines   | 601005        | Data Processing Service                             |
| 553010        | Furniture & Furnishings                                   | 601010        | Data Processing-Westlaw                             |
| 553015        | Legislative Equip & Furnishing                            | 601015        | Dp - Networking & Line Charges                      |
|               |   | 601020        | Higher Ed.-Data Processing                          |
|               |   | 601025        | Microfilm Service                                   |
| <b>561000</b> | <b>Utilities (Budget)</b>                                 | <b>602000</b> | <b>IT-Communications (Budget)</b>                   |
| 561010        | Coal  | 602005        | Cellular Phones                                     |
| 561015        | Electricity   | 602010        | Fax Charges   |
| 561020        | Heating Oil   | 602060        | Telephone & Telegraph - Non IT                      |
| 561025        | Miscellaneous Heating                                     | 602065        | Telephone ITD                                       |
| 561030        | Natural Gas   | 602070        | Television Services                                 |
| 561045        | Steam Heat  | 602075        | Data Services - Taxable                             |
| 561050        | Utilities-Higher Ed.                                      |               |   |
| 561055        | Utility Payment   | <b>603000</b> | <b>IT Contractual Services and Repairs (Budget)</b> |
| 561065        | Water & Garbage   | 603005        | IT-Library Computer Service                         |
|               |   | 603010        | IT-Rent/Lease/Purchase Of It E                      |
| <b>571000</b> | <b>Insurance (Budget)</b>                                 | 603015        | IT-Computer Lease-Rent Repairs                      |
| 571010        | Fidelity Insurance  | 603020        | IT-Consultant/Development                           |
| 571015        | Liability Insurance                                       | 603025        | IT-Network/Communications-Non                       |
| 571020        | Other Insurance   | 603030        | IT-Other Contracting                                |
| 571025        | Property Insurance  | 603035        | IT-Service Contract-Edp                             |
| 571030        | Risk Management Premiums                                  |               |   |
| <b>581000</b> | <b>Rentals/Leases-Equip &amp; Other (Budget)</b>          | <b>611000</b> | <b>Professional Development (Budget)</b>            |
| 581010        | Copier Rental   | 611005        | Conference Expenses                                 |
| 581050        | Lease/Purchase - Equipment                                | 611010        | Dues & Memberships                                  |
| 581055        | Office Equipment Rental                                   | 611015        | Honorariums   |
| 581065        | Rent Of Communication Equip                               | 611020        | Professional Development                            |
| 581070        | Rent Of Equipment   | 611025        | Stipends  |
| 581075        | Rent Transport Equipment                                  | 611030        | Tuition Fees  |
|               |   | 611035        | Tuition Fees - Taxable                              |
| <b>582000</b> | <b>Rentals/Leases - Bldg/Land (Budget)</b>                | 611040        | Legislative Reportable Dues & Memberships           |
| 582005        | Booth & Room Rental                                       | 611045        | Leg. Reportable-Training                            |
| 582010        | In Lieu Of Real Estate                                    | 611050        | Sponsorships  |
| 582015        | Lease/Purchase Buildings                                  |               |   |
