

### **Activity**

There are four budget activities that will be developed in the OAKS Budget & Planning Module (BPM) by each agency to complete their budget request. They are Program Budget Request - Activity A, Extended Program Budget Request – Activity B, Revenue, and Transfers. All four activities will have master versions that will be submitted to an OBM Budget Analyst for a technical, non-budgetary review before being staged into the OBM model. These four activities remain separate from one another in OAKS BPM throughout the entire budget development process.

### **Agency Request Model**

This is the environment in the OAKS Budget & Planning Module that will contain all of the activities, planning centers, and versions agencies will use to develop their budget. Once all agencies have submitted their budget requests to OBM in the Agency Request model, the data contained in the model will be used to create the OBM model.

### **Appropriation**

Authorization granted by the Ohio General Assembly to make expenditures and incur obligations for specific purposes. No appropriation may be made for a period greater than two years.

### **Appropriation Line Item or ALI**

An ALI is a six-digit numeric code used to identify and account for amounts appropriated for the activities of an agency.

### **Base Version**

In the Budget & Planning Module, the base version is one of three original budget versions within a planning center in the model staged and released to the agencies. The base version cannot be edited but can be copied into another version where the information may be modified as necessary.

### **Biennium**

Ohio's operating budget is enacted for a two-year period – a biennium – that begins on July of odd-numbered years. For example, the FY 2018-2019 biennium begins July 1, 2017 and ends June 30, 2019.

### **Blue Book**

See Executive Budget.

### **Budget In Brief**

The “Budget in Brief” is a document that often accompanies the Executive Budget. It highlights the spending priorities presented in the Governor’s budget recommendations to the General Assembly. It discusses the policy goals and budget proposals underlying the major program areas. The “Budget in Brief” gives special attention to the key policy initiatives in program areas such as children’s services, education, economic development, corrections, and natural resources. The document also summarizes expenditures and proposed funding for all agencies.

### **Budget Object Class**

See Object Class.

### **Budget Request Limitation**

The Budget Request Limitation concept replaces the “core budget level” and “budget request cap” concepts from prior biennia. The Budget Request Limitation is imposed by fund and limits the amount of funding that an agency can request in each fiscal year. Please consult Section I of the Operating Budget Guidance for more information regarding specific Budget Request Limitations for the fiscal years 2018 and 2019 biennium.

**BPM**

This is the acronym for the Budget & Planning Module within OAKS, the State of Ohio’s enterprise management system. It is the system the state uses to develop, submit, and report on the biennial operating budget. All agencies use BPM to prepare the non-narrative portion of their biennial operating budget requests. For more information, see “OAKS Budget & Planning Module” in Section I of the Operating Budget Guidance.

**Chartfield**

Refers to fields on the Chart of Accounts. Chartfield values provide basic structure to segregate and categorize transactional and budget data. The Budget & Planning chartfields are Fund, Account, Appropriation Line Item, Department, and Program.

**Codified (Permanent) Law**

Codified law, also known as permanent law remains in effect permanently or until it is repealed or amended by the General Assembly. It is law that is codified in the Revised Code. Codified law remains in effect beyond the end of the fiscal biennium. Codified law sections are usually subject to voter referendum; therefore, unless a referendum petition is filed or a bill specifies otherwise, codified law becomes effective ninety days after a bill passed by the General Assembly is filed by the Governor in the Office of the Secretary of State.

**Dedicated Purpose Fund (DPF)**

Dedicated Purpose is a Fund Group that consists of funds which receive specific revenues for activities conducted in accordance with the law.

**Executive Budget**

Also known as the “Blue Book,” the Executive Budget provides the legislature and the public with the Governor’s funding recommendations for the next operating biennium. Proposed funding levels, historical spending patterns, and descriptive narratives are presented for each agency. The Executive Budget also includes information about the budget process, revenue sources and estimates, economic forecasts, capital improvements, state funds, and special program areas. The document is the executive’s financial plan for state government and is made available electronically on OBM’s website.

**Executive Agency Budget Summary**

This table shows history for fiscal years 2014, 2015, and 2016, and spending estimates for fiscal year 2017. It also summarizes the agency’s total budget request by year for each budget fund group.

**Executive Agency Budget Detail**

This table shows a summarized view of the agency budget request by account category, fund group, fund, and appropriation line item.

**Expense Account Category**

Three-digit code used to categorize expenses.

