



# FY2022 OPERATIONS PLAN INSTRUCTIONS

State of Alabama  
Department of Finance

Kay Ivey  
Governor

For use by Alabama state agencies, boards, commissions, departments, or institutions to submit an annual plan for operation of programs (§41-19-10, Code of Alabama 1975).



STATE OF ALABAMA  
Department of Finance  
Executive Budget Office

11 South Union Street, Room 237  
Montgomery, Alabama 36130-2610  
Telephone (334) 242-7230 Fax (334) 242-3776  
[www.finance.alabama.gov](http://www.finance.alabama.gov)



Kay Ivey  
Governor

Kelly Butler  
Director of Finance

Doryan Carlton  
State Budget Officer

June 11, 2021

**MEMORANDUM**

**TO:** All State Agencies, Boards, Commissions, Departments, or Institutions  
**FROM:** Doryan Carlton, State Budget Officer  
**SUBJECT:** FY2022 Operations Plan Instructions

The Alabama Legislature has passed the FY2022 State General Fund Appropriations Act 2021-479 and Education Trust Fund Appropriations Act 2021-342. Provided is a copy of the section from the appropriations law pertaining to your agency, including your required transfer amount to the State Personnel Department for services. You are requested to submit a plan of operations for FY2022. **All submissions are due to the Executive Budget Office (EBO) no later than Friday, July 30, 2021.**

The FY2022 Operations Plan Instructions are located on the EBO website at [www.budget.alabama.gov](http://www.budget.alabama.gov). **ALL SUBMISSIONS MUST BE MADE ONLINE THROUGH PERFORMANCE BUDGETING.**

Please read the Operations Plan instructions thoroughly, paying close attention to changes and new information. Be sure to read the language sections at the end of the relative appropriation bill from which your agency is funded to become familiar with various legal requirements and restrictions. These acts may be downloaded from the Secretary of State's website at [www.sos.alabama.gov](http://www.sos.alabama.gov) by using the "Records" menu and selecting the "Legislative Acts" database to search for the act number.

Additionally, submission of a Quarterly Performance Report will be required using Performance Budgeting. The initial submission of mission, values, goals, and objectives will also be due on **Friday, July 30, 2021**. Information and instructions for submittal can be found on the Executive Budget Office website.

If you have any questions, please contact the Executive Budget Office at 334-242-7230. Thank you for your continued cooperation and assistance.

DC/bmr  
Enclosures



Kay Ivey  
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Doryan Carlton  
State Budget Officer

June 11, 2021

**MEMORANDUM**

**TO:** All General Fund and Education Trust Fund Transfer Agencies  
**FROM:** Doryan Carlton, State Budget Officer  
**SUBJECT:** FY2022 Cash Drawdown Schedules

To assist the Department of Finance in allocating the FY2022 anticipated General Fund (Act 2021-479) and Education Trust Fund (Act 2021-342) dollars to agencies, a drawdown schedule is requested from those agencies receiving General Fund and Education Trust Fund transfers into their agency's own fund accounts. Without this cash drawdown request, transfer agencies cannot receive the cash for their appropriations to pay any expenditures.

Prepare a list of anticipated expenditure amounts for the full twelve months of FY2022 to be transferred once a month to your agency's fund on whichever **Wednesday** the money is needed. Please be reminded that the total funds requested on the drawdown schedule by quarter **must agree with the quarterly agency totals on the EBO Form 8.** To assist in the timely planning of GF and ETF cash releases, submit your drawdown schedule to the Executive Budget Office along with your agency's Operations Plan. **All submissions are due to the Executive Budget Office (EBO) no later than Friday, July 30, 2021.**

Please limit your requests to a minimum draw as needed to reserve enough operating funds for all agencies. If anticipated state revenues are insufficient to meet all weekly drawdown requests, you will be asked to revise your requests accordingly.

DC/bmr

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## I. GENERAL PURPOSE AND LEGAL RESPONSIBILITIES

The purpose of the Operations Plan is to ensure that the objectives of the Legislature's appropriations are satisfied. The fulfillment of these intentions will be monitored by the preparation of quarterly budgets based on legislative appropriations. According to the Budget Management Act, [Section 41-19-1 et. seq., Code of Alabama 1975](#), the State Department of Finance will "review each Operations Plan to determine that it is consistent with policy decisions of the Governor and appropriations by the Legislature, that it reflects proper planning and efficient management methods, and that appropriations have been made for the planned purpose and will not be exhausted before the end of the fiscal year."

Each budget unit must prepare an Operations Plan showing expenditures for each quarter of the fiscal year. The Operations Plan will identify the personnel costs, employee benefits, travel, supplies, equipment purchases, etc. Expenditures, contracts, and purchase orders in any one object code may not exceed the total annual amount budgeted for that object, fund, and appropriation class. The plan must also identify the funding sources of each entity for the fiscal year. An Operations Plan for each function and appropriation class must be approved by the agency head and compiled into an agency Operations Plan representing the annual operating budget for FY2022 and entered in Performance Budgeting.

The Director of Finance will approve the Operations Plan if satisfied that it meets the above requirements. Otherwise, a revision of the plan in whole or in part will be required. The Director of Finance may also modify or withhold the planned expenditures at any time during the appropriation period if it is found that such expenditures are greater than necessary to execute programs at the level authorized by the Governor and the Legislature or that the revenues and resources will be insufficient to meet the authorized expenditure levels.

The Department of Finance will continue to allot funds according to the Operations Plan; therefore, special emphasis should be applied to the estimated quarterly allotment needs of each agency and appropriation class. A monthly Budget Management Report (AFIN-BUD-004) summarizing comparisons of actual and budgeted expenditures based on the Operations Plan will be available to the agencies in FY2022 and will be utilized by the Department of Finance as a means of monitoring agency expenditures. These reports can be found on the EBO website ([www.budget.alabama.gov](http://www.budget.alabama.gov)) by clicking on "reports" and selecting "Budget Management Report." Reports will be downloaded quarterly to the website.

## II. CHANGES, HIGHLIGHTS, AND DEADLINES

1. **Due Date** – ALL agencies must electronically submit the FY2022 Operations Plan by **Friday, July 30, 2021** using the State of Alabama Accounting and Resource System (STAARS) Performance Budgeting application. There are no “manual agencies” for Performance Budgeting. All Agencies use the Performance Budgeting (PB) application. If your agency does not have access, please contact [financialsystems@comptroller.alabama.gov](mailto:financialsystems@comptroller.alabama.gov) or call (334) 353-9000 for access.
2. **General Fund (GF) and Education Trust Fund (ETF) Quarterly Distribution** – Agencies receiving either GF appropriations (Act 2021-479) or ETF appropriations (Act 2021-342) should distribute this funding equally across the four quarters, or submit a letter of justification to the EBO stating the need to distribute funding unequally on the EBO Form 8. For all other requirements or restrictions, review all appropriation acts authorizing funding for your agency prior to completing your agency’s Operations Plan.
3. **State Employees 2% Pay raise** – Act 2021-338 of the 2021 Regular Legislative Session authorizes a 2% state employees Cost of Living Adjustment (COLA) for FY2022. The GF Appropriations Act 2021-479 provides for increased appropriation authority from the several fund accounts in the State Treasury in such amounts as may be necessary to pay for this COLA in addition to the amounts otherwise appropriated in the bill. Agencies with GF payrolls should contact their budget analyst in the Executive Budget Office to get pre-approval of additional GF appropriation.  
  
**NOTE:** No Increase in ETF appropriation authority should be requested since additional appropriation was provided in ETF Appropriation ACT 2021-342 to fund the 2% Education Employees COLA.
4. **Coronavirus Aid, Relief and Economic Security Act (CARES Act), Families First Coronavirus Response Act, Coronavirus Preparedness and Response Supplemental Appropriations Act and American Rescue Plan Act (ARPA)** – Federal stimulus funds related to the coronavirus pandemic may only be included if the funds are provided for existing federal programs.
5. **Rollover Funds** – All agencies with General Fund, Education Trust Fund and any other funds unexpended and unencumbered for the fiscal year ending September 30, 2021 will revert and can be reappropriated after October 1, 2021. Funds from the Children First Trust Fund are not covered by this section. Reversions that occur **during and after** the 2021 fiscal year’s 13th Accounting Period **cannot be reappropriated**. Additionally, reappropriations must occur to the same programs and/or earmarkings from which reversions occurred unless a program change has been approved. Agencies must contact their budget analyst in the Executive Budget Office to verify sufficient cash and to complete the necessary forms for the rollover before additional appropriation authority will be granted. All rollover funds will be handled as an Operations Plan Revision after October 1, 2021. **Do not** list this rollover on your original Operations Plan.
6. **Travel Mileage Rate** - Effective January 1, 2021, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state is 56 cents per mile. Mileage rates for calendar year 2022 will be posted on the Comptroller’s website (<https://comptroller.alabama.gov/mileage-rates/>) when released by the Internal Revenue Service.

