

STATE OF ALABAMA
Department of Finance



STATE AGENCY
BUDGET REQUEST INSTRUCTIONS

Fiscal Year 2019

Kay Ivey
Governor



STATE OF ALABAMA
Department of Finance
Executive Budget Office

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Kay Ivey
Governor

Clinton Carter
Director of Finance

Kelly Butler
Assistant Finance Director

September 15, 2017

MEMORANDUM

TO: All State Departments, Boards, Bureaus, Commissions, Agencies, and Offices
FROM: Kelly Butler, Assistant Finance Director
RE: FY 2019 Budget Request

In order to develop the Governor's Budget for FY 2019 and meet the statutory requirements of the Budget Management Act, Section 41-19-1 et. seq., *Code of Alabama 1975*, it is necessary that each agency submits an annual budget request to the Executive Budget Office (EBO).

The State of Alabama Accounting and Resource System (STAARS) Performance Budgeting is the computer program application that is required to be used for submitting the Budget Request to EBO. STAARS Performance Budgeting will be accessible online starting October 3, 2017. **Contact STAARS Helpdesk if you do not have a user ID and password.** The EBO Budget Request Instructions for developing your request and the STAARS Budgeting Manual for system user instructions are both available at EBO's website: <http://budget.alabama.gov>.

The due date for EBO Budget Requests, as set by law, is Wednesday, November 1, 2017. Please read the EBO Budget Request Instructions regarding the requirement to submit attachments by uploading them through STAARS Budgeting. All approvals will be applied electronically through STAARS Budgeting. If your submission is not received by the due date, we cannot guarantee its inclusion in the Governor's Executive Budget.

Contact your assigned budget analyst at (334) 242-7230 for assistance with budget development questions. Contact STAARS Helpdesk at (334) 353-9000 or STAARS.support@finance.alabama.gov for assistance with the STAARS application system.

As we continue our endeavor to provide quality and efficient processes, please help us by bringing any critical issues to our attention that prevent you from using our systems to submit your Budget Request information.

KB/mej

FY 2019
AGENCY BUDGET REQUEST INSTRUCTIONS
(DUE NOVEMBER 1, 2017)

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SUBMITTING THE BUDGET REQUEST

The purpose of this instruction guide is to provide information needed to develop the Budget Request for submission. Contact your assigned budget analyst at (334) 242-7230 for assistance with budget development questions.

The State of Alabama Accounting and Resource System (STAARS) Performance Budgeting is the computer program application that is used to submit the completed Budget Request. Contact STAARS Helpdesk at (334) 353-9000 or STAARS.support@finance.alabama.gov for assistance with the STAARS application system.

1. **Due Date** – The due date for budget request packages as set by law is November 1st of each year. The FY 2019 budget request packages will be due **Wednesday, November 1, 2017**. (§ 41-4-84, *Code of Alabama 1975*).
2. **EBO Website Resources** – These Budget Request Instructions for State Agencies, as well as information about EBO and state finances, are located at <http://budget.alabama.gov>. Downloadable EBO Excel® spreadsheets also remain available to aid in calculation and preparation if desired. However, you will **NOT** use these forms for submission. Budget Requests are required to be submitted using the STAARS Budgeting application and will be accepted ONLY through STAARS Budgeting.
3. **STAARS Budgeting Access and Instructions** – STAARS Budgeting will be accessible online starting October 3, 2017. Contact STAARS Helpdesk if you do not have a user ID and password. Access links and instruction manuals for submission using STAARS Budgeting are available at the following sites:
 - STAARS Budgeting manuals: <http://budget.alabama.gov>
 - STAARS Budgeting application link: <https://budget.staars.alabama.gov>
 - STAARS infoAdvantage Reporting: <https://infoadv.staars.alabama.gov/BOE/BI>
4. **Attachments to Budget Request** – Do not mail or email any documents to be included with the Budget Request. Attachments must be submitted electronically inside STAARS Budgeting using the Document Management tab in Forms 1 and 3 only.

5. **LFO Copies** – Please send a copy of the Budget Request, **as well as any revised or corrected versions**, to the Legislative Fiscal Office (LFO) using the following dedicated email address: budget.requests@lfo.state.al.us.
6. **IT Form 7** – Upon completion of the requested Information Technology forms, email them directly to infoOIT@oit.alabama.gov and send a copy to the LFO email address above.

GENERAL INSTRUCTIONS

Roll Over Appropriations – All agencies with General Fund appropriation that was reappropriated after October 1, 2016 must show the additional appropriation in the FY 2017 Actual Column on EBO Form 1 of the 2019 Budget Requests. The reappropriation should be listed on a separate line and labeled “General Fund – Reversion Reappropriated”.

Agencies with General Fund appropriation anticipated to be reappropriated after October 1, 2017 must show the additional appropriation in the FY 2018 Budgeted Column on EBO Form 1 of the 2019 Budget Requests. The amount may be on the same line as listed above for FY 2017.

To prevent double counting, ***DO NOT*** include reappropriations of Other Funds in the receipts section on EBO Form 1. These funds are already included in the unencumbered balance brought forward.

DO NOT include reappropriations of General Fund or ETF as a separate breakdown in the Source of Funds section(s) on EBO Form 5 and EBO Form 2 (if applicable).

American Recovery and Reinvestment Act of 2009 (ARRA) – List any remaining ARRA funds on a separate line from other fund sources.

BP Oil Funds – Agencies that have received funds from BP (either as a grant or reimbursement) in FY 2017 or anticipate receiving BP funds in FY 2018 or FY 2019 should present these funds on a separate line on the EBO Forms 1 and 5, as applicable.

Longevity Bonus – The *Code of Alabama 1975*, Section 36-6-11, sets longevity as follows:

| Years of Service | Bonus Amount |
|-------------------------|---------------------|
| 5+ | \$600 |
| 10+ | \$700 |
| 15+ | \$800 |
| 20+ | \$900 |
| 25+ | \$1,000 |

Increase-Decrease Worksheet – STAARS Budgeting will generate an unformatted and partially completed Excel® worksheet with agency totals to use as a guide to create the fully formatted worksheet. This worksheet reconciles requested funding increases and decreases in an itemized

format by major expense object as shown in the example on Page 17. The increases and decreases must match the increases and decreases on the agency summary EBO Forms 5 or 2, as applicable.

