



STATE OF IDAHO
OFFICE OF THE STATE CONTROLLER
BRANDON D WOOLF

Fiscal Year 2018 Budget Request
September 1, 2016

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Agency Summary And Certification

SEP 01 2016

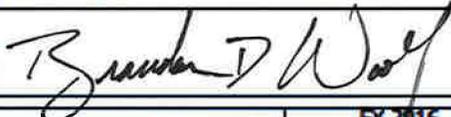
140 – Controller, State

Original Submission ___ or Rev No. ___

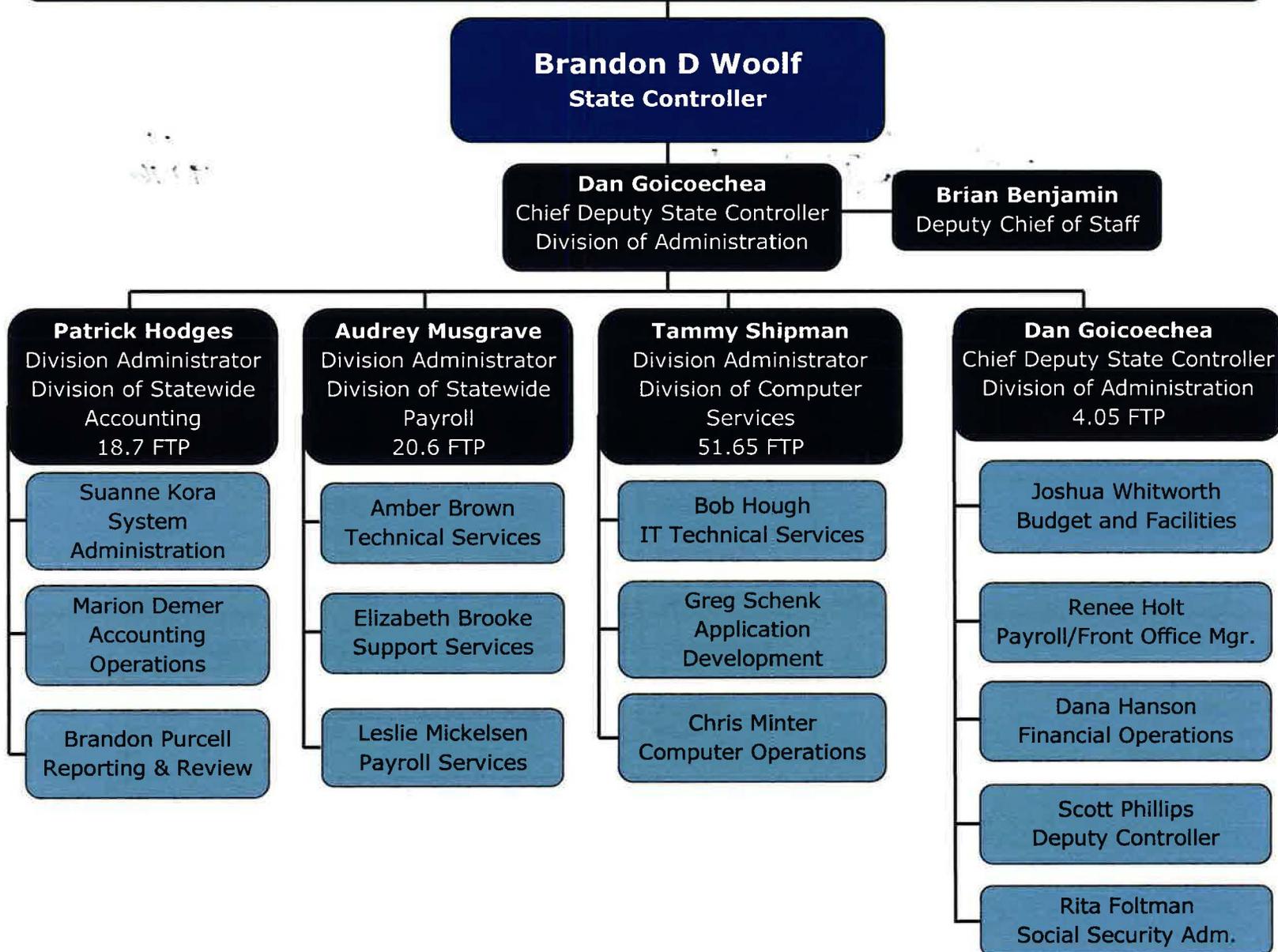
FY2018 Request

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In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : 		Date: 9/1/16			
Function/ Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Administration	645,100	622,300	670,200	670,200	762,000
Statewide Accounting	3,322,900	3,322,500	3,619,100	3,619,100	4,029,900
Statewide Payroll	3,031,700	2,997,700	3,245,100	3,274,900	3,442,500
Computer Center	10,452,600	8,253,800	7,788,300	9,987,100	7,741,100
Total	17,452,300	15,196,300	15,322,700	17,551,300	15,975,500
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00 General Revenue Fund	6,959,700	6,902,500	7,524,400	7,554,200	8,224,400
O 0349-00 Miscellaneous Revenue	40,000	40,000	10,000	10,000	10,000
O 0480-00 Data Processing Services	10,452,600	8,253,800	7,788,300	9,987,100	7,741,100
Total	17,452,300	15,196,300	15,322,700	17,551,300	15,975,500
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	8,980,200	7,117,800	8,731,600	9,253,700	8,658,200
Operating Expenditures	8,376,400	7,835,100	6,521,200	8,164,500	7,222,500
Capital Outlay	95,700	243,400	69,900	133,100	94,800
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	17,452,300	15,196,300	15,322,700	17,551,300	15,975,500
FTP Total	95.00	95.00	95.00	95.00	95.00

Citizens of the State of Idaho



FY 2018 Agency Budget - Request**Line Item Report**

Agency: 140 Controller, State

Decision Unit	Priority	Agency Request		
		FTP	General	Total
Administration				
12.02 CSC Fee Increase for Remaining Customers	2	0.00	46,000	46,000
12.03 Physical Security Infrastructure	3	0.00	45,000	45,000
Statewide Accounting				
12.02 CSC Fee Increase for Remaining Customers	2	0.00	385,000	385,000
12.04 System Modernization: Statewide Requirements	4	0.00	195,000	195,000
12.05 Financial Reporting Software for Meeting Audit	5	0.00	35,000	35,000
Statewide Payroll				
12.02 CSC Fee Increase for Remaining Customers	2	0.00	187,500	187,500
12.04 System Modernization: Statewide Requirements	4	0.00	195,000	195,000
Computer Center				
12.01 Carryover Authority for the Computer Service	1	0.00	0	0
		0.00	1,088,500	1,088,500

FORM B11: REVENUE

Agency/Department: Office of the State Controller
 Program (if applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 140
 Budget Unit (if Applicable): _____
 Function/Activity Number (if Applicable): _____

Original Request Date: September 1, 2016 Revision Request Date: _____

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description - Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0001		General Fund		3601	Miscellaneous Revenue	45	(377)	0	0	0
0001		General Fund		1001	License Permit & Fees	300	0	0	0	0
0001		General Fund		3601	Miscellaneous Revenue	263	0	0	0	0
0001		General Fund		FUND TOTAL		\$608	(\$377)	\$0	\$0	\$0
0125		Indirect Cost Recovery - SWCAP		1001	License Permit & Fees	11,190	13,630	23,255	23,300	23,300
0125		Indirect Cost Recovery - SWCAP		1501	Sale of Services	175	205	230	230	230
0125		Indirect Cost Recovery - SWCAP		FUND TOTAL		\$11,365	\$13,835	\$23,485	\$23,530	\$23,530
0349		Miscellaneous Revenue		1501	Sale of Services	0	0	2,899	2,900	2,900
0349		Miscellaneous Revenue Agreements		3601	Miscellaneous Revenue	4,200	4,062	0	0	0
0349		Miscellaneous Revenue		FUND TOTAL		\$4,200	\$4,062	\$2,899	\$2,900	\$2,900
0480		Data Processing Services		1501	Sale of Services	7,563,735	8,109,088	7,263,473	7,018,100	7,569,300
0480		Data Processing Services		2501	Interest	7,142	(5,657)	15,240	10,000	10,000
0480		Data Processing Services		3601	Miscellaneous Revenue	262	0	(24,855)	0	0
0480		Data Processing Services		1901		0	0	0	0	0
0480		Data Processing Services		FUND TOTAL		\$7,571,139	\$8,103,431	\$7,253,858	\$7,028,100	\$7,585,100
0526-01		Permanent Endowment Funds		3601	Miscellaneous Revenue	80	0	0		
0526-01		Permanent Endowment Funds		FUND TOTAL		\$80	\$0	\$0	\$0	\$0
GRAND TOTAL						\$7,587,392	\$8,120,951	\$7,280,242	\$0	\$0

SIGNIFICANT ASSUMPTIONS

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2018 Estimated Impact
					\$0

FORM B12: ANALYSIS OF FUND BALANCES				Request for Fiscal Year : <u>2018</u>					
Agency/Department: <u>Office of the State Controller</u>					Agency Number: <u>140</u>				
Original Request Date: <u>September 1, 2016</u>		or Revision Request Date: _____			Page _____ of _____				
<u>Sources and Uses:</u>									
Conference Registrations and Conference Costs									
FUND NAME:	Miscellaneous Revenue Fund	FUND CODE:	0349	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	
1. Beginning Free Fund Balance				594	3,534	4,516	1,366	1,116	
2. Encumbrances as of July 1				0	0	0	0	0	
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0	
3. Beginning Cash Balance				594	3,534	4,516	1,366	1,116	
4. Revenues (from Form B-11)				4,200	4,062	2,899	3,750	3,750	
5. Non-Revenue Receipts and Other Adjustments				0	0	100	0	0	
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0	
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0	
8. Total Available for Year				4,794	7,596	7,515	5,116	4,866	
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0	
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0	
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0	
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0	
13. Original Appropriation				40,000	40,000	40,000	10,000	10,000	
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0	
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0	
16. Reversions				(38,740)	(36,920)	(33,851)	(8,000)	(8,000)	
17. Current Year Reappropriation				0	0	0	0	0	
18. Reserve for Current Year Encumbrances				0	0	0	0	0	
19. Current Year Cash Expenditures				1,260	3,080	6,149	4,000	4,000	
20. Ending Cash Balance				3,534	4,516	1,366	1,116	866	
21. Prior Year Encumbrances as of June 30				0	0	0	0	0	
22. Current Year Encumbrances as of June 30				0	0	0	0	0	
22a. Current Year Reappropriation				0	0	0	0	0	
23. Borrowing Limit				0	0	0	0	0	
24. Ending Free Fund Balance				3,534	4,516	1,366	1,116	866	
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				1,260	3,080	6,149	4,000	4,000	
26. Outstanding Loans (if this fund is part of a loan program)									
<u>Notes:</u>									

FORM B12: ANALYSIS OF FUND BALANCES		Request for Fiscal Year : 2018						
Agency/Department: <u>Office of the State Controller</u>		Agency Number: <u>140</u>						
Original Request Date: <u>September 1, 2016</u> or Revision Request Date: _____		Page _____ of _____						
Sources and Uses:								
Cash is received from the users of the resources of the Computer Service Center and expended for Personnel Costs, Operating Expenditures, and Capital Outlay purchases to run the data center.								
FUND NAME:	Data Processing Services	FUND CODE:	0480	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				3,176,010	3,122,040	3,991,599	792,815	32,615
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	2,198,735	2,436,235
3. Beginning Cash Balance				3,176,010	3,122,040	3,991,599	2,991,550	2,468,850
4. Revenues (from Form B-11)				7,571,139	8,103,431	7,263,473	7,018,100	7,569,300
5. Non-Revenue Receipts and Other Adjustments				1,160	296	(9,615)	10,000	10,000
6. Statutory Transfers in:				0	0	0	0	0
7. Operating Transfers in:				0	0	0	0	0
8. Total Available for Year				10,748,309	11,225,767	11,245,457	10,019,650	10,048,150
9. Statutory Transfers Out:				0	0	0	0	0
10. Operating Transfers Out:				0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				1,339	24	50	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				7,189,200	7,358,200	7,464,500	7,788,300	7,800,000
14. Prior Year Reappropriations, Supplementals, Rescissions				3,299,766	2,864,036	2,988,092	2,198,735	2,436,235
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				(2,864,036)	(2,988,092)	(2,198,735)	(2,436,235)	(2,685,435)
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				7,624,930	7,234,144	8,253,857	7,550,800	7,550,800
20. Ending Cash Balance				3,122,040	3,991,599	2,991,550	2,468,850	2,497,350
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	2,198,735	2,436,235	2,685,435
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				3,122,040	3,991,599	792,815	32,615	(188,085)
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				7,624,930	7,234,144	8,253,857	7,550,800	7,550,800
26. Outstanding Loans (if this fund is part of a loan program)								
<u>Notes:</u>								