7. **Travel Policies** – Effective July 1, 2018, both in-state and out-of-state travel policies had significant changes made that affect reimbursement rates and that permit the head of an agency to approve certain travel expenditures. References are provided in the [Appendix](#) for a review of travel laws and policies to determine how changes may impact your budget and internal rules and procedures. Direct questions regarding travel policies and procedures to [travel@comptroller.alabama.gov](mailto:travel@comptroller.alabama.gov).
8. **Longevity Bonus** – No additional appropriation authority is provided for longevity increases. However, the [Code of Alabama 1975, Section 36-6-11](#), states that “each fiscal year in which an employee does not receive a cost of living increase in compensation, each per annum amount shall be increased by one hundred dollars (\$100) per year to a maximum amount of one thousand dollars (\$1,000) for 25 years of total service as long as the employee remains in service.” Budget sufficiently in first quarter for longevity paid in December.

Longevity Pay	
5 + years of service	\$600
10 + years of service	\$700
15 + years of service	\$800
20 + years of service	\$900
25 + years of service	\$1,000

9. **Non-Overnight Per Diem** – The Internal Revenue Service determined that all non-overnight per diem payments are subject to FICA Tax (i.e. Social Security and Medicare). All employees subject to FICA Tax withholding will be charged for their own share based on non-overnight per diem payments. The agency is responsible for paying the matching employer share of FICA Tax on non-overnight per diem payments. Include enough budget in Employee Benefits to cover these additional expenses for the employer share.
10. **Comptroller Office Rates** – The Comptroller’s Office will be providing each agency with their billing amount for the 2022 Budget Fiscal Year. The 2022 annual billing amount is based on new rate calculations using the average of 2018-2020 STAARS transactions. Each agency should receive a memo from the Comptroller’s Office that includes the 2022 annual billing amount by June 30, 2021. If you need additional information, please contact the Comptroller’s Office at 334-242-7066.
11. **OIT Form 11** – The Office of Information Technology instructions and forms can be downloaded from EBO’s website at [http://budget.alabama.gov/operations\\_plan\\_forms\\_instructions](http://budget.alabama.gov/operations_plan_forms_instructions). Billing rates are included in the [Appendix](#). Upon completion of the requested OIT information, email the form directly to [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov).
12. **State Business Systems Rates** – Calculate budget based on service rates and your agency’s projected transaction usage volume. The Schedule of Service Rates is provided in the [Appendix](#).
13. **EBO Staffing Plan Revisions** - STAARS Performance Budgeting application will automatically generate the EBO Form 9 staffing plan. However, if your agency makes corrections to the prepopulated data for salaries by keying directly on the lines in Form 8, the staffing plan will not be accurate. You will need to prepare a separate Form 9. Prepare the EBO Form 9 and attach it to the Document Management tab in STAARS. A copy of the form can be found on the EBO website ([www.budget.alabama.gov](http://www.budget.alabama.gov)). Go to Instructions & Forms > Operation Plan Forms & Instructions > Operations Plan Forms (EBO Forms 8, 9, 101). Operations Plan Revisions that affect Object Code 0100 will also require a revised Form 9.

14. **Quarterly Performance Reports** – Completion of a Quarterly Performance Report is required using the STAARS Performance Budgeting system. The initial submission, to include mission, vision, goals, and objectives is due July 30, 2021. Information and instructions for submittal are located on the Executive Budget Office website (<http://budget.alabama.gov>) under the “Instructions and Forms” menu. STAARS will also be used when submitting the Actuals for each quarter of FY2022 reporting periods.
15. **State Purchasing Rates for Alabama Buys System** – A new billing plan has been established that will allocate the agencies share of software maintenance and support for FY2022 for Alabama Buys (new eProcurement System). The billing is based on the average number of procurement transactions over the previous two years and divided by the cost of maintenance and support. Each agency should receive a memo from State Purchasing which includes the FY2022 annual billing amount by June 10, 2021. If you need additional information, please contact State Purchasing at 334-242-7250.
16. **Appropriation requirements – Per Section 20, Act 2021-479** – All nongovernmental entities, identified by the Legislative Services Agency, which are allocate funds in Section 2 of Act 2021-479 shall file a report with the Chairs of the House Ways and Means – General Fund Committee, the Senate Committee on Finance and Taxation-General Fund, Finance Director, and the Deputy Director of the Legislative Services Agency – Fiscal Division prior to the start of the 2022 Regular Session, regarding the proposed expenditures and usage of the funds appropriated in the fiscal year ending September 30, 2022. The Legislative Services Agency shall provide notice to the identified nongovernmental entities within 60 days following enactment of this act regarding reporting requirements and the methodology to submit reports and format to be used, which may include an online platform.

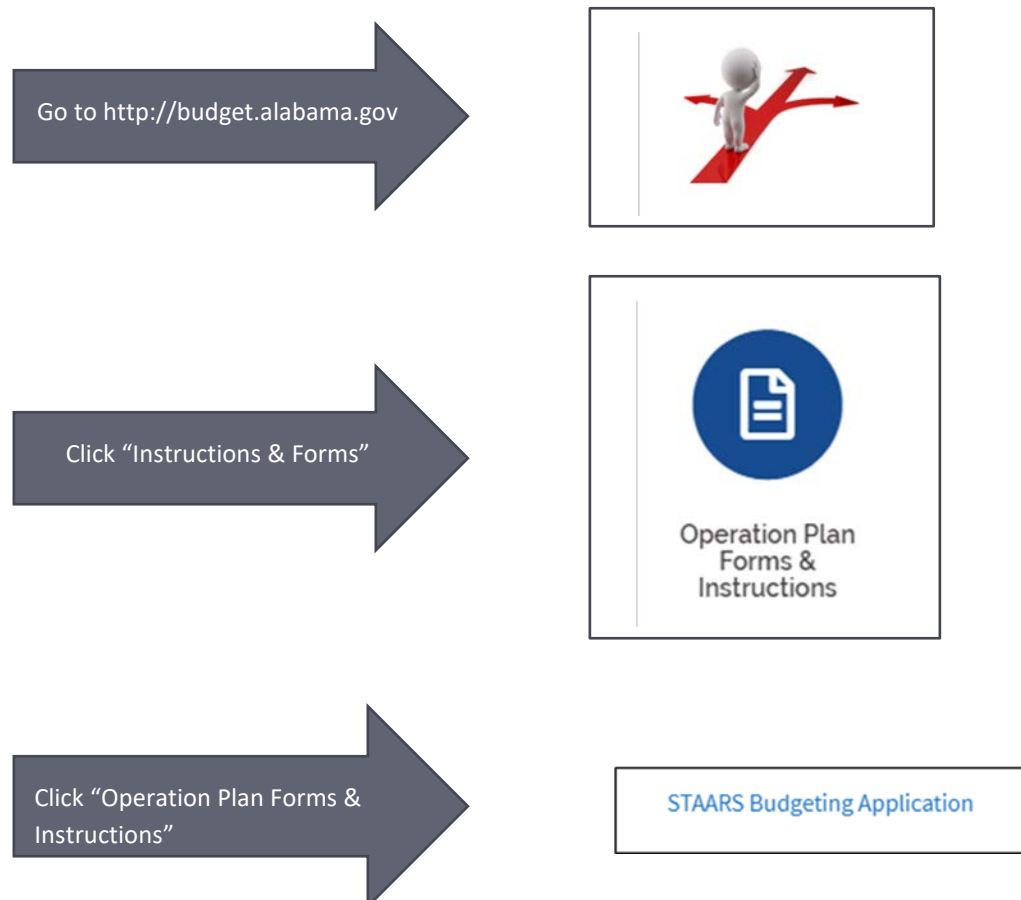


### III. SUBMISSION

1. **Approval of Operations Plan** – Electronically submit the Operations Plan for approval using the Performance Budgeting (PB) application.
2. **Access to Performance Budgeting (PB) on the Internet**- From the EBO home page, you may access the Performance Budgeting (PB) application to input data for your Operations Plan. Log in to the EBO website at <http://budget.alabama.gov>. Go to Instructions & Forms > Operation Plan Forms & Instructions > STAARS Operations Plan Manual for State Agencies. Find the STAARS Performance Budgeting Application link at the bottom of the next screen. At that same location will also be PB manuals and Excel® Forms 8 & 9 to save and use as work tools if needed.

