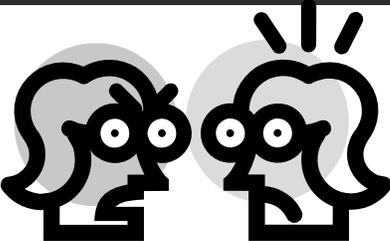


Budget - Nuts and Bolt

Budget Cycle & Process

- June & July – Divisions work on Budget request and present budget to DHS Secretariat Staff.
- July & August – Department submits the budget to BFM & Governor's Office.
- December – Governor present budget address.
- During Legislative session – DHS presents budget to Joint Appropriations Committee.
- End of Legislative session – Legislators approve budget.
- April & May – Budget Upload is done
- July 1 – New budget year starts

Cash vs Authority



Types of Money & Authority

- General – State Funds or match portion
- Federal – VR portion from RSA, DDS, IL portion, MIG, AT
- Other – Social Security Reimbursement, Telecommunication Relay Services

General Funds

- Is or Was funding some programs completely or over matched
- Are needed to match types of federal programs
 - VR 21.3%
 - Inservice 10%
 - IL 10%
 - Medicaid approx 34%

Federal Funds

- 100% Federal Programs
 - DDS, Supported Employment, Stimulus
 - MIG or other pass through grants
- Some Federal funds are matched
- Some Federal fund programs have requirements
 - Maintenance of Effort
 - Program Income
 - Specific requirements on it's use through regulations
- Federal Fund programs typically are 10/1 to 9/30
- Some Federal Fund programs allow 2 years to spend

Other Funds

- TRS is the main one in DRS
- Program Income (Ticket & Cost)
- Cannot be used as Match
- Social Reimbursement has requirements in Regs 361.63

Matching Funds Requirement

- Federal Programs have requirements on what is allowable match
- 3rd Party agreements
- Match has to be managed for programs such as the VR

So how are funds and expenditures tracked on a Voucher?

- By Vendor & Contract Number
- Company
- Accounts
- Budget Centers
- Center User (Funding Source)
- SFY and FFY

Vendor and Contract

- In VR FACES, we compile report on payments made to vendors.
- We can also go to levels of by client or service type in the VR FACES
- If the payment is on a contract, this number needs to be identified.

Company

- 1000 is General Funds
- 2003 is Federal Funds
- 3046 is Other Funds
- 2000 is Stimulus Funds

Accounts

520642009

- First 4 numbers identify the one of the 8 categories
- Next three numbers identify more detail of the purchase
- Last two numbers for the State Fiscal Year

Center

- 1950111
- First two numbers are the Department
- Third number is for the Division
- Remaining number identify the specific budget center in the Divisions

Center User

- 142 – VR Funds
- 129 DDS
- 764 Program Income
- 141 Tech Act Funds
- 235 MIG
- JO124 or JO208 Medicaid Programs
- 4th and 5th Numbers are used for better defining service expenditure

What does the Budget Request look Like?

- Major and Minor Items Requested
- Mission Statement
- Performance Indicators
- Revenues
- Rolling Budget reports
- Narratives

Additional Considerations

- Funds cannot be moved between Personnel Services and other Operations
- FTE is determined by the legislature even if funds are available
- It is important to get the State funds spent by June 30th (use it or loose it)
- It is important to get authorizations in place by Sept 30th

Reallotment

- Each year, RSA requests a letter from the VR Agencies in August **as to whether or not it is relinquishing grant funds, is requesting additional grant funds, or whether it will not seek to change its current grant award.**

Questions