Board Members Compensation - Compensation for meetings attendance is subject to FICA withholdings, so budget for employer's match. For additional guidance, see the online [Resource Manual](#) for Alabama Regulatory Boards and Commissions designed by the Examiners of Public Accounts at <http://www.examiners.alabama.gov/training.aspx>.

Encumbrances - Add estimated encumbrances to the estimated cash expenditures to reflect total obligations for each fiscal year.

Rounding - Round all figures to the nearest dollar, and omit all decimal points and zeros.

Comptroller's Office Fees –State Comptroller's Office fees are charged pursuant to Code Section 41-4-66. Services fees will be billed monthly in arrears based on actual volumes. Payments will be charged to Professional Services Object Code 0855, Comptroller Services - Charges paid to the State Comptroller for services.

Estimated charges are based on data volumes in these categories: Accounting Records, Payment Voucher Lines, Payroll Payments, Receipt Lines, and Other Warrant Registers (this category only affects Human Resources, Revenue, Retirement Systems, Finance, and Peace Officer Annuity & Benefit Fund).

Agency estimates entitled, "Comptroller's Office Estimated Charges for FY 2019" can be found in the Memos Section under Procedures on the Comptroller's Office website.

ISD Rate Changes for FY 18 and 19 – Rate changes can be found on the EBO website (starting the first week of October 2017), at <http://budget.alabama.gov>.

STAARS STATEWIDE BUDGET REPORTS

For FY 2017 data and forward, use the reports listed below that can be accessed in STAARS infoAdvantage Reporting as a reference source to obtain data needed to either confirm or complete budget information.

All agencies will be able to generate the End-of-Year (EOY) reports through STAARS InfoAdvantage. The EOY reports include all transactions recorded in STAARS during the 2017 fiscal year and are identified as “Year End” in the heading. All EOY reports will be in one special folder (Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>EOY Agency).

| EBO FORM NAME AND COLUMN | STAARS REPORT |
|---|---|
| EBO Form 1, “Actual Receipts” Column | AFIN-AR-001 Revenue Summary Report (Formerly A203 Detail Listing of Revenues Vs. Budget) |
| EBO Form 1, “Actual Expenditures” Column | AFIN-BUD-004 Budget Management Report (Formerly P441) Include expenditures, purchase orders and year-end encumbrances. |
| EBO Form 5, “Actuals” Column | AFIN-BUD-004 Budget Management Report (Formerly P441) Include expenditures, purchase orders and year-end encumbrances. |
| EBO Form 1, “Unencumbered Balance Brought Forward” | AFIN-CASH-001 Cash Reconciliation Report (Formerly C115) Use to calculate beginning and ending cash balances for each fund. |

EXPENDITURE CATEGORIES AND PERSONNEL RATES

This section summarizes the major expenditure objects from the Chart of Accounts that will be used to prepare Budget Requests. An expanded list is published on the State Comptroller's website at <http://comptroller.alabama.gov/pdfs/ChartofAccts/sobj.pdf>.

0100 Personnel Costs - Includes payroll costs, such as regular and part-time salaries and wages, overtime earnings, law enforcement subsistence, termination costs, longevity pay, and compensation to board/commission members for attendance at official board meetings.

0200 Employee Benefits - Includes employer costs for all employee fringe benefits, such as federal insurance contributions (FICA), retirement contributions, group health insurance, worker's compensation insurance, and unemployment compensation.

FICA (Social Security) Match

| Calendar Year | Projected Contribution Rate | Maximum Earnings Base |
|---------------|-----------------------------|-----------------------|
| 2017 | 7.65% | \$127,200 |
| 2017 | 1.45% | Over \$127,200 |
| 2018 | 7.65% | \$131,000 * |
| 2018 | 1.45% | Over \$131,000 * |
| 2019 | 7.65% | \$134,800 * |
| 2019 | 1.45% | Over \$134,800 * |

Health Contributions (Per Employee)

| Groups | FY2018 Monthly | FY2019 Monthly * |
|---|----------------|------------------|
| State Employees Health Insurance Plan (SEHIP) | \$930.00 | \$935.00 |
| Public Education Employees Health Insurance Plan (PEEHIP) | \$800.00 | \$800.00 |

NOTE: PEEHIP requests \$800 per active per month in employer contribution for FY2019. PEEHIP notes, however, that an ongoing lawsuit by the Alabama Education Association against PEEHIP will significantly affect PEEHIP funding levels in FY2019 and thereafter. The litigation will determine whether PEEHIP is able to use funds from premium increases implemented beginning October 1, 2016. By way of background, AEA filed the lawsuit seeking to undo the PEEHIP premium increases adopted by the PEEHIP Board in a meeting on April 27, 2016. During the litigation PEEHIP is required to place in escrow the amounts collected pursuant to those premium increases. The trial court ultimately issued a ruling in favor of AEA, and PEEHIP has appealed the case to the Alabama Supreme Court. The Supreme Court granted PEEHIP's request for a stay of the trial court's ruling pending resolution of the appeal. Although there can be no guarantee, PEEHIP's legal counsel believe that PEEHIP should prevail on the merits in the case.

The \$800 per active per month for FY2019 is based upon PEEHIP winning its appeal to the Alabama Supreme Court and thus maintaining its increased premiums and having the escrow released to PEEHIP to use for health benefits. However, if PEEHIP loses its appeal and no further action by the PEEHIP Board is taken, the amount required to fund PEEHIP for FY2019 would be \$956 per active per month.

Retirement Match Contributions

| Tier I Employees Hired on or Before 1/1/13 | | |
|--|--------|----------|
| Groups | FY2018 | FY2019 * |
| Teachers | 12.24% | 12.41% |
| Judges and Clerks | 40.09% | 41.40% |
| District Attorneys^ | 19.77% | 19.77% |
| Law Enforcement | 44.44% | 50.08% |
| All other Employees | 13.94% | 14.51% |

| Tier II Employees Hired after 1/1/13 | | |
|--------------------------------------|--------|----------|
| Groups | FY2018 | FY2019 * |
| Teachers | 11.01% | 11.35% |
| Judges and Clerks | 34.32% | 34.32% |
| District Attorneys^ | -- | -- |
| Law Enforcement | 39.29% | 43.43% |
| All other Employees | 13.29% | 14.14% |

*These are projected rates only.

^New plan effective for all DA's elected after 11/8/2016.

Inquiries about amounts of unemployment compensation should be directed to the Department of Labor (334-242-8830).