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: Office of the State Controller

Request for Fiscal Year : 2018

Division: Administration

Agency Number: 140

Original Request Date: September 1, 2016	Revision Request Date:
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Division: Administration

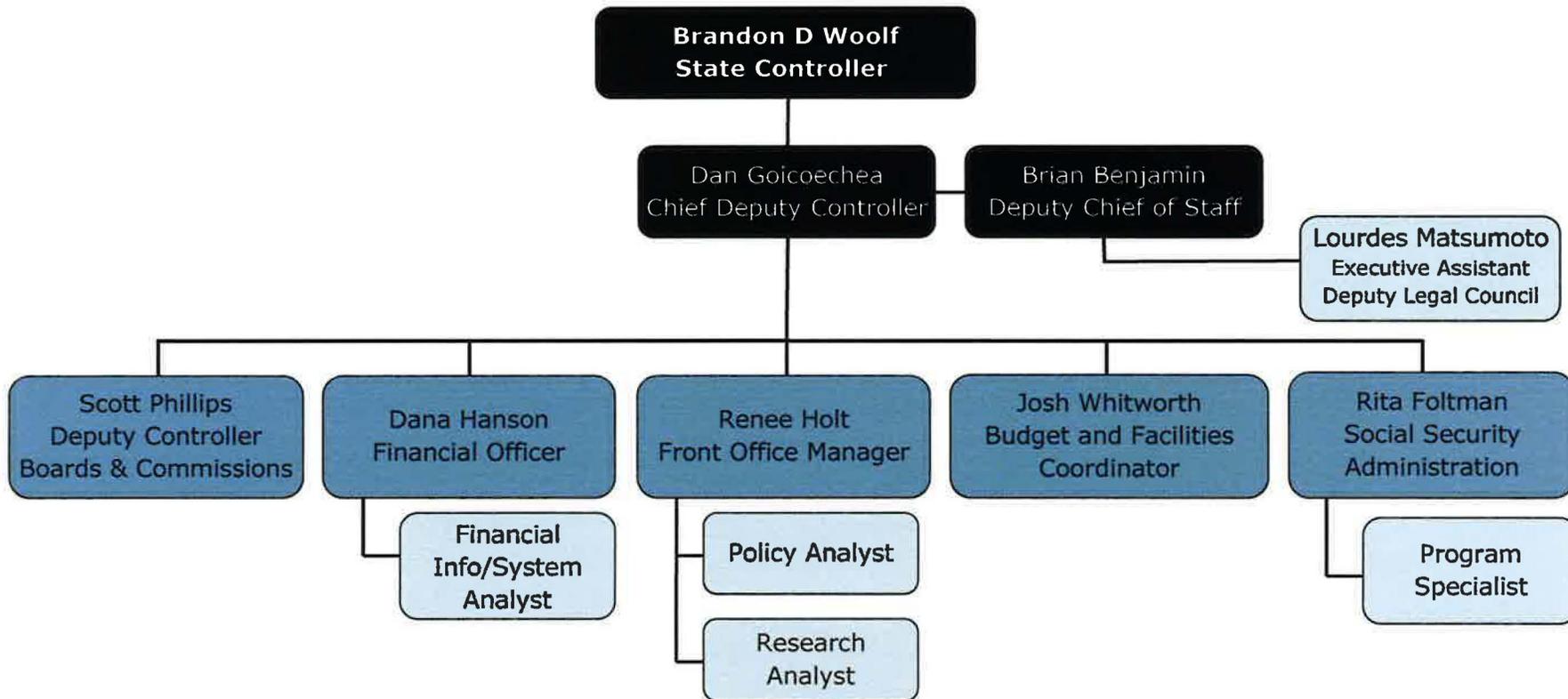
The State Controller is a member of the executive branch of government and one of seven statewide elected officials in Idaho. The office is organized into four divisions: (1) Administration; (2) Statewide Accounting; (3) Statewide Payroll; and (4) the Computer Service Center.

The Division of Administration provides administrative, financial and human resource services for the agency and provides support for the ex officio duties of the State Controller including serving as Secretary to the Board of Examiners, member of the State Board of Land Commissioners, State Social Security Administrator and Idaho Technology Authority (ITA) member. As Idaho's Administrator of State Social Security Programs, the State Controller is responsible for ensuring state compliance of Section 218 of the federal Social Security Act.

The Administration Division is funded via General Fund appropriation. [Statutory Authority: Section 67-1001, Idaho Code]

"No Changes"

Division of Administration



FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State

Function: 01 - Administration

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation							
1.00 FY 2016 Total Appropriation							
HB 249							
0001-00 General	5.00	566,000	71,200	7,900	0	0	645,100
Total	5.00	566,000	71,200	7,900	0	0	645,100
1.21 Net Object Transfers							
Object Transfer of P/E to O/E at the end of the year in expectation of year costs.							
0001-00 General	0.00	(85,500)	85,500	0	0	0	0
Total	0.00	(85,500)	85,500	0	0	0	0
1.61 Reverted Appropriation Balances							
0001-00 General	0.00	0	(21,900)	(900)	0	0	(22,800)
Total	0.00	0	(21,900)	(900)	0	0	(22,800)
FY 2016 Actual Expenditures							
0001-00 General	5.00	480,500	134,800	7,000	0	0	622,300
Total	5.00	480,500	134,800	7,000	0	0	622,300
FY 2017 Original Appropriation							
3.00 FY 2017 Original Appropriation							
SB 1397							
0001-00 General	4.50	581,500	70,400	0	0	0	651,900
OT 0001-00 General	0.00	11,600	0	6,700	0	0	18,300
Total	4.50	593,100	70,400	6,700	0	0	670,200
FY 2017 Total Appropriation							
0001-00 General	4.50	581,500	70,400	0	0	0	651,900
OT 0001-00 General	0.00	11,600	0	6,700	0	0	18,300
Total	4.50	593,100	70,400	6,700	0	0	670,200
FY 2017 Estimated Expenditures							
0001-00 General	4.50	581,500	70,400	0	0	0	651,900
OT 0001-00 General	0.00	11,600	0	6,700	0	0	18,300
Total	4.50	593,100	70,400	6,700	0	0	670,200
Base Adjustments							
8.31 Transfer Between Programs							
Transfer of FTP to match annual allocation of work.							
0001-00 General	-0.45	0	0	0	0	0	0
Total	-0.45	0	0	0	0	0	0

Analyst: Shelby Kerns

08/31/2016

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FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State

Function: 01 - Administration

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
8.41 Removal of One-Time Expenditures								
Removal of one-time appropriation for computer equipment and \$11,000 in personnel costs for 27th pay period.								
OT	0001-00	General	0.00	(11,600)	0	(6,700)	0	(18,300)
		Total	0.00	(11,600)	0	(6,700)	0	(18,300)
FY 2018 Base								
	0001-00	General	4.05	581,500	70,400	0	0	651,900
OT	0001-00	General	0.00	0	0	0	0	0
		Total	4.05	581,500	70,400	0	0	651,900
Program Maintenance								
10.11 Change in Health Benefit Costs								
Change in Health Benefit								
	0001-00	General	0.00	5,000	0	0	0	5,000
		Total	0.00	5,000	0	0	0	5,000
10.12 Change in Variable Benefit Costs								
Change in Variable Benefit								
	0001-00	General	0.00	100	0	0	0	100
		Total	0.00	100	0	0	0	100
10.31 Repair, Replacement Items/Alterations								
Replacement of 3 laptop computers, 1 Desktop Computer, and 4 monitors to stay compliant with 3 year repair and maintenance schedule.								
	0001-00	General	0.00	0	1,100	6,900	0	8,000
		Total	0.00	0	1,100	6,900	0	8,000
10.51 Annualizations								
State Controller's Annualizations								
	0001-00	General	0.00	1,000	0	0	0	1,000
		Total	0.00	1,000	0	0	0	1,000
10.61 Salary Multiplier - Regular Employees								
	0001-00	General	0.00	2,800	0	0	0	2,800
		Total	0.00	2,800	0	0	0	2,800
10.62 Salary Multiplier - Group and Temporary								
	0001-00	General	0.00	1,200	0	0	0	1,200
		Total	0.00	1,200	0	0	0	1,200

FY 2018 Agency Budget - Request
Detail Report

Agency: 140 - Controller, State

Function: 01 - Administration

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
10.03 Salary Multiplier - Elected Officials								
0001-00	General	0.00	1,000	0	0	0	0	1,000
Total		0.00	1,000	0	0	0	0	1,000
FY 2018 Total Maintenance								
0001-00	General	4.05	592,600	71,500	6,900	0	0	671,000
OT 0001-00	General	0.00	0	0	0	0	0	0
Total		4.05	592,600	71,500	6,900	0	0	671,000
Line Items								
12.02 CSC Fee Increase for Remaining Customers								
The changing customer base of the SCO mainframe environment combined with the enhanced usage of open systems/web-based services has led to increased costs and a subsequent fee increase to the Administration Division. This realigned allocation of costs better represents the customer usage of services as well as statewide recovery of costs in each environment.								
0001-00	General	0.00	0	46,000	0	0	0	46,000
Total		0.00	0	46,000	0	0	0	46,000
12.03 Physical Security Infrastructure								
This request will improve the physical security profile of the office by providing for the construction of physical security improvements, thus ensuring employees have a safe and secure work area, appropriate public access is maintained, and sensitive information is protected.								
OT 0001-00	General	0.00	0	0	45,000	0	0	45,000
Total		0.00	0	0	45,000	0	0	45,000
FY 2018 Total								
0001-00	General	4.05	592,600	117,500	6,900	0	0	717,000
OT 0001-00	General	0.00	0	0	45,000	0	0	45,000
Total		4.05	592,600	117,500	51,900	0	0	762,000

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: Office of the State Controller		Request for Fiscal Year : 2018			
Function/Division: Administration		Agency Number: 140			
Activity/Program:		Function/Activity Number:			
		Budget Unit: SCAA			
Original Request Date: September 1, 2016	Revision Request Date:	Page: of			
Decision Unit Number: 12.02		Descriptive Title: CSC Fee Increase for Remaining Customers			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5301 Computer Services 2. 3.	46,000				\$46,000
TOTAL OPERATING EXPENDITURES:	\$46,000				\$46,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$46,000				\$46,000

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Administration
Budget Unit: SCAA

Decision Unit: 12.02
Descriptive Title: CSC Fee Increase for Remaining Customers

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

As a dedicated fund division, the SCO's Computer Service Center (CSC) derives operating cash from fees paid by its customers. The Governmental Accounting Standards Board (GASB) requires our billing rates to generate revenue sufficient to cover the costs of providing technology services. The large state agencies who historically utilized the CSC's technology services made business decisions to seek technology services elsewhere. Their decisions significantly impact the CSC as a cost center.

In FY2015 the Idaho Transportation Department (ITD) and the Department of Labor (DOL) each decided to re-platform their systems away from SCO computing environments; the SCO submitted a \$3.5 million FY2016 budget request to address this changing customer base. During this same period, the Department of Health and Welfare (H&W) agreed to postpone re-platforming away from the CSC. H&W's timing-change provided enough stability to mitigate the financial impact of a changing customer base. As a matter of financial prudence, SCO retracted its original FY2016 request for \$3.5 million because we determined additional funding was unnecessary at that time.

Financial modeling of CSC operations yielded a FY2017 request for \$994,000 to mitigate the increased expenses and decreased revenues associated with the CSC's volatile customer base. Given that CSC customers further delayed their departures from the computing environments, SCO was able to further refine the CSC's cost model and withdraw the \$994,000 FY2017 request.

Analysis and review of CSC's current expenses and revenues resulted in the division's fee-for-service cost model rates being increased for FY2018. These new rates reflect the changing customer base within the CSC's computing environments, and the fact that increased costs are now prorated among fewer customers. This increase enables the state of Idaho to stay in compliance with OMB Circular 2CFR 200, Code of Federal Regulations.

For FY2018 SCO divisions will require a total of \$618,500 to cover the increased costs of operating in the mainframe and open systems computing environments. Of this total, Administration requests \$46,000 in ongoing operating funds. Current funding appropriated to ADM is insufficient to absorb the costs which are now shared by fewer customers under the CSC's realigned billing model and smaller customer base.