- Personal Service (500):

- Payroll, including fringe benefits
- Purchased Services (510):
  - Purchased or contracted services (e.g., consultants)
- Supplies & Maintenance (520):
  - Expendable goods and supplies such as utilities, gasoline, postage, paper, pens, repair and travel. Also goods costing less than \$1,000 such as computers or furniture.
- Equipment (530):
  - Durable goods costing \$1,000 or more, such as vehicles
- P-Card & EDI Transactions (540)
- Subsidies (550):
  - Distributions made to individuals, organizations, school districts, higher education facilities, or other local government units
- Goods for Resale (560):
  - Goods or services purchased by one state agency to be sold or resold to another state agency or to the public
- Capital (570):
  - Significant fixed assets such as land and buildings
- Judgments & Settlements (590)
- Debt Service (591):
  - Debt service and lease rental payments
- Transfers & Non-Expense Disbursements (595):
  - Cash disbursements and other transactions that reduce cash resources but are not an operating expense

### **Extended Program Budget Requests**

Agencies use Extended Program Budget Requests to show the proposed uses of funding, by program, above the Activity A request limitations. This request is also called an Extended Program Budget Request – Activity B in the OAKS Budget & Planning Module.

### **Fiscal Year**

Ohio's fiscal year runs from July 1 to June 30. The federal fiscal year runs from October 1 to September 30.

### **Full-Time Equivalent (FTE)**

2080 hours worked per year equals one FTE. For budget development purposes, OBM uses this method of calculating personnel levels. Anything less than 2080 hours per year should be counted as a proportionate percentage of an FTE (i.e., 1040 hours per year equals .5 FTE).

### **Full-Time Permanent (FT-P)**

A Full-Time Permanent is a DAS defined appointment type "1" position. All FT-P appointments are filled at 2080 hours per year.

### **Fund**

A fund is a separate fiscal and accounting entity with a self-balancing set of accounts. A fund created in the state treasury usually has one or more appropriation line items from which expenditures are made. If the fund has only one appropriation line item, the line item name often is the same as the fund name.

### **Fund Activity Summary**

The fund activity summary consists of a Fund Activity Summary Report which provides historical and estimated sources and uses of non-GRF funds, and a form with standard required questions. A fund activity summary must be completed for each non-GRF fund. For further information see “Fund Activity Summary Report” in Section II of the Operating Budget Guidance.

**Fund Group**

For budgetary reporting purposes, Ohio's funds are categorized into fund groups according to their revenue sources and the purposes for which they are used.

**Funded FTE**

Having both cash and appropriation to support the FTE.

**Funded Positions**

Having both cash and appropriation to support the position, and may or may not be the same as the actual filled level or the personnel ceiling level. The funded level can include vacant positions.

**Filled Positions**

Position filled in the Position Control Roster.

**General Revenue Fund (GRF)**

The General Revenue Budget Fund Group consists of the General Revenue Fund that accounts for all financial resources except those required to be accounted for in another fund. Primary sources of revenue include personal income tax, the sales and use tax, commercial activity tax, and the public utilities tax as well as reimbursements from the federal government (which are not specifically directed to another fund) that primarily support human service programs. The law allows for broad discretion in the purposes for which the General Revenue Fund is used. For example, expenditures support education, health and human services, general government, and property tax relief.

**Internal Service Activity Fund (ISA)**

Internal Service Activity is a Fund Group that consists of funds used for operations serving other funds or departments within the state.

**Mass Adjustment**

Refers to an adjustment made to more than one OAKS line items at a time during budget development. The OAKS Budget & Planning Module provides those developing the budget the ability to select OAKS line items and quickly apply an adjustment to all of them at the same time. The adjustment can be an amount increase or decrease by lump sum or percentage and distributed on an even or weighted average basis.

**Master Version**

In the OAKS Budget & Planning Module, the master version is one of the many original budget versions available within a planning center in the model staged and released by OBM. A Preparer can copy any version into the planning center master version for reporting purposes. This will allow the Preparer to use reporting for a version even if the Preparer is not ready to submit. A working version automatically replaces the data in the master version when it is submitted for review but the best practice is to copy a working version to the master version, after which the master version is submitted. The master version is also referred to as Version 4.

### **Notes**

Preparers and Reviewers have the ability to attach a note to each OAKS line item or row in the OAKS Budget & Planning Module. Notes can be used at the Preparer's discretion and can be made either public, so anyone with access to that OAKS line item or row can see them, or private, so only the Preparer who posts them will be able to view the content of the note. When OBM Budget Analysts access the Agency Request model to do the technical non-budgetary review, they will not be reviewing for notes, but will have the ability to see the notes designated as public. As with all budget documents, notes may be subject to public records requests.

### **OAKS Line Item**

This refers to a line or row of Chartfield values in a budget request. The required Chartfields that make up an OAKS line item are Department, Program, Fund, ALI, and Account. An agency Preparer will enter the amounts and modify details of OAKS line items when they develop the agency budget. This is not the same as an appropriation line item (ALI).