0300 Travel-In-State – Section 36-7-20 of the *Code of Alabama 1975*, provides that the amount allowable to a person traveling inside the state may be fixed by the Governor at not less than \$75 per day, including charges for meals, lodging, fees, and tips. Refer to the Department of Finance's Fiscal Policy and Procedures Manual. As of publication date, the mileage rate for persons traveling in privately owned vehicles on official state business is 53.5 cents per mile. The travel reimbursement rate is equivalent to the federal standard mileage rate allowable by the Internal Revenue Code and is subject to change. Sections 36-7-20 and 36-7-21, *Code of Alabama 1975*, were amended during the 2005 First Special Legislative Session to provide that employees traveling in the service of the state within the state for purposes of attending or assisting in hosting certain meetings shall be allowed all of their actual and necessary expenses in addition to their actual expenses for transportation.

0400 Out-of-State Travel - Includes actual and necessary expenses for mileage, commercial transportation, lodging, promotional, 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.

0500 Repairs and Maintenance - Includes repairs and maintenance services for land, buildings, roadways and bridges, airfields, and office furniture. Budget under Object 0900 to pay the insurance premium for the State policy that covers such costs. This object does not include repairs and maintenance to automotive equipment.

0600 Rentals and Leases - Includes rentals and leases (both operating and capital leases) for land, buildings, automotive equipment, office furniture and equipment, data processing equipment, printing and duplicating equipment, and motor pool charges other than gasoline.

- 0700 Utilities and Communications** - Includes costs for electricity, water, gas (except for automotive equipment), fuel oil, coal, telephone, postage, and cellular phones.
- 0800 Professional Services** - Includes legal, accounting and auditing, actuarial, advertising, appraisal, architectural, data processing, personnel services, educational consultants, photography services, medical services, scientific and technical costs and other personnel costs (salaries for contract personnel not on the State payroll). Include in this category charges for services by the State Personnel Department, the State Comptroller's Office, Finance ISD, and STAARS.
- 0900 Supplies, Materials and Operating Expenses** – Includes **consumable** items intended to be used up quickly (examples are staples, tape, post-it-notes, ink, pens, paper, folders). Includes materials and supplies for road and bridge construction, office operations, scientific and technical uses, medical-related supplies, and federal taxes and licenses, printing and binding, reproduction and copying and microfiche/microfilm, cost of freight and shipping, cost of products for resale professional and membership dues, cost of books, subscriptions and periodicals for office or professional use, insurance, bonds, and national guard duty.
- 1000 Transportation Equipment Operations** - Includes all costs of operating transportation equipment. Includes petroleum products, batteries, tires, repairs and maintenance of transportation equipment, and auto tags.
- 1100 Grants and Benefits** - Includes costs relating to the payment of grants, benefits and related expenditures. Includes costs for grants or awards made by the State; health benefits for certain eligible persons; retirement and pension benefits; grants made by the State to county and municipal school systems, colleges, universities, trade schools and junior colleges; payments to county and municipal health departments; grants from revenue sharing and all grant payments made in compliance with legislative appropriation acts.
- 1200 Capital Outlay** - In accordance with § 41-4-93, *Code of Alabama 1975*, capital outlay includes expenditures that result in the acquisition of land, buildings, permanent equipment for buildings and/or improvements or alterations to any land, building or permanent equipment for buildings. This includes the cost of construction or alteration to roads, highways, bridges and airfields.

***Note:** Capital Outlay budgeted in Appropriation Unit 050 (Capital Outlay Program) must be coded to the appropriate Expense Objects (from 0100 to 1600). If the project is to be completed within the fiscal year, **do not** budget it under Appropriation Unit 050.*

- 1300 Transportation Equipment Purchases** - Includes the cost of purchases of all types of equipment used in transportation related activities. Includes purchases of automobiles, light trucks, automotive farming or forestry equipment, boats and heavy equipment.
- 1400 Other Equipment Purchases** - Includes **non-Consumable** items, no matter the cost, that deteriorate over time (example are stapler, tape dispenser, calculator, scissors, flash drives/jump drives). Includes weapons, office furniture and equipment, data processing, reproduction and printing, agricultural, communication, medical, scientific/technical, recreational, and heating/cooling equipment. Also includes textbooks and educational teaching aids **for library use**.
- 1500 Debt Service** - Includes the payment of interest, principal and incidental costs on all debt obligations of the State.
- 1600 Miscellaneous** - To account for operating transfers, reversions, or appropriated operating transfers out of General Fund or Education Trust Fund.

LIABILITY COVERAGE

Insurance premiums are paid to the Department of Finance, Division of Risk Management (DORM). **A PREMIUM MUST BE PAID IN FULL FOR EACH TYPE OF COVERAGE TO BE INSURED.** Departments will be sent premium invoices for the new fiscal year the first week in October. This section contains information to assist with estimating cost during the preparation of your agency budget request.

Contact Information:

Division of Risk Management
 Telephone - (334) 223-6120
 Email - riskinfo@finance.alabama.gov
 Fax - (334) 223-6154
 Website: <http://www.riskmgt.alabama.gov>.

General Liability Trust Fund Coverage - Rates for each State Department will be 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 |

Automobile Liability Coverage - Insurance rates for vehicles and Class I drivers are listed below. This is a reinsurance program, and premiums charged reflect the cost paid by the Division of Risk Management.

| 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 |

For information on the following types of coverage contact Regina Roughton (reginam.roughton@finance.alabama.gov) in the Division of Risk Management at (334) 223-6158.

Automobile Physical Damage Coverage - This optional coverage is available to cover damage to vehicles owned and operated by State agencies and employees. **The physical damage deductibles are \$500 for collision and \$500 for comprehensive claims.**

Property Insurance - This is the State Insurance Fund that provides repair and replacement coverage for buildings and contents, blanket replacement coverage, electronic data processing equipment, transit and builders risk insurance. Based on the increases in program reinsurance premiums and wind loss deductibles, the Division of Risk Management is projecting a 5% to 8% rate increase for the State Insurance Fund (SIF) for FY 2018 and FY 2019.

Policy Management - Risk Management purchases special policies for departments as follows: boiler and machinery, flood insurance, aircraft and other policies as needed. The blanket fidelity bond will be \$8.00 per employee per year for FY 2018.

State Employee Injury Compensation Trust Fund - Since October 1, 1994, state employees are covered for on-the-job injuries. Each agency will be billed based on the employee's position and corresponding rate and the agency's experience rating.

