

Agency Summary And Certification

180 -- Financial Management, Division of

SEP 01 2016

Original Submission or Rev No. ____

FY2018 Request

Page 1 of 23 Pages

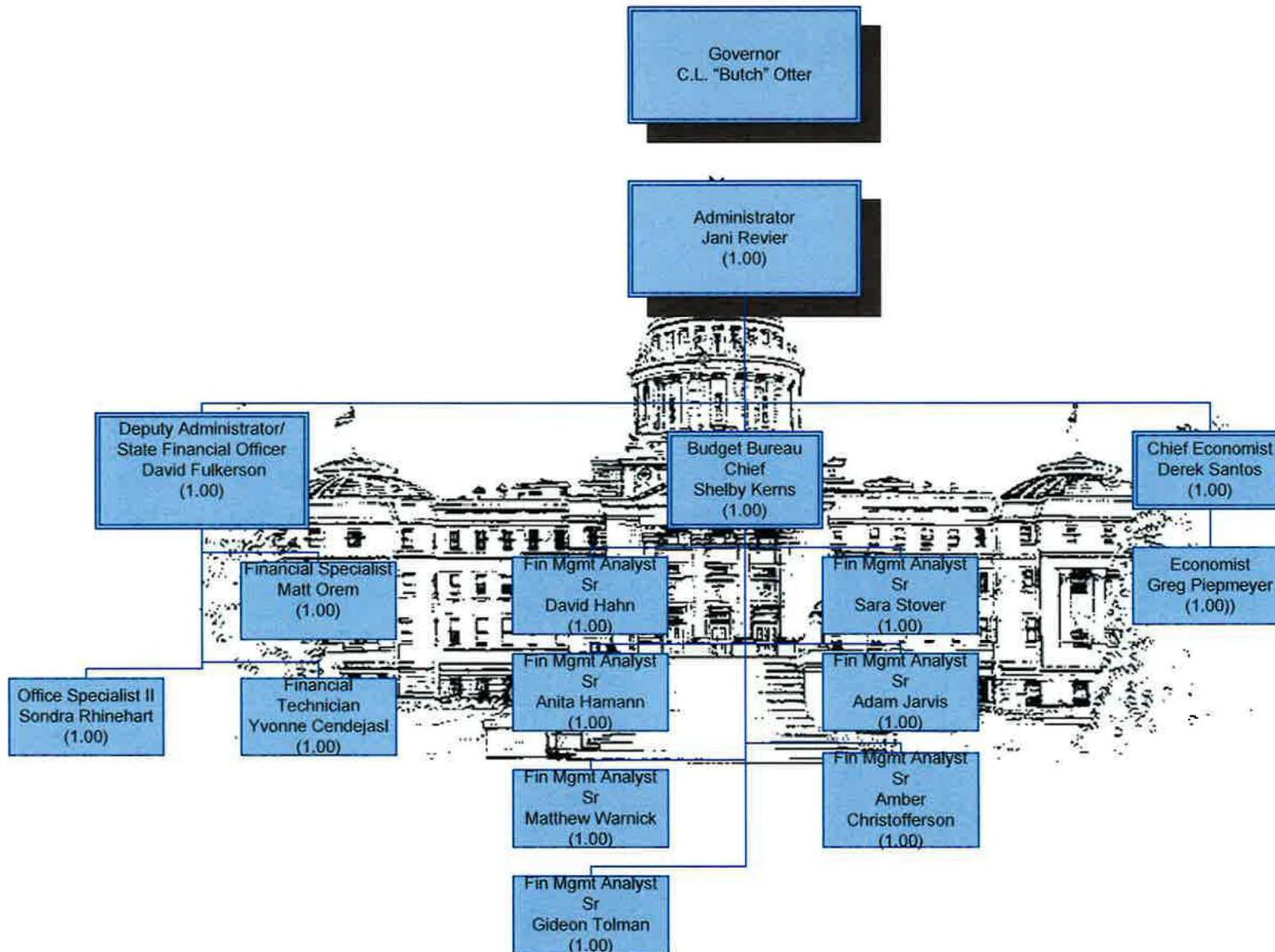
In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : 