Instead of starting at the Executive Budget Office’s website, you can either click the following link for direct access to PB, or copy and paste this link into your internet browser and save to favorites for future access:

<https://budget.staars.alabama.gov>.



#### IV. DOCUMENT MANAGEMENT ATTACHMENTS

Attach supplementary information or source documents that support or provide evidence for spending authority by adding them to the Document Management tab using the Performance Budgeting application.

1. **FORM 9** – Agencies that elect to not use the Salaries and Benefits Forecasting System (SBFS) data will need to submit a separate Form 9 as an attachment in the Document Management tab in Performance Budgeting. An Excel form can be found on the EBO website for use as a template.
2. **Cash Drawdown Schedules** - Agencies receiving State General Fund or Education Trust Fund transfers into another fund account are required to submit a drawdown schedule to the EBO to actually receive the cash for their appropriations. List monthly transfer amounts on the Wednesday that it is needed, and include complete accounting codes. Quarterly totals **must equal** the quarterly GF or ETF agency total on EBO Form 8. Add the schedule as an attachment in the Document Management tab with other required documents. Without a requested drawdown schedule, transfer agencies cannot receive the cash for their appropriations.
3. **Program Changes** - If your appropriation on your Operations Plan differs from appropriations made by the legislature either in total or by program totals, you are required to submit a program change letter along with the Operations Plan. The letter should include a clear explanation of the change, the authority for the change, the appropriation class and fund names, and the amount. This letter must be addressed to and provide a signature line for the Governor. Without this approved letter, the EBO has no authority to approve your Operations Plan as submitted in the Performance Budgeting (PB) application if the program appropriations differ from legislative intent.
4. **Additional Appropriations** – Agencies that are increasing appropriation authority at the beginning of the fiscal year due to additional grant funding received by the Congress of the United States or from contributions must provide proof of additional funding to the EBO. These forms must be attached to the Document Management tab in Performance Budgeting.
5. **Quarterly Performance Report** – Agencies must submit their mission, vision, goals, and quarterly and/or annual targets **BEFORE** Operations Plans will be considered for approval. Go to [www.budget.alabama.gov](http://www.budget.alabama.gov) and select the link labeled "Instructions & Forms." Here you will be able to access the STAARS Budgeting Application on the "Operations Plan Forms & Instructions" page to submit the QPR data. Select "STAARS Budgeting Application" link at the bottom of that page to access the system. Download the QPR Instructions from the link "STAARS Quarterly Performance Application & Instructions" listed as a bullet under the State Agencies section of the page.

## V. ORGANIZATION AND COMPLETION

### A. ORGANIZING OPERATIONS PLAN DOCUMENTS

- STEP 1      The legislature appropriates funds at the program level. The agency head will allocate those appropriations to each function within the related appropriation class at the program level. Once the allocations have been made, prepare one Operations Plan Form 8 for each combination of a single fund, function, and appropriation class (and appropriation unit, if applicable).
- STEP 2      The Performance Budgeting application will automatically prepare the summary Operations Plan for each appropriation class and combine all functions and funds allocated to that appropriation class. This Operations Plan total must match the legislative appropriation for the program.
- STEP 3      The Operations Plan package should be submitted including the documents listed below that will be generated from InfoAdvantage. To access InfoAdvantage, go to the EBO website [www.budget.alabama.gov](http://www.budget.alabama.gov). Click the Instructions & Forms link > Operation Plan Forms & Instructions > STAARS InfoAdvantage Reporting.
1. Operations Plan EBO Form No. 8 - Agency Summary
  2. Operations Plan EBO Form No. 8 - Appropriation Class #1 Summary (if applicable)
  3. Operations Plan EBO Form No. 8 - Function #1 Summary
  4. Operations Plan EBO Form No. 8 - Function #1 Fund #1
  5. Operations Plan EBO Form No. 8 - Function #1 Fund #2
  6. Employee Staffing Plan - EBO Form No. 9
- STEP 4      Add all documents, including supplemental information, to the Document Management tab. Additional documents may include any of the following, if applicable:
- ✓ Cover Letter (including explanations or allotment justification)
  - ✓ Program change request letter
  - ✓ Cash Drawdown Schedule
  - ✓ Manually created Form 9 Staffing Plan
  - ✓ Appropriation Reconciliation for each program, by fund (if plan is different from appropriation)
  - ✓ Quarterly Performance Report

## B. COMPLETING EBO FORM 8 OPERATIONS PLAN

1. **Performance Budgeting Application** - Detailed instructions on how to use the Performance Budgeting application can be found on the EBO website at [www.budget.alabama.gov](http://www.budget.alabama.gov). Go to Instructions & Forms > Operation Plan Forms & Instructions > STAARS Operations Plan Manual for State Agencies. Print this document to use as a tool when entering your Operations Plan.
2. **Expense Objects** - Complete a budget for expense objects 0100 through 1600 for each budget function using the “Major Expenditure Object Codes” section as a guide.
3. **Source of Funds** - List the funds that will be used to pay for total expenditures for each quarter. Only one fund number should be on each page; however, it may be listed twice. For example, if an additional appropriation from the same fund was received during the fiscal year, you should use the same fund number, but list it on a separate line as a *supplemental appropriation*.
4. **Conditional Appropriation** - **Do not list** any conditional appropriations unless the funding has been released.
5. **Federal Funds, Grants, and Other** - To prevent unnecessary revisions throughout the fiscal year, estimate federal funds and other receipts as accurately as possible, and provide proper documentation authorizing and evidencing the funding. Include and identify all legislative appropriations in addition to the General Fund and ETF, if applicable.
  - a. **Prior-Year Cash Balance Brought Forward** - For the few agencies authorized by law to carry funds forward, the Source of Funds section must also include the caption "Prior-Year Cash Balance Brought Forward," which consists of any unexpended prior-year appropriation which did not revert to the fund from which it was appropriated (This is a statutory provision for **specific agencies only** and is not the same as the funds commonly referred to as “Rollover Funds” discussed elsewhere in these instructions).
  - b. **Transfers Between Agencies** - Any agency expecting a transfer of funds from another agency should list the transfer as a separate source of funds. Show the amount of the transfer, the number of the fund TO which the money is being transferred, and the name of the agency FROM which the money is being transferred; e.g., 0399 - Transfer from the AL Dept of Economic and Community Affairs. If the fund number is not available in PB, contact your budget analyst for assistance.
  - c. **Transfers from State General Fund and Education Trust Fund** - Any agency receiving a transfer of funds from the State General Fund or Education Trust Fund should show the amount of the transfer, the number of the fund TO which the money is being transferred, and the name of the fund FROM which the money is being transferred; e.g., 0479 - State General Fund Transfer.
6. **Total Source of Funds** - An aggregate total of all sources of funds for each quarter. This total **must equal** Total Expenditures for each quarter.

**EXAMPLE: FORM 8**  
**AGENCY SUMMARY PAGE**

Report ID:	ABUD-OPS-001	State of Alabama
EBO Form No.8		Operations Plan
Run Date:	1:44:31 PM	Fiscal Year 2022
Run Date:	1:44:31 PM	

**Agency Summary**

**Department**      **312 - Ethics Commission**

**Objective**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
Number of Employees	16.00	16.00	16.00	16.00	

**Expenditures by Major Object:**

0100 - Personnel Costs	343,009	287,968	287,968	245,528	1,164,473
0200 - Employee Benefits	157,241	134,780	134,780	112,318	539,119
0300 - Travel-In State	500	500	500	500	2,000
0500 - Repairs and Maintenance	2,625	2,625	2,625	2,625	10,500
0600 - Rentals and Leases	13,255	13,255	13,255	13,255	53,020
0700 - Utilities and Communication	2,485	2,485	2,485	2,485	9,940
0800 - Professional Fees and Services	6,400	6,400	6,400	6,400	25,600
0900 - Supplies, Materials, and Operating Expenses	15,672	5,172	5,172	4,672	30,688
1000 - Transportation Equipment Operations	1,250	1,250	1,250	1,250	5,000
1400 - Other Equipment Purchases	0	5,000	0		5,000
<b>Total Expenditures</b>	<b>542,437</b>	<b>459,435</b>	<b>454,435</b>	<b>389,033</b>	<b>1,845,340</b>

**Fund No. Source of Funds**

0100-230 - State General Fund	542,437	459,435	454,435	389,033	1,845,340
<b>Total Source of Funds</b>	<b>542,437</b>	<b>459,435</b>	<b>454,435</b>	<b>389,033</b>	<b>1,845,340</b>