Employee Assistance Program – The program is contracted through Behavioral Health Systems, Inc. for counseling of the employee and their immediate family members. We project this coverage will be \$8.00 per employee for FY2018 and \$9.00 per employee for FY2019.

COMPILATION OF BUDGET REQUEST – AN OVERVIEW

- I. After your department has approved your package, upload these completed forms and reports to EBO using the Document Management tab in STAARS Forms 1 and 3.

| DOCUMENT | DESCRIPTION |
|--|---|
| Agency Program Analysis | Analysis and information about new, expanded, or discontinued major programs or services. |
| ABUD-REQ-004 Increase-Decrease Worksheet | Itemized explanation of agency increases and decreases (See example on Page 17) |
| ABUD-REQ-001 Budget Request Forms and Error Report | Includes Forms 1, 2, 3, 5, 6, and Error Report |

- II. Email copies of these reports to the Legislative Fiscal Office (LFO), budget.requests@lfo.state.al.us:

| DOCUMENT | DESCRIPTION |
|--|---|
| Agency Program Analysis | Analysis and information about new, expanded, or discontinued major programs or services. |
| ABUD-REQ-004 Increase-Decrease Worksheet | Itemized explanation of agency increases and decreases (See example on Page 17) |
| ABUD-REQ-001 Budget Request Forms and Error Report | Includes Forms 1, 2, 3, 5, 6, and Error Report |
| OIT Form 7 | Information Technology Request |

- III. Email this report to the Office of Information Technology (OIT), infoOIT@oit.alabama.gov:

| DOCUMENT | DESCRIPTION |
|------------|---|
| OIT Form 7 | Information Technology Request. Direct all questions and requests for assistance with Form 7 to the Office of Information Technology. |

EBO FORMS 5 AND 6 BUDGET REQUEST BY FUNCTION

Use the STAARS Budget Request Manual to complete Forms 5 and 6 at each Function Level (Formerly called Activity Level). STAARS Budgeting will summarize the department-level Forms 2 and 5 for multiple Funds and Functions from the information that is entered on each Function-level Form 5.

STAARS Chart of Accounts Conversion

| Old Legacy System Name | New STAARS Name |
|------------------------|---------------------|
| Agency | Department |
| Fund | Fund |
| Appropriation Unit | Appropriation Class |
| Activity | Function |
| CAS Organization (Org) | Appropriation Unit |

TIP

Go to the [STAARS STATEWIDE BUDGET REPORTS](#) section in this guide for a list of resources to verify amounts in the Actuals and Current Budget (CUR BUD) Columns.

EBO FORM 5 BUDGET REQUEST EXPENDITURES

Enter Form 5 budget information separately *for each Fund within a Function*.

1. **ACTUAL EXPENDITURES** – STAARS Budgeting will auto-populate the FY 2017 expenditure amounts in the “Actuals” Column for you to verify.
2. **BUDGETED EXPENDITURES** – The “CUR BUD” Column is based on the FY 2018 legislative appropriations and estimated revenues. This column should have the same numbers as the FY 2018 Operations Plan originally submitted. Add any revisions to the “CY OPS PLAN CHANGE” Column.
3. **REQUESTED AMOUNT** – Enter the budget amount that you are requesting in FY 2019 for each Budget Object needed as defined in the Chart of Accounts.

4. **SOURCE OF FUNDS** - Complete the Source of Funds tab using the seven-digit Source of Funds Codes that identify the sources within your department's funds. Total Funds for each Function must equal Total Expenditures across all three fiscal years. Total Funds on EBO Form 5 will not necessarily equal Total Receipts on EBO Form 1, but simply identify the sources of funds for the expenditures.
5. **SUPPLEMENTAL APPROPRIATIONS** – Create separate line entries to show any supplemental appropriations from separate acts. For example, agencies that received additional appropriation authority for Earmarked Funds during FY 2017 should create a separate source of funds line entry in the Source of Funds section for EBO Form 5 in the “Actuals” Column. This does not apply to GF or ETF sources. Any additional funds received for those two should be rolled up into one line.
6. **REVERSION REAPPROPRIATED FOR EARMARKED FUNDS**– If the department reappropriated *any* Earmarked Funds during the fiscal year, create separate source-of-funds line entries for these amounts in the FY 2017 “Actuals” Column or the FY 2018 “CUR BUD” Column. These funds should also be considered expended before any current year appropriations. This does not apply to GF or ETF.
7. **PROGRAM EXPANSION or DISCONTINUATION** – If the department will be either starting a major new service or discontinuing any existing services, prepare a summary analysis explaining this Program Change and attach it in the Document Management tab on Forms 1 and 3.

EBO FORM 6 PERSONNEL CLASSIFICATION

1. The Salaries and Benefits Forecasting System (SBFS) will use existing data from current employee payroll information and project eligible pay raises into the data to arrive at the requested payroll budget for both salaries and benefits. Agencies may select to key directly on the Form 5 to overwrite any of the prepopulated data from SBFS.
2. Agencies will adjust the initial raw forecast data as needed to include factors such as personnel position changes, law enforcement subsistence, overtime, termination cost, travel-related FICA, board members FICA, and any other miscellaneous factors.

3. As changes are entered on the Positions Change Tab, employees should be shown on a full-time equivalency basis, calculated as total time employed divided by the total available work time. One employee utilized for the entire year represents one man-year of service (i.e. 1/1= 1). Two secretaries employed for six months are equal to one man-year of service (i.e. 6 months/12 months = .50 x 2 secretaries = 1.00 FTE). Show number of employees to two decimal places.
4. **Other Personnel Information (OPI)** - Complete the "Other Personnel Info Tab" for the entire department as of September 30th across each fiscal year. Enter the number of employees representing each OPI Category. **Complete the OPI Tab only once on any Form 5.** Completing it more than once will duplicate data.
- (a) Anniversary/Annual/Promotional Raises - raises granted on the anniversary date of employment after an evaluation and a qualifying score is earned; at the time of a promotion, and at the time permanent status is granted in a new classification (i.e., raises that are granted when employee has completed probationary period).
 - (b) Special Merit Raises - any special meritorious increases granted in addition to the regular anniversary raise or a promotional raise.
 - (c) New Positions - includes any newly created positions not previously allotted to your department. For example, approval has been granted by the State Personnel Department to your department for a new classification slot of an Attorney I. This new employee would be listed as a "New Position."
 - (d) Vacant Positions Filled - any position within your department that has been vacant for six months or more that will be filled during the current year.
 - (e) Actual Number of Employees on September 30th – actual number of employees as of the last pay period of each fiscal year.

