

FY2012 B-1 REQUEST FOR ALLOTMENT OF APPROPRIATIONS INSTRUCTIONS

Adjustments to Appropriations

The following savings, included as Adjustments to Appropriations, are required by PA 11-6, as amended by PA 11-61 and PA 11-1 of the June Special Session:

General PS Holdback - computed based on each agency's PS share of the total PS for their branch of government applied to the branch's savings amount;

General OE Holdback - computed based on each agency's OE share of the total PS for their branch of government applied to the branch's savings amount;

Labor-Management Savings - computed based on each agency's share of savings related to the State's agreement with the State Employee Bargaining Agent Coalition. Allocated Executive branch savings include those for wage and fringe benefit changes, as well as savings related to other aspects of the agreement, including increased retirements and efficiency improvements. Note that it is anticipated that the technology and labor management committees which are being established pursuant to the agreement may identify additional areas of savings. Such savings would be expected to result in additional lapsing funds in the affected accounts.

Roster Applications - Roster Edit, Roster Check and Pay Periods

The Roster is the data source for generating permanent full-time costs and position counts. Use Roster Edit and Roster Check to update Roster records. Use Pay Periods to save the Roster rollout calculation to the B-1. OCE positions are included in the agency authorized count; the position counts, but not the dollars, will be shown on the Pay Periods Summary and carried to the B-1/Allotment of Personal Services on Save for those positions.

NOTE: A new Incumbent Code, "S" (Separated - No Refill), has been added to identify positions that are or will become vacant due to layoffs that will remain in effect (e.g., non-represented employees) or for positions that have been or will become vacant due to known retirements, and which the agency DOES NOT intend to refill. Only positions that meet the above criteria should use this Incumbent Code. Also please update the "Change Date" field to signify the departure date or the date the position became or is anticipated to become vacant. The software will calculate position costs prior to this date and will assume the position is vacated by the date indicated and will incur no cost thereafter.

NOTE: Please see the September 2, 2011 memo from Paul Potamianos (subject: *Request for Allotment of Appropriations (B-1) - FINAL REVISED GUIDANCE*) for specific B-1 policy and procedures.

Begin B-1 processing by clicking Start/All Programs/FY2012 Midterm Budget/FY2012 ADS Midterm Desktop.

Request for Allotment of Appropriations

REQUEST FOR ALLOTMENT OF APPROPRIATIONS								
Exit Utilities View/Edit Comments Roster Programs								
AES48000 - Agricultural Experiment Station			11000 - General Fund					
Allotment of Appropriations			Allotment of Personal Services				Carry Forward	
Appropriation Title	Appropriation	Adjustments	Amount to be Allotted	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Balance
10010-Personal Services	6,150,000	-45,447	6,104,553	0	0	0	0	6,104,553
10020-Other Expenses	923,511	-17,478	906,033	275,000	0	0	0	631,033
10050-Equipment	100	0	100	0	0	0	0	100
12056-Mosquito Control	222,089	0	222,089	90,000	0	0	0	132,089
12288-Wildlife Disease Prevention	83,344	0	83,344	22,000	0	0	0	61,344
AGENCY TOTAL	7,379,044	-62,925	7,316,119	387,000	0	0	0	6,929,119

Menu Commands

- *Exit* - Terminates B1 processing

- *Utilities* - Print and Submit facilities (All accounts must be in balance to allow submission)
- *View/Edit Comments* - Opens a comment area at the bottom of the screen
- *Roster Programs* - Starts Roster Edit, Roster Check, or Pay Periods
- *Save* - Saves all data on current screen

Screens/Tabs

- *Allotment of Appropriations* - Refers to traditional "Schedule 1" process of registering Adjustments, and distributing the Amount to be Allotted to quarters;
- *Allotment of Personal Services* - Refers to traditional "Schedule 2" process of breaking out permanent full-time position costs and count, and other personal services items;
- *Carry Forward* - Shows carry forward balances by SID, with columns for registering quarterly expenditure estimates.

Allotment of Appropriations (Schedule 1)

All appropriations except Personal Services are allocated to quarters on this screen. The software enables you to enter adjustments to appropriations, to balance the sum of the quarters to the total amount to be allotted, and to enter percentages to distribute allotments to quarters.