Date: 8/30/2016

| Function/Activity | FY 2016 Total Appropriation | FY 2016 Total Expenditures | FY 2017 Original Appropriation | FY 2017 Estimated Expenditures | FY 2018 Total Request |
|---------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|-----------------------------|
| Financial Management | 1,707,000 | 1,591,600 | 1,814,800 | 1,814,800 | 1,796,500 |
| Total | 1,707,000 | 1,591,600 | 1,814,800 | 1,814,800 | 1,796,500 |
| By Fund Source | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| G 0001-00 General Revenue Fund | 1,664,200 | 1,566,300 | 1,769,800 | 1,769,800 | 1,751,300 |
| O 0349-00 Miscellaneous Revenue | 42,800 | 25,300 | 45,000 | 45,000 | 45,200 |
| Total | 1,707,000 | 1,591,600 | 1,814,800 | 1,814,800 | 1,796,500 |
| By Object | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| Personnel Costs | 1,535,300 | 1,319,400 | 1,643,100 | 1,643,100 | 1,624,800 |
| Operating Expenditures | 171,700 | 254,700 | 171,700 | 171,700 | 171,700 |
| Capital Outlay | 0 | 17,500 | 0 | 0 | 0 |
| Trustee And Benefit Payments | 0 | 0 | 0 | 0 | 0 |
| Lump Sum | 0 | 0 | 0 | 0 | 0 |
| Total | 1,707,000 | 1,591,600 | 1,814,800 | 1,814,800 | 1,796,500 |
| FTP Total | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 |

Executive Office of the Governor Division of Financial Management



Total Division FTP: 15.0
Total Vacant FTP 0

FY 2018 Agency Budget - Request

Detail Report

Agency: 180 - Financial Management, Division of

Function: 01 - Financial Management

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/ Benefit | Lump Sum | Total |
|---------------------------------------|---------------------------------|---------|-------------------|----------------------|-------------------|---------------------|----------|------------------|
| FY 2016 Total Appropriation | | | | | | | | |
| 1.00 | FY 2016 Total Appropriation | | | | | | | |
| | SB 1138 | | | | | | | |
| | 0001-00 | General | 14.65 | 1,499,600 | 164,600 | 0 | 0 | 1,664,200 |
| | 0349-00 | Other | 0.35 | 35,700 | 7,100 | 0 | 0 | 42,800 |
| | Total | | 15.00 | 1,535,300 | 171,700 | 0 | 0 | 1,707,000 |
| 1.21 | Net Object Transfers | | | | | | | |
| | 0001-00 | General | 0.00 | (123,800) | 106,300 | 17,500 | 0 | 0 |
| | Total | | 0.00 | (123,800) | 106,300 | 17,500 | 0 | 0 |
| 1.61 | Reverted Appropriation Balances | | | | | | | |
| | 0001-00 | General | 0.00 | (76,400) | (21,500) | 0 | 0 | (97,900) |
| | 0349-00 | Other | 0.00 | (15,700) | (1,800) | 0 | 0 | (17,500) |
| | Total | | 0.00 | (92,100) | (23,300) | 0 | 0 | (115,400) |
| FY 2016 Actual Expenditures | | | | | | | | |
| | 0001-00 | General | 14.65 | 1,299,400 | 249,400 | 17,500 | 0 | 1,566,300 |
| | 0349-00 | Other | 0.35 | 20,000 | 5,300 | 0 | 0 | 25,300 |
| | Total | | 15.00 | 1,319,400 | 254,700 | 17,500 | 0 | 1,591,600 |
| FY 2017 Original Appropriation | | | | | | | | |
| 3.00 | FY 2017 Original Appropriation | | | | | | | |
| | HB 610 | | | | | | | |
| | 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 1,719,500 |
| | OT 0001-00 | General | 0.00 | 50,300 | 0 | 0 | 0 | 50,300 |
| | 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 44,400 |
| | OT 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 600 |
| | Total | | 15.00 | 1,643,100 | 171,700 | 0 | 0 | 1,814,800 |
| FY 2017 Total Appropriation | | | | | | | | |
| | 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 1,719,500 |
| | OT 0001-00 | General | 0.00 | 50,300 | 0 | 0 | 0 | 50,300 |
| | 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 44,400 |
| | OT 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 600 |
| | Total | | 15.00 | 1,643,100 | 171,700 | 0 | 0 | 1,814,800 |