2. What resources are necessary to implement this request?

- a. **List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.** None.
- b. **Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.** None.
- c. **List any additional operating funds and capital items needed.**
The request is entirely for operating funds.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The changing customer base of the SCO mainframe environment combined with the enhanced usage of open systems/web-based services has led to increased costs and a subsequent fee increase to the Administration Division and the other customers. This realigned allocation of costs better represents the customer usage of services as well as statewide recovery of costs in each environment. The increased costs in the open systems to ADM more accurately represents the service they receive. The total request of \$618,500.00 is for on-going expenses and will be pro-rated per usage of the environments between the Division of Statewide Accounting, Administration Division, and Division of Statewide Payroll.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The request is made so that the State Controller can maintain the required level of accounting and payroll services for all state agencies operating in both the mainframe and open-systems environments. If this request is not funded, the Office of the State Controller will not be able to meet its statutory mandates.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Administration</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCAA</u>			
Original Request Date: September 1, 2016	Revision Request Date:	Page: _____ of _____			
Decision Unit Number: <u>12.03</u>		Descriptive Title: <u>Physical Security Infrastructure</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 2. 3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object: 1. 6201 Building Improvements 2. 3.	45,000				\$45,000
TOTAL CAPITAL OUTLAY:	\$45,000				\$45,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$45,000				\$45,000

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Administration
Budget Unit: SCAA

Decision Unit: 12.03
Descriptive Title: Physical Security Infrastructure

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

The Administration Division (ADM) requests \$45,000 in one-time Capital Outlay funds to improve the office's physical security profile. This request covers the construction of physical security improvements and will ensure employees have a safe and secure work area, appropriate public access is maintained, and sensitive information is protected.

The current layout of the JRW Building provides unfettered public access to much of the SCO's private work areas. Implementing physical security best practices will enable the SCO to address the open floorplan challenges, providing protection of employees and sensitive information covered under regulations like the IRS 1075 requirements.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

None.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

None.

c. List any additional operating funds and capital items needed.

The request is entirely for capital outlay funds.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request is a one-time request for capital improvements to the SCO office area to enhance the safety of staff and information according to best practices.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The request is made so that the State Controller can maintain the required level of services for all state agencies while also securing the most important asset, human capital. If this request is not funded, SCO will have security vulnerabilities in its physical office space, potentially putting both personnel and non-disclosable information at risk.

Agency/Department: <u>Office of the State Controller</u>		Agency Number: 140										
Function/Division: <u>Administration Division</u>		Function/Activity Number: _____										
Activity/Program: _____		Budget Unit: SCAA										
Original Request Date: September 1, 2016		Fiscal Year: 2018										
Revision Date: _____		Revision #: _____		Fund Name: General				Fund Number: 0001-00				
		Budget Submission Page # _____ of _____										
PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	2.63	218,957	32,558	45,300	296,815	(8,109)	3,245	42	3,287
		Board & Group Positions	2		27,195	0	10,350	37,546				
		Elected Officials & Full Time Commissioners	3	1.00	104,207	12,240	20,742	137,189		1,220	21	1,241
		TOTAL FROM WSR		3.63	350,359	44,798	76,392	471,549		4,465	63	4,528
		FY 2017 ORIGINAL APPROPRIATION	583,100	4.50	440,671	55,346	95,083	583,100				
		Unadjusted Over or (Under) Funded:	Est Difference	0.87	90,312	11,540	19,692	121,551				Calculated overfunding is 20.5% of Original Appropriation
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Ctl	Adjustment Description / Position Title									
0048	04241	R1	Financial Officer	1	(0.15)	(13,728)	(1,836)	(2,918)	(18,482)	(183)	(3)	(186)
0102	22401	R1	Chief of Staff	1	(0.10)	(11,594)	(1,224)	(2,465)	(15,283)	(122)	(2)	(124)
0106	22414	R1	Budget-Facilities Coordinator	1	0.10	7,577	1,224	1,611	10,412	122	2	124
0108	27442	R1	Financial/Info Systems Analyst	1	(0.03)	(2,579)	(343)	(548)	(3,470)	(34)	(1)	(35)
0132	28113	R1	Deputy Legal Council	1	0.35	22,568	4,284	4,796	31,650	427	5	432
0135	22411	R1	Deputy Controller - Boards & Commissions	1	0.15	11,688	1,836	2,485	16,006	183	2	185
0234	22428	R1	Front Office Manager	1	0.10	6,456	1,224	1,373	9,063	122	1	123
9993	95000	R1	Group	2	0.00	84,750	0	6,831	91,581	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
Other Adjustments:												
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	3.05	239,345	37,724	49,634	326,703		3,760	46	3,806
		Board & Group Positions	2	0.00	111,945	0	17,181	129,125			0	0
		Elected Officials & Full Time Commissioners	3	1.00	104,207	12,240	20,742	137,189		1,220	21	1,241
		Estimated Salary and Benefits		4.05	455,497	49,964	87,557	593,017		4,980	67	5,047
Adjusted Over or (Under) Funding:			Orig. Approp	0.45	100	0	0	100	Calculated overfunding is .0% of Original Appropriation			
			Est. Expend	0.45	100	0	0	100	Calculated overfunding is .0% of Estimated Expenditures			
			Base	0.00	100	0	0	100	Calculated overfunding is .0% of the Base			
Personnel Cost Reconciliation - Relation to Zero Variance -->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	593,100	4.50	455,580	49,971	87,569	593,100				
	Rounded Appropriation		4.50	455,600	50,000	87,600	593,100				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		4.50	455,600	50,000	87,600	593,100				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		4.50	455,600	50,000	87,600	593,100				
	Base Adjustments:										
8.31	Transfer Between Programs		(0.45)	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(9,800)	0	(2,000)	(11,600)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		4.05	446,000	50,000	85,600	581,500				
10.11	Change in Health Benefit Costs				5,000		5,000				
10.12	Change in Variable Benefits Costs					100	100				
	Subtotal CEC Base:	Indicator Code	4.05	446,000	55,000	85,700	586,600				
10.51	Annualization	3		800	0	200	1,000				
10.61	CEC for Permanent Positions	1.00%		2,300		500	2,800				
10.62	CEC for Group Positions	1.00%		1,100		100	1,200				
10.63	CEC for Elected Officials & Commissioners			800		200	1,000				
11.00	FY 2018 PROGRAM MAINTENANCE		4.85	451,000	55,000	86,700	592,600				
	Line Items:										
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		4.05	451,000	55,000	86,700	592,600				

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: Office of the State Controller
Division: Division of Statewide Accounting

Request for Fiscal Year : 2018
Agency Number: 140

Original Request Date: September 1, 2016	Revision Request Date:
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Page: _____ **of** _____

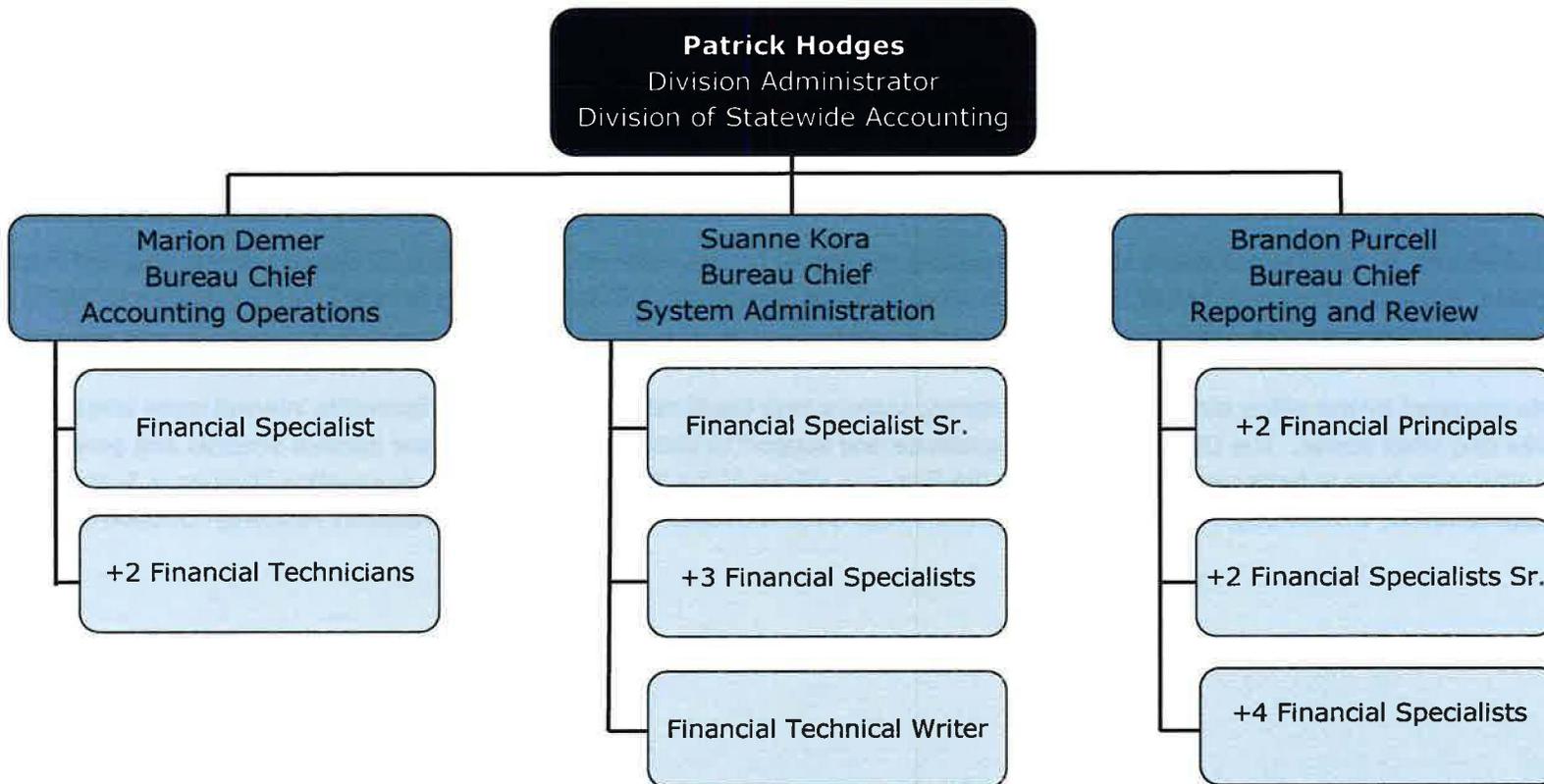
Division: Statewide Accounting

The Division of Statewide Accounting maintains Idaho's accounting system of record, referred to as STARS (Statewide Accounting and Reporting System), processes vendor payments on behalf of state agencies, and publishes Idaho's Comprehensive Annual Financial Report as well as other statewide and agency specific reports.

Financial reports prepared by the office are critical for maintaining Idaho's high credit rating and obtaining favorable interest rates when issuing tax anticipation notes and other bonds. The Division provides guidance and support to state agencies for proper internal controls and generally accepted accounting principles to better manage and report the financial affairs of the State of Idaho. The Accounting Division is funded via General Fund appropriation, with funding derived through the Statewide Cost Allocation Plan (SWCAP). [Statutory Authority: Section 67-1001, Idaho Code]

"No Changes"

Division of Statewide Accounting



20.6 FTP

FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State
 Function: 02 - Statewide Accounting

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
HB 249								
0001-00	General	20.60	1,613,000	1,684,900	5,000	0	0	3,302,900
0349-00	Other	0.00	0	20,000	0	0	0	20,000
	Total	20.60	1,613,000	1,704,900	5,000	0	0	3,322,900
1.21 Net Object Transfers								
Object transfer of P/E to O/E at the end of the year in expectation of year end costs.								
0001-00	General	0.00	(65,300)	65,300	0	0	0	0
	Total	0.00	(65,300)	65,300	0	0	0	0
1.61 Reverted Appropriation Balances								
0001-00	General	0.00	0	0	(400)	0	0	(400)
	Total	0.00	0	0	(400)	0	0	(400)
FY 2016 Actual Expenditures								
0001-00	General	20.60	1,547,700	1,750,200	4,600	0	0	3,302,500
0349-00	Other	0.00	0	20,000	0	0	0	20,000
	Total	20.60	1,547,700	1,770,200	4,600	0	0	3,322,500
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
SB 1397								
0001-00	General	20.60	1,675,400	1,683,400	0	0	0	3,358,800
OT 0001-00	General	0.00	54,100	175,000	26,200	0	0	255,300
0349-00	Other	0.00	0	5,000	0	0	0	5,000
	Total	20.60	1,729,500	1,863,400	26,200	0	0	3,619,100
FY 2017 Total Appropriation								
0001-00	General	20.60	1,675,400	1,683,400	0	0	0	3,358,800
OT 0001-00	General	0.00	54,100	175,000	26,200	0	0	255,300
0349-00	Other	0.00	0	5,000	0	0	0	5,000
	Total	20.60	1,729,500	1,863,400	26,200	0	0	3,619,100
FY 2017 Estimated Expenditures								
0001-00	General	20.60	1,675,400	1,683,400	0	0	0	3,358,800
OT 0001-00	General	0.00	54,100	175,000	26,200	0	0	255,300
0349-00	Other	0.00	0	5,000	0	0	0	5,000
	Total	20.60	1,729,500	1,863,400	26,200	0	0	3,619,100

FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State

Function: 02 - Statewide Accounting

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Base Adjustments							
8.41 Removal of One-Time Expenditures							
Removal of one-time appropriation for computer equipment in capital outlay, \$175,000 for System Modernization RFI in operating expenses, and \$54,100 in personnel costs for 27th pay period.							
OT 0001-00 General	0.00	(54,100)	(175,000)	(26,200)	0	0	(255,300)
Total	0.00	(54,100)	(175,000)	(26,200)	0	0	(255,300)
FY 2018 Base							
0001-00 General	20.60	1,675,400	1,683,400	0	0	0	3,358,800
OT 0001-00 General	0.00	0	0	0	0	0	0
0349-00 Other	0.00	0	5,000	0	0	0	5,000
Total	20.60	1,675,400	1,688,400	0	0	0	3,363,800
Program Maintenance							
10.11 Change in Health Benefit Costs							
0001-00 General	0.00	25,100	0	0	0	0	25,100
Total	0.00	25,100	0	0	0	0	25,100
10.12 Change in Variable Benefit Costs							
0001-00 General	0.00	200	0	0	0	0	200
Total	0.00	200	0	0	0	0	200
10.31 Repair, Replacement Items/Alterations							
Replacement of 2 laptop computers, 5 Desktop Computer, and 10 monitors to stay compliant with 3 year repair and maintenance schedule.							
OT 0001-00 General	0.00	0	2,800	8,700	0	0	11,500
Total	0.00	0	2,800	8,700	0	0	11,500
10.61 Salary Multiplier - Regular Employees							
0001-00 General	0.00	14,200	0	0	0	0	14,200
Total	0.00	14,200	0	0	0	0	14,200
10.62 Salary Multiplier - Group and Temporary							
0001-00 General	0.00	100	0	0	0	0	100
Total	0.00	100	0	0	0	0	100
FY 2018 Total Maintenance							
0001-00 General	20.60	1,715,000	1,683,400	0	0	0	3,398,400
OT 0001-00 General	0.00	0	2,800	8,700	0	0	11,500
0349-00 Other	0.00	0	5,000	0	0	0	5,000
Total	20.60	1,715,000	1,691,200	8,700	0	0	3,414,900

FY 2018 Agency Budget - Request
Detail Report

Agency: 140 - Controller, State

Function: 02 - Statewide Accounting

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Line Items								
12.02 CSC Fee Increase for Remaining Customers								
The changing customer base of the SCO mainframe environment combined with the enhanced usage of open systems/web-based services has led to increased costs and a subsequent fee increase to the Division of Statewide Accounting. This realigned allocation of costs better represents the customer usage of services as well as statewide recovery of costs in each environment.								
0001-00	General	0.00	0	385,000	0	0	0	385,000
Total		0.00	0	385,000	0	0	0	385,000
12.04 System Modernization: Statewide Requirements Gathering Phase								
This operating appropriation request provides for a statewide analysis of core functional and technical systems requirements to modernize Idaho's accounting, financial, payroll, human resources, and procurement infrastructure. The requirements gathering phase of Idaho's project will delve into specific system requirements, and will help further reduce the risk associated with any infrastructure upgrade. This phase will expand upon the Department of Health and Welfare's efforts in FY2016 to gather requirements specific to their agency by collecting similar information from all other state agencies.								
OT 0001-00	General	0.00	0	195,000	0	0	0	195,000
Total		0.00	0	195,000	0	0	0	195,000
12.05 Financial Reporting Software for Meeting Audit Requirements								
This is an ongoing request for operating funds to purchase financial reporting software and service that will increase efficiency, improve coordination with audit entities, and provide greater accuracy with Idaho's CAFR development. Incidentally, this request would still be applicable in the event of a statewide financial system infrastructure upgrade.								
0001-00	General	0.00	0	35,000	0	0	0	35,000
Total		0.00	0	35,000	0	0	0	35,000
FY 2018 Total								
0001-00	General	20.60	1,715,000	2,103,400	0	0	0	3,818,400
OT 0001-00	General	0.00	0	197,800	8,700	0	0	206,500
0349-00	Other	0.00	0	5,000	0	0	0	5,000
Total		20.60	1,715,000	2,306,200	8,700	0	0	4,029,900

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Statewide Accounting</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCBA</u>			
Original Request Date: September 1, 2016	Revision Request Date:	Page: _____ of _____			
Decision Unit Number: 12.02		Descriptive Title: CSC Fee Increase for Remaining Customers			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5301 Computer Services 2. 3.	385,000				\$385,000
TOTAL OPERATING EXPENDITURES:	\$385,000				\$385,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$385,000				\$385,000

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Statewide Accounting
Budget Unit: SCBA

Decision Unit: 12.02
Descriptive Title: CSC Fee Increase for Remaining Customers

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

As a dedicated fund division, the SCO's Computer Service Center (CSC) derives operating cash from fees paid by its customers. The Governmental Accounting Standards Board requires our billing rates to generate revenue sufficient to cover the costs of providing technology services. The large state agencies who historically utilized the CSC's technology services made business decisions to seek technology services elsewhere. Their decisions significantly impact the CSC as a cost center.

In FY2015 the Idaho Transportation Department (ITD) and the Department of Labor (DOL) each decided to re-platform their systems away from SCO computing environments; the SCO submitted a \$3.5 million FY2016 budget request to address this changing customer base. During this same period, the Department of Health and Welfare (H&W) agreed to postpone re-platforming away from the CSC. H&W's timing-change provided enough stability to mitigate the financial impact of a changing customer base. As a matter of financial prudence, SCO retracted its original FY2016 request for \$3.5 million because we determined additional funding was unnecessary at that time.

Financial modeling of CSC operations yielded a FY2017 request for \$994,000 to mitigate the increased expenses and decreased revenues associated with the CSC's volatile customer base. Given that CSC customers further delayed their departures from the computing environments, SCO was able to further refine the CSC's cost model and withdraw the \$994,000 FY2017 request.

Analysis and review of CSC's current expenses and revenues resulted in the division's fee-for-service cost model rates being increased for FY2018. These new rates reflects the changing customer base within the CSC's computing environments, and the fact that increased costs are now prorated among fewer customers. This increase enables the state of Idaho to stay in compliance with OMB Circular 2CFR 200, Code of Federal Regulations.

For FY2018 SCO divisions will require a total of \$618,500 to cover the increased costs of operating in the mainframe and open systems computing environments. Of this total, DSA requests \$385,000 in ongoing operating funds. Current funding appropriated to DSA is insufficient to absorb the costs which are now shared by fewer customers under the CSC's realigned billing model and smaller customer base.

2. What resources are necessary to implement this request?

- a. **List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.** None.
- b. **Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.** None.
- c. **List any additional operating funds and capital items needed.**
The request is entirely for operating funds.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The changing customer base of the SCO mainframe environment combined with the enhanced usage of open systems/web-based services has led to increased costs and a subsequent fee increase to the Division of Statewide Accounting and the other customers. This realigned allocation of costs better represents the customer usage of services as well as statewide recovery of costs in each environment. The increased costs in the open systems and mainframe environments to DSA more accurately represents the service they receive. The total request of \$618,500.00 is for on-going expenses and will be pro-rated per usage of the environments between the Division of Statewide Accounting, Administration Division, and Division of Statewide Payroll.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The request is made so that the State Controller can maintain the required level of accounting and payroll services for all state agencies operating in both the mainframe and open-systems environments. If this request is not funded, the Office of the State Controller will not be able to meet its statutory mandates.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Statewide Accounting</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCBA</u>			
Original Request Date: September 1, 2016	Revision Request Date:	Page: _____ of _____			
Decision Unit Number: <u>12.04</u>		Descriptive Title: <u>System Modernization: Statewide Requirements Gathering Phase</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5151 Professional Services 2. 3.	195,000				\$195,000
TOTAL OPERATING EXPENDITURES:	\$195,000				\$195,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$195,000				\$195,000

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Division of Statewide Accounting
Budget Unit: SCBA

Decision Unit: 12.04

Descriptive Title: System Modernization: Statewide Requirements Gathering Phase

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

This decision unit requests a one-time \$390,000 General Fund operating appropriation for a statewide analysis of core functional and technical systems requirements needed to modernize Idaho's accounting, financial, payroll, human resources, and procurement infrastructure. Funding for this activity is not included in the State Controller's base. The request is broken into two parts, with \$195,000 allocated to both the Division of Statewide Accounting and the Division of Statewide Payroll.

In FY2015 the State Controller contracted with Information Services Group (ISG) to perform an initial independent statewide systems modernization study to determine the appropriate course of action to upgrade/replace Idaho's accounting, financial, payroll, human resource, and procurement infrastructure. In FY2016 the State Controller requested funding for the next phase in the process - issuing a Request for Information (RFI) to various vendors that operate in the market. During FY2017, the State Controller will complete this RFI and analyze its results to better understand the available features, offerings, and trends in the market and the best practices employed by other public entities. Once complete, the findings from the RFI will be presented to stakeholders.

Experts advise the next step towards system modernization is to conduct an in-depth, statewide analysis of Idaho's core functional and technical systems requirements to modernize the accounting, financial, payroll, human resource, and procurement infrastructure. Such work is commonly referred to as "requirements gathering". The requirements gathering phase of Idaho's project will delve into specific system requirements, and will help further reduce the risk associated with any infrastructure upgrade. This phase will expand upon the Department of Health and Welfare's efforts in FY2016 to gather requirements specific to their agency by collecting similar information from all other state agencies.

Employing a requirements gathering phase will ensure that if Idaho moves forward with implementing a new system in the future, any proposals given consideration will be tailored to meet the bona fide needs of state agencies, thus reducing risk and increasing the probability of successful implementation. Understandably, as Idaho waits to upgrade/replace its legacy infrastructure, the risk that the State Controller cannot meet his constitutional duties increases. However, the State Controller understands that it is not prudent to move forward with any large IT initiative until the business needs of the customers are fully understood, as well as the strengths and weaknesses of available technologies. A thoughtful, thorough, and incremental approach to system modernization, which includes a requirements gathering phase, will help ensure a positive outcome for the state.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

In order to preserve the independence of this process, SCO will utilize contract service personnel to implement this request. Additionally, existing staff will provide support to the contractor.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted. Any additional workload will be divided among existing staff.

c. List any additional operating funds and capital items needed.

The total requested operating funds of \$390,000 will provide the needed funds to implement this decision unit.

- 3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.**

The request will be a one-time request.

- 4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?**

Policy makers, state agencies, citizens, and anyone with an interest in the financial position and operations of the State of Idaho will benefit from having more readily available financial data to make appropriate decisions. Requirements gathering for state agencies with regards to their accounting, financial, payroll, human resource, and procurement infrastructure will ensure all needs are analyzed and met with any potential updating of statewide systems. This will help Idaho minimize expending resources on stand alone, agency-specific financial systems, while ensuring the legacy infrastructure doesn't ultimately impair the ability of the State Controller to meet his statutory requirements outlined in *Idaho Code*, 67-1021.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Statewide Accounting</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCBA</u>			
Original Request Date: <u>September 1, 2016</u>	Revision Request Date: _____	Page: _____ of _____			
Decision Unit Number: <u>12.05</u>		Descriptive Title: <u>Financial Reporting Software for Meeting Audit Standards</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5301 Computer Services 2. 3.	35,000				\$35,000
TOTAL OPERATING EXPENDITURES:	\$35,000				\$35,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$35,000				\$35,000

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
 Division: Statewide Accounting
 Budget Unit: SCBA

Decision Unit: 12.05

Descriptive Title: Financial Reporting Software for Meeting Audit Standards

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

The Division of Statewide Accounting (DSA) requests \$35,000 in on-going operating appropriation from the General Fund to purchase financial reporting software, service, and appropriate training for staff. This solution will help meet audit standards and better support the development of the Comprehensive Annual Financial Report (CAFR). This software and service will help provide greater transparency for the CAFR, improve process collaboration with auditors, and reduce the time required to produce and distribute the CAFR.