Adjustments to the Appropriation

Adjustments to Appropriations					
Return		Print			
OPM20000 - Office of Policy and Management			11000 - General Fund		
Appropriation Title	Appropriation	Adjustments	Amount to be Allotted	Adjustment Code	Comments
10010-Personal Services	12,234,375	-98,145	12,136,230	OPMPS	General Personal Services Reduction
10020-Other Expenses	2,636,252	-533,016	2,103,236	OE_07	Reduce OE to FY07 Level
10020-Other Expenses		-65,212	2,038,024	OPMOE	General Other Expenses Reduction
10020-Other Expenses		-363,616	1,674,408	CNTRC	Contracts Savings
10020-Other Expenses		200,000	1,874,408	CNTRC	Contract Savings reallocation
12169-Automated Budget System and Data Base Link	55,075	-419	54,656	CNTRC	Contracts Savings
12211-Leadership, Education, Athletics in Partnership (LEAP)	850,000	-211,278	638,722	CNTRC	Contracts Savings
12251-Justice Assistance Grants	1,129,572	-529,197	600,375	CNTRC	Contracts Savings
12318-Neighborhood Youth Centers	1,487,000	-281,705	1,205,295	CNTRC	Contracts Savings
12460-Criminal Justice / CT Impaired Driving Records Info Sy	902,857	-842	902,015	CNTRC	Contracts Savings
16017-Tax Relief for Elderly Renters	24,000,000	-48,416	23,951,584	CNTRC	Contracts Savings
16181-Regional Planning Agencies	200,000	-200,000	0	CNTRC	Contracts Savings
17011-Reimbursement Property Tax - Disability Exemption	400,000	-200,000	200,000	CNTRC	Contract Savings reallocation
17035-Capital City Economic Development	6,050,000	-2,050,647	3,999,353	CNTRC	Contracts Savings

Refer to the 1st section of these instructions for the methodologies used to develop statewide adjustments.

Double-click in the Adjustments column to initiate the adjustments module.

- *Return* - Returns to Allotment of Appropriation processing
- *Print* - Prints the adjustment screen
- *Save* - Saves adjustment amounts, codes, and comments
- *To Delete Adjustment* - Double-click on an agency created adjustment to initiate the delete.
- *To Create an Adjustment* - Click on the down arrow to select a SID, enter the Adjustment Amount, Adjustment Code, and Comments. A Comment to explain adjustments is required before saving. Agency adjustments must net to zero or you will be blocked from submitting your B1.

Quarterly Allotment Input

Type in amounts for Quarter 1, Quarter 2, Quarter 3 and Quarter 4; the 'Balance' column must equal '0' to allow for submission.

Allotment of Personal Services (Schedule 2)

REQUEST FOR ALLOTMENT OF APPROPRIATIONS								
Exit Utilities Roster Programs								
AES48000 - Agricultural Experiment Station			11000 - General Fund					
Allotment of Appropriations			Allotment of Personal Services				Carry Forward	
	Appropriation	Proposed Adjustments	Amount to be Allotted	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Balance
10010 Personal Services	6,150,000	-45,447	6,104,553	1,587,875	0	0	0	4,516,678
PS BREAKOUT				1st Quarter Remaining: 1,587,875				
Filled				0	0	0	0	0
Vacant				0	0	0	0	0
New				0	0	0	0	0
Cancel				0	0	0	0	0

Totals for each quarter are shown on the "10010 Personal Services" line; a column showing any undistributed balance of allotments or positions is at the far right. Amounts shown in the "PS Breakout" section come from Pay Periods summary.

To override Pay Periods financial amounts or position counts on the B-1, double-click the cell you wish to modify, and enter the new amount; justification is required to explain the reason for the override.

Enter Other Personal Services Items in the quarters as appropriate. Lines are provided at the foot of the schedule for reimbursements and turnover. Turnover represents the variance between the Amount to be Allotted and the sum of quarterly forecasted Personal Services costs, less reimbursements. NOTE: precede Turnover entries by the minus (-) sign.

Carry Forward

Use Carry Forward to program amounts by quarter. Account numbers and amounts are prefilled based on Appropriation Act language. Add accounts and modify balances as needed to reflect the latest estimate of the amount to be carried forward. Dollars may be allocated to quarter using direct data entry. Make adjustments between accounts using adjustment codes to show the source and destination of the transferred amount. Cite the Statutory reference for the carry forward in the column provided prior to saving.

Submittal

Execute the following steps in the order presented below to produce all submittal requirements:

Submit - (found in Utilities) checks for out of balance conditions, and records your B1/PS Roster as submitted on the OPM budget server. Agency input adjustments must net to zero to allow submission. Submitting does not remove or deactivate your B-1/PS Roster data.

Print - B-1 printouts have been designed to fit in portrait orientation on 8 ½ x 11 paper.

OPM gets 1 signed original, plus two additional hard copies. Remember to transmit one hardcopy of the B-1 to your OFA analyst.

B-1 software questions may be directed to OPM/Applications Development and Support Unit

- Chuck Pomeroy (860) 418-6370 charles.pomeroy@ct.gov

POLICY QUESTIONS SHOULD BE DIRECTED TO YOUR BUDGET ANALYST.