FY 2018 Agency Budget - Request

Detail Report

Agency: 180 - Financial Management, Division of

Function: 01 - Financial Management

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/ Benefit | Lump Sum | Total |
|---|---------|--------------|-------------------|----------------------|-------------------|---------------------|----------|------------------|
| FY 2017 Estimated Expenditures | | | | | | | | |
| 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 0 | 1,719,500 |
| OT 0001-00 | General | 0.00 | 50,300 | 0 | 0 | 0 | 0 | 50,300 |
| 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 0 | 44,400 |
| OT 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 0 | 600 |
| Total | | 15.00 | 1,643,100 | 171,700 | 0 | 0 | 0 | 1,814,800 |
| Base Adjustments | | | | | | | | |
| 8.41 Removal of One-Time Expenditures | | | | | | | | |
| OT 0001-00 | General | 0.00 | (50,300) | 0 | 0 | 0 | 0 | (50,300) |
| OT 0349-00 | Other | 0.00 | (600) | 0 | 0 | 0 | 0 | (600) |
| Total | | 0.00 | (50,900) | 0 | 0 | 0 | 0 | (50,900) |
| FY 2018 Base | | | | | | | | |
| 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 0 | 1,719,500 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 0 | 44,400 |
| OT 0349-00 | Other | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | 15.00 | 1,592,200 | 171,700 | 0 | 0 | 0 | 1,763,900 |
| Program Maintenance | | | | | | | | |
| 10.11 Change in Health Benefit Costs | | | | | | | | |
| 0001-00 | General | 0.00 | 17,900 | 0 | 0 | 0 | 0 | 17,900 |
| 0349-00 | Other | 0.00 | 400 | 0 | 0 | 0 | 0 | 400 |
| Total | | 0.00 | 18,300 | 0 | 0 | 0 | 0 | 18,300 |
| 10.12 Change in Variable Benefit Costs | | | | | | | | |
| 0001-00 | General | 0.00 | 100 | 0 | 0 | 0 | 0 | 100 |
| Total | | 0.00 | 100 | 0 | 0 | 0 | 0 | 100 |
| 10.61 Salary Multiplier - Regular Employees | | | | | | | | |
| 0001-00 | General | 0.00 | 13,800 | 0 | 0 | 0 | 0 | 13,800 |
| 0349-00 | Other | 0.00 | 400 | 0 | 0 | 0 | 0 | 400 |
| Total | | 0.00 | 14,200 | 0 | 0 | 0 | 0 | 14,200 |

FY 2018 Agency Budget - Request

Detail Report

Agency: 180 - Financial Management, Division of
 Function: 01 - Financial Management

| | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/ Benefit | Lump Sum | Total |
|----------------------------------|--------------|------------------|-------------------|----------------|------------------|----------|------------------|
| FY 2018 Total Maintenance | | | | | | | |
| 0001-00 General | 14.65 | 1,586,700 | 164,600 | 0 | 0 | 0 | 1,751,300 |
| OT 0001-00 General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 Other | 0.35 | 38,100 | 7,100 | 0 | 0 | 0 | 45,200 |
| OT 0349-00 Other | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 15.00 | 1,624,800 | 171,700 | 0 | 0 | 0 | 1,796,500 |
| FY 2018 Total | | | | | | | |
| 0001-00 General | 14.65 | 1,586,700 | 164,600 | 0 | 0 | 0 | 1,751,300 |
| OT 0001-00 General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 Other | 0.35 | 38,100 | 7,100 | 0 | 0 | 0 | 45,200 |
| OT 0349-00 Other | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 15.00 | 1,624,800 | 171,700 | 0 | 0 | 0 | 1,796,500 |

FY 2018 Executive Budget - History

DU Category Detail

DU Category: 1.00

| | | <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> |
|--|---------|------------------------------|-----------------------|--------------------------|-----------------------|-------------------------|-----------------|------------------|
| Agency: 180 - Financial Management, Division of | | Analyst: Shelby Kerns | | | | | | |
| Function: 01 - Financial Management | | | | | | | | |
| 1.00 FY 2016 Total Appropriation | | | | | | | | |
| SB 1138 | | | | | | | | |
| 0001-00 | General | 14.65 | 1,499,600 | 164,600 | 0 | 0 | 0 | 1,664,200 |
| 0349-00 | Other | 0.35 | 35,700 | 7,100 | 0 | 0 | 0 | 42,800 |
| Total | | 15.00 | 1,535,300 | 171,700 | 0 | 0 | 0 | 1,707,000 |
| 1.21 Net Object Transfers | | | | | | | | |
| 0001-00 | General | 0.00 | (123,800) | 106,300 | 17,500 | 0 | 0 | 0 |
| Total | | 0.00 | (123,800) | 106,300 | 17,500 | 0 | 0 | 0 |
| 1.61 Reverted Appropriation Balances | | | | | | | | |
| 0001-00 | General | 0.00 | (76,400) | (21,500) | 0 | 0 | 0 | (97,900) |
| 0349-00 | Other | 0.00 | (15,700) | (1,800) | 0 | 0 | 0 | (17,500) |
| Total | | 0.00 | (92,100) | (23,300) | 0 | 0 | 0 | (115,400) |