| 582020        | Miscellaneous Rents & Leases                              | <b>621000</b> | <b>Operating Fees and Services (Budget)</b>         |
| 582025        | Relocation Asst Pmts                                      | 621005        | Abstracting   |
| 582060        | Rent Of Building Space                                    | 621010        | Adjust Indirect Cost Distr-Rea                      |
| 582065        | Rent Of Land  | 621020        | Advertising Services                                |
| 582070        | Waterbank Land Payments                                   | 621040        | Agricultural Weed Control                           |
|               |   | 621045        | Appraisals  |
| <b>591000</b> | <b>Repairs (Budget)</b>                                   | 621050        | Fingerprinting Fee                                  |
| 591005        | Electrical Service  | 621055        | BCI Background Check                                |
| 591010        | Elevator Maintenance Contract                             | 621060        | Awards, Rewards, Prizes                             |
| 591015        | Heat/Air Condition Service                                | 621065        | Bad Debt Expense                                    |
| 591020        | Janitorial Contract                                       | 621070        | Bank Fees   |
| 591030        | Plumbing Service  | 621075        | Book Binding  |
| 591050        | Repair Building & Grounds                                 | 621085        | Commissions   |
| 591055        | Repair Equipment-Automobiles                              | 621090        | Commodity Payments                                  |
| 591060        | Repair Equipment-Office                                   | 621095        | Contingency Fund                                    |
|               |   | 621105        | Cost Allo-Memo Expense                              |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

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  
 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  
 621840 Building Monitoring Services  
 621845 Funding and Services Contracts  
 621850 Leg Reportable-Service Awards  
 621855 Prepaid Wireless 911 Services  
 621860 Lottery-Points for Prizes  
 621865 Investment Expenses  
 621870 Vehicle Installations Fee's

**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  
 623260 Other Services

**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/Medical Supplies

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |  |               |   |
|---------------|--|---------------|---|
| 625060        | Veterinary Supplies  | 684035        | Interior Repairs                              |
| 625065        | Pharmacy Supplies  | 684040        | Structural Repairs                            |
| 625070        | Health Premium Paid  | 684045        | Paving and Area Lighting                      |
| 625075        | PERS-Vision Premiums Paid                                  | 684050        | Utilities/Infrastructure                      |
| 625080        | PERS-Dental Premiums Paid                                  |               |   |
| 625085        | Life Premiums Paid   | <b>691000</b> | <b>Equipment \$5000 and Over (Budget)</b>     |
| 625090        | PERS-LTC Premium Paid                                      | 691005        | Office Equipment Over \$5000                  |
| 625095        | PERS-EAP Premiums Paid                                     | 691030        | Lab Equipment Over \$5000                     |
| 625100        | Other Medical, Dental & Optical                            | 691035        | Other Equipment Over \$5000                   |
| 625105        | X-Ray Supplies   |               |   |
| 625110        | HMO Premiums Paid  | <b>692000</b> | <b>Motor Vehicles (Budget)</b>                |
| 625115        | Medicare Part D Prem. Paid                                 | 692005        | Passenger Vehicles                            |
