OVERALL INSTRUCTIONS

How to Retrieve and Use Electronic Forms

As indicated by the table of icons shown below, the electronic forms used in the deficit request process are available in a number of formats. For purposes of printing templates, all forms are available in the Adobe PDF format. The Program Adjustment Narrative, Form No. 510, can be obtained in either Microsoft Word or Corel WordPerfect versions. The Agency Adjustment Summary, Form No. 500, and the Program Adjustment Request, Form No. 520, are both available in either Microsoft Excel or Corel Quattro Pro versions.

In order to allow for the widest use of these electronic forms some compromises are necessary. For example, all of the templates were saved using early versions of the various software. The Excel spreadsheets were saved as version 5.0 and the Quattro Pro sheets were saved using the "wb1" extension. We do not anticipate any problems, but to be safe users should save their completed forms using the same extension as the original template. For example, a person using Excel should save the completed file as an Excel file and not as a Quattro Pro file.

Here are the procedures for obtaining electronic forms using the internet:

1. Go to the designated web site: http://www.budget.ne.gov - “Budget Process” page.
2. Click on the icon for the desired form; the user's software will load the empty template.
3. It is recommended that users save the needed files to their hard drive or to a network drive. These saved files may be used by the agency to make subsequent copies.

NOTE: If you are having technical problems, contact the Budget Division for assistance.

Here are the procedures for returning electronic files to the Budget Division:

1. Completed files should be saved with names that follow this convention: aappprr.doc or aappprr.xls where "aa" is the agency number, "ppp" is the program number, and "rr" is the individual request item, (e.g. 6550901).
2. Completed files should be returned to the following address as attachments to e-mail messages: "Betty.Hladky@budget.ne.gov"

Procedures for users without access to the internet:

1. If an agency does not have access to the internet and/or word processing and spreadsheet software, the Budget Division will provide access in the Division’s offices.

Key =	= Adobe PDF	= MS Word	= WordPerfect	= Excel	= Quattro Pro

			Overall Instructions
			Form Number 500 - Agency Adjustment Summary
			Form Number 510 - Program Adjustment Narrative
			Form Number 520 - Program Adjustment Request

Form No. 500 - Agency Adjustment (Deficit) Summary

Purpose

This form summarizes the calculations made on the "program adjustment request" forms.

Instructions

A) All program adjustment request forms should be totaled to arrive at an agency summary for all expense and funding lines.

Form No. 510 - Program Adjustment (Deficit) Narrative

Purpose

This form provides a detailed description of each request, including an analysis of the impacts and statutory changes, as well as the section of the appropriation bill that needs to be amended. **A separate Form 510 should be used for each request item even if it is in the same program**. Please be sure to identify the Request code in the header according to the file naming convention described in the Overall Instructions.

Instructions

A) Description of Request - The agency should describe the request in detail.

B) Rationale for Request - The agency should describe the rationale, criteria or priority system used to determine the need for this request. **Explain why this request could not wait for the biennial budget request submission next year.**

C) Impact of the Request - The agency should identify the quantitative and qualitative impacts of the adjustment. What services would be continued, what client groups would be served, how will agency goals, objectives, outputs, and outcomes be affected? What will happen if funding is not provided for this request? Indicate whether funding for this request matches other fund sources and to what extent other fund sources may be lost if the request is **not** funded.

D) Statutory Change, if Required - In some cases, the request may require statutory change. The agency should identify the relevant statutes and the changes necessary to implement the request. **In the case of deficit requests, the agency should identify the appropriation bill by number and section, and outline the dollar amount changes that need to be made.**

Form No. 520 - Program Adjustment (Deficit) Request

Purpose	This form provides a line-item breakdown of each deficit request by program and by fund type. Please be sure to identify the Request code according to the file naming convention described in the Overall instructions.

Instructions

A) This form must be prepared for each adjustment submitted. If an agency submits five requests for one program, then all five should be filled out on separate forms detailing exactly what is being requested.
Note: The "Adjustments" column may be used to reflect reductions and transfers between programs as well as increases. These types of proposals should be clearly explained on the respective narrative form.

B) In the appropriate columns you should outline your total program appropriation.

C) In the "adjustment" column you should show your new request or deficit request for FY 2007-08 and FY 2008-09.
Note: The amounts entered into the "Adjustments" columns should represent the requested change only. Also note the "Permanent FTE Positions" lines should be used to indicate where a change in FTE is involved.

D) Under "Operating Expenses" there is a series of blank lines which may be used to detail minor accounts that have special significance to the request.

E) Note the line for Government Aid (590000). This line should be used for all increases or decreases in aid. Further description of the aid, including the specific fund type(s) to which the aid applies, should be provided on the "Program Adjustment Narrative Form."
NOTE: Requests for Personal Services Limitation (PSL) only should be shown on the lines provided for salaries, but do not require identification of fund type request amounts.