



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Carlos Castillo, Jr.
Director

MEMORANDUM

DATE: June 26, 2009

TO: All Agencies, Boards and Commissions
Attention: Agency Finance Officers

FROM: Gerry Oligmueller, State Budget Administrator

RE: FY 2009-10 Budget Status Report

As we begin the first fiscal year of the 2009-2011 biennium, we encourage you to set up your fiscal year 2009-10 budget information on the Budget Status Report. I would like to remind you of the requirement for agencies to complete the "Budgeted Amount" portion of the Budget Status Report. This figure should include all "new" appropriations authorized by the Legislature for FY 2009-10 as well as carryover reappropriations from FY 2008-09.

In addition to serving as a continuous up-to-date report for your budget management purposes, the Budget Status Report satisfies the appropriations management requirement of Section 81-138. Section 81-138, Reissue Revised Statutes of Nebraska, 2008, requires all agencies to provide an estimate of fiscal year expenditures to the Director of Administrative Services and requires the Director to withhold appropriations when such estimates are not provided by the agency. Further, section 9 of LB 315, the "mainline" budget bill passed during the 2009 legislative session, directs that all agencies, boards, and commissions shall promptly establish their detailed Budget Status Reports in the state's accounting system.

The following subledger structure as contained in the NIS Training Manual entitled "Enter/Revise Final Approved Budget" should be used:

Subledger-

BUAPPROP (Annual "New" Appropriation)—appropriations as authorized specifically by Legislative Bill for FY 2008-09

BUREAPPR (Reappropriation) – unexpended balance of FY 2007-08 appropriation

BUENC (Certified Encumbrances) – both mid-biennium and end of biennium

BUTRANSF (All Other) – includes administratively increased or decreased Federal Funds, and unlimited Cash Funds, Revolving Funds, and in a few cases, Trust Funds; and any other changes not included in the other three subledgers above

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The above structure will help all of us to track new or base appropriations in a much easier fashion and helps in the electronic transmittal and loading of historical expenditure and funding information, such as the base year budget, into the Budget Request and Reporting System.

For additional instructions on how to manually enter the necessary data into NIS, I encourage you to use the NIS Training Manual at:

http://www.das.state.ne.us/nis/trainingmanuals/810_training_manuals/bu/COM_WI_810_BU_Enter_Revise_Final_Approved_Budget.pdf

NOTE: Please pay special attention to the need to click the "Show Periods" checkbox while following the steps in the outlined instructions.

As an alternative to the manual entry method, Agencies may also use an Excel spreadsheet template to set up their budgeted amounts for the Budget Status Report. The template facilitates a "journal entry upload" and helps avoid some of the data entry required in the traditional, manual Budget Status setup. The template with instructions is available on the Budget Division website at http://www.budget.ne.gov/das_budget/bud/bprocess.htm.

Please enter the Budget Status Report budget information into NIS by no later than Friday, July 31, 2009. You may contact your assigned budget analyst in the State Budget Division if you have questions or require assistance regarding the Budget Status Report.

Thank you for your attention to these important matters.