| 625120        | Wellness Benefits-PERS                                     | 692010        | Other Motor Vehicles                          |
| 625125        | Medical Cache  | 692025        | Major Hwy Maintenance Equip                   |
| 625130        | PERS Disease Mgmt Benefit                                  | 692030        | Hwy Minor & Shop Equip>\$4,999                |
| 625135        | Premium Buy Down   |               |   |
| 625150        | HSA Premiums Paid  | <b>693000</b> | <b>IT Equip/Software Over \$5000 (Budget)</b> |
| 625155        | HSA Administration   | 693010        | IT Equipment Over \$5000                      |
|               |  | 693030        | IT Equip/Software Over \$5000                 |
| <b>632000</b> | <b>Other (Budget)</b>                                      | <b>712000</b> | <b>Grants, Benefits &amp; Claims (Budget)</b> |
| 632005        | Agency Fund Clearing Expense                               | 712005        | Fire Losses                                   |
| 632007        | Replenish Petty Cash Fund                                  | 712010        | Bonding Claim Losses                          |
| 632010        | Donated Commodities  | 712015        | Judgments                                     |
| 632015        | Donated Surplus Property                                   | 712020        | Extended Coverage Losses                      |
| 632020        | Donated Vaccines   | 712025        | Indirect Costs                                |
|               |  | 712030        | Grants To Individuals                         |
| <b>671000</b> | <b>Non Operating Expenses (Budget)</b>                     | 712035        | Ebt Food Stamp Expenditures                   |
| 671005        | Job Service Priors   | 712040        | Pub/Priv Pur Client Ser                       |
| 671007        | Unallocated CA   | 712045        | Wiche Grants                                  |
| 671010        | Memo Indirect Cost Distribution                            | 712050        | Grants To Associations                        |
| 671015        | Memo Indirect Cost Recovery                                | 712055        | Grants To Reg. Planning Cncl.                 |
| 671019        | In-Kind / Local Match                                      | 712060        | Grants To Soil Cons. Districts                |
|               |  | 712065        | Grants To Libraries                           |
| <b>682000</b> | <b>Land and Buildings (Budget)</b>                         | 712070        | Grants To State Colleges                      |
| 682015        | Building Construction - New                                | 712075        | Grants To School District                     |
| 682070        | Land Purchases   | 712080        | Grants To Private & Non-State                 |
| 682090        | Right Of Way Land Purchases                                | 712085        | Grants To Water Resource Distr                |
| 682110        | Right Of Way Payments                                      | 712090        | Tribal Grant                                  |
| 682115        | Right of Way Damage Claims                                 | 712095        | Cap Grant                                     |
| 682120        | Administrative Settlements                                 | 712100        | Grants To Multi Sp Ed Brd                     |
| 682125        | Building Purchase  | 712105        | Grants To Cities                              |
|               |  | 712110        | Grants To MRI                                 |
| <b>683000</b> | <b>Other Capital Payments (Budget)</b>                     | 712115        | Grants To Counties                            |
| 683005        | Billboard Control  | 712120        | Grants To Health Units                        |
