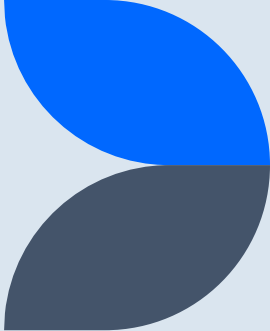


# Things necessary for operating statements

- Reports:
  - 1018
  - Funds Management Expense Report
  - FM Budget vs Actual
  - ZGLA
- Org Chart based on ZMDRR

# Org Chart File



## Divisions for Agency Needs

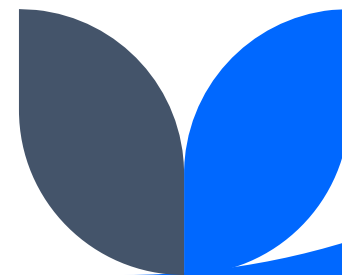
## ZMDRR Details

	A	B	D	E	F	G	H	I	J	K	L	M	N	O
	Office	Grouping	Operating Statement	Budgeted	Cost Center	Name	Functional Ar	Functional Area Description	Mini Co	State Funded Progra	AGY Funded Progra	AGY Funded Program Nam	Valid from	Valid to
9	D08	Parking	Parking	B	D500BCE000	ADM Parking	D500_BC30	Parking	9513	1000.152000.000	D500BCE000_BC30	Parking	6/1/2015	12/31/9999
0	D08	State Building and Property	State Building and Property Services	B	D500BCG000	ADM GSD Property Mgt	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCG000_0001	ADM GSD Property Mgt	6/1/2015	12/31/9999
1	D08	State Building and Property	State Building and Property Services	B	D500BCG000	ADM GSD Property Mgt	D500_BC50	State Building & Prop Ser	9515	1000.153000.000	D500BCG000_BC50	State Bldg & Propert	6/1/2015	12/31/9999
2	D08	State Fleet Management	State Fleet Management - CVRP	B	D500BCF040	SFM CVRP Prog	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCF040_0001	SFM CVRP Fringe	6/1/2015	12/31/9999
3	D08	State Fleet Management	State Fleet Management - CVRP	B	D500BCF040	SFM CVRP Prog	D500_BC40	State Fleet Mgmt - Admin	9514	1000.152500.000	D500BCF040_BC40	SFM CVRP Prog	6/1/2015	12/31/9999
4	D08	State Fleet Management	State Fleet Management - Lease Fleet	B	D500BCF010	ADM SFM Lease Fleet	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCF010_0001	ADM SFM Lease Fleet	6/1/2015	12/31/9999
5	D08	State Fleet Management	State Fleet Management - Lease Fleet	B	D500BCF010	ADM SFM Lease Fleet	D500_BC41	SFM Lease Fleet	9514	1000.152500.000	D500BCF010_BC41	SFM Lease Fleet	6/1/2015	12/31/9999
6	D08	State Fleet Management	State Fleet Management - Motor Pool	B	D500BCF030	ADM SFM Motor Pool	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCF030_0001	ADM SFM Motor Pool	6/1/2015	12/31/9999
7	D08	State Fleet Management	State Fleet Management - Motor Pool	B	D500BCF030	ADM SFM Motor Pool	D500_BC43	SFM Motor Pool	9514	1000.152500.000	D500BCF030_BC43	SFM Motor Pool	6/1/2015	12/31/9999
8	D08	State Fleet Management	State Fleet Management - Regulatory Co	B	D500BCF020	ADM SFM Reg & Comply	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCF020_0001	ADM SFM CVRP fringe	6/1/2015	12/31/9999
9	D08	State Fleet Management	State Fleet Management - Regulatory Co	B	D500BCF020	ADM SFM Reg & Comply	D500_BC42	SFM Reg & Comp	9514	1000.152500.000	D500BCF020_BC42	ADM SFM CVRP fringe	6/1/2015	12/31/9999
0	D08	State House Maint & Oper	Facilities Management	S	D500BCB000	ADM GSD Fac Mgt	D500XBC02	State House Maint & Ops	9509	1000.150510X000	D500BCB000XBC02	GS State House Maint	6/1/2015	12/31/9999
1	D08	Surplus Property	Surplus Property	B	D500BCC000	ADM Surplus Property	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCC000_0001	ADM Surplus Property	6/1/2015	12/31/9999
