

1.1 NEW FOR FY 2018

New Positions and Contractual Conversions

Agencies must submit an over-the-target request for any new position request, including contractual conversions.

Salaries for FY 2018

OBA will determine a total Salary (subobject 0101) target for each agency. Each agency will receive the Salary target by mid-July with instructions to verify the Position Inventory for both State Personnel System (SPS) and non-SPS users. The agency may not budget in excess of the target. Any reclassifications anticipated in FY 2017 must be budgeted in subobject 0112. Agencies may provide reclassifications during the fiscal year; however funding will only be provided as part of the FY 2018 request where funds are budgeted in 0112.

Agencies should not budget for any increment within subobjects 0101 or 0112.

Requests for Additional Special Fund or Federal Fund Appropriation

The budget amendment process will change during FY 2017. Any request for additional Special Fund or Federal Fund appropriation in the first half of the fiscal year will be carefully reviewed before approval, and should NOT be included in the FY 2017 working appropriation in the budget request. See Section 1.6.4.

- A request form (DA-28) will be due with the budget submission, but may be submitted early. It must include line-item detail and all the information OBA would need to enter the information into the budget system. The budget amendment form will NO longer be used for these requests.
- OBA will review requests to determine funding need and, if approved, how the request will be processed (i.e. budget amendment, deficiency).
- In August, OBA will send agencies 1) a list of all the budget amendments that should be included in the FY 2017 budget book appropriation column (statewide increments, etc.) and 2) a copy of a report that shows how the amendments affect the starting balance for the working appropriation.

Agencies should be aware that only a small number of requests will be processed as a budget amendment in the first half of the fiscal year.

Realignment and reimbursable budget amendments do not need to be requested through the DA-28 form. These amendments do not impact the total spending of the State, and do not change the total appropriation of an agency; and do not require DLS review. Agencies are encouraged to only submit one realignment amendment a year.

Statement of Dedicated Funds (Chapter 95 of the 2016 Session):

Chapter 95 (HB 120) was enacted in the 2016 Legislative Session. The legislation requires DBM to publish a list of revenues dedicated to special funds for FY 2016. Agencies with special funds must populate a DA-29 and return to DBM with the budget request. See Section 1.6.1 and Section 3.

Fuel and Utilities

Natural gas and propane 21% over FY 2016 actual expenditure
 Electricity 5% over FY 2016 actual expenditure

Social Security (FICA) Contributions (0151 and 0213)

The 0151 for FY 2018 = 7.28% of salary (0101+0102+0104+0105+0110+0111+0112) up to \$126,330. For an annual salary over \$126,330 the rate is 1.45% of the amount over \$126,330.

The 0213 rate for FY 2018 = 7.65% of each position’s salary (0220) up to \$120,283. For an annual salary over \$120,283 the rate is 1.45% of the amount over \$120,283.

Health Insurance

Agencies should budget for a 0% 0152 increase and a 58% 0154 rate. Multi-funded and special-funded agencies should account for the fact that there may be a 7% increase in health costs reflected in their 0154 Allowance and should set aside funds now for this purpose.

Contractual Health Insurance

Refer to the contractual billing table emailed to agencies in July for DBM’s target 0217 Request amount per agency.

Retirement Rates

0161	Employees' Retirement System	19.74% of 0101
0163	Teachers' Retirement System	17.39% of 0101
0165	State Police Retirement System	83.73% of 0101
0166	Judges' Pension System	46.56% of 0101
0169	Law Enforcement Officers Pension System	43.04% of 0101

Contractual Employee Turnover

In FY 2018, each agency should budget contractual turnover based on the agency’s turnover rate for permanent positions plus an additional 4.23% to account for a “reasonable” vacancy rate for the 11 annual holidays.

State Agency Loan Program (SALP) (0698)

Starting in FY 2018, agencies should budget the SALP amount listed in the schedule in Section 2.8. In the past, subobject 0698 was to be budgeted at the same level as the budget book appropriation.

Vehicle Commuter Charges

See rates in Section 2.7. The actual FY 2018 schedule will be developed closer to the beginning of FY 2018 and may be different than the chart in these instructions.