| 683010        | Bond Interest Pymts  | 712125        | Grants To Local Health Units                  |
| 683015        | Bond Principal Pymts                                       | 712130        | Grants To District Health Unit                |
| 683020        | Construction In Progress                                   | 712135        | Grants To Townships                           |
| 683025        | Contractor Payments - Highways                             | 712140        | Grants To Ethanol Plants                      |
| 683030        | Contractor Payments - Water Re                             | 712145        | Grants To Fire Districts                      |
| 683035        | Depreciation Expense                                       | 712150        | Grants To Park Districts                      |
| 683040        | Improve Non-State Owned Prop                               | 712155        | Grants To Reg. Health Cncl                    |
| 683045        | Misc. Special Projects                                     | 712160        | National Guard Rentals                        |
| 683050        | Oil Storage Tanks  | 712165        | Homestead Tax Credit                          |
| 683055        | Special Assessment Taxes                                   | 712170        | St. Tuition-I & I                             |
| 683060        | In Lieu of Real Estate                                     | 712175        | St. Tuition-Fines & Pen.                      |
| 683105        | Easements \$5000 and Over                                  | 712180        | Misc. Grants                                  |
|               |  | 712185        | State Public Trans Grants                     |
| <b>684000</b> | <b>Extraordinary Repairs/Deferred Maintenance (Budget)</b> | 712190        | Job Svc Tfr Prog Costs                        |
| 684010        | Misc Land Improvements                                     | 712195        | Grants To Non-Public Entities                 |
| 684025        | Building Exterior Repairs                                  | 712200        | Serv & Coop Agreement Counties                |
| 684030        | Mechanical/Electrical Repair                               | 712210        | Grain Elev Insolvency Pymts                   |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|               |  |               |                                |
|---------------|--|---------------|--------------------------------|
| 712215        | Disabled Veterans Credit                     | 714105        | Game & Fish Lottery Refunds    |
| 712220        | Domestic Violence Centers                    | 714110        | Hunting License Refund - Game  |
| 712225        | DP3 - Payments                               | 714115        | Ind Surtax Refund              |
| 712230        | Grants To Other States                       | 714120        | Individual Tax Refund          |
| <b>713000</b> | <b>Tax Dist to Government Units (Budget)</b> | 714125        | Inheritance Tax Refund         |
| 713005        | Aid To Twshps Highway Counties               | 714130        | Lentils Refunds                |
| 713010        | Hwy Tax Dist. To Counties                    | 714135        | Lupins Refunds                 |
| 713015        | Hwy Tax Dist. - Cities                       | 714140        | Misc Wildlife Refunds          |
| 713016        | Hwy Tax Dist - Tribal                        | 714145        | Motor Fuel Tax Refunds         |
| 713020        | Hwy Tax Dist-Hwy Dept                        | 714150        | Motor Vehicle Lic Fee Refund   |
| 713025        | Airline Tax Dist.                            | 714155        | Motor Vehicle Sales Tax Refund |
| 713030        | Cigarette Tax To Cities                      | 714160        | Other License Refund - Game &  |
| 713035        | Aeronautics Dist. To Counties                | 714165        | Other Tax Refunds              |