### **OBM Model**

This is the Budget & Planning Module environment where OBM Budget Analysts will enter OBM's recommendations and the Governor's recommendations for the agency budget requests that were developed in the Agency Request Model. This model is created by utilizing the information from the Agency Request Model once it is complete. The Agency Request Model is staged and released into the OBM Model which will convert all agency budget requests from the development model they chose to the presentation by Budget Program.

### **Overtime Cost**

Total overtime expenditures included in expense account class 5011.

### **Part-Time Permanent (PT-P)**

A Part-Time Permanent is a DAS defined appointment type "4" position. PT-P appointments may be filled at varying numbers of hours per year.

### **Performance Measures**

Performance measures are used by an agency to evaluate the effectiveness of its programs. They may indicate a level of agency activity or output or a level of outcomes experienced by an agency's customers. Over time, performance measures help agencies identify ways to improve their efficiency and effectiveness.

### **Planning Center**

Refers to the environment where the budget is going to be developed and reviewed within the OAKS Budget & Planning Module. Planning centers are determined and configured in the OAKS Budget & Planning Module from the choices agencies made in the BPM planning model and planning center selection.

### **Preparation Planning Center**

Refers to planning centers where the budget will be developed as opposed to reviewed in BPM. Preparers have access to a preparation planning center. When a version is submitted for approval or rejection it goes from a preparation planning center to a review planning center.

### **Preparer**

The individual assigned by an agency to develop the budget in the OAKS Budget & Planning Module. Preparers will be responsible for developing, submitting and making any necessary

corrections to the budget that may come from a Reviewer. Preparers develop planning center budgets by entering specific OAKS line items or rows.

### **Program**

A program has a targeted focus on a specific aspect of the objective addressed by the program series. There are various numbers of programs grouped under each program series.

### **Program Budgeting**

Program budgeting is a budgeting structure in which an agency's activities are grouped based on program series and programs. In order to do this, an agency's line items are grouped by programs, and the programs grouped by program series.

### **Program Budget Requests**

This element of an agency's budget request consists of a printed program budget request table and a completed required questions form. Each request shows, by program, the funding an agency requests within its budget request limitations. Agencies should prepare one complete Program Budget Request for each program defined in the agency program structure.

### **Program Structure**

A program structure identifies an agency's operations, activities and line items by program. The information in the Executive Budget Document will be presented according to each agency's program structure.

### **Review Planning Center**

Refers to BPM planning centers where a Reviewer will access a version submitted from a preparation planning center in order to approve or reject the proposed budget. If the Reviewer opts to reject the version, the preparation planning center will open so that modifications can be made to the version so it can be submitted again.

### **Reviewer**

In the OAKS Budget & Planning Module, the Reviewer is the individual assigned by an agency to review a submitted version of the budget. The Reviewer will either approve or reject the version they receive. If desired, the Reviewer will have the ability to make certain modifications to a version without having to reject it. It is possible that a Reviewer can also be a Preparer. This means that he or she can both develop and review the budget, but will have to follow normal protocol for approving or rejecting a version.

### **Uncodified Law**

Also known as Temporary Law, includes appropriations, language describing the use of appropriations, and other provisions of law that are related to the implementation of the operating budget but are not codified (permanent) provisions of law. Uncodified law is found in the agency appropriation sections and in the back of the budget act after the appropriation sections. Appropriations must be made in uncodified law because an appropriation cannot be made for a longer period than two years, and therefore, codification is not appropriate (Article II, Section 22 of the Ohio Constitution). Uncodified law in the operating budget that meets the requirements of Section 1.471 of the Revised Code typically becomes effective immediately when the budget is enacted. Generally, unless otherwise indicated in the bill, uncodified law in the operating budget expires at the end of the operating biennium. If a language item should remain in effect indefinitely, codification of the item is appropriate.

### **Version Status**

Version Status indicates the stage of development of a specific version in the OAKS Budget & Planning Module. Also indicates if a version is currently being edited by a Preparer or Reviewer and will allow read only access to versions currently in use by a Preparer or Reviewer. Once a version is submitted for review, all other versions in the same planning center will not be able to be edited. Only after a Reviewer rejects the submitted version will other versions become available again for use.

### **Working Version**

In the OAKS Budget & Planning Module, this is one of multiple versions within a planning center in the model staged and released by OBM. The working version is the environment where the Preparer will develop the planning center budget. Best practice is to use no more than three working versions for each activity per planning center. Additional working versions are created by copying existing versions in the planning center, into the desired working version. When a planning center working version is submitted to the next planning center for review, it will automatically copy into the planning center master version.