Report Totals

General Funds

| | | | | | | | |
|--------------|--------------|------------------|----------------|---------------|----------|----------|------------------|
| Ongoing | 14.65 | 1,299,400 | 249,400 | 17,500 | 0 | 0 | 1,566,300 |
| Total | 14.65 | 1,299,400 | 249,400 | 17,500 | 0 | 0 | 1,566,300 |

All Funds

| | | | | | | | |
|--------------|--------------|------------------|----------------|---------------|----------|----------|------------------|
| Ongoing | 15.00 | 1,319,400 | 254,700 | 17,500 | 0 | 0 | 1,591,600 |
| Total | 15.00 | 1,319,400 | 254,700 | 17,500 | 0 | 0 | 1,591,600 |

FY 2018 Agency Budget - Request

DU Summary Report

Agency: 180 Financial Management, Division of

Function: 01 Financial Management

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/Benefit | Lump Sum | Total |
|---------------------------------------|---------|--------------|------------------|-------------------|----------------|-----------------|----------|------------------|
| FY 2016 Total Appropriation | | | | | | | | |
| 0001-00 | General | 14.65 | 1,499,600 | 164,600 | 0 | 0 | 0 | 1,664,200 |
| 0349-00 | Other | 0.35 | 35,700 | 7,100 | 0 | 0 | 0 | 42,800 |
| | | 15.00 | 1,535,300 | 171,700 | 0 | 0 | 0 | 1,707,000 |
| FY 2016 Actual Expenditures | | | | | | | | |
| 0001-00 | General | 14.65 | 1,299,400 | 249,400 | 17,500 | 0 | 0 | 1,566,300 |
| 0349-00 | Other | 0.35 | 20,000 | 5,300 | 0 | 0 | 0 | 25,300 |
| | | 15.00 | 1,319,400 | 254,700 | 17,500 | 0 | 0 | 1,591,600 |
| FY 2017 Original Appropriation | | | | | | | | |
| 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 0 | 1,719,500 |
| OT 0001-00 | General | 0.00 | 50,300 | 0 | 0 | 0 | 0 | 50,300 |
| 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 0 | 44,400 |
| OT 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 0 | 600 |
| | | 15.00 | 1,643,100 | 171,700 | 0 | 0 | 0 | 1,814,800 |
| Appropriation Adjustments | | | | | | | | |
| FY 2017 Total Appropriation | | | | | | | | |
| 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 0 | 1,719,500 |
| OT 0001-00 | General | 0.00 | 50,300 | 0 | 0 | 0 | 0 | 50,300 |
| 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 0 | 44,400 |
| OT 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 0 | 600 |
| | | 15.00 | 1,643,100 | 171,700 | 0 | 0 | 0 | 1,814,800 |
| Expenditure Adjustments | | | | | | | | |
| FY 2017 Estimated Expenditures | | | | | | | | |
| 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 0 | 1,719,500 |
| OT 0001-00 | General | 0.00 | 50,300 | 0 | 0 | 0 | 0 | 50,300 |
| 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 0 | 44,400 |
| OT 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 0 | 600 |
| | | 15.00 | 1,643,100 | 171,700 | 0 | 0 | 0 | 1,814,800 |
| Base Adjustments | | | | | | | | |
| OT 0001-00 | General | 0.00 | (50,300) | 0 | 0 | 0 | 0 | (50,300) |
| OT 0349-00 | Other | 0.00 | (600) | 0 | 0 | 0 | 0 | (600) |
| | | 0.00 | (50,900) | 0 | 0 | 0 | 0 | (50,900) |
| FY 2018 Base | | | | | | | | |
| 0001-00 | General | 14.65 | 1,554,900 | 164,600 | 0 | 0 | 0 | 1,719,500 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 | Other | 0.35 | 37,300 | 7,100 | 0 | 0 | 0 | 44,400 |
| OT 0349-00 | Other | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 15.00 | 1,592,200 | 171,700 | 0 | 0 | 0 | 1,763,900 |
| Employee Benefit Costs | | | | | | | | |
| 0001-00 | General | 0.00 | 18,000 | 0 | 0 | 0 | 0 | 18,000 |
| 0349-00 | Other | 0.00 | 400 | 0 | 0 | 0 | 0 | 400 |
| | | 0.00 | 18,400 | 0 | 0 | 0 | 0 | 18,400 |