EXAMPLE FORM ABUD-REQ-004 INCREASE-DECREASE WORKSHEET

STAARS Budgeting will generate an unformatted Form ABUD-REQ-004 Increase-Decrease Worksheet for you to export to an Excel® spreadsheet. This worksheet has no cell formulas and includes Budget Object totals only. You will use these totals as a guide to complete and submit a fully formatted worksheet that justifies or explains the budget increase or decrease for each Budget Object line. Attach this completed form along with your Budget Request package in STAARS Document Management Forms 1 and 3 for submission.

SEE NEXT PAGE FOR THE EXAMPLE

DEPARTMENT OF AGRICULTURE AND INDUSTRIES
EXPLANATION OF REQUESTED INCREASES AND DECREASES
FY 2019

| | General Fund | Education Trust Fund | Earmarked Funds | Inc/Dec TOTAL |
|--|----------------|----------------------|------------------|------------------|
| FY 2018 Budgeted Expenditures (EBO Form No. 1) | 651,152 | 556,166 | 1,684,912 | 2,892,230 |
| FY 2019 INCREASES (DECREASES) | | | | |
| PERSONNEL: | | | | |
| <i>Please separate all new hires increases/decreases from current personnel.</i> | | | | |
| New hires as follows: | | | | |
| Probational raise for new hire | 2,500 | | 1,208 | 3,708 |
| Merit and probational raises for current personnel | 26,310 | | 4,894 | 31,204 |
| Increase in longevity | 3,000 | 4,000 | 1,700 | 8,700 |
| Reduction in termination costs | (15,000) | (15,000) | (19,000) | (49,000) |
| Promotions: Accountant I to Staff Accountant & ASA I to ASA II (2 employees) | 1,412 | | 3,462 | 4,874 |
| Est. Overtime pay due to drought | 35,375 | | (9,392) | 25,983 |
| <i>Subtotal</i> | 53,597 | (11,000) | (17,128) | 25,469 |
| EMPLOYEE BENEFITS: | | | | |
| Insurance premium increase | 12,000 | | 23,100 | 35,100 |
| FICA, and retirement contributions for new hire | | | 200 | 200 |
| FICA, and retirement contributions for promotions | 2,500 | | 1,500 | 4,000 |
| Increase in benefits due to merit raises for current personnel | 8,751 | | 9,370 | 18,121 |
| <i>Subtotal</i> | 23,251 | - | 34,170 | 57,421 |
| TRAVEL-IN-STATE: | | | | |
| Increase travel for new hires | 500 | | | 500 |
| Increase number of site inspections and workshops | | 4,834 | 22,666 | 27,500 |
| <i>Subtotal</i> | 500 | 4,834 | 22,666 | 28,000 |
| TRAVEL-OUT-STATE: | | | | |
| Due to more in-state inspections to be performed | | | (6,000) | (6,000) |
| REPAIRS AND MAINTENANCE: | | | | |
| Reduction in number of copiers | | | (4,000) | (4,000) |
| RENTALS AND LEASES: | | | | |
| Reduction in Copier Rentals | | | (5,000) | (5,000) |
| UTILITIES & COMMUNICATIONS: | | | | |
| Increase in utility rates | 28,000 | | | 48,000 |
| Purchase communications equipment for field work | | | 2,000 | 2,000 |
| <i>Subtotal</i> | 28,000 | - | 30,000 | 50,000 |
| PROFESSIONAL SERVICES: | | | | |
| Special Services completed contracts | (125,000) | | | (125,000) |
| Energy Survey | | | 175,000 | 175,000 |
| <i>Subtotal</i> | (125,000) | - | 175,000 | 50,000 |
| SUPPLIES, MATERIALS, AND OPERATING EXP: | | | | |
| Additional supplies for new hire | 5,000 | | 7,500 | 12,500 |
| TRANSPORTATION EQUIPMENT OPERATIONS: | | | | |
| Increased gasoline costs/increased inspections | 45,000 | | 55,000 | 100,000 |
| GRANTS & BENEFITS: | | | | |
| Less funds available to give for grants from FY 2016 | | | (10,000) | (10,000) |
| CAPITAL OUTLAY: | | | | |
| Roof Replacement - Headquarters complete | (79,000) | | (120,000) | (199,000) |
| Roof Repair - Admin Building | | | 25,000 | 25,000 |
| Purchase of Land | 50,000 | | | 50,000 |
| <i>Subtotal</i> | (29,000) | - | (95,000) | (124,000) |
| TRANSPORTATION EQUIPMENT PURCHASE: | | | | |
| 8 Additional Vehicles purchased over FY 2017 levels | 115,000 | | | 115,000 |
| 5 Trailers/Haulers | 60,000 | | | 60,000 |
| <i>Subtotal</i> | 175,000 | - | - | 175,000 |
| OTHER EQUIPMENT PURCHASES: | | | | |
| Scales Replacements Complete | (100,000) | | (200,000) | (300,000) |
| Poultry Equipment | | | 130,000 | 130,000 |
| <i>Subtotal</i> | (100,000) | - | (70,000) | (170,000) |
| TOTAL REQUESTED INCREASE (DECREASE) | 68,348 | (6,166) | 117,208 | 179,390 |
| FY 2019 TOTAL REQUESTED EXPENDITURES | | | | |
| (Must match Total on EBO Form No. 1) | 719,500 | 550,000 | 1,802,120 | 3,071,620 |

Example

EBO FORM 3 CAPITAL EXPENDITURE PLAN

Use STAARS Budget Request Manual to prepare EBO FORM 3 by entering capital items for which the department is requesting a budget to purchase. The purpose of EBO Form 3 is to justify, describe, and plan for financing all requested capital expenditures for FY 2019 only. Individually itemize all capital items having an estimated cost in excess of \$1,000 and a useful life exceeding one year. Combine all items costing less than \$1,000 with an estimated life exceeding one year and identify as "Miscellaneous Capital Expenditures" under the appropriate capital expenditure Budget Object category. Items having a useful life of less than one year should be identified as Budget Object 1200. Capital Outlay, Transportation Equipment Purchases, and Other Equipment Purchases are defined in the Chart of Accounts.

