1.6.2   HOBO FUND FILE

View Fund File Reference Table

- In the HOBO 1.1 workspace, type)LOAD 31 FUNDREF and press enter.
- At the adrs? prompt, press the F12 key and the funds sources will appear on the screen.
- Use F8 to scroll down the screen.
- Select a specific fund source by typing: select; if 0 eqk 'xxxxxx' where xxxxxx represents the fund source code. Example: select; if 0 eqk '93.958'
- *If a fund source code is not listed or a new fund source code should be added, please contact your DBM budget analyst.*

Updating the Fund File

- At the HOBO menu screen, enter 2.5.1 and press the enter key.
- Enter the 3 digit financial agency code followed by a99. Example: f10a99.
- At adrs? prompt, type exp dereq and press the enter key.
- The following screen will appear:

(0)	(14)	(16)	(17)	
		FY 2017		
	FY 2016	Budget Book	FY 2018	
ID	Actual	Appropriation	Request	
fl0a070**b**09g04fl0	2000000	1500000	1000000	**BEGINNING BALANCE**
fl0a070**i**09g04fl0	4000000	4000000	5000000	**INCOME**
fl0a070**t**09g04fl0	0	0	0	**TRANSFER TO GF**
fl0a070**6**09g04fl0	2500000	1500000	2000000	**EXPENDITURE Program 06**
fl0a070**7**09g04fl0	2000000	3000000	3000000	**EXPENDITURE Program 07**

- Press the F6 key to make adjustments or enter information.
- DO NOT CHANGE EXISTING COLUMN 0 RECORDS. For existing records, only columns 14, 16, and 17 should be updated. If you need assistance creating a new record, contact Vanessa Plante-McDonald at DBM, 410-260-7659.

Column Information

- **Column 0 -** This is the *record identifier* for the row (16 characters total), see Figure 1.
  - Characters 1 through 6: R*STARS **Agency Code**.

  - Characters 7 and 8:
    0b to record Beginning Balance, or
    0i to record Income, or
    0t to record Transfer to General Fund, or
    ## to record annual expenditures, where ## is the program code. (The program codes in the example above are 06 and 07.)

- Characters 9 and 10:
  03 Special Funds
  55 Federal Funds associated with American Recovery and Reinvestment Act of 2009 (ARRA)
  05 Federal Funds **(excluding funds associated with ARRA)**
  07 Non-budgeted funds
  09 Reimbursable Funds

- Characters 11 through 16: **Fund Source Code** that identifies the specific revenue source (See below). These codes must be in the Fund File Reference Table (FUNDREF) file in HOBO. *If a code does not yet exist, contact your DBM budget analyst.*

- **Column 14 –** *FY 2016 Actual*
  If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount realized as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2016.

  If the row is the record for expenditures, enter the total amount of the revenue source expended in FY 2016.

- **Column 16 –** *FY 2017 Budget Book Appropriation*
  If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount expected as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2017.

  If the row is the record for expenditures, enter the total amount of the revenue source included in the FY 2017 Appropriation.

- **Column 17 –** *FY 2018 Request*
  If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount expected as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2018.

  If the row is the record for expenditures, enter the total amount of the revenue source requested to be expended in FY 2018.

The table to the right provides a quick reference for the fund file that may be useful while updating the fund file in HOBO.

FUND FILE	2.5.1
u00a010b03u00301	agency
u00a010b03u00301	unit
u00a010b03u00301	Fund
u00a010b03u00301	Fund source
u00a010b03u00301	beginning balance
u00a010i03u00301	income/revenue
u00a010t03u00301	transfer to general fund
u00a010103u00301	program

	Column
Actuals	14
Budget Book Appropriation	16
Request	17
Allowance	18

For Special Funds unique to a specific agency use the R*STARS Financial Agency Code as the first three characters, followed by a unique 3 digit code that will be in the range of 301-450. *Please refer to the Fund File Reference Table (FUNDREF) file in HOBO. If a code does not exist, contact your DBM budget analyst.*

Other Special Funds are **statewide special funds,** which are not unique to any one agency and use the following codes. Agencies planning to include statewide funds in their FY 2018 Budget Request *must* **confirm funding availability** with their DBM budget analyst.