This request will also provide a benefit to legislative audit staff by helping reduce the number of drafts required to produce a final audited CAFR. Current audit standards necessitate preparers to submit a single draft financial statement to the auditors. This single draft would then be audited and commented on by audit staff and returned to preparers for finalization of the financial statements. Audit staff would then finalize the audit. Due to the lengthy lead times in gathering financial information from all of the entities included in the CAFR and the amount of preparer time required to develop the financial statements and associated work papers, information is passed between CAFR preparers and audit staff as this data becomes available. This method of passing multiple drafts between preparers and auditors has caused significant difficulties and additional work as each draft must be audited in its entirety.

The process can be greatly streamlined through the use of financial reporting software with the goal of providing audit staff with a single draft instead of multiple working drafts to be audited separately, allowing the SCO to complete the CAFR by the statutory deadline.

2. What resources are necessary to implement this request?

- a. **List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.**

None.

- b. **Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.**

None.

- c. **List any additional operating funds and capital items needed.**

The request is entirely for operating funds.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request is an on-going request for operating funds to purchase financial reporting software/service that will increase efficiency, improve coordination with audit entities, and provide greater accuracy with the State's CAFR. Incidentally, this request to purchase software/service would still be applicable in the event of a statewide financial system infrastructure upgrade.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The request is made so that the State Controller can maintain the required level of services for all state agencies and the legislative services auditing division. If this request is not funded the state will face an increased risk of failing to complete the CAFR within a time frame specified by law.

Agency/Department: State Controller				Agency Number: 140								
Function/Division: Division of Statewide Accounting				Function/Activity Number: _____								
Activity/Program: _____				Budget Unit: SCBA								
Original Request Date: 9/1/2016				Fund Name: General				Fund Number: 0001-00				
Revision Date: _____				Revision #: _____				Budget Submission Page # _____ of _____				
PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	18.06	1,102,126	228,521	228,195	1,558,842	(40,819)	22,777	212	22,990
		Board & Group Positions	2		4,109	0	355	4,465				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		18.06	1,106,235	228,521	228,551	1,563,307		22,777	212	22,990
		FY 2017 ORIGINAL APPROPRIATION		1,729,500	29.00	1,223,838	252,815	1,729,500				
		Unadjusted Over or (Under) Funded:	Est Difference	1.94	117,602	24,294	24,297	166,183		Calculated overfunding is 9.6% of Original Appropriation		
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
	Retire Cd	Adjustment Description / Position Title										
0048	04241	R1 Financial Officer	1	0.07	6,406	857	1,362	8,625		85	1	87
0102	22401	R1 Chief of Staff	1	0.05	5,797	612	1,232	7,641		61	1	62
0106	22414	R1 Budget-Facilities Coordinator	1	(0.05)	(3,789)	(612)	(805)	(5,206)		(61)	(1)	(62)
0127	22402	R1 Deputy Chief Of Staff	1	(0.10)	(10,383)	(1,224)	(2,207)	(13,815)		(122)	(2)	(124)
0132	28113	R1 Deputy Legal Council	1	0.05	3,224	612	685	4,521		61	1	62
0135	22411	R1 Deputy Controller - Boards & Commissions	1	(0.05)	(3,896)	(612)	(828)	(5,336)		(61)	(1)	(62)
0234	22428	R1 Front Office Manager	1	(0.05)	(1,980)	(612)	(421)	(3,013)		(61)	(0)	(61)
0108	27442	R1 Financial/Info Systems Analyst	1	0.02	574	294	122	990		29	0	29
9993	95000	R1 Group	2	0.00	9,800	0	790	10,590		0	0	0
0131	01662	R1 IT Info Systems Tech, Sr.	1	1.00	52,000	12,240	11,055	75,295		1,220	10	1,230
0262	04244	R1 Financial Specialist, Principal	1	1.00	60,320	12,240	12,823	85,383		1,220	12	1,232
Other Adjustments:												
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	20.60	1,210,400	252,315	251,213	1,713,928		25,149	234	25,383
		Board & Group Positions	2	0.00	13,909	0	1,145	15,055			0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		20.60	1,224,309	252,315	252,358	1,728,983		25,149	234	25,383
Adjusted Over or (Under) Funding:			Orig. Approp	0.00	400	100	100	600	Calculated overfunding is .0% of Original Appropriation			
			Est. Expend	0.00	400	100	0	500	Calculated overfunding is .0% of Estimated Expenditures			
			Base	0.00	400	100	0	500	Calculated overfunding is .0% of the Base			
Personnel Cost Reconciliation - Relation to Zero Variance -->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	1,729,500	20.60	1,224,675	252,391	252,434	1,729,500				
	Rounded Appropriation		20.60	1,224,700	252,400	252,400	1,729,500				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		20.60	1,224,700	252,400	252,400	1,729,500				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		20.60	1,224,700	252,400	252,400	1,729,500				
	Base Adjustments:										
8.31	Transfer Between Programs		0.00	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(44,600)	0	(9,500)	(54,100)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		20.60	1,180,100	252,400	242,900	1,675,400				
10.11	Change in Health Benefit Costs				25,100		25,100				
10.12	Change in Variable Benefits Costs					200	200				
	Subtotal CEC Base:	Indicator Code	20.60	1,180,100	277,500	243,100	1,700,700				
10.51	Annualization			0	0	0	0				
10.61	CEC for Permanent Positions	1.00%		11,700		2,500	14,200				
10.62	CEC for Group Positions	1.00%		100		0	100				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		20.60	1,191,900	277,500	245,600	1,715,000				
	Line Items:										
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		20.60	1,191,900	277,500	245,600	1,715,000				

FORM B3: DIVISION DESCRIPTIONSAgency/Department: Office of the State ControllerRequest for Fiscal Year : 2018Division: Division of Statewide PayrollAgency Number: 140Original Request Date: September 1, 2016

Revision Request Date:

Page: _____ of _____

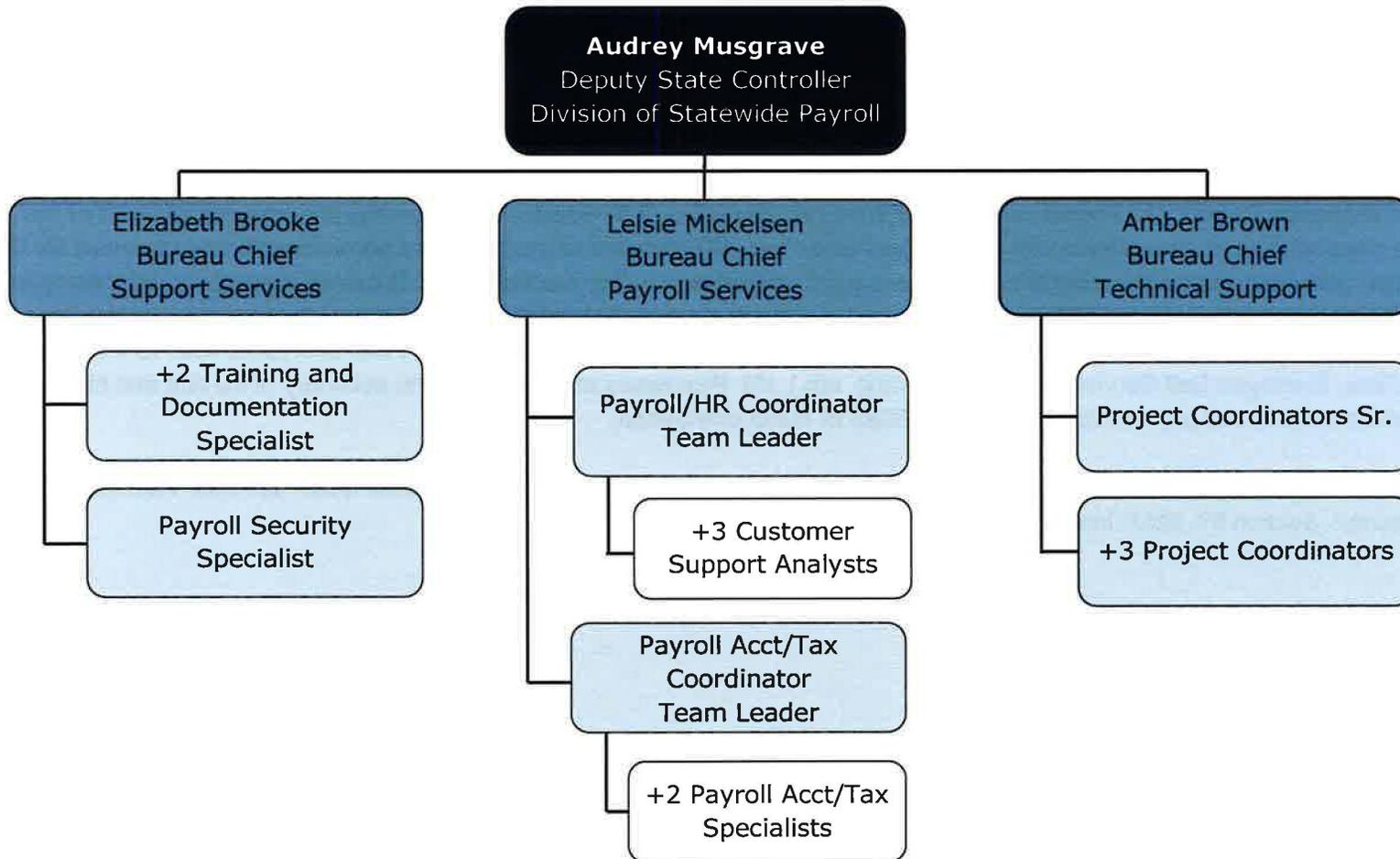
Division: **Statewide Payroll**

The Division of Statewide Payroll: (1) Processes three different payroll cycles (2 bi-weekly and 1 monthly) and ensures all State of Idaho employees are compensated in accordance with Federal and State law. (2) Handles all court ordered garnishments and tax levies for State of Idaho employees, state and federal tax reporting, and other payroll related accounting functions. (3) Provides instruction and training to state agencies and their employees on personnel/payroll related topics through a manned Helpdesk and instructor led courses. (4) Provides state agencies and employees with a number of Web-based applications, housed in a 'secure environment', with encrypted User ID's and passwords. (i.e. IPOPS, I-Time, Employee Self-Service, On-line Reporting, etc.) (5) Processes and maintains the accuracy of current and historical personnel, position control, and payroll information for all State of Idaho employees.

The Payroll Division is funded via General Fund appropriation, with funding derived through the Statewide Cost Allocation Plan (SWCAP).
[Statutory Authority: Section 67-1001, Idaho Code]

"No Changes"

Division of Statewide Payroll



FY 2018 Agency Budget - Request
Detail Report

Agency: 140 - Controller, State

Function: 03 - Statewide Payroll

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation							
1.00 FY 2016 Total Appropriation							
HB 249							
0001-00 General	18.65	1,398,800	1,596,600	16,300	0	0	3,011,700
0349-00 Other	0.00	0	20,000	0	0	0	20,000
Total	18.65	1,398,800	1,616,600	16,300	0	0	3,031,700
1.21 Net Object Transfers							
Object transfer of P/E to OE at the end of the year in expectation of year end costs.							
0001-00 General	0.00	(49,500)	49,500	0	0	0	0
Total	0.00	(49,500)	49,500	0	0	0	0
1.01 Reverted Appropriation Balances							
0001-00 General	0.00	0	(2,400)	(1,800)	0	0	(4,200)
Total	0.00	0	(2,400)	(1,800)	0	0	(4,200)
1.71 Reappropriation							
Carryover authority for unexpended and unencumbered General Fund appropriated or reappropriated balance of \$29,800.34 for federal Internal Revenue Service reporting requirements due to the Affordable Care Act - (SB-1397).							
OT 0001-00 General	0.00	0	(29,800)	0	0	0	(29,800)
Total	0.00	0	(29,800)	0	0	0	(29,800)
FY 2016 Actual Expenditures							
0001-00 General	18.65	1,349,300	1,643,700	14,500	0	0	3,007,500
OT 0001-00 General	0.00	0	(29,800)	0	0	0	(29,800)
0349-00 Other	0.00	0	20,000	0	0	0	20,000
Total	18.65	1,349,300	1,633,900	14,500	0	0	2,997,700
FY 2017 Original Appropriation							
3.00 FY 2017 Original Appropriation							
SB 1397							
0001-00 General	18.65	1,453,700	1,555,500	0	0	0	3,009,200
OT 0001-00 General	0.00	46,500	175,000	9,400	0	0	230,900
0349-00 Other	0.00	0	5,000	0	0	0	5,000
Total	18.65	1,500,200	1,735,500	9,400	0	0	3,245,100
Appropriation Adjustments							
4.11 Reappropriation							
OT 0001-00 General	0.00	0	29,800	0	0	0	29,800
Total	0.00	0	29,800	0	0	0	29,800

FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State

Function: 03 - Statewide Payroll

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Total Appropriation							
0001-00 General	18.65	1,453,700	1,555,500	0	0	0	3,009,200
OT 0001-00 General	0.00	46,500	204,800	9,400	0	0	260,700
0349-00 Other	0.00	0	5,000	0	0	0	5,000
Total	18.65	1,500,200	1,765,300	9,400	0	0	3,274,900
FY 2017 Estimated Expenditures							
0001-00 General	18.65	1,453,700	1,555,500	0	0	0	3,009,200
OT 0001-00 General	0.00	46,500	204,800	9,400	0	0	260,700
0349-00 Other	0.00	0	5,000	0	0	0	5,000
Total	18.65	1,500,200	1,765,300	9,400	0	0	3,274,900
Base Adjustments							
8.31 Transfer Between Programs							
Transfer of FTP to match annual allocation of work.							
0001-00 General	0.05	0	0	0	0	0	0
Total	0.05	0	0	0	0	0	0
8.41 Removal of One-Time Expenditures							
Removal of one-time appropriation for computer equipment of \$9,400 in CO, \$175,000 for System Modernization RFI funds and re-appropriation of ACA funds of \$29,800.34 in OE, and \$46,500 in PE costs for 27th pay period.							
OT 0001-00 General	0.00	(46,500)	(204,800)	(9,400)	0	0	(260,700)
Total	0.00	(46,500)	(204,800)	(9,400)	0	0	(260,700)
FY 2018 Base							
0001-00 General	18.70	1,453,700	1,555,500	0	0	0	3,009,200
OT 0001-00 General	0.00	0	0	0	0	0	0
0349-00 Other	0.00	0	5,000	0	0	0	5,000
Total	18.70	1,453,700	1,560,500	0	0	0	3,014,200
Program Maintenance							
10.11 Change in Health Benefit Costs							
0001-00 General	0.00	22,800	0	0	0	0	22,800
Total	0.00	22,800	0	0	0	0	22,800
10.12 Change in Variable Benefit Costs							
0001-00 General	0.00	200	0	0	0	0	200
Total	0.00	200	0	0	0	0	200

FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State

Function: 03 - Statewide Payroll

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
10.31	Repair, Replacement Items/Alterations							
	Replacement of 3 laptop computers, 3 Desktop Computer, and 6 monitors to stay compliant with 3 year repair and maintenance schedule.							
OT 0001-00	General	0.00	0	1,700	8,800	0	0	10,500
	Total	0.00	0	1,700	8,800	0	0	10,500
10.61	Salary Multiplier - Regular Employees							
0001-00	General	0.00	12,100	0	0	0	0	12,100
	Total	0.00	12,100	0	0	0	0	12,100
10.62	Salary Multiplier - Group and Temporary							
0001-00	General	0.00	200	0	0	0	0	200
	Total	0.00	200	0	0	0	0	200
FY 2018 Total Maintenance								
0001-00	General	18.70	1,489,000	1,555,500	0	0	0	3,044,500
OT 0001-00	General	0.00	0	1,700	8,800	0	0	10,500
0349-00	Other	0.00	0	5,000	0	0	0	5,000
	Total	18.70	1,489,000	1,562,200	8,800	0	0	3,060,000
Line Items								
12.02	CSC Fee Increase for Remaining Customers							
	The changing customer base of the SCO mainframe environment combined with the enhanced usage of open systems/web-based services has led to increased costs and a subsequent fee increase to the Division of Statewide Payroll. This realigned allocation of costs better represents the customer usage of services as well as statewide recovery of costs in each environment.							
0001-00	General	0.00	0	187,500	0	0	0	187,500
	Total	0.00	0	187,500	0	0	0	187,500
12.04	System Modernization: Statewide Requirements Gathering							
	This operating appropriation request provides for a statewide analysis of core functional and technical systems requirements to modernize Idaho's accounting, financial, payroll, human resources, and procurement infrastructure. The requirements gathering phase of Idaho's project will delve into specific system requirements, and will help further reduce the risk associated with any infrastructure upgrade. This phase will expand upon the Department of Health and Welfare's efforts in FY2016 to gather requirements specific to their agency by collecting similar information from all other state agencies. This operating appropriation request provides for a statewide analysis of core functional and technical systems requirements to modernize Idaho's accounting, financial, payroll, human resources, and procurement infrastructure. The requirements gathering phase of Idaho's project will delve into specific system requirements, and will help further reduce the risk associated with any infrastructure upgrade. This phase will expand upon the Department of Health and Welfare's efforts in FY2016 to gather requirements specific to their agency by collecting similar information from all other state agencies.							
OT 0001-00	General	0.00	0	195,000	0	0	0	195,000
	Total	0.00	0	195,000	0	0	0	195,000

FY 2018 Agency Budget - Request
Detail Report

Agency: 140 - Controller, State

Function: 03 - Statewide Payroll

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2018 Total								
0001-00	General	18.70	1,489,000	1,743,000	0	0	0	3,232,000
OT 0001-00	General	0.00	0	196,700	8,800	0	0	205,500
0349-00	Other	0.00	0	5,000	0	0	0	5,000
	Total	18.70	1,489,000	1,944,700	8,800	0	0	3,442,500

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Statewide Payroll</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCCA</u>			
Original Request Date: September 1, 2016	Revision Request Date:	Page: _____ of _____			
Decision Unit Number: <u>12.02</u>		Descriptive Title: <u>CSC Fee Increase for Remaining Customers</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5301 Computer Services 2. 3.	187,500				\$187,500
TOTAL OPERATING EXPENDITURES:	\$187,500				\$187,500
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$187,500				\$187,500

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Statewide Payroll
Budget Unit: SCCA

Decision Unit: 12.02
Descriptive Title: CSC Fee Increase for Remaining Customers

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

As a dedicated fund division, the SCO's Computer Service Center (CSC) derives operating cash from fees paid by its customers. The Governmental Accounting Standards Board requires our billing rates to generate revenue sufficient to cover the costs of providing technology services. The large state agencies who historically utilized the CSC's technology services made business decisions to seek technology services elsewhere. Their decisions significantly impact the CSC as a cost center.

In FY2015 the Idaho Transportation Department (ITD) and the Department of Labor (DOL) each decided to re-platform their systems away from SCO computing environments; the SCO submitted a \$3.5 million FY2016 budget request to address this changing customer base. During this same period, the Department of Health and Welfare (H&W) agreed to postpone re-platforming away from the CSC. H&W's timing-change provided enough stability to mitigate the financial impact of a changing customer base. As a matter of financial prudence, SCO retracted its original FY2016 request for \$3.5 million because we determined additional funding was unnecessary at that time.

Financial modeling of CSC operations yielded a FY2017 request for \$994,000 to mitigate the increased expenses and decreased revenues associated with the CSC's volatile customer base. Given that CSC customers further delayed their departures from the computing environments, SCO was able to further refine the CSC's cost model and withdraw the \$994,000 FY2017 request.

Analysis and review of CSC's current expenses and revenues resulted in the division's fee-for-service cost model rates being increased for FY2018. These new rates reflect the changing customer base within the CSC's computing environments, and the fact that increased costs are now prorated among fewer customers. This increase enables the state of Idaho to stay in compliance with OMB Circular 2CFR 200, Code of Federal Regulations.

For FY2018 SCO divisions will require a total of \$618,500 to cover the increased costs of operating in the mainframe and open systems computing environments. Of this total, DSP requests \$187,500 in ongoing operating funds. Current funding appropriated to DSP is insufficient to absorb the costs which are now shared by fewer customers under the CSC's realigned billing model and smaller customer base.

2. What resources are necessary to implement this request?

- d. **List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.** None.
- e. **Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.** None.
- f. **List any additional operating funds and capital items needed.**
The request is entirely for operating funds.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The changing customer base of the SCO mainframe environment combined with the enhanced usage of open systems/web-based services has led to increased costs and a subsequent fee increase to the Division of Statewide Payroll and the other customers. This realigned allocation of costs better represents the customer usage of services as well as statewide recovery of costs in each environment. The increased costs in the open systems and mainframe environments to DSP more accurately represents the service they receive. The total request of \$618,500.00 is for on-going expenses and will be prorated per usage of the environments between the Division of Statewide Accounting, Administration Division, and Division of Statewide Payroll.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The request is made so that the State Controller can maintain the required level of accounting and payroll services for all state agencies operating in both the mainframe and open-systems environments. If this request is not funded, the Office of the State Controller will not be able to meet its statutory mandates.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Statewide Payroll</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCCA</u>			
Original Request Date: <u>September 1, 2016</u>	Revision Request Date: _____	Page: _____ of _____			
Decision Unit Number: <u>12.04</u>		Descriptive Title: <u>System Modernization: Statewide Requirements Gathering Phase</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 5151 Professional Services 2. 3.	195,000				\$195,000
TOTAL OPERATING EXPENDITURES:	\$195,000				\$195,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$195,000				\$195,000

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Division of Statewide Payroll
Budget Unit: SCCA

Decision Unit: 12.04

Descriptive Title: System Modernization: Statewide Requirements Gathering Phase

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

This decision unit requests a one-time \$390,000 General Fund operating appropriation for a statewide analysis of core functional and technical systems requirements needed to modernize Idaho's accounting, financial, payroll, human resources, and procurement infrastructure. Funding for this activity is not included in the State Controller's base. The request is broken into two parts, with \$195,000 allocated to both the Division of Statewide Accounting and the Division of Statewide Payroll.

In FY2015 the State Controller contracted with Information Services Group (ISG) to perform an initial independent statewide systems modernization study to determine the appropriate course of action to upgrade/replace Idaho's accounting, financial, payroll, human resource, and procurement infrastructure. In FY2016 the State Controller requested funding for the next phase in the process - issuing a Request for Information (RFI) to various vendors that operate in the market. During FY2017, the State Controller will complete this RFI and analyze its results to better understand the available features, offerings, and trends in the market and the best practices employed by other public entities. Once complete, the findings from the RFI will be presented to stakeholders.

Experts advise the next step towards system modernization is to conduct an in-depth, statewide analysis of Idaho's core functional and technical systems requirements to modernize the accounting, financial, payroll, human resource, and procurement infrastructure. Such work is commonly referred to as "requirements gathering". The requirements gathering phase of Idaho's project will delve into specific system requirements, and will help further reduce the risk associated with any infrastructure upgrade. This phase will expand upon the Department of Health and Welfare's efforts in FY2016 to gather requirements specific to their agency by collecting similar information from all other state agencies.

Employing a requirements gathering phase will ensure that if Idaho moves forward with implementing a new system in the future, any proposals given consideration will be tailored to meet the bona fide needs of state agencies, thus reducing risk and increasing the probability of successful implementation. Understandably, as Idaho waits to upgrade/replace its legacy systems, the risk that the State Controller cannot meet his constitutional duties increases. However, the State Controller understands that it is not prudent to move forward with any large IT initiative until the business needs of the customers are fully understood, as well as the strengths and weaknesses of available technologies. A thoughtful, thorough, and incremental approach to system modernization, which includes a requirements gathering phase, will help ensure a positive outcome for the state.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

In order to preserve the independence of this process, SCO will utilize contract service personnel to implement this request. Additionally, existing staff will provide support to the contractor.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted. Any additional workload will be divided among existing staff.

c. List any additional operating funds and capital items needed.

The total requested operating funds of \$390,000 will provide the needed funds to implement this decision unit.

- 3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.**

The request will be a one-time request.

- 4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?**

Policy makers, state agencies, citizens, and anyone with an interest in the financial position and operations of the State of Idaho will benefit from having more readily available financial data to make appropriate decisions. Requirements gathering for state agencies with regards to their accounting, financial, payroll, human resource, and procurement infrastructure will ensure all needs are analyzed and met with any potential updating of statewide systems. This will help Idaho minimize expending resources on stand alone, agency-specific financial systems, while ensuring the legacy infrastructure doesn't ultimately impair the ability of the State Controller to meet his statutory requirements outlined in *Idaho Code*, 67-1021.