**EXAMPLE: FORM 8  
ONE FUNCTION ONE  
FUND**

Function					
Department	312 - Ethics Commission				
Appropriation Class	661 - Reg Of Public Off And Employee				
Function	0493 - Adm of Ethics Legislation				
Appropriation Unit	0 – Default				
Objective					
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
Number of Employees	16.00	16.00	16.00	16.00	16.00

**Expenditures by Major Object:**

0100 - Personnel Costs	343,009	287,968	287,968	245,528	1,164,473
0200 - Employee Benefits	157,241	134,780	134,780	112,318	539,119
0300 - Travel-In State	500	500	500	500	2,000
0500 - Repairs and Maintenance	2,625	2,625	2,625	2,625	10,500
0600 - Rentals and Leases	13,255	13,255	13,255	13,255	53,020
0700 - Utilities and Communication	2,485	2,485	2,485	2,485	9,940
0800 - Professional Fees and Services	6,400	6,400	6,400	6,400	25,600
0900 - Supplies, Materials, and Operating Expenses	15,672	5,172	5,172	4,672	30,688
1000 - Transportation Equipment Operations	1,250	1,250	1,250	1,250	5,000
1400 - Other Equipment Purchases	0	5,000		0	5,000
<b>Total Expenditures</b>	<b>542,437</b>	<b>459,435</b>	<b>454,435</b>	<b>389,033</b>	<b>1,845,340</b>

Fund No. Source of Funds					
0100-230 - State General Fund	542,437	459,435	454,435	389,033	1,845,340
<b>Total Source of Funds</b>	<b>542,437</b>	<b>459,435</b>	<b>454,435</b>	<b>389,033</b>	<b>1,845,340</b>

## C. COMPLETING EXPENDITURE OBJECT BUDGET LINES

*The following summary of major expenditure objects are provided for the convenience of completing budget lines 0100 through 1600. They do not substitute or supersede the official chart of accounts published by the Comptroller Division of the Department of Finance. For full access to the official detailed descriptions of all Chart of Accounts, go to <https://comptroller.alabama.gov/chart-of-accounts/>.*

**0100 Personnel Costs** – Include all employee compensation. Semi-monthly paydays are generally on the 1st and 16th of each month. However, if a payday falls on a weekend or a holiday, the payday will be moved up to the last day before the weekend or holiday on which State offices are open for business, except for the October 1st payday. If the October 1st payday is on a Saturday, Sunday, or holiday, payment will be made on the next workday. Budget the salaries and wages relating to personnel by each quarter as follows:

FY2022 PAY PERIOD <u>BUDGET</u> SCHEDULE		
<i>To budget quarterly, multiply annual salary by each quarter's pay period fraction.</i>		
Quarters	Fiscal Months	Pay Periods
1 <sup>st</sup> Qtr	Oct-Dec	7/24
2 <sup>nd</sup> Qtr	Jan-Mar	6/24
3 <sup>rd</sup> Qtr	Apr-Jun	6/24
4 <sup>th</sup> Qtr	Jul-Sep	5/24

**0200 Employee Benefits** - Include the State's contributions to Federal Social Security and Medicare (FICA), State Retirement System, State Group Health Insurance, Workers' Compensation and Unemployment Compensation for each quarter. Also include the employer share of FICA taxes on non-overnight per diem ([See Appendix](#)).

**0300 Travel, In-State, and Per Diem** - Include the cost of in-state travel and per diem for persons traveling in the service of the State. Travel costs include overnight and non-overnight, contract travel, professional services as well as allowances or actual in-state travel. Per diem includes both in-state and out-of-state per diem. Include board or commission members' travel and employee reimbursements for personal liability vehicle insurance.

The amount allowable to a person traveling inside the State may be fixed by the Governor at not less than \$75 per day. Effective July 1, 2018, per diem rates are increased to \$85 each day for one night on the road, and \$100 each day for two nights or more on the road. Effective January 1, 2021, the mileage reimbursement rate is 56 cents per mile. Mileage rates for calendar year 2022 will be posted on the Comptroller's website when released by the Internal Revenue Service (<https://comptroller.alabama.gov/mileage-rates/>).

Refer to travel laws ([§36-7-20 through 36-7-25, Code of Alabama 1975](#)) and the State's *Fiscal Policies and Procedures Manual* in Chapter 6-5F, (<https://comptroller.alabama.gov/fiscal-policy-procedures/>) to become familiar with details of all rates, restrictions, and requirements and understand how they could impact your travel budget. Direct questions regarding travel policies and procedures to [travel@comptroller.alabama.gov](mailto:travel@comptroller.alabama.gov).

**0400 Travel, Out-Of-State, and Per Diem** - Includes actual and necessary expenses for mileage, commercial transportation, promotional, lodging, meals and all other appropriate expenses for out-of-state travel. The CONUS rate is used in connection with the city of travel to apply the maximum limit per day (For current travel laws and rates, use the references cited above for Expense Object 0300).

**0500 Repairs and Maintenance** - Include repair and maintenance work performed on non-transportation items such as land, buildings, roadways and bridges, airfields, and office furniture and equipment. Budget under Object 0900 to pay the insurance premium for the State policy that covers such costs.

**0600 Rentals and Leases** - Include any rent or lease payments made to acquire land, buildings, automobiles, office furniture and equipment, data processing equipment, communication equipment, or printing and duplication equipment, as well as motor pool charges other than gasoline purchases.

**0700 Utilities and Communication** - Include charges for electricity, water, gas (except for automotive equipment), fuel oil, coal, postage, telecommunications services, internet, television audio/video, and GPS.

**0800 Professional Services** - Include charges for legal services, accounting and auditing, actuarial services, advertising, appraisals, architects, data processing, educational consultants, employment contractors, photography, medical services, scientists, technical support, engineers, charges to state agencies for services (Personnel Department, Comptroller's Office, OIT, and State Business Systems).

**0900 Supplies, Materials and Operating Expense** - Include materials and supplies for road and bridge construction, office operation, scientific and technical use, medical supplies, federal taxes and licenses, printing and binding, reproduction and copying, cost of freight and shipping, cost of products for resale, professional and membership dues, cost of books, office subscriptions and periodicals, national guard subsistence and allowance, and insurance and bonding premiums. Budget **in the first quarter**, the entire annual insurance payment for your agency's coverage provided by the Department of Finance, Division of Risk Management (See [Appendix](#)).

**1000 Transportation Equipment Operations** - Include disbursements for petroleum products, batteries, tires, maintenance and repair on transportation equipment, and auto tags.

**1100 Grants and Benefits** - Include payments for insurance claims, unemployment benefits, legal claims, state grants and awards, medical benefits, personal benefits, retirement and pension benefits, grants made by the State to county and municipal school systems, and postsecondary schools, colleges, and universities.

**1200 Capital Outlay** - Expenditures on capital projects that result in the acquisition, construction or major alteration of land, buildings, or infrastructure (as listed in [Section 41-4-93, Code of Alabama 1975](#)) and will not be completed within one fiscal year must be budgeted and accounted for under the most appropriate expenditure object code within Appropriation Class Number 050.

Capital projects to be completed within a single fiscal year must be budgeted and accounted for within the appropriation unit expending the funds and coded to the most appropriate expenditure object code, usually in 1200 and 0800.

**1300 Transportation Equipment Purchases** - Include expenditures for automobiles, trucks, boats, agricultural equipment and other heavy equipment.



**1400 Other Equipment Purchases** - Include purchases of office furniture and equipment, data processing equipment, reproduction and printing equipment, animals, communication, medical or technical, recreational, tools, textbooks, library materials, teaching aids, modular furniture, temporary structures, and heating and cooling equipment.

**1500 Debt Service** - Include the payment of principal and interest on the debt obligations of the state.

**1600 Miscellaneous** - Used to record various fund-to-fund transfers, reversions, or appropriated operating transfers into or out of the General Fund, Education Trust Fund, or other authorized fund.

## D. REVISING EBO FORM 8 OPERATIONS PLAN

All agencies are **required to use the STAARS Performance Budgeting application** to submit revisions to EBO for approval. Operations Plan revisions may be made in the current and remaining quarters only. No revisions are possible for prior quarters. A revised Operations Plan is necessary when you need to make changes to your Expense Object budget lines, quarterly allotment budget, or annual appropriation budget as follows:

- Adjustments from one Expense Object Code to another is necessary to meet unexpected obligations.
- Additional dollars are received during the fiscal year, which were not allotted and/or appropriated in the original Operations Plan (Form 101 required with Form 8).
- Additional allotment is needed in the current or a subsequent quarter above what was included in the original Operations Plan. The agency will need to submit a statement with the revision explaining why the advanced allotment is needed and that the agency will have enough budget to cover expenditures for the remainder of the year (Form 101 required with Form 8).
- A reduction in allotment and/or appropriation is necessary due to a projected shortfall in receipts or budget proration (Form 101 required with Form 8).
- A program, or appropriation unit, change is requested by the agency and approved by the Governor (Form 101 required with Form 8).