1. Capital Outlay expenditures should be budgeted to Appropriation Class 050 if it is a multi-year appropriation.
2. Complete each data field with the information being requested, including a short description for the "Item" Column.
3. Provide a brief justification comment to explain why the item is needed.

EBO FORM 1 CONDITION OF FUNDS

Prepare one EBO Form 1 to summarize all department receipts including General Fund and ETF appropriations, federal matching funds, federal grants, local funds, departmental receipts earmarked for specific programs, and all other funds and revenues.

Note: FY 2017 financial reports are available in infoAdvantage Reporting.

1. Enter actual receipts and expenditures for FY 2017, budgeted receipts and expenditures for FY 2018, and requested receipts and expenditures for FY 2019. Receipt figures for FY 2017 should agree with amounts on the AFIN-AR-001 Report (Formerly A203) for budget fiscal year 2017 (September 2017 accounting period). All numbers should be rounded to the nearest dollar (do not include decimal places).
2. Using the AFIN-CASH-001 Cash Reconciliation Report (Formerly C115), calculate the Unencumbered Balance Brought Forward by subtracting from Beginning Cash any prior year (other than the year just ended) expenses and prior year unpaid purchase orders and encumbrances.
3. List all receipts of Federal and Local Funds such as federal matching funds, federal grants and local funds. Create a separate receipt line for each source (i.e., Federal Grant).
4. Create separate entries for each receipt of State Funds such as the State General Fund, Education Trust Fund, departmental receipts, and all other state sources. List any supplemental appropriations separately, and identify by Act number.

Agencies that received a General Fund appropriation for the SEIB Increase in FY 2017 and/or FY 2018 must show this on a separate line labeled "General Fund – SEIB Increase."

Agencies with General Fund appropriation that was reappropriated after October 1, 2016 must show the additional appropriation in the FY 2017 "Actual" Column. The reappropriation should be listed on a separate line and labeled "General Fund – Reversion Reappropriated."

Agencies with General Fund appropriation that is anticipated to be reappropriated after October 1, 2017 must show the additional appropriation in the FY 2018 “Budgeted” Column. The amount may be on the same line as listed above for FY 2017.

To avoid double counting, ***DO NOT*** include reappropriations of Earmarked Funds in the receipts section on the EBO Form 1. These funds are already included in the unencumbered balance brought forward.

5. List any Transfers which are the amounts transferred from one department or fund to another department or fund when no service is received by the department transferring the funds. Do not include transfers as a part of total expenditures on EBO Forms 1 and 5. State to which department or fund the transfer is to be made (e.g., Transfer to ABC Board). Do not include department internal transfers.

6. List any Reversions which are amounts reverted to the fund from which the monies were originally appropriated. Do not include reversions as a part of total expenditures on the EBO Forms 1 and 5. Identify the fund to which the reversion is to be made (e.g., Reversion to State General Fund).

STAARS AGENCY BUDGET REQUEST CHEAT SHEET

STAARS 6000 Process Steps

- Gather Source Material
- Login to infoAdvantage > <https://infoadv.staars.alabama.gov/BOE/BI>
- Set Your **Organization Code** and **Salary Projection** Code Dimensions
- Run Data Dump Report, **REQUESTED PROJECTION**
- Export the Data Dump to Excel®
- Login to STAARS Budgeting > <https://budget.staars.alabama.gov>

- Go to **Budget Tasks > Formulate Budget Requests**
- Click **Search** **FORM 5 & FORM 6**
- From the List Select **BUD REQ BY FUNCTION**
- Choose **Search Or New**
- Enter **Request Code, Name / Function Name, Department, Fund, Function, Appropriation Class, Appropriation Unit**
- Populate Tabs **Expenditures, Source of Funds, Position Change Results, Other Personnel Information, Position Changes**

- Go to **Budget Tasks > Formulate Budget Requests**
- Click **Search** **FORM 1 & FORM 3**
- From the List Select **BUD REQ BY DEPARTMENT**
- Choose **Search**
- Locate** your Agency Form **Select** your Agency Form, and **Edit** your Agency Form
- Populate Tabs: **COF Balances Brought Forward, COF Receipts, COF Adjustments and End Balance, Capital Expenditures, Agency Description**

- Login to infoAdvantage > <https://infoadv.staars.alabama.gov/BOE/BI>
- Select Report **ABUD-REQ-001-FORMS 5, 2, 1, 3, 6**
- Set Your **Organization Code** (Agency Number)
- Check for Errors on **Forms 1, 2, 3, 5, 6**
- Correct any errors in STAARS Budgeting
- Rerun infoAdvantage, Export to PDF, Attach to **Forms 1 & Form 3**
- Select Report **ABUD-REQ-004 Increase-Decrease Worksheet**
- Export **Increase-Decrease** Worksheet to Excel
- Complete **Justifications By Fund and Object**
- Once complete attach to **Form 1 & Form 3**

STAARS Training Resources
<http://staarstraining.alabama.gov/>

STAARS Helpdesk
(334) 353-9000 or
STAARS.support@finance.alabama.gov

FORM 7 INFORMATION TECHNOLOGY

The purpose of the EBO Form 7 spreadsheet is to meet the reporting requirements to justify, describe, and plan for all Information Technology (IT) related budget expenditures, and IT projects (either ongoing or planned) for FY 2019, regardless of funding source or program. IT related budget request expenditures and projects are defined in the *Code of Alabama, 1975 Section 41-28-2* as “automated data processing, communications systems and services, wide area and local area networks, the Internet, electronic information systems and related information, databases, equipment, goods, and services.”

EBO Form No. 7 consists of four types of tabs (forms) contained within a single spreadsheet.

- Coversheet: Required
- Other IT: Required
- Proj 01 – Proj 10: Agency Projects. Required submission discussed in IT Project tabs section.
- Total IT: Automatically calculated. Agencies cannot enter information in this tab.

Agencies must prepare the “Coversheet” tab, which contains general agency contact information, and the “Other IT” tab representing all non-project IT requested budget expenditures by major object. Planned and continuing IT projects for FY19 must be reported in the IT project spreadsheet tabs (Proj 01 – Proj 10). IT projects are defined as new or ongoing major IT endeavors to 1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or 2) major investments in IT services, hardware, or software or applications. IT endeavors with a total cost of \$250,000.00 or more must be reported as an IT project. Agencies are not allowed to use project phases or other means to circumvent the cost threshold. Agencies participating in a multi-agency or enterprise IT project must report the agency’s cost as an IT project if the total project cost for all participating agencies exceeds \$250,000.00. Participating agencies should use the same project name for multi-agency or enterprise IT projects such as STAARS or CARES.