Agency/Department: Office of the State Controller		Agency Number: 140										
Function/Division: Division of Statewide Payroll		Function/Activity Number: _____										
Activity/Program: _____		Budget Unit: SCCA										
Original Request Date: 9/1/2016		Fund Name: General								Fiscal Year: 2018		
Revision Date: _____		Revision #: _____		Budget Submission Page # _____						Fund Number: 0001-00		of _____
PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):										
		Permanent Positions	1	17.71	1,000,878	216,893	207,232	1,425,003	(37,070)	21,618	193	21,811
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		17.71	1,000,878	216,893	207,232	1,425,003		21,618	193	21,811
		FY 2017 ORIGINAL APPROPRIATION	1,500,200	18.65	1,063,694	228,338	218,167	1,500,200				
		Unadjusted Over or (Under) Funded:	Est Difference	0.94	52,816	11,445	10,936	75,197	Calculated overfunding is 5.0% of Original Appropriation			
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
	Retire Cd	Adjustment Description / Position Title										
0048	R1	FINANCIAL OFFICER	1	0.08	7,322	979	1,556	9,857		98	1	99
0102	R1	CHIEF OF STAFF	1	0.05	5,797	612	1,232	7,641		61	1	62
0106	R1	BUDGET-FACILITIES CORD.	1	(0.05)	(3,789)	(612)	(805)	(5,206)		(61)	(1)	(62)
0127	R1	DEPUTY CHIEF OF STAFF	1	(0.10)	(10,383)	(1,224)	(2,207)	(13,815)		(122)	(2)	(124)
0132	R1	DEPUTY LEGAL COUNCIL	1	0.05	3,224	612	685	4,521		61	1	62
0135	R1	DEPUTY CONTROLLER - BRDS & COM	1	(0.05)	(3,896)	(612)	(828)	(5,336)		(61)	(1)	(62)
0234	R1	FRONT OFFICE MANAGER	1	0.00	832	0	177	1,009		0	0	0
0108	R1	FINANCIAL/INFO SYSTEMS ANALYST	1	0.01	0	0	0	0		0	0	0
0128	R1	TRAINING/DOCUMENTATION SPECIALIST	1	0.00	(4,410)	0	(937)	(5,347)		0	(1)	(1)
0246	R1	PROJECT COORDINATOR	1	1.00	39,395	12,240	8,375	60,010		1,220	8	1,228
9998	R1	GROUP	2	0.00	18,415	0	1,484	19,899		0	0	0
		Other Adjustments:										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	18.70	1,034,970	228,888	214,480	1,478,338		22,814	200	23,014
		Board & Group Positions	2	0.00	18,415	0	1,484	19,899		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		18.70	1,063,385	228,888	215,964	1,498,237		22,814	200	23,014
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.05)	1,400	300	300	2,000	Calculated overfunding is .1% of Original Appropriation			
			Est. Expend	(0.05)	1,400	300	200	1,900	Calculated overfunding is .1% of Estimated Expenditures			
			Base	0.00	1,400	300	200	1,900	Calculated overfunding is .1% of the Base			
Personnel Cost Reconciliation - Relation to Zero Variance -->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	1,500,200	18.65	1,054,765	229,188	216,247	1,500,200				
	Rounded Appropriation		18.65	1,054,800	229,200	216,200	1,500,200				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		18.65	1,054,800	229,200	216,200	1,500,200				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		18.65	1,054,800	229,200	216,200	1,500,200				
	Base Adjustments:										
8.31	Transfer Between Programs		0.05	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(38,300)	0	(8,200)	(46,500)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		18.70	1,016,500	229,200	208,000	1,453,700				
10.11	Change in Health Benefit Costs				22,800		22,800				
10.12	Change in Variable Benefits Costs					200	200				
	Subtotal CEC Base:	Indicator Code	18.70	1,016,500	252,000	208,200	1,476,700				
10.51	Annualization			0	0	0	0				
10.61	CEC for Permanent Positions	1.00%		10,000		2,100	12,100				
10.62	CEC for Group Positions	1.00%		200		0	200				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		18.70	1,026,700	252,000	210,300	1,489,000				
	Line Items:										
12.01							0				
13.00	FY 2018 TOTAL REQUEST		18.70	1,026,700	252,000	210,300	1,489,000				

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: Office of the State Controller
 Division: Computer Service Center

Request for Fiscal Year : 2018
 Agency Number: 140

Original Request Date: September 1, 2016	Revision Request Date:
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Page: _____ of _____

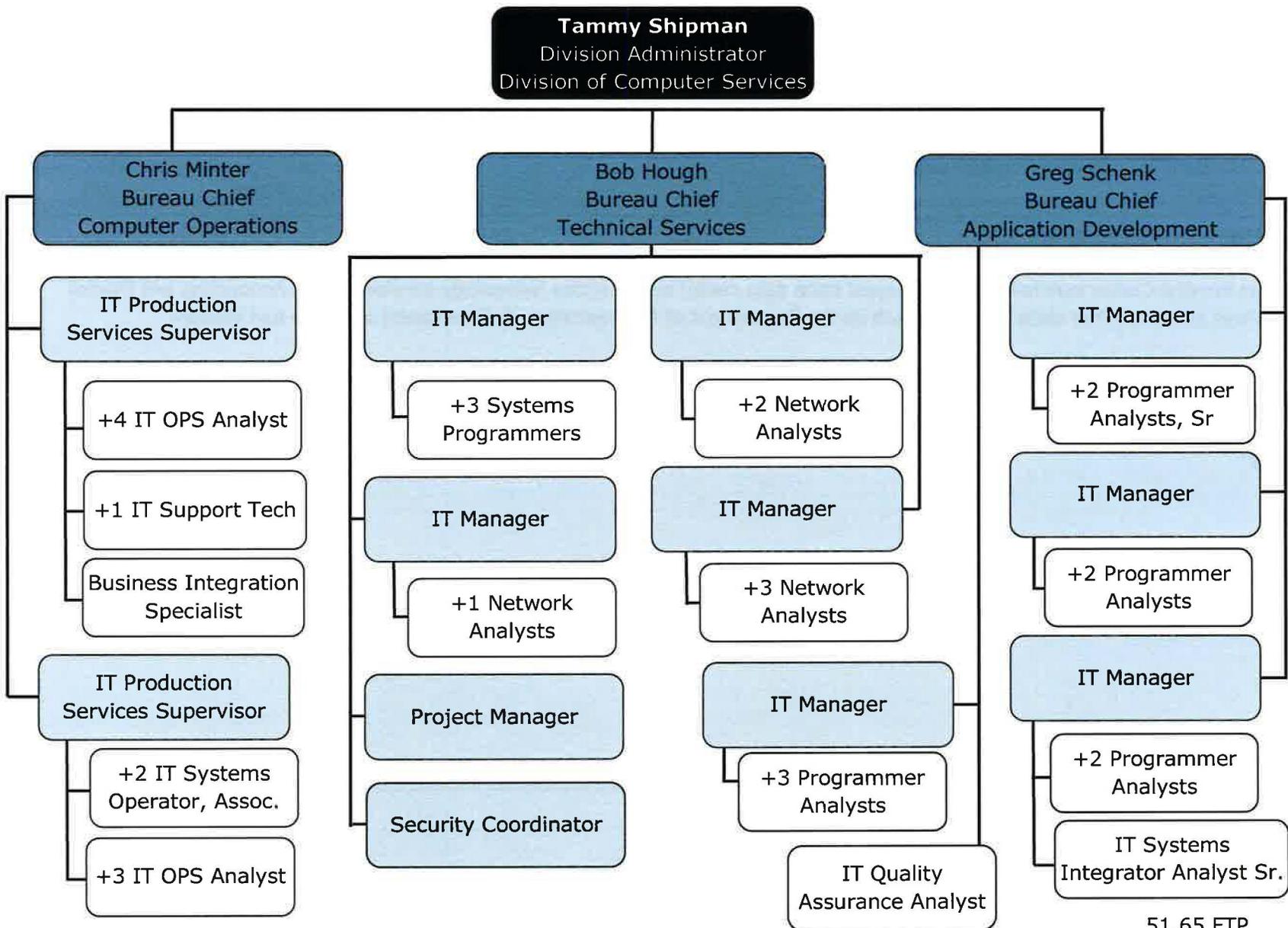
Division: Computer Service Center

The Computer Service Center maintains Idaho's largest state data center and provides technology services to the Accounting and Payroll divisions, as well as many other state agencies such as the Department of Administration, & Department of Health and Welfare.

The Division is funded via a Dedicated Fund appropriation and bills the Controller's divisions and agency customers directly for IT services it provides. [Statutory Authority: Section 67-1001, Idaho Code]

"No Changes"

Division of Computer Services



51.65 FTP

FY 2018 Agency Budget - Request
Detail Report

Agency: 140 - Controller, State

Function: D4 - Computer Center

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
HB 249								
0480-00	Other	50.75	5,402,400	4,983,700	66,500	0	0	10,452,600
Total		50.75	5,402,400	4,983,700	66,500	0	0	10,452,600
1.22 Net Object Transfers								
Object Transfer of 500,000 from P/E to O/E, \$70,000 from P/E to CO and \$37,000 from O/E to CO.								
OT 0480-00	Other	0.00	(570,000)	463,000	107,000	0	0	0
Total		0.00	(570,000)	463,000	107,000	0	0	0
1.71 Reappropriation								
Unexpended and unencumbered balances appropriated or reappropriated for nonrecurring expenditures - (SB - 1397).								
OT 0480-00	Other	0.00	(522,100)	(1,613,500)	(63,200)	0	0	(2,198,800)
Total		0.00	(522,100)	(1,613,500)	(63,200)	0	0	(2,198,800)
FY 2016 Actual Expenditures								
0480-00	Other	50.75	5,402,400	4,983,700	66,500	0	0	10,452,600
OT 0480-00	Other	0.00	(1,092,100)	(1,150,500)	43,800	0	0	(2,198,800)
Total		50.75	4,310,300	3,833,200	110,300	0	0	8,253,800
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
SB 1397								
0480-00	Other	51.25	4,755,400	2,851,900	0	0	0	7,607,300
OT 0480-00	Other	0.00	153,400	0	27,600	0	0	181,000
Total		51.25	4,908,800	2,851,900	27,600	0	0	7,788,300
Appropriation Adjustments								
4.11 Reappropriation								
Dedicated Fund Reappropriation Authority granted under SB-1397.								
OT 0480-00	Other	0.00	522,100	1,613,500	63,200	0	0	2,198,800
Total		0.00	522,100	1,613,500	63,200	0	0	2,198,800
FY 2017 Total Appropriation								
0480-00	Other	51.25	4,755,400	2,851,900	0	0	0	7,607,300
OT 0480-00	Other	0.00	675,500	1,613,500	90,800	0	0	2,379,800
Total		51.25	5,430,900	4,465,400	90,800	0	0	9,987,100

FY 2018 Agency Budget - Request

Detail Report

Agency: 140 - Controller, State

Function: 04 - Computer Center

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Estimated Expenditures							
0480-00 Other	51.25	4,755,400	2,851,900	0	0	0	7,607,300
OT 0480-00 Other	0.00	675,500	1,613,500	90,800	0	0	2,379,800
Total	51.25	5,430,900	4,465,400	90,800	0	0	9,987,100
Base Adjustments							
8.31 Transfer Between Programs							
0480-00 Other	0.40	0	0	0	0	0	0
Total	0.40	0	0	0	0	0	0
8.41 Removal of One-Time Expenditures							
Removal of one-time appropriation for computer equipment of \$27,600 and re-appropriation funds of \$522,065.38 in PE, \$1,613,488.29 in OE, and \$63,201.11 in CO. Additional removal of 27th pay period costs of \$153,400 in PE.							
OT 0480-00 Other	0.00	(675,500)	(1,613,500)	(90,800)	0	0	(2,379,800)
Total	0.00	(675,500)	(1,613,500)	(90,800)	0	0	(2,379,800)
FY 2018 Base							
0480-00 Other	51.65	4,755,400	2,851,900	0	0	0	7,607,300
OT 0480-00 Other	0.00	0	0	0	0	0	0
Total	51.65	4,755,400	2,851,900	0	0	0	7,607,300
Program Maintenance							
10.11 Change in Health Benefit Costs							
0480-00 Other	0.00	64,200	0	0	0	0	64,200
Total	0.00	64,200	0	0	0	0	64,200
10.12 Change in Variable Benefit Costs							
0480-00 Other	0.00	800	0	0	0	0	800
Total	0.00	800	0	0	0	0	800
10.31 Repair, Replacement Items/Alterations							
Replacement of 13 laptop computers and 8 monitors to stay compliant with 3 year repair and maintenance schedule.							
OT 0480-00 Other	0.00	0	2,200	25,400	0	0	27,600
Total	0.00	0	2,200	25,400	0	0	27,600
10.61 Salary Multiplier - Regular Employees							
0480-00 Other	0.00	40,700	0	0	0	0	40,700
Total	0.00	40,700	0	0	0	0	40,700
10.62 Salary Multiplier - Group and Temporary							
0480-00 Other	0.00	500	0	0	0	0	500
Total	0.00	500	0	0	0	0	500

FY 2018 Agency Budget - Request
Detail Report

Agency: 140 - Controller, State

Function: 04 - Computer Center

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2018 Total Maintenance							
0480-00 Other	51.65	4,861,600	2,851,900	0	0	0	7,713,500
OT 0480-00 Other	0.00	0	2,200	25,400	0	0	27,600
Total	51.65	4,861,600	2,854,100	25,400	0	0	7,741,100
Line Items							
12.01 Carryover Authority for the Computer Service Center							
Request for Fiscal Year 2017 Carryover Authority.							
OT 0480-00 Other	0.00	0	0	0	0	0	0
Total	0.00	0	0	0	0	0	0
FY 2018 Total							
0480-00 Other	51.65	4,861,600	2,851,900	0	0	0	7,713,500
OT 0480-00 Other	0.00	0	2,200	25,400	0	0	27,600
Total	51.65	4,861,600	2,854,100	25,400	0	0	7,741,100

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: <u>Office of the State Controller</u>		Request for Fiscal Year : <u>2018</u>			
Function/Division: <u>Computer Service Center</u>		Agency Number: <u>140</u>			
Activity/Program: _____		Function/Activity Number: _____			
		Budget Unit: <u>SCDA</u>			
Original Request Date: <u>September 1, 2016</u>	Revision Request Date: _____	Page: _____ of _____			
Decision Unit Number: <u>12.01</u>		Descriptive Title: <u>Carryover Authority for Computer Service Center</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. 2. 3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL					

See Attached Descriptions

FORM 8.1

Agency: Office of the State Controller
Division: Computer Service Center
Budget Unit: SCDA

Decision Unit: 12.01

Descriptive Title: Carryover Authority for Computer Service Center

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

The Computer Service Center (CSC) works with the Division of Statewide Accounting (DSA), Division of Statewide Payroll (DSP) and other state agencies to maintain and enhance Idaho's financial and payroll systems and processes. The CSC also provides enhanced data processing systems and a shared data center environment and offers equipment consolidation, disaster recovery and other IT services for agencies that choose to utilize our services. The variable and changing demands of our agency customers have been well served by the Legislature's past approval of carryover authority for this division.

