

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 2019-21 request to the 2021-23 budget request. See Chapter 2 for instructions.*

Lease Purchase Agreements

Lease Purchase Agreements Window

The screenshot shows the 'Internet Budget and Reporting System' interface. The top navigation bar includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The current page is titled 'Lease Purchase Agreements Select' and shows the date 'Wednesday, May 04, 2016, 03:26 PM'. The main form 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:** [Empty text box]
- Explanation:** [Large empty text box]
- Monthly payment:** [Empty text box]
- Original value:** [Empty text box]
- Will the leased asset replace an existing leased asset?:** No

A note at the bottom of the form reads: "NOTE: This subschedule applies only to leases for assets, or groups of assets, with an original value of at least \$50,000." Below the note is the text "** All Fields Required **".

The left-hand navigation menu includes the following items:

- Administration
 - Reporting Levels
 - Admin Tables
 - Agencies
 - Dynamic Window Setup
 - Fund Source Control
 - List Publication Control
 - Line Maintenance
 - Version Types
 - Version Summary
 - Change Password
- Preparation
 - Budget Request Checklist
 - Narrative Input
 - Percentage Change
 - Position Data Maintenance
 - Position Information
 - Salary Increase
 - Subschedule Copy
- Publications

At the bottom of the page, there is a footer with the text: "Affinity Global Solutions Copyright © 1995-2016 Build: 1400565000 DB Build: 1400565000".

Navigation

Log On =>Checklist=>Lease Purchase Agreements

Purpose

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

Using the Window

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

Number

Unique sequential number identifying each lease or financing agreement.

Start and End Dates

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

Description

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

Explanation

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

Monthly Payment

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

Original Value

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

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

Licensing, Regulation, Inspection

Licensing, Regulation, Inspection Window

The screenshot shows the 'Internet Budget and Reporting System' interface. The main content area is titled 'Licensing, Regulation, Inspection Select'. It includes a search bar with 'Version' 2017A2500324 and 'Number' 1. The description is 'Inspection fees for daycare centers' and the statutory authority is '54-54-54'. The date of last change in charge per item is set to 2012. The fund number and name is '215 - Children's Serv Coord Comm Fund 324'. Below this is a table showing collections deposited in:

	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

At the bottom of the window, there is a footer: 'Affinity Global Solutions Copyright © 1995-2016 Build: 14008155000 DB Build: 140065000'.

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

The screenshot displays the 'General Fund Collections' window in the 'Internet Budget and Reporting System'. The window title is 'barsea324/libarsprod/2017A2500324/E/A' and the date is 'Wednesday, May 04, 2016, 03:26 PM'. The main form area contains the following data:

Field	Value
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.

At the bottom of the form, there is a note: "** All Fields Required **". The left-hand navigation menu includes categories like Administration, Reporting Levels, Agencies, Preparation, and Publications. The footer of the application window reads: 'Affinity Global Solutions Copyright © 1995-2016 Build: 1400959000 DS Build: 1400959000'.

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

Internet Budget and Reporting System

Version: 2017A2500324 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 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
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 **

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 2015-17 and 2017-19 biennia
- estimated revenue/transfers and expenditures for the 2019-21 and 2021-23 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 Fund 324	50,000	198,200	100,000	(20,000)	80,000	76,200	108,000	100,000	94,200
Total	50,000	198,200	100,000	(20,000)	80,000	76,200	108,000	100,000	94,200

Special Fund Balance Summary

2019-21 Beginning Balance - OMB enters this amount into IBARS. If a beginning balance amount needs to be changed, contact the assigned OMB budget analyst.

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 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 2019-21 biennium, an adjustment to the appropriation can be entered on the Detail window.

2019-21 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.

2021-23 Beginning Balance - This is a calculated amount based on the amounts entered in the preceding columns.

2021-23 Net Trans./Rev. - This amount is the net result of Transfers In, Transfers Out, and Revenue amounts entered on the Detail window.

2021-23 Budget Request - This amount represents all expenditures from this fund posted from the Budget Request Summary once that subschedule is checked to complete.

2021-23 Ending Balance - This is a calculated amount based on the amounts entered in the preceding columns.

Special Fund Balance Detail Window

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.
F7999 Adj. to Appropriations	0	0	0	(20,000)	0	0	0
F8701 Interest Income	1,200	0	1,200	0	1,000	0	1,000
F8971 Section 125 Fees	105,000	0	105,000	0	107,000	0	107,000
Total	106,200	0	106,200	(20,000)	108,000	0	108,000

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.**

2019-21 Revenue/Transfer - This field is used to enter revenue amounts and transfers estimated to be received into the fund 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.

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.

2019-21 Revenue - This field is used to enter revenue amounts and transfers estimated to be received during the 2021-23 biennium. Select the applicable account from the transaction object drop down.

2021-23 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.

2021-23 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, 2017

Home Checklist Versions Publications Logout

Version 2013A3400324 Number

Menu Reporting 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 Biennium	2015-17 Biennium	2017-19 Biennium
Total Project Budget			
General Fund			
Federal Funds			
Other Funds			
Total Funding			
FTE			

POST IMPLEMENTATION COSTS(SAVINGS)

	2015-17 Biennium	2017-19 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 Subschedule. Use the same change package for all related costs throughout all subschedules such as the Operating

Subschedule for IT contractual and travel expenses, etc. Enter the estimated project planning start date and project completion date. Answer the questions regarding replacement, upgrade and new development. Enter the anticipated project costs and funding sources for the 2021-23, 2023-25 and 2025-27 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 2023-25 and 2025-27 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).