For assistance completing an Operations Plan Revision, please review the *STAARS Budgeting Manual for Revisions* located on the EBO website or contact your Budget Analyst. Instructions can be found at [www.budget.alabama.gov](http://www.budget.alabama.gov). Go to Instructions & Forms > Operation Plan Forms & Instructions > STAARS Budgeting Manual for Revisions.

## EXAMPLE OF COMPLETED REVISION

### ERROR CHECK PAGE

Report ID: ABUD-MOD-002

State of Alabama

Error Check

Operations Plan

Run Date: 6/17/22

Run Time: 2:51:27 PM

**Department: 312 - Ethics Commission**

	First Quarter 2022	Second Quarter 2022	Third Quarter 2022	Fourth Quarter 2022
<b>Form 8</b>				
Expenditures	168,500	278,500	143,500	144,168
Source of Funds	168,500	278,500	143,500	144,168
Form 8 Expenditures match Source of Funds	Ok	Ok	Ok	Ok

**Total  
2022**

### **Form 8 vs Form 9 Costs**

Total for Object Category 0100	0
Form 9 Total Costs	0
Form 8 Costs Match Form 9 Costs	Ok

### SUMMARY FORM 8

Report ID: ABUD-MOD-002

State of Alabama

EBO Form No.8

Operations Plan

Run Date: 6/17/22

Run Time: 2:51:27 PM

Agency Summary					
Department	312 - Ethics Commission				
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
Number of Employees	0	0	0	0	
<b>Expenditures by Major Object:</b>					
0300-Travel-In State	5,500	5,500	5,500	5,500	22,000
0400-Travel-Out of State	4,000	4,000	4,000	3,000	15,000
0500-Repairs and Maintenance	2,000	2,000	2,000	2,000	8,000
0600-Rentals and Leases	40,000	35,000	35,000	35,000	145,000
0700-Utilities and Communication	7,000	7,000	7,000	7,000	28,000
0800-Professional Fees and Services	30,000	25,000	25,000	25,000	105,000
0900-Supplies, Materials, and Operating Expenses	25,000	25,000	25,000	26,668	101,668
1000-Transportation Equipment Operations	15,000	15,000	15,000	15,000	60,000
1300-Transportation Equipment Purchases	0	120,000	0	0	120,000
1400-Other Equipment Purchases	40,000	40,000	25,000	25,000	130,000
<b>Total Expenditures</b>	<b>168,500</b>	<b>278,500</b>	<b>143,500</b>	<b>144,168</b>	<b>734,668</b>
<b>Fund No. Source of Funds</b>					
0100-233 - State General Fund - Reversion Reappropriated	168,500	278,500	143,500	144,168	734,668
<b>Total Source of Funds</b>	<b>168,500</b>	<b>278,500</b>	<b>143,500</b>	<b>144,168</b>	<b>734,668</b>

## DETAILED FORM 8

Report ID: ABUD-MOD-002

State of Alabama

EBO Form No.8

Operations Plan

Run Date: 6/17/22

Run Time: 2:51:27 PM

Function					
Department	312 - Ethics Commission				
Appropriation Class	661 - Reg Of Public Off And Employee				
Function	0493 - Adm of Ethics Legislation				
Appropriation Unit	0 - Default				
Objective:					
Reversion re-appropriation from FY2021					
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
Number of Employees					
Expenditures by Major Object:					
0300-Travel-In State	5,500	5,500	5,500	5,500	22,000
0400-Travel-Out of State	4,000	4,000	4,000	3,000	15,000
0500-Repairs and Maintenance	2,000	2,000	2,000	2,000	8,000
0600-Rentals and Leases	40,000	35,000	35,000	35,000	145,000
0700-Utilities and Communication	7,000	7,000	7,000	7,000	28,000
0800-Professional Fees and Services	30,000	25,000	25,000	25,000	105,000
0900-Supplies, Materials, and Operating Expenses	25,000	25,000	25,000	26,668	101,668
1000-Transportation Equipment Operations	15,000	15,000	15,000	15,000	60,000
1300-Transportation Equipment Purchases	-	120,000	-	-	120,000
1400-Other Equipment Purchases	40,000	40,000	25,000	25,000	130,000
Total Expenditures	168,500	278,500	143,500	144,168	734,668
Fund No. Source of Funds					
0100-233 - State General Fund - Reversion Reappropriated	168,500	278,500	143,500	144,168	734,668
Total Source of Funds	168,500	278,500	143,500	144,168	734,668

## E. REVISING EBO FORM 101 ALLOTMENT AND APPROPRIATION

1. To revise either allotments or appropriations, complete an EBO Form 8 **and** EBO Form 101.
2. The quarterly allotment section of Form 101 will be auto-populated from information you provide on each Form 8.
3. Actions that increase or decrease annual appropriation amounts must be reflected in the bottom portion of EBO Form No. 101 labeled "Appropriation Revision." The amount of change should be listed, not the net result of the change.
4. Each appropriation revision must be entered in one of the ten appropriation categories provided on EBO Form 101 that identifies the nature of the revision (i.e. Supplemental appropriation, federal receipts, proration, etc.) To make changes or add information, the Form 101 must be saved in Excel format. Changes cannot be made in PDF format.
5. Use the Justification Tab to provide explanations and legal justification (i.e. Act numbers, legal citations, contract numbers, cash receipt numbers of deposits with the State Treasury, or other source documentation) supporting the appropriation revision.
6. Any actions that increase annual appropriation amounts **must include supporting documentation** for the increase. Acceptable documentation includes items such as grant award letters or notices, supplemental acts, certificates of deposit, etc.

## EXAMPLE EBO Form 101

Report ID: ABUD-MOD-002

State of Alabama

### EBO Form 101

Run Date: 5/26/22

Run Time: 1:35:13 PM

<b>Department Number:</b>	312 - Ethics Commission
<b>Revision Number:</b>	312 OP REVISION 1
<b>Date:</b>	5/26/22

Request is hereby made for a revision to the Fiscal Year 2022 allotment and/or appropriation for the 312 - Ethics Commission

### Justification

Reversions Reappropriated from FY2021 (GF Act 2021-479 Sec. 5)

### 2nd Quarter (Current Quarter) Allotment Revision

<b>Fund:</b>	0100
<b>Appropriation Class:</b>	661
<b>Appropriation Unit:</b>	0
<b>Amount</b>	278,500

### Appropriation Revision

<b>Fund:</b>	0100
<b>Appropriation Class:</b>	661
<b>Appropriation Unit:</b>	0
<b>1. Supplemental appropriation from State General Fund Act No.</b>	
<b>2. Supplemental appropriation from ETF Act No.</b>	
<b>3. Departmental Receipts</b>	
<b>4. Federal Receipts</b>	
<b>5. Special Act No.</b>	
<b>6. Transfer</b>	
<b>7. Proration</b>	
<b>8. Other</b>	
<b>9. Reversion Reappropriation</b>	734,668
<b>10. Program Change</b>	
<b>Total 1-10 Above</b>	734,668
<b>Total Appropriation Revision</b>	734,668

## F. COMPLETING EBO FORM 9 STAFFING PLAN

1. Submit a revised form with a revision number for any personnel changes during the year.
2. Fill in the fiscal year and name of the agency. Only one EBO Form No. 9 is required for the entire agency, even though it may be more than one page.
3. In the first columns, enter the class of all current employees and anticipated new hires.
4. In the next column, for each classification listed, enter the actual number of full-time employees (not vacant positions), on payroll as of October 1, 2021, the beginning of the new fiscal year. If these numbers are anticipated to change due to filling vacant or new positions, promotions, terminations, or other changes during the year, enter the new total for the related classifications under the second dated column, September 30, 2022, the end of the fiscal year.
5. The next two columns are labeled for any actual and anticipated part-time employees at the beginning and end of the year, respectively. Follow the same instructions for these columns. Use whole numbers, not fractional full-time equivalencies. Use extra pages as necessary and show totals on the last page.
6. The last two columns require entry of the total annual salary for the ending fiscal year and the new fiscal year. The new fiscal year will be a projection of total actual salaries to be paid during fiscal year 2022 for the listed classifications.
7. Enter the total amount budgeted for each classification for FY2022. This total **must equal** the total on the agency summary EBO Form No. 8 (Operations Plan) for Object 0100 Personnel Costs.
8. Enter the total amount budgeted for longevity pay, termination costs, board members compensation and special allowances if applicable.
9. Calculate your totals for each column, and round all numbers to the nearest dollar.
10. Obtain signature approval of the agency head or an authorized agent and fill in the date. If you have additional sheets, only the top copy must be signed.

