

BUDGET LETTER

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| NUMBER: 15-06 | |
| SUBJECT: BUDGET ROLLOVER IN HYPERION FOR THE 2016-17 BUDGET CYCLE | DATE ISSUED: June 30, 2015 |
| REFERENCES: BUDGET LETTERS 14-07, 14-08, 14-15, 14-18, AND 15-05 | SUPERSEDES: |

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter is to inform departments of the data rollover rules in Hyperion. In preparation for the 2016-17 fall budget process, data currently in Hyperion will be consolidated and rolled over in early July. In mid to late July, departments will take part in validating the rollover data. Understanding the rules is important. System will be available in August.

I. Glossary Relevant to this BL

- BBA = Baseline Budget Adjustments. Baseline expenditure adjustments previously collected on a planning estimate worksheet.
- BRTL = Baseline Revenues, Transfers, and Loans. Baseline updates previously collected on a Schedule 10R.
- BR = Budget Request. A component within a Decision Package identifying estimated changes to expenditures, positions, or revenues/transfers/loans.
- BU = Business Unit. This is equivalent to an organization code/entity.
- Category = An account code in the new Chart of Accounts.
- CSL = Current Service Level (a consolidated starting point of each year in Hyperion)
- DP = Decision Package. An adjustment in this context.
- ENY = Enactment Year. Formerly Year of Appropriation.

II. What Will Be Included and Timeframe

Rolled over information will become the new base for the 2016-17 budget cycle. Prior to the rollover, various reports will be used to extract current data in Hyperion before the rollover commences in early July. These “before” reports form the basis for subsequent validation. The data elements included in the rollover are:

1. Request Amounts (aka Authorized), including those for reimbursements
2. Estimated Savings
3. Estimated Carryover
4. Budgetary Expenditure
5. Non-add values of the above
6. Positions
7. Revenues, transfers, loans, and loan repayments
8. 2014-15 through all out years in Hyperion

In mid to late July, after the FISCAL project completes the rollover activities, Finance and departments will jointly validate the data to ensure the expected outcome is achieved. To assist with rollover validation, various “after” reports will be provided to departments. The “after” reports must be reviewed to ensure that the overall totals are the same for each year and that the data is correctly consolidated per the defined rules below.

III. Rules for the Rollover Plan

Below are detailed rules for data that will be rolled over from the 2015-16 budget cycle to create the new base for the 2016-17 budget cycle:

A. Expenditures and Positions

Support Budgets:

2014-15 fiscal year—All approved BRs will be retained individually as well as the current CSL from the 2015-16 budget cycle (not consolidated) and rolled into the next budget cycle and become the new past year. This will provide the individual detail adjustments needed for display in the Governor’s Budget. The Governor’s Budget will ultimately include adjustments to be made in the fall budget preparation process.

2015-16 fiscal year—All individual approved BRs from the 2015-16 budget cycle will be consolidated and added to the current CSL to create the new CSL amount for 2015-16 (the new current year in the next budget cycle). Consolidation will be made for each unique combination of Item-Enactment Year (ENY)-Program-Category.

2016-17 through 2019-20 fiscal years—All individual BRs from each fiscal year in the 2015-16 budget cycle will be consolidated and added to the current CSL to create the new budget year through budget year plus 3 CSL amounts in the next budget cycle. Appropriations approved in 2015-16 with one year to encumber will be loaded in 2016-17 and out years with ENY and year of completion of 2016. Appropriations with multiple years to encumber (and still available for encumbrance beyond 2015-16) will retain the original ENY and year of completion (these are continuing or continuous appropriations).

2020-21 fiscal year—Will have the same new CSLs as that in 2019-20 fiscal year.

Separate instructions will be issued related to Capital Outlay budgets.

B. Revenues

For all fiscal years, all individual BRs will be consolidated with the CSL in the 2015-16 budget cycle and rolled over to create the new CSL amount for the 2016-17 budget cycle. Similar to the expenditures, the consolidation will be made for each unique combination of BU-Fund-Revenue Category code.

C. Transfers, Loans, and Loan Repayments (TLs)

For all fiscal years, all BRs will be retained individually and rolled over. For TLs, there are no consolidated CSLs. This will provide capability to edit the BR amount, name, and description, if needed. Departments and Finance will not have to recreate all the individual BR descriptions necessary for the Governor’s Budget Fund Condition display.

Rolled over DPs and BRs for transfers, loans, and loan repayments must be manually renamed to reflect the correct fiscal year and point-in-time (see example below). Instructions will be provided as to the timing of this change.

- XXXX-001-BRTL-DP-2015-XX renamed to **XXXX-001-BRTL-DP-2016-GB**
- XXXX-001-BRTL-BR-2015-XX renamed to **XXXX-001-BRTL-BR-2016-GB**

IV. Updating in the New Budget Cycle

At this time, it is anticipated that the system will be available for Wave 1 and Wave 2 departments to upload or enter data by mid August. Future instructions will be issued to all departments regarding these technical processes:

- Updating (new) past year expenditures and revenues that are reconciled to the year-end financial statements, and
- Updating baseline expenditure adjustments via BBAs and baseline revenues/transfers/loans/loan repayments via BRTLs for the new current year and beyond.

If you have any questions, please contact your Finance budget analyst.

/s/Veronica Chung-Ng

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