FY 2018 Agency Budget - Request

DU Summary Report

Agency: 180 Financial Management, Division of

Function: 01 Financial Management

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/Benefit | Lump Sum | Total |
|--|---------|--------------|------------------|-------------------|----------------|-----------------|----------|------------------|
| Change In Employee Compensation | | | | | | | | |
| 0001-00 | General | 0.00 | 13,800 | 0 | 0 | 0 | 0 | 13,800 |
| 0349-00 | Other | 0.00 | 400 | 0 | 0 | 0 | 0 | 400 |
| | | 0.00 | 14,200 | 0 | 0 | 0 | 0 | 14,200 |
| FY 2018 Total Maintenance | | | | | | | | |
| 0001-00 | General | 14.65 | 1,586,700 | 164,600 | 0 | 0 | 0 | 1,751,300 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 | Other | 0.35 | 38,100 | 7,100 | 0 | 0 | 0 | 45,200 |
| OT 0349-00 | Other | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 15.00 | 1,624,800 | 171,700 | 0 | 0 | 0 | 1,796,500 |
| Line Items | | | | | | | | |
| FY 2018 Total | | | | | | | | |
| 0001-00 | General | 14.65 | 1,586,700 | 164,600 | 0 | 0 | 0 | 1,751,300 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0349-00 | Other | 0.35 | 38,100 | 7,100 | 0 | 0 | 0 | 45,200 |
| OT 0349-00 | Other | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 15.00 | 1,624,800 | 171,700 | 0 | 0 | 0 | 1,796,500 |

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Division of Financial Management

Agency Number: 180

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

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Sources and Uses: This fund is used to collect the state indirect cost recovery fees through the combined billing process administered by the Division of Financial Management. The entire balance of the funds collected are transferred to the General Fund at the end of each fiscal year.

| FUND NAME: | Indirect Cost Recovery Fund | FUND CODE: | 0125 | FY 2014 Actual | FY 2015 Actual | FY 2016 Actual | FY 2017 Estimate | FY 2018 Estimate |
|---|-----------------------------|--------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1. Beginning Free Fund Balance | | | | 0 | 0 | 0 | 0 | 0 |
| 2. Encumbrances as of July 1 | | | | 0 | 0 | 0 | 0 | 0 |
| 2a. Reappropriation (Legislative Carryover) | | | | NA | NA | NA | 0 | 0 |
| 3. Beginning Cash Balance | | | | 0 | 0 | 0 | 0 | 0 |
| 4. Revenues (from Form B-11) | | | | 17,638,000 | 17,955,200 | 18,944,000 | 18,900,000 | 18,900,000 |
| 5. Non-Revenue Receipts and Other Adjustments | | | | 0 | 0 | 0 | 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 | | | | 17,638,000 | 17,955,200 | 18,944,000 | 18,900,000 | 18,900,000 |
| 9. Statutory Transfers Out: | | Fund or Reference: | | 17,638,000 | 17,955,200 | 18,944,000 | 18,900,000 | 18,900,000 |
| 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 | | | | 0 | 0 | 0 | 0 | 0 |
| 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 | | | | 0 | 0 | 0 | 0 | 0 |
| 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 | | | | 0 | 0 | 0 | 0 | 0 |
| 20. Ending Cash Balance | | | | 0 | 0 | 0 | 0 | 0 |
| 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 | 0 | 0 | 0 |
| 23. Borrowing Limit | | | | 0 | 0 | 0 | 0 | 0 |
| 24. Ending Free Fund Balance | | | | 0 | 0 | 0 | 0 | 0 |
| 25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc) | | | | 0 | 0 | 0 | 0 | 0 |
| 26. Outstanding Loans (if this fund is part of a loan program) | | | | | | | | |

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Division of Financial Management

Agency Number: 180

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

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Sources and Uses: The miscellaneous revenue fund is used to collect fees billed for small agency accounting services provided by the Division of Financial Management.