The Computer Service Center respectfully requests the continuance of carryover authority in FY 2018 to help meet the ever-changing needs of our customers. Since the CSC also makes substantial technology purchases on behalf of our customers, carryover authority has allowed us to negotiate better pricing and terms with the vendors, resulting in significant cost savings for taxpayers.

2. What resources are necessary to implement this request?

- a. **List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.** No additional personnel are being requested.
- b. **Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.** Current Computer Service Center positions will absorb additional workload.
- c. **List any additional operating funds and capital items needed.**
No additional operating funds and capital outlay will be needed.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The Computer Service Center's FY 2018 appropriation is funded by the fees for services paid by state agencies in the Data Processing Services fund. Carryover authority is requested from the Computer Service Center billing fund's unused FY 2017 appropriation. Reappropriation authority will allow the CSC to reduce costs by capitalizing on opportunities to procure from vendors at cycles favorable to the state.

Suggested Wording (NEW) if applicable:

There is hereby reappropriated to the State Controller any unexpended and unencumbered balances appropriated or reappropriated to the State Controller for the Computer Service Center program for fiscal year 2017 to be used for nonrecurring expenditures in that program for the period July 1, 2017, through June 30, 2018.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Our state agency partners and the citizens of Idaho will benefit from the enhanced level of service and opportunities for cost savings provided by this carryover request. The Computer Service Center has historically received carryover authority to manage the back log of program changes that had been postponed due to new programming required by statute changes. Carryover authority also gives the CSC the funding needed to proceed in working with state agencies to provide enhanced systems and a raised floor computing environment complete with disaster recovery capabilities. If carryover authority is not granted, the CSC will not be able to maintain the competitive advantage of timing IT acquisitions for maximizing value to the state.

Agency/Department: <u>Office of the State Controller</u>		Agency Number: 140	
Function/Division: <u>Computer Service Center</u>		Function/Activity Number: _____	
Activity/Program: _____		Budget Unit: SCDA	
Original Request Date: <u>September 1, 2016</u>		Fiscal Year: 2018	
Revision Date: _____		Fund Name: Data Processing Services	
Revision #: _____		Fund Number: 0480-00	
Budget Submission Page # _____		of _____	

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	46.01	3,039,134	570,066	633,086	4,242,287	(112,561)	57,301	668	57,969
		Board & Group Positions	2		4,353	0	779	5,131				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		46.01	3,043,487	570,066	633,865	4,247,418		57,301	668	57,969
		FY 2017 ORIGINAL APPROPRIATION			4,908,800							
		Unadjusted Over or (Under) Funded:	Est Difference		5.24	473,913	88,767	98,702				
Calculated overfunding is 13.5% of Original Appropriation												
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd										
		Adjustment Description / Position Title										
0108	R1	Financial/Info Systems Analyst	1	0.19	2,871	2,326	610	5,807		232	1	232
0127	R1	Deputy Chief of Staff	1	0.20	20,767	2,448	4,415	27,630		244	4	248
0132	R1	Deputy Legal Council	1	0.55	35,464	6,732	7,539	49,735		671	7	678
0135	R1	Deputy Controller - Boards and Comm.	1	(0.05)	(3,896)	(612)	(828)	(5,336)		(61)	(1)	(62)
0234	R1	Front Office Manager	1	(0.05)	(524)	(612)	(111)	(1,248)		(61)	(0)	(61)
9999	R1	Group	2	0.00	41,250	0	3,325	44,575		0	0	0
0002	R1	IT Systems Analyst	1	1.00	82,160	12,240	17,466	111,866		1,220	16	1,236
0208	R1	IT Systems Integration Analyst	1	1.00	70,928	12,240	15,079	98,247		1,220	14	1,234
0039	R1	Project Manager 3	1	1.00	83,616	12,240	17,776	113,632		1,220	17	1,237
0247	R1	Systems Programmer Associate	1	1.00	52,000	12,240	11,055	75,295		1,220	10	1,230
0015	R1	IT Operations Assoc.	1	0.00	327	0	70	396		0	0	0
0041	R1	IT Manager	1	0.00	83,117	0	17,670	100,787		0	17	17
Other Adjustments:												
0026	R1	IT Systems Operator, Assoc.	1	0.40	9,152	4,896	1,946	15,994		488	2	490
0038	R1	IT Systems Operator, Assoc.	1	0.40	9,838	4,896	2,091	16,825		488	2	490
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	51.65	3,484,954	639,100	727,863	4,851,917		64,182	757	64,939
		Board & Group Positions	2	0.00	45,603	0	4,103	49,706		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		51.65	3,530,557	639,100	731,967	4,901,623		64,182	757	64,939
Adjusted Over or (Under) Funding:												
		Orig. Approp		(0.40)	5,200	900	1,100	7,200	Calculated overfunding is .1% of Original Appropriation			
		Est. Expend		0.00	5,100	900	1,000	7,000	Calculated overfunding is .1% of Estimated Expenditures			
		Base		0.00	5,100	900	1,000	7,000	Calculated overfunding is .1% of the Base			
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	4,908,800	51.25	3,535,726	640,035	733,038	4,908,800				
	Rounded Appropriation		51.25	3,535,700	640,000	733,000	4,908,800				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		51.25	3,535,700	640,000	733,000	4,908,800				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.40	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		51.65	3,535,700	640,000	733,000	4,908,800				
	Base Adjustments:										
8.31	Transfer Between Programs		0.00	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(126,500)	0	(26,900)	(153,400)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		51.65	3,409,200	640,000	706,100	4,755,400				
10.11	Change in Health Benefit Costs				64,200		64,200				
10.12	Change in Variable Benefits Costs					800	800				
	Subtotal CEC Base:	Indicator Code	51.65	3,409,200	704,200	706,900	4,820,400				
10.51	Annualization			0	0	0	0				
10.61	CEC for Permanent Positions	1.00%		33,600		7,100	40,700				
10.62	CEC for Group Positions	1.00%		500		0	500				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		51.65	3,443,300	704,200	714,000	4,861,600				
	Line Items:										
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		51.65	3,443,300	704,200	714,000	4,861,600				

FORM B7: ONE-TIME OPERATING EXPENDITURES & ONE-TIME CAPITAL OUTLAY SUMMARY

Agency/Department: Office of the State Controller
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 140
 Function/Activity Number: _____

Original Request Date: September 1, 2016
 Revision Request Date: _____

Page: _____ of _____

Priority Order	Program	DU	Fund	Sub-object Code	Item/Description	Mileag	Date Acquired	Quantity In Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
1	01	10.31	0001	6420	Laptop Computers		Various	8	3	1,950	5,900
1	01	10.31	0001	6420	Personal Desktop Computers		Various	8	1	950	1,000
1	01	10.31	0001	5551	22" Flat Screen Monitors		Various	22	4	280	1,100
1	02	10.31	0001	6420	Laptop Computers		Various	6	2	1,950	3,900
1	02	10.31	0001	6420	Personal Desktop Computers		Various	21	5	950	4,800
1	02	10.31	0001	5551	22" Flat Screen Monitors		Various	43	10	280	2,800
1	03	10.31	0001	6420	Laptop Computers		Various	6	3	1,950	5,900
1	03	10.31	0001	6420	Personal Desktop Computers		Various	13	3	950	2,900
1	03	10.31	0001	5551	22" Flat Screen Monitors		Various	35	6	280	1,700
1	04	10.31	0480	6420	Laptop Computers		Various	40	13	1,950	25,400
1	04	10.31	0480	6420	Personal Desktop Computers		Various	7	0	950	0
1	04	10.31	0480	5551	22" Flat Screen Monitors		Various	54	8	280	2,200
1	01	12.03	0001	6201	Security Infrastructure Upgrade				1	45,000	45,000
Subtotal of filtered items											\$102,600
Grand Total by Program											\$102,600
	01										53,000
	02										11,500
	03										10,500
	04										27,600
Grand Total by Decision Unit											\$102,600
		10.31									57,600
		12.03									45,000
			0001								0
			0480								75,000
											27,600
				6420				109	30		49,800
				5551				154	28		7,800
				6201				0	1		45,000

End of SCO FY 2018 Budget

FY 2018 Budget Request Revision for Statewide Cost Allocation

Fiscal Year: **2018**

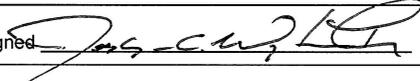
Revision No. 1

Agency Code: **140**

Agency: **Office of the State Controller**

Budget Unit	Program Name	Fund Number	Base	Attorney General	Risk Management	State Controller	State Treasurer	BU/Fund Total	Percent of Base	Percent of Fund
			SWCAP 26,271	DU 10.41	DU 10.45	DU 10.46	DU 10.47			
SCAA	Administration	0001	1,300	0	7,500	(100)	0	7,400	4.94%	9.26%
SCBA	Statewide Accounting	0001	6,700	0	39,600	(200)	0	39,400	25.48%	49.31%
SCCA	Statewide Payroll	0001	5,800	0	33,900	(200)	0	33,700	22.05%	42.18%
SCDA	Computer Service Center	0480	12,500	0	0	(600)	0	(600)	47.53%	-0.75%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
Decision Unit Total			26,300	0	81,000	(1,100)	0	79,900	100.00%	100.00%

I request that the FY 2018 Budget Request be revised to reflect the above adjustments for Attorney General fees, Risk Management fees, State Controller's fees, and State Treasurer fees.

Signed  Title Budget Coordinator Date 10/19/2016

Instructions
 Each year after the original budget submission deadline, the Division of Financial Management calculates the estimated amount of change from the current year to the budget year for certain Interagency Nonstandard Adjustment decision units related to the Statewide Cost Allocation Plan (SWCAP). It is your responsibility to distribute those changes equitably between programs (budget units) and fund sources.

- 1) Locate your agency on the Indirect Cost Recovery Budget Adjustments spreadsheet.
- 2) Sum the "FY Approp. Basis" columns for all categories (Treasurer, Controller Attorney General, Risk Management, and Facility Services) in cell E7.
- 3) Enter by budget unit and fund source the SWCAP appropriation basis in the column titled "Base SWCAP". The allocation should be the same as your actual expenditures by fund source for last year rounded to the nearest \$100.
- 4) Find "Request Adjustment" for each category noting "Statewide Accounting" and "Statewide Payroll" must be summed to calculate the Controller fees.
- 5) Identify the budget unit and fund source for each of the areas requiring adjustment.
- 6) Enter each budget unit in the column identified as Budget Unit. Flag any continuous budget units as "(Cont)". Repeat for each different fund.
- 7) In the column identified as Fund Number, place the number of the fund to which the increase or decrease in costs will be applied.
- 8) In the column identified as adjustment, place the dollar amount for each identified budget unit by fund. Round to nearest \$100.
- 9) Check that all totals match those on the Indirect Cost Recovery Budget Adjustment spreadsheet.
- 10) Sign and return a copy to each of your DFM and LSO analysts. *Thank you!*