All figures should be representative of the entire agency’s IT spend, and NOT just the agency IT organization. The Total IT costs are reflected in the next to last tab, which adds up all IT costs entered in the “Other IT” and Project tabs. The last tab is for State office use only. Detailed instructions for the EBO Form 7 spreadsheet are described below.

Refer all questions regarding the preparation of EBO Form No. 7 or these instructions to the Office of Information Technology at infoOIT@oit.alabama.gov. Additional information and frequently asked questions are shown in the Documents section of the OIT website: <http://www.oit.alabama.gov/>

Coversheet Tab

Coversheet – All agencies are required to complete and submit the coversheet.

1. AGENCY NAME - Identify the agency name
2. STAARS AGENCY CODE - Identify three-digit STAARS agency code or number. Agency codes or numbers can be found on the Comptroller’s website at: <http://comptroller.alabama.gov/pdfs/ChartofAccts/agcy.pdf>
3. AGENCY DIVISION/GROUP - A unique 10-character division or section name or abbreviation – (Optional) * Note: See Special Instructions #3 for additional information.
4. NAME - The agency person who can be called if there are any questions or clarifications needed on the submission.
5. TITLE, PHONE, E-MAIL - The title, phone number and e-mail address of agency contact.

| | | | |
|-------------------------------------|---------------------------------|---|-------------|
| State of Alabama | Agency IT Budget Request | | Fiscal Year |
| EBO Form 7 - Information Technology | | | 2019 |
| Agency Name: | 1 | STAARS Agency Code: | 2 |
| | | Agency Division/Group: (Optional) | 3 |
| Agency Contact Information | | | |
| Name | 4 | | |
| Title: | 5 | | |
| Phone: | 5 | | |
| E-mail: | 5 | | |

Other IT Budget Tab

Other IT Budget - All agencies are required to complete and submit one “Other IT” spreadsheet tab. The “Other IT” represents agency IT items included in the agency budget request but are not related to IT projects (Reported Separately). The “Other IT” budget request is the total agency IT budgeted expenditures excluding separately reported IT projects.

1. Please provide the requested amount for all IT budgeted or planned IT expenditures for all funds by major object being requested in FY2019. (Agency total and not the agency IT organization). Show totals rounding to the nearest dollar. Any IT projects submitted separately should be excluded in the amounts.
2. Show IT related staff included in budget request. Full Time Equivalent (FTE). An employee that works only half time during the year would be .50 FTE. Similarly, a new mid-year hire working full time would also be .50 FTE because the employee is only working a half year. An employee working half time on maintaining the agency IT applications or infrastructure and half time on an IT project would be counted as .50 on the total “Other IT” staff and .50 as part of the IT project IT staff. (Use two decimals)
 - a. Number of state staff with IT classifications (See listing)
 - b. Number of state staff engaged in IT related functions, but without IT classifications: “No Title at Conversion”, “Retired State Employee”, other state staff doing IT work or functions.
 - c. Ancillary or Support staff providing administrative support to the IT organization such as ASAs and other support staff.
 - d. IT related Contractors on site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.

| State of Alabama | Agency IT Budget Request | Fiscal Year |
|--|--|-----------------------------------|
| EBO Form 7 - Information Technology | Total Other IT Budget - IT Costs not related to IT Projects (Excluding IT Projects Submitted Separately) | 2019 |
| Object Code | Object Definition | Requested 2019 (Whole Dollars) |
| 0100 | Personnel Costs | 1 |
| 0200 | Employee Benefits | |
| 0300 | Travel-In-State | |
| 0400 | Travel-Out-Of-State | |
| 0500 | Repairs and Maintenance | |
| 0600 | Rentals and Leases | |
| 0700 | Utilities and Communication | |
| 0800 | Professional Services | |
| 0900 | Supplies, Materials and Operating Exp | |
| 1000 | Transportation Equipment Operations | |
| 1100 | Grants and Benefits | |
| 1200 | Capital Outlay | |
| 1300 | Transportation Equipment Purchases | |
| 1400 | Other Equipment Purchases | |
| 1500 | Debt Service | |
| 1600 | Miscellaneous | |
| | IT Operations Total | \$ - |
| Operations IT Staffing (FTE) - (Two Decimals) | | |
| a. IT State Staff with IT Classifications (FTE) | | |
| b. State Staff doing IT functions (FTE) | | 2 |
| c. Ancillary or Support State Staff (FTE) | | |
| d. Contract Staff | | |
| IT Operations Staffing Total | | 0.00 |

Proj 01 – Proj 10 Tabs

Proj 01 – Proj 10 – The spreadsheet allows 10 IT projects to be reported separately. IT projects are defined as new or ongoing major IT endeavors to 1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or 2) major investments in IT services, hardware, or software or applications. IT endeavors with a total cost of \$250,000.00 or more must be reported as an IT project. **All agencies are required to complete and submit “Proj 01” – even if there are not any IT projects.** Agencies without any IT projects meeting the threshold should complete “Proj 01” and enter “None” or “N/A” in the Project Title/Name or enter zero (0) for each object and for each type of project staff shown. Proj 02- Proj 10 tabs should be left blank.

1. PROJECT TITLE/NAME - Identify the agency’s project title or name.
2. START DATE (MM/DD/YYYY) - Date IT project started if ongoing or continuing, or the planned start date if the IT project is new.
3. PROJECT DESCRIPTION - The IT project’s description or function – be specific as possible. If the IT project is to replace 300 computers and 3 servers then the IT project would be “Acquire, configure and install 250 desktop computers, 40 laptops, and 10 tablets and 3 database servers”.
4. COMPLETION DATE (MM/DD/YYYY) - The planned completion date of the IT Project.
5. PROJECT PRIORITY - Agency priority number for the IT project. The priority number should be from 1 through the total number of projects with 1 being the highest priority. Duplicate priority numbers are not allowed – there is only one “1” and one “2” and so forth. This is an agency.
6. TOTAL PROJECT COSTS - Total IT Project cost. Round to the nearest whole dollar.
7. EBO-11 OPS PLAN PROJ TAB – Agencies are now required to submit an EBO Form 11 as part of their operations plan. If an existing IT project is continuing into the budget request fiscal year, select the project tab (Proj 01 through Proj 10) to show which tab was used for reporting the same IT project on the EBO Form 11, e.g. if a continuing IT project was reported on the “Proj 02” tab on the IT operations plan (EBO Form 11), select “Proj 02” from the dropdown list. Use the drop down list to select “NEW” for IT related projects which will begin during the budget request fiscal year.