swf302	Major Information Technology Development Project Fund (do not include any new, requested projects; only ongoing projects use this code)
swf305	Cigarette Restitution Fund
swf307	Dedicated Purpose Fund
swf309	Chesapeake Bay Restoration Fund
swf310	Rate Stabilization Fund
swf313	Higher Education Investment Fund
swf314	State Police Helicopter Replacement Fund
swf315	Chesapeake Bay 2010 Trust Fund
swf316	Strategic Energy Investment Fund
swf317	Maryland Emergency Medical System Operations Fund
swf318	Maryland Education Trust Fund
swf319	Universal Service Trust Fund
swf320	Speed Monitoring Systems Fund
swf321	Video Lottery Terminal Proceeds
swf322	Housing Counseling and Foreclosure Mediation Fund
swf323	Fair Campaign Finance Fund
swf324	Mortgage Loan Servicing Practices Settlement Fund
swf325	Budget Restoration Fund
swf326	Public Utility Customer Investment Fund
swf327	Contingent Fund

Federal Funds use the six-character Catalog of Federal Domestic Assistance (CFDA) number, which includes five digits plus a decimal point. *Please report any new CFDA numbers and Fund Names to your DBM budget analyst.* For Federal Funds that do not have a CFDA number, use a code in the format aa.rst where "rst" is the R*STARS Financial Agency Code (e.g., q00).

Examples: 97.072   National Explosives Detection Canine Team Program
                    17.503   Occupational Safety and Health-State Program
                    20.233   Border Enforcement Grants
                    93.778   Medical Assistance Program

Reimbursable Funds typically use the six character R*STARS appropriation code for the agency that is the <u>source</u> of funds. For reimbursable activity where funding is from many agencies, for example "print shops," the fund code will be the first three characters of your R*STARS Financial Agency Code, followed by a unique three-digit code in the range of 901-999. *Please refer to the Fund File Reference Table (FUNDREF) file in HOBO.*

Printing Reports

Report Form 3A: Appropriation Statement
- At the adrs? screen, type <u>exp form3a</u> and press enter. *A select statement will appear.*
- Type <u>if4eqk 'xxxxxxx'</u> with the x's being replaced by the eight character R*STARS Program Code of the agency. Press enter.

Report 20: detail for non-General Funds
- At the adrs? screen, type <u>exp rep20</u> and press enter. *A select statement will appear.*
- Type <u>if12eqk '000000'</u> with the zeros being replaced by the 6 digit fund source code (CFDA number or special or reimbursable fund code). Press enter.

Other <u>if</u> selections may be used where appropriate for either report. For example, to produce a report on all American Recovery and Reinvestment Act of 2009 funds you may use <u>if0(9 10)eqk '55'</u>.

Agencies must verify that the expenditure amounts in these reports are **exactly the same as the expenditure amounts reported in the budget files.**

If you have entered information containing new or revised fund source codes and titles, the report process will inform you that a fund title is missing. DBM will enter the new or revised information. **Agencies must submit a list of new and revised fund source codes and fund titles to DBM.** Codes should be *clearly* and *separately* labeled as "NEW" and/or "REVISED."

Special Notes

- Except in unusual circumstances, **all numbers entered in columns 14, 16, and 17 should have <u>positive values</u>.**

- If fund file information is submitted via Excel, <u>whole numbers</u> must be used, with <u>no cents</u>. Please do not enter calculations in the cells or numbers with commas.

- **Ensure that there are <u>no negative fund balances</u>.** Balances should be displayed in DA-20 forms, and can be verified using "Report 20," described above.

- **The totals of appropriation records by fund type must match the figures in the Budget Files.** The Report Form 3A should be used to verify totals.

- **Chapter 95 of 2016 (HB 120) requires DBM to publish an itemized statement of special funds.** Please use form DA-29 to provide the name, purpose, and source of revenue of each special fund, along with the amount deposited into the special fund in FY 2016 and the revenue balance in the special fund at the close of FY 2016.

Please contact Vanessa Plante-McDonald if you need to obtain a copy of the HOBO workspace or if you need assistance in creating the files for this workspace.