**NOTE:** No requests to fill new or vacant positions will be approved during the fiscal year unless the position is budgeted, as provided in [§41-19-10\(d\), Code of Alabama 1975](#).

**EXAMPLE EBO Form 9**  
**Using Excel®**

						EBO Form No. 9
						Revision No.
EMPLOYEE STAFFING PLAN						
FISCAL YEAR 2022						
AGENCY NAME <u>312 - Ethics Commission</u>						
	10/1/2021 NUMBER	9/30/2022 NUMBER	10/1/2021 NUMBER	9/30/2022 NUMBER	FY 2021 TOTAL	FY 2022 TOTAL
	FULL-TIME	FULL-TIME	FULL-TIME	FULL-TIME	ANNUAL	ANNUAL
CLASSIFICATION	EMPLOYEES	EMPLOYEES	EMPLOYEES	EMPLOYEES	SALARY	SALARY
CLERK	1.00	1.00				23,864
EXECUTIVE SECRETARY	1.00	1.00				46,619
ADMIN SUPPORT ASST I	1.00	1.00				24,452
ADMIN SUPPORT ASST II	1.00	1.00				26,094
ADMIN SUPPORT ASST III	1.00	1.00				43,343
ACCOUNT CLERK	1.00	1.00				31,173
ACCOUNTING TECHNICIAN	1.00	1.00				46,619
SPECIAL AGENT	4.00	4.00				293,544
SENIOR SPECIAL AGENT	1.00	1.00				84,277
LEGAL RESEARCH ASSISTANT	1.00	1.00				50,123
ATTORNEY III	2.00	2.00				176,732
DIRECTOR, COMMISSION	1.00	1.00				156,493
EXECUTIVE ASSISTANT	1.00	1.00				79,800
Subsistence Allownaces						15,840
Termination Cost, Annual Leave						33,500
Board Memembr Compensation						6,000
Longevity Allowances						9,400
Termination Costs, Sick Leave						16,600
	17.00	17.00	0.00	0.00	0.00	1,164,473
Agency head _____			Date _____			
		Page      of				



## APPENDIX A. RATES FOR EMPLOYEE BENEFITS

**Employee Benefits** - Include the State's employer matching contributions for all employee benefits: Federal Social Security and Medicare (FICA), RSA's retirement funds, group health insurance, Worker's Compensation Insurance and Unemployment Compensation Insurance for each quarter. State contribution rates for FY2022 are as follows:

FICA - Social Security and Medicare	Calendar Year	Salary Base	Rate
	2021	Maximum \$142,800	7.65%
	2021	Over \$142,800	1.45%
	2022	Maximum \$148,300 <sup>1</sup>	7.65%
	2022	Over \$148,300 <sup>1</sup>	1.45%

RETIREMENT – Tier 1	Plan	% of Earnable Compensation
	Teachers	12.43%
	Judicial Groups 1 & 2 (Elected <b>prior</b> to 11/08/2016)	42.10%
	State Police	52.22%
	State Employees	14.83%

RETIREMENT – Tier 2	Plan	% of Earnable Compensation
	Teachers	11.32%
	Judicial Group 3 (Elected <b>on or after</b> 11/08/2016)	37.47%
	State Police	42.86%
	State Employees	14.44%

RETIREMENT	Plan	% of Earnable Compensation
	District Attorneys	19.77%
HEALTH INSURANCE	Plan	FY2022 Monthly Rate Per Employee
	SEIB	\$930
	PEEHIP	\$800

<sup>1</sup> Estimated amounts.

Contact the Department of Labor for information pertaining to Unemployment Compensation for each individual agency.

## APPENDIX B. RATES FOR LIABILITY INSURANCE

**1. State General Liability Insurance** - Agencies will be billed for employee coverage as follows:

Liability Index	Annual Rate	Liability Index	Annual Rate
001	\$123.04	006	\$294.75
002	\$147.64	007	\$344.48
003	\$196.84	008	\$393.66
004	\$221.44	009	\$442.91
005	\$246.06	010	\$492.10

**2. Employee Automobile Liability Coverage** - Agencies will be billed for a portion of the cost of the automobile liability premium. Annual costs are based on vehicle types and will be as follows:

Class	Description	Annual Amount
001	Private Passenger	\$ 392.00
001	Drivers	\$ 64.00
002	Pickups and Utility Vehicles	\$ 434.00
003	Trucks over 3/4 Ton	\$ 589.00
004	Marked Law Enforcement Vehicle	\$ 738.00
005	Buses	\$ 893.00

**3. Cents** - Do not use any cents nor show a cents column on any part of the Operations Plan.

**4. Zero Balance** – When figures are not required, leave entry fields blank instead of showing Xs or zeros.

# APPENDIX C. RATES FOR STATE BUSINESS SYSTEMS




<b>STATE OF ALABAMA FINANCE DEPARTMENT STATE BUSINESS SYSTEM FY2022 AGENCY BUDGET GUIDELINES</b>		
<b>State Business System Fees – State Business Systems fees are charged based on usage and are used to maintain and operate statewide systems (STAARS, eSTART, InfoAdvantage Reporting, GHRS, etc.).</b>  <b>Fees will be billed monthly in arrears.</b> <b>Any questions related to fees or billing should be addressed to:</b> <b>De’Ana Preer</b> <b>Email – <a href="mailto:sbs-accountspayable@finance.alabama.gov">sbs-accountspayable@finance.alabama.gov</a></b> <b>Telephone – (334) 353-9465</b>		
<b>SCHEDULE OF SERVICE RATES</b>	<b>FY2021</b>	<b>FY2022</b>
<b>STAARS</b>		
PER ACCOUNTING LINE	\$ 2.25	\$ 3.00
PER WARRANT / EFT	\$ 0.21	\$ 0.21
CUSTOM REPORT DEVELOPMENT, PER HOUR	\$ 125.00	\$ 125.00
REPORT DEVELOPMENT ASSISTANCE, PER HOUR	\$ 75.00	\$ 75.00
TRAINING CLASS PER ATTENDEE	\$ 30.00	\$ 30.00
PER ACTIAN DATACONNECT LICENSE	\$ 843.30	\$ 868.58
<b>PAYROLL PROCESSING</b>		
PER EMPLOYEE PER PAY PERIOD	\$ 6.25	\$ 7.00
PER WARRANT / EFT	\$ 0.21	\$ 0.21
CUSTOM REPORT DEVELOPMENT, PER HOUR	\$ 125.00	\$ 125.00
REPORT DEVELOPMENT ASSISTANCE, PER HOUR	\$ 75.00	\$ 75.00
<b>ESTART</b>		
PER EMPLOYEE, MONTHLY	\$ 4.50	\$ 4.50
PER MANAGER LICENSE	\$ 252.00	\$ 252.00
PER MANAGER LICENSE, MONTHLY MAINTENANCE	\$ 4.50	\$ 4.50
PER MOBILE LICENSE	\$ 4.80	\$ 4.80
PER MOBILE LICENSE, MONTHLY MAINTENANCE	\$ 0.10	\$ 0.10
PER MOBILE MANAGER LICENSE	\$ 39.00	\$ 39.00
PER MOBILE MANAGER LICENSE, MONTHLY MAINTENANCE	\$ 0.75	\$ 0.75
PER TABLET LICENSE, PER YEAR	\$ 59.50	\$ 59.50
PER TABLET, MONTHLY MAINTENANCE	\$ 1.15	\$ 1.15
TIME CLOCK SUPPORT, PER YEAR	\$ 325.00	\$ 325.00
TELETIME – PRORATED BY ACCESSING AGENCIES	\$ -	\$ -