| 713040        | City Sales Tax To Cities                     | 714170        | Pull Tab Excise Refund         |
| 713045        | City Occupancy Tax To Cities                 | 714175        | Rapeseed Refund                |
| 713050        | City Lodg. & Restr. Tax To Cit               | 714180        | Regular Fuel Tax Refund        |
| 713055        | Gaming Tax Distribution                      | 714185        | Safflower Seed Refund          |
| 713060        | Fire Ins. Tax Dist.                          | 714190        | Sale Of Publications Refunds   |
| 713065        | Oil & Gas Tax To Counties                    | 714195        | Sales Tax Refunds              |
| 713066        | Oil & Gas Tax - Tribal                       | 714200        | Sales Tax/Mtr Fuels Bond Refun |
| 713070        | Oil & Gas Tax To Cities                      | 714205        | Soybean Tax Refund             |
| 713075        | Coal Sev. Tax Dist.-Counties                 | 714210        | Special Fuels Tax Refund       |
| 713076        | Coal Sev. Tax Dist.-Cities                   | 714215        | Sunflower Seed Refund          |
| 713077        | Coal Sev. Tax Dist.-Schools                  | 714220        | Telecommunication Tax Refund   |
| 713080        | Coal Conversion To Counties                  | 714225        | Tobacco Tax Refund             |
| 713081        | Coal Conversion To Cities                    | 714230        | Wheat Tax Refund               |
| 713082        | Coal Conversion To Schools                   | 714235        | Corn Assessment Partial Refund |
| 713085        | Telecommunications Tax Distrib               | 714250        | Barley Assessments Refunds     |
| 713090        | Electric Fran. Tax To Ctys                   | 714255        | Siting Process Exp Refund      |
| 713095        | Estate Tax To Cities                         | 714260        | Potato Assessments Refunds     |
| 713100        | Estate Tax To Counties                       | 714270        | Utility Valuation Exp Refunds  |
| 713105        | Financial Institution Tax Dist               | 714280        | Fava Beans Refunds             |
| 713110        | Minerals Management Tax                      | 714285        | Beef Checkoff Refunds - State  |
| 713115        | Senior Mill Levy Match                       | <b>722000</b> | <b>Transfers Out (Budget)</b>  |
| 713120        | City Motor Vehicle Rental Tax                | 722001        | Tsfr To General Fund           |
| 713125        | Electric Gen & Transmission                  | 722002        | Tsfr To Federal Fund           |
| 713130        | Sales Tax to Counties                        | 722005        | Intertransfer                  |
| 713135        | State-Property Tax to Counties               | 722010        | Intrafund Transfer             |
| 713140        | Sales Tax Tribal                             | 722082        | Intrafund Transfer To Pc Fund  |
| <b>714000</b> | <b>Refunds (Budget)</b>                      | 722200        | Tsfr To Highway Fund           |
| 714005        | Adv. Fee Refunds - Game & Fish               | 722202        | Tsfr To Abandoned Vehicle Fund |
| 714010        | Aviation Fuel Tax Refunds                    | 722203        | Tsfr To Surplus Prop. Fund     |
| 714015        | Bean Tax Refunds                             | 722204        | Tsfr To Asset Forfeiture Fund  |
| 714020        | Brand Inspection Refund                      | 722205        | Tsfr To Motorcycle Safety Fund |
| 714025        | Brand Recording Refund                       | 722206        | Tsfr To Land Comm. Fund        |
| 714030        | Business Priv Tax Refund                     | 722207        | Tsfr To Teachers Retirement Fu |
| 714035        | Chickpeas Refunds                            | 722208        | Tsfr To Soybean Council Fund   |
| 714040        | Cigarette Tax Refund                         | 722209        | Tsfr To Unsat. Judgment Fund   |