2	D08	Surplus Property	Surplus Property	B	D500BCC000	ADM Surplus Property	D500_BC10	Surplus Property	9511	1000.151000.000	D500BCC000_BC10	Surplus Property	6/1/2015	12/31/9999
3	D08	Surplus Property - 1033	Surplus Property	B	D500BCC001	Surplus Property 103	D500_0001	Employee Benefits	4702	9500.050000.000	D500BCC001_0001	Surplus Prop 1033 Fr	6/1/2015	12/31/9999
4	D08	Surplus Property - 1033	Surplus Property	B	D500BCC001	Surplus Property 103	D500_BC12	Property Center 1033	9511	1000.151000.000	D500BCC001_BC12	Surplus Prop. 1033 P	6/1/2015	12/31/9999
5	D08	Surplus Property - GSA Vehi	Surplus Property	B	D500BCC000	ADM Surplus Property	D500_BC11	GSA Vehicles	9511	1000.151000.000	D500BCC000_BC11	Surplus Property GSA	6/1/2015	12/31/9999
6	D10	SCEIS - FY13 Proviso 90.20 (S	SCEIS	S	D500BD0000	ADM SCEIS	D500XBD01	SCEIS Sustainment Proviso	8250	9803.400000X000	D500BD0000XBD01	SCEIS Sustainment Pr	6/1/2015	12/31/9999
7	D10	SCEIS - Recurring	SCEIS	B	D500BD0000	ADM SCEIS	D500_0001	Employee Benefits	4702	9500.050000.000	D500BD0000_0001	ADM SCEIS	6/1/2015	12/31/9999
8	D10	SCEIS - Recurring	SCEIS	B	D500BD0000	ADM SCEIS	D500_BD00	SCEIS	9516	1004.200000.000	D500BD0000_BD00	SCEIS	6/1/2015	12/31/9999
9	D11	Capital Reserve FY14 (\$4,840	Division of Information Security	S	D500BE0000	ADM Div of Info Sec	D500XBE03	Div of Info Security	9285	9803.320000X000	D500BE0000XBE03	Div. of Info Securit	6/1/2015	12/31/9999
0	D11	Capital Reserve FY15 (\$4,300	Division of Information Security	S	D500BE0000	ADM Div of Info Sec	D500XBE05	CR OIS DIS 4.3m 2015	9285	9803.320000X000	D500BE0000XBE05	CR OIS Fy 2015 \$4 mi	6/1/2015	12/31/9999
1	D11	Consumer Protection - CR FY	Division of Information Security	S	D500BE0000	ADM Div of Info Sec	D500XBE04	Consum Protect & CyberSec	9284	9808.310000X000	D500BE0000XBE04	Consumer Protection	6/1/2015	12/31/9999
2	D11	Division of Information Secu	Division of Information Security	B	D500BE0000	ADM Div of Info Sec	D500_0001	Employee Benefits	4702	9500.050000.000	D500BE0000_0001	Div of Info Security	6/1/2015	12/31/9999

→ B=Budgeted, NB=Non-Budgeted, S=Supplemental, C=Capital Project

# Things that make operating statements easier/better

- Microsoft Access
- Agency structure similar to structure in Appropriations Act
- Load General Fund cash the same way as budget
- Load budget to actual AFP
- Use cost centers to add subdivisions, only use one functional area per cost center unless all functional areas will be included in the same operating statement
- Budget is part of workflow for HR actions
- Revenue on other funds coded to AFP for the division(s) that spends it
- Division leaders take ownership of their budget and can help with projections



# Questions

- How to accurately forecast revenue projections for the next fiscal year?
- How often should agencies adjust budgets during a fiscal year?





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