| 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 | | | | 10,100 | 4,000 | 16,900 | 29,200 | 29,200 |
| 2. Encumbrances as of July 1 | | | | 0 | 0 | 0 | 0 | 0 |
| 2a. Reappropriation (Legislative Carryover) | | | | NA | NA | NA | 0 | 0 |
| 3. Beginning Cash Balance | | | | 10,100 | 4,000 | 16,900 | 29,200 | 29,200 |
| 4. Revenues (from Form B-11) | | | | 33,000 | 38,000 | 37,000 | 45,000 | 45,200 |
| 5. Non-Revenue Receipts and Other Adjustments | | | | 0 | 0 | 500 | 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 | | | | 43,100 | 42,000 | 54,400 | 74,200 | 74,400 |
| 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 | | | | 40,900 | 42,100 | 42,800 | 45,000 | 45,200 |
| 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 | | | | (1,800) | (17,000) | (17,600) | 0 | 0 |
| 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 | | | | 39,100 | 25,100 | 25,200 | 45,000 | 45,200 |
| 20. Ending Cash Balance | | | | 4,000 | 16,900 | 29,200 | 29,200 | 29,200 |
| 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 | 0 | 0 | 0 |
| 23. Borrowing Limit | | | | 0 | 0 | 0 | 0 | 0 |
| 24. Ending Free Fund Balance | | | | 4,000 | 16,900 | 29,200 | 29,200 | 29,200 |
| 25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc) | | | | 39,100 | 25,100 | 25,200 | 45,000 | 45,200 |
| 26. Outstanding Loans (if this fund is part of a loan program) | | | | | | | | |

Notes:

FORM B6: WAGE & SALARY RECONCILIATION

| 7.00 | | FY 2017 ESTIMATED EXPENDITURES | 14.65 | 1,178,700 | 182,000 | 244,400 | 1,605,200 | |
|-------|--|---|----------------|--------------|-----------------|---------------|---------------|-----------|
| | | Base Adjustments: | | | | | | |
| 8.31 | | Transfer Between Programs | 0.00 | 0 | 0 | 0 | 0 | |
| 8.41 | | Removal of One-Time Expenditures | 0.00 | (41,500) | 0 | (8,800) | (50,300) | |
| 8.51 | | Base Reduction | 0.00 | 0 | 0 | 0 | 0 | |
| 9.00 | | FY 2018 BASE | FTP | FY 18 Salary | FY18 Health Ben | FY 18 Var Ben | FY 2018 Total | |
| | | | 14.65 | 1,137,200 | 182,000 | 235,600 | 1,554,900 | |
| 10.11 | | Change in Health Benefit Costs | | | 17,900 | | 17,900 | |
| 10.12 | | Change in Variable Benefits Costs | | | | 100 | 100 | |
| | | Subtotal CEC Base: | Indicator Code | 14.65 | 1,137,200 | 199,900 | 235,700 | 1,572,900 |
| 10.51 | | Annualization | | 0 | 0 | 0 | 0 | |
| 10.61 | | CEC for Permanent Positions | 1.00% | 11,400 | | 2,400 | 13,800 | |
| 10.62 | | CEC for Group Positions | 1.00% | 0 | | 0 | 0 | |
| 10.63 | | CEC for Elected Officials & Commissioners | | 0 | | 0 | 0 | |
| 11.00 | | FY 2018 PROGRAM MAINTENANCE | 14.65 | 1,148,600 | 199,900 | 238,100 | 1,586,700 | |
| | | Line Items: | | | | | | |
| 12.01 | | | | | | | 0 | |
| 12.02 | | | | | | | 0 | |
| 12.03 | | | | | | | 0 | |
| 13.00 | | FY 2018 TOTAL REQUEST | 14.65 | 1,148,600 | 199,900 | 238,100 | 1,586,700 | |