| 714045        | Confiscated Property Refunds                 | 722210        | Tsfr To State Bonding Fund     |
| 714050        | Corn Assessment Refund                       | 722211        | Tsfr To Fire & Tornado Fund    |
| 714055        | Corporation Tax Refund                       | 722212        | Tsfr To State Conference Fund  |
| 714060        | Crambe Seed Refund                           | 722213        | Tsfr To Workmens Comp. Fund    |
| 714065        | Drivers License Fee Refund                   | 722214        | Tsfr To Nat. Guard Emerg. Fund |
| 714070        | Dry Green Peas Refunds                       | 722215        | Tsfr To CSCC Fund              |
| 714075        | Dry Yellow Peas Refunds                      | 722216        | Tsfr To Non-Game Wildlife Fund |
| 714080        | Estray Refund                                | 722217        | Tsfr To Dealer Enforcement     |
| 714085        | Feed Peas Refunds                            | 722218        | Tsfr To DOT Bond Fund          |
| 714090        | Financial Institution Refund                 | 722219        | Tsfr To Milk Marketing Fund    |
| 714095        | Fishing License Refund - Game                | 722220        | Tsfr To Spud Fund              |
| 714100        | Flax Seed Refund                             | 722221        | Tsfr To Turkey Fund            |
|               |  | 722222        | Tsfr To Game & Fish Fund       |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|        |                                  |        |                                |
|--------|----------------------------------|--------|--------------------------------|
| 722223 | Tsfr To Honey Promo. Fund        | 722320 | Tsfr To Labor Dept Fund        |
| 722224 | Tsfr To Ag Products              | 722322 | Tsfr To Atty General Fund      |
| 722225 | Tsfr To State Infrastructure B   | 722323 | Tsfr To Cntrl. Grass Ex. Stati |
| 722226 | Tsfr To Agronomy Seed Fund       | 722324 | Tsfr To Aeronautics Comm Fund  |
| 722227 | Tsfr To State Invest. Brd.       | 722326 | Tsfr To Forest Svc. Fund       |
| 722228 | Tsfr To Wheat Comm. Fund         | 722327 | Tsfr To St. Hist. Rev. Fund    |
| 722229 | Tsfr To Beef Comm. Fund          | 722328 | Tsft To Jud. Cond. Comm.       |
| 722230 | Tsfr To Special Roads Fund       | 722329 | Tsfr To Seed Dept Fund         |
| 722231 | Tsfr To Barley Growers Check-O   | 722330 | Tsfr To Econ. Dev. Comm Fund   |
| 722232 | Tsfr To Public Trans. Fund       | 722332 | Tsfr To Hettinger Exp. Fund    |
| 722233 | Tsfr To Petroleum Release Comp   | 722333 | Tsfr To Langdon Exp. Fund      |
| 722234 | Tsfr To Adult Basic & Sec Ed.    | 722334 | Tsfr To Land Rec. Res. Ctr. Fu |
| 722235 | Tsfr To Displaced Hmakers Fund   | 722335 | Tsfr To North Cent. Exp. Fund  |
| 722236 | Tsfr To Waterbank Fund           | 722336 | Tsfr To Williston Exp. Fund    |
| 722238 | Tsfr To Coal Develop. Fund       | 722337 | Tsfr To Carrington Exp. Fund   |
| 722239 | Tsfr To Ins. Reg. Trust Fund     | 722338 | Tsfr To State Plan. Spec. Fund |
| 722241 | Tsfr To Edible Bean Fund         | 722339 | Tsfr To Horse Racing Comm.     |
| 722242 | Tsfr To Financial Instit. Fund   | 722341 | Tsfr To UND Fund               |
| 722243 | Tsfr To Renewable Energy Dev     | 722342 | Tsfr To Comm Service Fund      |
| 722244 | Tsfr To Investor Ed & Tech       | 722343 | Tsfr To Med. Center Fund       |
| 722245 | Tsfr To Sunflower Council Fund   | 722344 | Tsfr To NDSU Fund              |
| 722246 | Tsfr To Auditors Oper.           | 722345 | Tsfr To NDSU-Bottineau Fund    |
| 722247 | Tsfr to Oil & Gas Research       | 722346 | Tsfr To School Of Forestry-See |
| 722248 | Tsfr To PSC Valuation Revol. F   | 722347 | Tsfr To NDSCS Fund             |
| 722249 | Tsfr To Surface Mine & Rec. Fu   | 722348 | Tsfr To Dick. State Univ. Fund |
| 722250 | Tsfr To Attorney Gen Refund Fu   | 722349 | Tsfr To Mayville State Univ.   |