8. TOTAL COSTS TO DATE: - Total amount spent or anticipated expenditures on continuing projects through 9/30/2018 for ongoing or continuing project. The total project cost to date for new projects beginning in FY2019 would be zero (0).
9. BUDGETED 2018 (Optional) - Show the IT project's budgeted amounts by object for FY18 for ongoing or continuing IT projects or projects starting in FY2018. Show zero (0) dollars for projects starting in FY2018.
10. REQUESTED 2019 - Show the IT projects requested amounts by object for the FY2019. Round to the nearest dollar. Show whole dollars only.
11. PROJECT STAFFING - The full time equivalents (FTE) of staff assigned to the project. The FTE is on the IT project basis. An employee working half time on the project for a full year during FY19 would be considered .50 FTE. Similarly, an employee working half time on a project that only lasts for 6 months during FY2019 would also be considered as .50 FTE. Show IT related staff included the budget request that will be assigned to work on the project.
 - a. Number of state staff with IT classifications (See listing)
 - b. Number of state staff engaged in IT related functions but without IT classifications: "No Title at Conversion", "Retired State Employee", other state staff doing IT jobs.
 - c. Ancillary or Support staff are staff that provide administrative support to the IT organization such as ASAs and other support staff
 - d. IT related Contractors on site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.

| | | |
|---|--|-------------------------|
| State of Alabama | Agency IT Budget Request | Project 01 |
| EBO Form 7 - Information Technology | Ongoing and Planned IT Projects (Submit each IT Project on a Separate Tab) | Fiscal Year 2019 |

| IT Project Budget Information | | | |
|-----------------------------------|---|--|---|
| Project Title/Name: | 1 | Start Date: (MM/DD/YYYY) | 2 |
| Project Description: | 3 | Completion Date: (MM/DD/YYYY) | 4 |
| Project Priority : | 5 | Total Project Costs: (Whole Dollars) | 6 |
| EBO -11 Ops Plan Proj Tab: | 7 | Total Costs to Date: (As of 9/30/2018) | 8 |

| IT Project Budget Information | | | |
|--|---------------------------------------|----------------------------------|-----------------------------------|
| Object Code | Object Definition | Budgeted 2018 (Whole Dollars) | Requested 2019 (Whole Dollars) |
| 0100 | Personnel Costs | | |
| 0200 | Employee Benefits | 9 | 10 |
| 0300 | Travel-In-State | | |
| 0400 | Travel-Out-Of-State | | |
| 0500 | Repairs and Maintenance | | |
| 0600 | Rentals and Leases | | |
| 0700 | Utilities and Communication | | |
| 0800 | Professional Services | | |
| 0900 | Supplies, Materials and Operating Exp | | |
| 1000 | Transportation Equipment Operations | | |
| 1100 | Grants and Benefits | | |
| 1200 | Capital Outlay | | |
| 1300 | Transportation Equipment Purchases | | |
| 1400 | Other Equipment Purchases | | |
| 1500 | Debt Service | | |
| 1600 | Miscellaneous | | |
| Total Project Cost/Expenditures | | \$ - | \$ - |

| Project Staffing (FTE) Duration of Project - (Two Decimals) | | |
|---|------|------|
| a. IT State Staff with IT Classifications (FTE) | | |
| b. State Staff doing IT functions (FTE) | 11 | |
| c. Ancillary or Support State Staff (FTE) | | |
| d. Contract Staff | | |
| Project Staffing Totals | 0.00 | 0.00 |

Special Instructions

1. Agencies with more than ten IT projects meeting the threshold can submit multiple spreadsheets. The first spreadsheet submitted should contain the agency total "Other IT" budget request. Complete the coversheet and as many of the project spreadsheet(s) as needed.
2. Agencies whose IT staff is only partially allocated to an IT project. If an IT staff person is working 25% of their time on an IT project and the remaining 75% of their time is spent on maintaining existing applications or infrastructure, the agency should include the .25 FTE as part of the project staff and include the .75 FTE as part of the "Other IT" staff. The total staff shown under "Other IT" and in the Proj 01 through Proj 10 tabs should not exceed the total anticipated IT staff. The total IT staff for all categories is automatically calculated and shown on the "Total IT" tab.
3. The "Agency Division/Group" is optional. IT budgeting is not simple or necessarily along organizational lines. The Agency Division/Group name or abbreviation was an attempt to allow agencies to distribute the EBO Form 7 to the appropriate personnel or units for completion. Agencies may use any unique 10-character name or abbreviation for the divisions or sections completing the form. All the completed EBO Form 7s would then be gathered for submission. All Division/Group submissions will be compiled and totaled by the state to create the "Agency" view. This means that each Division/Group with any IT expenditures must complete and submit the appropriate spreadsheets – but the IT project priority must be unique and unduplicated for the agency. Only one Division/Group can submit an IT project with the number "1" priority. The agency must submit all spreadsheets at the same time. It is the agency's responsibility to ensure that all Division/Groups have completed the appropriate IT spreadsheets and have reviewed the project priority(s) to ensure there are no duplicate priority numbers. Valid Division/Group submissions are below:
 - **One Blank or One Total** – Agencies may leave the Division/Group field blank or type in "Total" to indicate there will only be one EBO Form 7 submission for the agency.
 - **Multiple Division/Group Codes** – Agencies may submit one or more EBO Form 7s with each having a different "Division/Group". All Divisions/Groups with any IT related budget items or IT project must submit a separate completed EBO Form 7. All submitted Division/Group EBO Form 7s represent the total IT related expenditures and projects for the agency.
 - **One "All Other" and one or more Division/Group EBO Form 7-** Agencies also have the option of submitting individual EBO Form 7s for specific Division/Group and then combining the rest of the agency using a Division/Group name of "All Other" to indicate multiple

organizational units have been combined. The “All Other” combined with the specific Division/Group EBO Form 7 submitted represents total IT related expenditures for the agency.