FORM B6: WAGE & SALARY RECONCILIATION

| 7.00 | | FY 2017 ESTIMATED EXPENDITURES | 0.35 | 27,700 | 4,400 | 5,800 | 37,900 | |
|-------|--|---|----------------|--------------|-----------------|---------------|---------------|--------|
| | | Base Adjustments: | | | | | | |
| 8.31 | | Transfer Between Programs | 0.00 | 0 | 0 | 0 | 0 | |
| 8.41 | | Removal of One-Time Expenditures | 0.00 | (500) | 0 | (100) | (500) | |
| 8.51 | | Base Reduction | 0.00 | 0 | 0 | 0 | 0 | |
| 9.00 | | FY 2018 BASE | FTP | FY 18 Salary | FY18 Health Ben | FY 18 Var Ben | FY 2018 Total | |
| | | | 0.35 | 27,200 | 4,400 | 5,700 | 37,300 | |
| 10.11 | | Change in Health Benefit Costs | | | 400 | | 400 | |
| 10.12 | | Change in Variable Benefits Costs | | | | 0 | 0 | |
| | | Subtotal CEC Base: | Indicator Code | 0.35 | 27,200 | 4,800 | 5,700 | 37,700 |
| 10.51 | | Annualization | | 0 | 0 | 0 | 0 | |
| 10.61 | | CEC for Permanent Positions | 1.00% | 300 | | 100 | 400 | |
| 10.62 | | CEC for Group Positions | 1.00% | 0 | | 0 | 0 | |
| 10.63 | | CEC for Elected Officials & Commissioners | | 0 | | 0 | 0 | |
| 11.00 | | FY 2018 PROGRAM MAINTENANCE | 0.35 | 27,500 | 4,800 | 5,800 | 38,100 | |
| | | Line Items: | | | | | | |
| 12.01 | | | | | | | 0 | |
| 12.02 | | | | | | | 0 | |
| 12.03 | | | | | | | 0 | |
| 13.00 | | FY 2018 TOTAL REQUEST | 0.35 | 27,500 | 4,800 | 5,800 | 38,100 | |

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

| | | | |
|-------------------|----------------------------------|------------------|--|
| AGENCY NAME: | Executive Office of the Governor | | |
| Division/Bureau: | Division of Financial Management | | |
| Prepared By: | Matt Orem | E-mail Address: | matt.orem@dfm.idaho.gov |
| Telephone Number: | 208-854-3072 | Fax Number: | 208-334-2438 |
| DFM Analyst: | Shelby Kerns | LSO/BPA Analyst: | Cathy Holland-Smith |
| Date Prepared: | 8/19/2016 | For Fiscal Year: | 2018 |

FACILITY INFORMATION (please list each facility separately by city and street address)

| | | | |
|---|----------------------------------|--------------------------------|-------|
| Facility Name: | Borah Building | | |
| City: | Boise | County: | Ada |
| Street Address: | 304 N. 8th Street | Zip Code: | 83843 |
| Facility Ownership: (could be private or state-owned, use "X" to mark one): | Private Lease (use "X" to mark): | State Owned (use "X" to mark): | X |
| | | Lease Expires: | |

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Division of Financial Management administrative office

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

| FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
|---|-------------|---------------|--------------|--------------|--------------|--------------|
| Use "X" to mark the year facility would be surplus. | | | | | | |

WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

| FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
|---|-------------|---------------|--------------|--------------|--------------|--------------|
| Total Number of Work Areas: | 17 | 17 | 17 | 17 | 17 | 17 |
| Full-Time Equivalent Positions: | 15 | 15 | 15 | 15 | 15 | 15 |
| Temp. Employees, Contractors, Auditors, etc.: | | | | | | |

SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

| FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
|--------------|-------------|---------------|--------------|--------------|--------------|--------------|
| Square Feet: | 5,878 | 5,878 | 5,878 | 5,878 | 5,878 | 5,878 |

FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

| FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
|-------------------------|-------------|---------------|--------------|--------------|--------------|--------------|
| Total Facility Cost/Yr: | \$63,743.15 | \$65,199.15 | \$63,405.80 | \$63,405.80 | \$63,405.80 | \$63,405.80 |

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@adm.idaho.gov.
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

Part I – Agency Profile

Agency Overview

The Division of Financial Management serves as the Governor's budget office and is part of the Executive Office of the Governor. The Division is committed to helping state government provide effective and efficient services to the people of the State of Idaho. The Division has a total of 15 full-time positions located within three bureaus: Budget Bureau, Economic Analysis Bureau, and Management Services Bureau. These bureaus work closely with one another and the rest of state government to provide fiscal guidance, oversight, and management services on behalf of the Governor. The Division is located in the Borah building.

Core Functions/Idaho Code

- Statewide policy development, implementation, and monitoring.
- Budget development and oversight.
- Revenue forecasting and economic analysis.
- Fiscal policy development, implementation, and oversight.
- Development and administration of the annual statewide indirect cost allocation plan.

The statutory authority for the Division of Financial Management is Idaho Code 67-35.