| 722251 | Tsfr To Cap.Grounds Plann Fund   | 722350 | Tsfr To Minot State Univ. Fund |
| 722252 | Tsfr To Arts & Hum. Ed. Fund     | 722351 | Tsfr To Valley City St. Univ.  |
| 722253 | Tsfr To Histor Impact Emer Fun   | 722352 | Tsfr To Transp. Inst.          |
| 722258 | Tsfr To State Lab Contract Ser   | 722353 | Tsfr To Deaf School Fund       |
| 722260 | Tsfr To Minor Use Pesticide Fu   | 722354 | Tsfr To Blind School Fund      |
| 722261 | Tsfr To Snowmobile Fund          | 722357 | Tsfr To Extension Div. Fund    |
| 722265 | Tsfr To State Parks Gift Fund    | 722358 | Tsfr To Main Exp. Fund         |
| 722267 | Tsfr To Water Development Trus   | 722359 | Tsfr To Dickinson Exp. Fund    |
| 722269 | Tsfr To Ctrs of Research Excel   | 722360 | Tsfr To Human Service Fund     |
| 722274 | Tsfr To Independent Study Fund   | 722361 | Tsfr To Highway Patrol. Fund   |
| 722277 | Tsfr To State Rail               | 722362 | Tsfr To Job Svc Operating      |
| 722284 | Tsfr To Internship Fund          | 722364 | Tsfr To Indian Affairs Printin |
| 722285 | Tsfr To Comp Gambling Preventi   | 722365 | Tsfr To Pen Indus. Fund        |
| 722288 | Tsfr To Risk Management Fund     | 722366 | Tsfr To Pen. Land Replce. Fund |
| 722292 | Tsfr to Lottery Operating Fund   | 722367 | Tsfr To Multi Jur. Drug Task   |
| 722294 | Tsfr to ND Outdoor Heritage      | 722368 | Tsfr To Vets Aid Fund          |
| 722299 | Tsfr to Energy Conservation Fund | 722369 | Tsfr To Aero. Constr. Fund     |
| 722300 | Tsfr To Power School Fund        | 722370 | Tsfr To Health & Lab Fund      |
| 722301 | Tsfr To Facilities Management    | 722371 | Tsfr To Wastewater Oper. Fund  |
| 722303 | Tsfr To Treasurers Special Fun   | 722373 | Tsfr To Radio Comm Fund        |
| 722304 | Tsfr To Gov. Spec. Fund          | 722374 | Tsfr To Water Contract Fund    |
| 722305 | Tsfr To Ind. Comm. Fund          | 722375 | Tsfr To Emerg. Mgmt Fund       |
| 722306 | Tsfr To Year Of The Family Fun   | 722376 | Tsfr To Envir & Rangeland Fund |
| 722307 | Tsfr To Vet. Med. Exam Fund      | 722377 | Tsfr To National Bd Certificat |
| 722308 | Tsfr To Ag. Dept Fund            | 722378 | Tsfr To Hazardous Chem Fund    |
| 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 Alchol    | 722390 | Tsfr To Library Comm Fund      |
| 722319 | Tsfr To Cent. Pers Fund          | 722391 | Tsfr To Public Inst. Fund      |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

|        |                                |        |                                |
|--------|--------------------------------|--------|--------------------------------|
| 722392 | Tsfr To Ins. Recovery Fund     | 722463 | Tsfr To Child Support Disb Uni |
| 722393 | Tsfr To Voc. Ed. Fund          | 722464 | Tsfr To Energy Impact Fund     |
| 722394 | Tsfr To Unmanned Aircraft Syst | 722465 | Tsfr To Revolving Loan Fund    |
| 722395 | Tsfr To Water Use Fund         | 722467 | Tsfr To Aeronautics Distr. Fun |
| 722396 | Tsfr To Solid Waste Mgmt Fund  | 722468 | Tsfr To Estate Tax Dist. Fund  |
| 722397 | Tsfr To Water Comm Fund        | 722469 | Tsfr To Oil Res. Trust         |
| 722398 | Tsfr To Parks & Rec. Fund      | 722470 | Tsfr To Pers Fund              |
| 722399 | Tsfr To Arts & Hum. Fund       | 722471 | Tsfr To Capitol Bldg Access Ca |
| 722400 | Tsfr To Highway Tax Dist. Fund | 722474 | Tsfr To Medical Marijuana Fund |
| 722402 | Tsfr To Sales & Use Tax Deposi | 722476 | Tsfr To Interoperable Radio Ne |
| 722403 | Tsfr To Motor Fuel Cash Bond D | 722479 | Tsfr To Mine Operating Escrow  |
| 722404 | Tsfr To Indus. Rev. Bond Fund  | 722488 | Tsfr To Habitat & Depre. Fund  |
| 722406 | Tsfr To Drivers Lic. Trust Fun | 722490 | Tsfr To S & B Restoration Trus |
| 722407 | Tsfr To Tobacco Settlement Tru | 722491 | Tsfr To Veterans Cemetery Trus |
| 722408 | Tsfr To Edutech Fund           | 722492 | Tsfr To Multistate Tax Audit F |