# APPENDIX D. RATES FOR OFFICE OF INFORMATION TECHNOLOGY (OIT)

STATE OF ALABAMA				
OFFICE OF INFORMATION TECHNOLOGY				
FY 2022 AGENCY BUDGET GUIDELINES				
The Office of Information Technology is continuing to adjust our catalog of services, and we are investing in replacements of telephone and network equipment, and necessary upgrades to the security of the State's network and data. Our goal is to provide simplified, cost-transparent services, while minimizing the overall near-term impact to agencies' budgets, until we can recover our costs and then pass the lifecycle savings on.				
CHARGE CODE	SERVICE	UNIT OF MEASURE PER MONTH, UNLESS OTHERWISE STATED	FY 2021 RATES	FY 2022 RATES
00C	OIT CONSULTING	PER HOUR	\$125.00	\$125.00
	<b>MAINFRAME PROCESSING SERVICES</b>			
0010	CPU (PRIME BATCH)	CPU SECOND	\$0.0935	\$0.0935
0009	CPU (NON-PRIME BATCH)	CPU SECOND	\$0.0818	\$0.0818
0011	CICS	CICS SECOND	\$0.1752	\$0.1752
0015	ROSCOE	CPU SECOND	\$0.5465	\$0.5465
0014	TSO	CPU SECOND	\$0.1401	\$0.1401
0016	DB2	CPU SECOND	\$0.4292	\$0.4292
	<b>MAINFRAME PERIPHERAL SERVICES</b>			
	<b>DASD STORAGE</b>			
0006	DISK STORAGE (Triple Density Vol's)	PER VOLUME	\$104.55	\$104.55
0042	DISK CHARGES (SMS)	PER 1,000 BYTES	\$0.000036	\$0.000036
0007	DISK EXCPS	1,000 EXCP'S	\$0.0149	\$0.0149
0032	TAPE EXCPS	1,000 EXCP'S	\$0.2395	\$0.2395
0022	LASER PRINT (Varies - average listed)	PAGES	\$0.130	\$0.130
0022	Laser Print One-Sided		\$0.087	\$0.087
0022	Laser Print Two-Sided		\$0.158	\$0.158
0022	Laser Print Legal One-Sided		\$0.097	\$0.097
0022	Laser Print Legal Two-Sided		\$0.194	\$0.194
	<b>SERVER ADMINISTRATION</b>			
005X	OFFICE 365 EXCHANGE PLAN 2 (P2)	PER LICENSE	\$20.85	\$25.00
005U	OFFICE 365 GOVERNMENT PLAN 3 (G3)	PER LICENSE	\$31.67	\$38.13
005V	OFFICE 365 OIT ADMINISTRATION	P2 & G3 PER LICENSE	\$4.15	\$4.15
005G	SAN STORAGE	PER GB	\$0.565	\$0.565
005H	SERVER BACKUP	PER GB	\$0.10	\$0.10
005A	WEB HOSTING (Tiered)	PER MBs STORAGE	\$0.76	\$0.76
005B	VIRTUAL SERVER HOSTING	PER SERVER	Various	Various
005M	SERVER HOSTING - CUSTOM	PER SERVER	Various	Various
005D	DOMAIN USER HOSTING	PER USER	\$3.82	\$3.82
005F	LISTSERV HOSTING	PER LIST	\$17.99	\$17.99
005I	MANAGED ANTI-VIRUS	PER EMAIL ADDRESS	\$4.00	\$4.00
005K	SECURE WEB CERTS	PER CERTIFICATE		
005K	WILDCARD SSL CERTIFICATE		\$30.47	\$30.47
005K	SSL CERTIFICATE		\$16.14	\$16.14
005K	DOMAIN SAN (requires SSL or wildcard cert)		\$4.40	\$4.40
005K	SUBDOMAIN SAN (requires SSL or wildcard cert)		\$3.09	\$3.09
005J	WEBSITE STATISTICS	PER WEBSITE	\$11.55	\$11.55
005N	FTP HOST SERVICE	PER ACCOUNT	\$110.00	\$110.00
005Y	SCCM SERVER MANAGEMENT	PER ACCOUNT	\$3.00	\$3.00
005Z	SCCM WORKSTATION MANAGEMENT	PER ACCOUNT	\$1.00	\$1.00

CHARGE CODE	SERVICE	UNIT OF MEASURE PER MONTH, UNLESS OTHERWISE STATED	FY 2021 RATES	FY 2022 RATES
	<b>SECURITY SERVICES</b>			
009R	<b>STATEWIDE IT SECURITY SERVICES</b>	<b>PER AD ACCOUNT</b>	<b>10</b>	<b>10</b>
	THREAT ADVICE	PER USER		
	PHISHING	PER USER		
	WEB APPLICATION ASSESSMENT	PER WEBSITE		
009F	SSL VPN ACCESS (Tiered)	PER CONCURRENT USER	\$27.5000	\$27.5000
009G	IPSEC VPN	PER RESOURCE	\$195.0000	\$195.0000
009E	MANAGED FIREWALL	UP TO/OVER 240GBPS CIRCUIT	\$750 / \$1,000	\$750 / \$1,000
	<b>CLIENT SERVICES</b>			
	IT PLANNING/OVERSIGHT TOTAL			
0004	IT PLANNING/OVERSIGHT (1-250 FTEs)	PER AGENCY FTE	\$5.720000	\$5.720000
0004	IT PLANNING/OVERSIGHT (NEXT 251-750 FTEs)	PER AGENCY FTE	\$4.0000	\$4.0000
0004	IT PLANNING/OVERSIGHT (NEXT 751-2000 FTEs)	PER AGENCY FTE	\$2.3000	\$2.3000
0004	IT PLANNING/OVERSIGHT (ANY FTEs OVER 2000)	PER AGENCY FTE	\$1.150	\$1.150
0003	PC/DESKTOP SUPPORT (MONTHLY)	PER DEVICE	\$73.800	\$73.800
0017	PC/DESKTOP SUPPORT (HOURLY)	PER HOUR	\$105.000	\$105.000
	<b>BROKERED SERVICES</b>			
0018	<b>PRODUCT MANGEMENT PROFESSIONAL SERVICES</b>	PER HOUR	160	160
004A	ADOBE ACR0BAT DC	SUBSCRIPTION	\$6.74	\$6.74
004A	ADOBE CREATIVE CLOUD- ALL APPS	SUBSCRIPTION	\$56.29	\$56.29
004A	ADOBE CREATIVE CLOUD- SINGLE APPS	SUBSCRIPTION	\$23.92	\$23.92
004A	ADOBE SIGN (100 TRANSACTION SUBSCRIPTION/USER/YR)	SUBSCRIPTION	\$18.200	\$18.200
004A	ADOBE SIGN (1000 TRANSACTION SUBSCRIPTION/USER/YR)	SUBSCRIPTION	\$182.00	\$182.00
004I	INFOTECH SERVICES- CLICK BELOW FOR MORE INFO: <a href="https://oit.alabama.gov/service-catalog/products/infotech">https://oit.alabama.gov/service-catalog/products/infotech</a>	ANNUAL SUBSCRIPTION		
004L	LASERFICHE USER LICENSE	PER USER	2025.00%	2025.00%
004L	LASERFICHE HOSTED STORAGE	PER 100 GB BLOCK	\$12.00	\$12.00
004L	LASERFICHE PARTICIPANT USER	PER USER	\$3.18	\$3.18
004L	LASERFICHE HOSTED REPOSITORY CHARGE	PER REPOSITORY	\$600.00	\$600.00
004L	LASERFICHE SCAN CONNECT	PER USER	\$10.13	\$10.13
004L	LASERFICHE PUBLIC PORTAL		\$2,340.00	\$2,340.00
004L	ADD ON: WEBLINK (25 CONCURRENT USERS)		\$1,364.63	\$1,364.63
004L	ADD ON: WEBLINK (50 CONCURRENT USERS)		\$1,822.50	\$1,822.50
004L	ADD ON: WEBLINK (100 CONCURRENT USERS)		\$2,340.00	\$2,340.00
004L	ADD ON: WEBLINK (UNLTD CONCURRENT USERS)		\$2,947.50	\$2,947.50
004L	LASERFICHE FORMS PUBLIC PORTAL	PER USER	\$250.00	\$250.00
004L	LASERFICHE MOBILE	PER USER	\$150.00	\$150.00
004L	LASERFICHE PROFESSIONAL SERVICES: PS	PER HOUR	\$192.66	\$192.66
004L	LASERFICHE PROFESSIONAL SERVICES: PG	PER HOUR	\$260.00	\$260.00
004G	<b>GROOPER - DATA CAPTURE 200K ANNUAL PAGE VOL. W/8 OCR</b>	<b>ANNUAL SUBSCRIPTION</b>	<b>10842</b>	<b>10842</b>
	*OTHER PAGE VOLUME AVAILABLE			
004G	GROOPER BIS PROFESSIONAL SERVICES	PER HOUR	\$241.0000	\$241.0000
004V	AVEPOINT CLOUD BACKUP POLICY CONFIGURATION	INITIATION COST- ONE TIME FEE	\$1,696.0000	\$1,696.0000
004V	AVEPOINT CLOUD BACKUP- 250GB STORAGE		\$196.7600	\$196.7600
	<b>APPLICATION DEVELOPMENT</b>			
002A	ANNUAL APPLICATION MAINTENANCE	PER APPLICATION, PER YEAR	20% of Dev	20% of Dev
002B	ANNUAL WEBSITE MAINTENANCE (Incl. Hosting)	PER WEBSITE, PER YEAR	20% of Dev	20% of Dev
004P	WORDPRESS HOSTING (Legacy Sites Only)	PER WEBSITE, PER MONTH	\$115.0000	\$115.0000
0049	SQL SERVER - DATABASE HOSTING	UP TO 20 GB - ONE DATABASE	\$115.0000	\$115.0000
0049	SQL SERVER - DATABASE HOSTING	EACH ADD'L 10 GB OVER 20 GB	\$20.0000	\$20.0000
	<b>NETWORK SERVICES</b>			
610T	CAMPUS NETWORK LAN PORT CHARGERS	PER "PORT"	\$25.1600	\$25.1600
400T	CAMPUS FIBER (Varies - average listed)	PER PAIR	\$1,180.3000	\$1,180.3000
420T	WAN / ETHERNET	PER CIRCUIT	Various	Various
410T	WIRELESS LANS (Tiered)	PER USER	Various	Various
410T	MERAKI ROUTERS & SWITCHES	PER DEVICE	Various	Various
860T	I&M WORK ORDERS	PER HOUR	\$148.5000	\$148.5000
410T	SWITCH EQUIPMENT RENTAL	VARIOUS	Various	Various
460T	VIDEO CONFERENCING	PER CIRCUIT	\$55.0000	\$55.0000
910T	MEET ME CONFERENCE	PER LINE	\$29.9800	\$29.9800
910T	MEET ME CONFERENCE	PER MINUTE	\$0.1500	\$0.1500
360T	MODEM/DSU		\$27.5000	\$27.5000