Revenue and Expenditures

| Revenue | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|--------------------------|--------------------|--------------------|--------------------|--------------------|
| General Fund | \$1,537,900 | \$1,593,000 | \$1,627,200 | \$1,664,200 |
| Miscellaneous Revenue | \$29,300 | \$33,100 | \$38,500 | \$42,800 |
| Total | \$1,567,200 | \$1,626,100 | \$1,665,700 | \$1,707,000 |
| Expenditures | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
| Personnel Costs | \$1,209,902 | \$1,279,073 | \$1,284,696 | \$1,319,400 |
| Operating Expenditures | \$260,770 | \$223,771 | \$182,233 | \$209,100 |
| Capital Outlay | \$37,033 | \$18,124 | \$11,601 | \$7,000 |
| Trustee/Benefit Payments | \$0 | \$0 | \$0 | \$0 |
| Total | \$1,507,705 | \$1,520,968 | \$1,478,530 | \$1,535,500 |

Profile of Cases Managed and/or Key Services Provided

| Cases Managed and/or Key Services Provided | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|--|-----------------|-----------------|-----------------|-----------------|
| Total General Fund Available | \$2,782,413,900 | \$2,839,850,900 | \$2,971,340,400 | \$3,107,620,200 |
| Total General Fund Appropriation | \$2,706,511,800 | \$2,801,339,400 | \$2,933,897,800 | \$3,058,536,700 |

Performance Highlights *(Optional)*

Part II – Performance Measures

| Old Performance Measure | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|---|-----------|---------------------|---------------------|---------------------|---------------------|--------------|
| Goal 1 | | | | | | |
| <i>Previous year's performance measures</i> | | | | | | |
| 1. Timely production and distribution of budget development manual | actual | July 15th | July 15th | July 15th | July 15th | ----- |
| | benchmark | By July 15 | By July 15 | By July 15 | By July 15 | N/A |
| 2. Issue timely and informative General Fund Revenue publication | actual | January | January | January | January | ----- |
| | benchmark | By January | By January | By January | By January | N/A |
| 3. Issue timely and informative Idaho Economic Forecast publication | actual | Jan, Apr, July, Oct | ----- |
| | benchmark | Quarterly | Quarterly | Quarterly | Quarterly | N/A |
| 4. Issue SWCAP plan by Federal regulation date | actual | February | February | April | July | ----- |
| | benchmark | By December 31st | By December 31st | By December 31st | By December 31st | N/A |

| New Performance Measure | | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|--|-----------|-----------------|-----------------|-----------------|-----------------|--------------|
| Goal 1 | | | | | | |
| <i>Help the Governor by developing and implementing sound executive branch statewide policies and ensuring timely and consistent application.</i> | | | | | | |
| 1. Median number of business days for analyst to recommend/not recommend administrative rules requests | actual | New for FY 2017 | ----- |
| | benchmark | | | | | <5 |
| 2. Median number of business days for analyst to recommend/not recommend grant requests | actual | New for FY 2017 | ----- |
| | benchmark | | | | | <5 |
| 3. Percentage of agencies for which encumbrance request is reviewed by SCO deadline | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 100% |
| 4. Percentage of memos released by established deadline | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 100% |
| Goal 2 | | | | | | |
| <i>Assist agencies with budget requests, oversee Executive Budget development, and monitor budget implementation.</i> | | | | | | |
| 1. Percentage of agency budget recommendations finalized by December 24 th each year | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 90% |
| Goal 3 | | | | | | |
| <i>Accurately forecast, explain, and monitor General Fund revenues by source and provide meaningful analysis on matters of economic concern to policy makers and the public of Idaho</i> | | | | | | |
| 1. Percentage differences between year-end General Fund revenues and most recent revenue forecast | actual | New for FY 2017 | ----- |
| | benchmark | | | | | +/- <5% |
| 2. Percentage of publications released by established deadline | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 100% |
| Goal 4 | | | | | | |
| <i>Provide sound and timely fiscal analysis for all proposed legislation and matters of tax policy</i> | | | | | | |
| 1. Percentage of executive agency legislative proposals for which analyst made recommendation within ten business days | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 95% |
| 2. Percentage of bills with fiscal analysis completed within three business days of passage by both legislative bodies | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 100% |
| Goal 5 | | | | | | |
| <i>Provide effective management for the State of Idaho on all inter- and intra-governmental financial issues</i> | | | | | | |
| 1. Number of audit exceptions for agencies using DFM as a fiscal agent | actual | New for FY 2017 | ----- |
| | benchmark | | | | | 0 |

Performance Measure Explanatory Notes *(Optional)*

For More Information Contact

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