| 722409 | Tsfr To Federal Environ Impact | 722493 | Tsfr To Land & Minerals Trust  |
| 722410 | Tsfr To Vets Postwar Trust Fun | 722494 | Tsfr To Air Trans. Fund        |
| 722412 | Tsfr To Coal Sev. Tax Dist. Fu | 722496 | Tsfr To Found. Aid Stabilizati |
| 722413 | Tsfr To Air Transp. Fund       | 722498 | Tsfr To Budget Stab. Fund      |
| 722414 | Tsfr To Pol. Sub Alloc Fund    | 722499 | Tsfr To Legacy Fund            |
| 722415 | Tsfr To Hist. Soc. Gift & Req. | 722501 | Tsfr To Perm Commom School Fun |
| 722416 | Tsfr To Fed Tax Replacement Fu | 722515 | Tsfr To Perm Coal Dev. Fund    |
| 722417 | Tsfr To Judges Retirement Fund | 722601 | Tsfr To State Fair Enterprise  |
| 722418 | Tsfr To Aban. & Unclaim. Prop. | 722603 | Tsfr To Concession Fund        |
| 722419 | Tsfr To Childrens Trust Fund   | 722700 | Tsfr To Fleet Services         |
| 722420 | Tsfr To Cig. Tax Dist. Fund    | 722701 | Tsfr To Postage Revolving Fund |
| 722421 | Tsfr To Gas Tax Collect. & Ref | 722702 | Tsfr To Dpi Printing Revolving |
| 722422 | Tsfr To Aviation Tax Coll. & R | 722730 | Tsfr To Cp Training Fund       |
| 722423 | Tsfr To Corp. Income Reserve   | 722780 | Tsfr To Cdp Service Fund       |
| 722424 | Tsfr To Telecommunications Tax | 722790 | Tsfr To Central Dup. Service F |
| 722425 | Tsfr To Ind. Income Reserve    | 722805 | Tsfr To Capital Const. Fund    |
| 722426 | Tsfr To Sp Fuels Tax Coll. & R | 722902 | Trfr To Capitol Renovation Fun |
| 722427 | Tsfr To Oil & Gas Prod. Dist.  | 722916 | Tsfr To Pace Fund              |
| 722428 | Tsfr To Motor Vehicle Reg. Dis | 722917 | Tsfr To Ag Pace Fund           |
| 722429 | Tsfr To Bus. Priv. Reserve     | 722918 | Tsfr To Fleet Services         |
| 722430 | Tsfr To State Taxes Dis. Fund  | 722919 | Tsfr To Building Authority Deb |
| 722431 | Tsfr To Trans. Line Tax Dis. F | 722928 | Tsfr To Research Debt Service  |
| 722432 | Tsfr To Permanent Oil Tax Trus | 722930 | Transfer To Defined Contribtui |
| 722433 | Tsfr To Natl Grd Trng & Fac.   | 722932 | Tsfr To Pers Flexcomp          |
| 722434 | Tsfr To City Lodging Tax       | 722951 | Tsfr To Real Estate Bond Sinki |
| 722435 | Tsfr To City Sales Tax Susp.   | 722954 | Tsfr To Land-Aband & Unclaim   |
| 722436 | Tsfr To Sch Constr. Interest   | 722955 | Tsfr To Land And Minerals Trus |
| 722437 | Tsfr To Sch. Constr. Prin.     | 722956 | Tsfr To Land-Coal Severance Ta |
| 722438 | Tsfr To City Restur. & Lodging | 722957 | Tsfr To Land-Permanent Fund    |
| 722439 | Tsfr To Contrib Refund Reserve | 722958 | Tsfr To Land-Interest & Income |
| 722440 | Tsfr To State Tuition Fund     | 722959 | Tsfr To Land-Maintenance Fund  |
| 722441 | Tsfr To Trail Tax Tsfr Fund    | 722961 | Tsfr To Water Comm-Cap Project |
| 722443 | Tsfr To Tourism                | 722962 | Tsfr To Water Comm-Debt Servic |
| 722444 | Tsfr To Twnshp Roads & Bridges | 722967 | Tsfr To Job Service - Exp Trus |
| 722446 | Tsfr To Gaming Tax Fund        | 722968 | Tsfr To Job Service            |
| 722447 | Tsfr To Ethanol Prod Incentive | 722970 | Tsfr To Mill & Elevator        |
| 722448 | Tsfr To Abandoned Oil & Gas Re | 722971 | Tsfr To Rebuilders Fund-BND    |
| 722449 | Tsfr To Rail Safety Fund       | 722972 | Tsfr To Home Qtr Purchase Fund |
| 722450 | Tsfr To Rev. Sharing Trust Fun | 722973 | Tsfr To Beg Farmer Loan Fund   |
| 722451 | Tsfr To Cent. Tree Prog. Trust | 722975 | Tsfr To ND Student Loan Trust  |
| 722453 | Tsfr To Alcohol Fuel Tax Trust | 722981 | Tsfr To Deferred Comp          |
| 722454 | Tsfr To Coal Conv. Tax Tst Fun | 722998 | Tsfr To Housing & Finance      |
| 722458 | Tsfr To Oil Ext. Tax Dev. Trus | 722999 | Tsfr To Bank Of North Dakota   |
| 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 |        |                                |

**Office of Management and Budget  
Revenue and Expenditure Accounts**

4/19/2018

- 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