CHARGE CODE	SERVICE	UNIT OF MEASURE PER MONTH, UNLESS OTHERWISE STATED	FY 2021 RATES	FY 2022 RATES
	<b>VOICE SERVICES</b>			
030T	AUTHORIZATION CODES	PER 100 CODES	\$50.3600	\$50.3600
030T	AUTHORIZATION CODES INSTALLATION	PER 100 CODES	\$62.3500	\$62.3500
900T	SET RENTAL (Varies - average listed)	PER SET	\$3.1900	\$3.1900
900T	LOCAL SERVICE (INCL GRF) (Set Rentals/Options)	PER LINE	Various	Various
900T	FAX SERVER	PER BOX	\$35.0000	\$35.0000
600T	CIRCUIT CHARGES	PER CIRCUIT	Various	Various
340T	DATA CIRCUITS	PER CIRCUIT	Various	Various
320T	DATA ESSX CIRCUIT	PER CIRCUIT	Various	Various
350T	FRAME RELAY	PER CIRCUIT	Various	Various
890T	LEGACY VoIP SERVICES	VARIOUS	Plus 5%	Various
890T	CISCO VOIP			
890T	C7841 KNOWLEDGE WORKER STANDARD	PER LINE	\$46.9900	\$46.9900
890T	C8861 ADMINISTRATIVE	PER LINE	\$50.6100	\$50.6100
890T	C8865 WEBEX INTEGRATED	PER LINE	\$52.1300	\$52.1300
890T	C7811 PUBLIC ACCESS PHONES	PER LINE	\$30.7700	\$30.7700
890T	ANALOG GATEWAY	PER LINE	\$44.6100	\$44.6100
890T	CONFERENCE ROOM PHONES (8831 MODEL)	PER LINE	\$44.3400	\$44.3400
890T	CONFERENCE ROOM PHONES (8832 MODEL)	PER LINE	\$47.6400	\$47.6400
890T	VOIP À LA CARTE SERVICES AND UPGRADES	VARIOUS	Various	Various
890T	WEBEX LICENSE	PER LINE	\$14.3200	\$14.3200
090T	VOIP INTRASTATE LONG DISTANCE	PER MINUTE	\$0.0300	\$0.0300
100T	VOIP INTERSTATE LONG DISTANCE	PER MINUTE	\$0.0300	\$0.0300
090T	INTRASTATE LONG DISTANCE (Varies - avg listed)	PER MINUTE	\$0.0680	\$0.0680
100T	INTERSTATE LONG DISTANCE (Varies - avg listed)	PER MINUTE	\$0.0680	\$0.0680
110T	INTERNATIONAL CALLING (Varies - avg listed)	PER MINUTE	\$1.9700	\$1.9700
200T	INFORMATION CALLS	PER CALL	\$2.4900	\$2.4900
040T	DIRECTORY LISTING	PER MONTH	Various	Various
240T	MISCELLANEOUS CALLS	PER CALL	Various	Various
810T	800 SVC (Varies - average listed)	PER MINUTE	\$0.0590	\$0.0590
660T	VOICE MESSAGING			
660T	VOICE MAIL (Varies - average listed)	PER MAIL BOX	\$8.2300	\$8.2300
660T	AUTO ANNOUNCEMENT (Varies - average listed)	PER ANNOUNCEMENT	\$24.9700	\$24.9700
660T	VOICE MENUS (Varies - average listed)	PER MENU	\$97.9200	\$97.9200
660T	OTHER VM SERVICES (Varies - average listed)	PER MENU	\$49.8600	\$49.8600
670T	STATEWIDE VOICE MAIL	MONTHLY SERVICE	\$2.4000	\$2.4000
800T	WEB CONFERENCING	PER LICENSE	\$49.5000	\$49.5000

 <p><b>Executive Budget Office</b> ALABAMA DEPARTMENT OF FINANCE</p>	<a href="http://budget.alabama.gov/">http://budget.alabama.gov/</a> <a href="http://budget.alabama.gov/budget_management_reports/">http://budget.alabama.gov/budget_management_reports/</a> <a href="http://budget.staars.alabama.gov/">http://budget.staars.alabama.gov/</a> <a href="https://staarsinfo.alabama.gov/BOE/BI">https://staarsinfo.alabama.gov/BOE/BI</a>
 <p>Alabama Secretary of State</p>	<a href="https://www.sos.alabama.gov/government-records/legislative-acts">https://www.sos.alabama.gov/government-records/legislative-acts</a>
 <p>State of Alabama <b>Comptroller</b> Kathleen D. Baxter, PhD, CGFM, CPM</p>	<a href="https://comptroller.alabama.gov/chart-of-accounts/">https://comptroller.alabama.gov/chart-of-accounts/</a> <a href="https://comptroller.alabama.gov/mileage-rates/">https://comptroller.alabama.gov/mileage-rates/</a> <a href="https://comptroller.alabama.gov/fiscal-policy-procedures/">https://comptroller.alabama.gov/fiscal-policy-procedures/</a>
 <p>OFFICE OF INFORMATION TECHNOLOGY STATE OF ALABAMA</p>	<a href="https://oit.alabama.gov/">https://oit.alabama.gov/</a>
 <p>Social Security</p>	<a href="https://www.ssa.gov/OACT/COLA/cbb.html">https://www.ssa.gov/OACT/COLA/cbb.html</a>
 <p>ALABAMA <b>LEGISLATIVE SERVICES AGENCY</b></p>	<a href="http://lsa.state.al.us/Fiscal/budgetspreadsheets.aspx">http://lsa.state.al.us/Fiscal/budgetspreadsheets.aspx</a>
	<b>Travel Laws, Policies, and Procedures</b>
	<a href="#">Finance Director's Memo-June 20, 2018</a>
	<a href="#">Act 2018-203</a>
	<a href="#">§36-7-20 through 36-7-25, Code of Alabama 1975</a>
	<a href="#">Fiscal Policies and Procedures Manual (Chapter 6-5F)</a>

## APPENDIX F. STATE AGENCY OPERATIONS PLAN COMPLETION CHECKLIST

- ☐ Form 8 Operations Plan included.
- ☐ Form 9 Staffing Plan is included, and agency total matches Form 8 Line 0100 Personnel Cost total.
- ☐ QPR is included.
- ☐ Agency total matches legislative appropriation. If not, required documentation and reconciliation is included.
- ☐ General Fund or Education Trust Fund appropriations are budgeted equally across quarters.
- ☐ Budgets for lines 0100 and 0200 are enough to cover the actual number of pay periods in each quarter.
- ☐ Op Plan DOES NOT INCLUDE reverted funds to be reappropriated (e.g. commonly known as “Rollover”). The time to request reverted funds to be reappropriated is in a revision after the FY starts, not in the original Op Plan.
- ☐ Transfer agencies include Cash Drawdown Schedule for transfer request of GF or ETF cash **and** the quarterly amounts equal the agency quarterly GF or ETF amounts on EBO Form 8.
- ☐ Program change letter request (If applicable).
- ☐ Appropriation reconciliation (If applicable).
- ☐ EBO Form 11 (OIT Form) has been emailed to [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov) (If applicable).