

SAMPLE BUDGET

Agency Summary And Certification

180 -- Financial Management, Division of

Original Submission x or Rev No.

FY 2008 Request

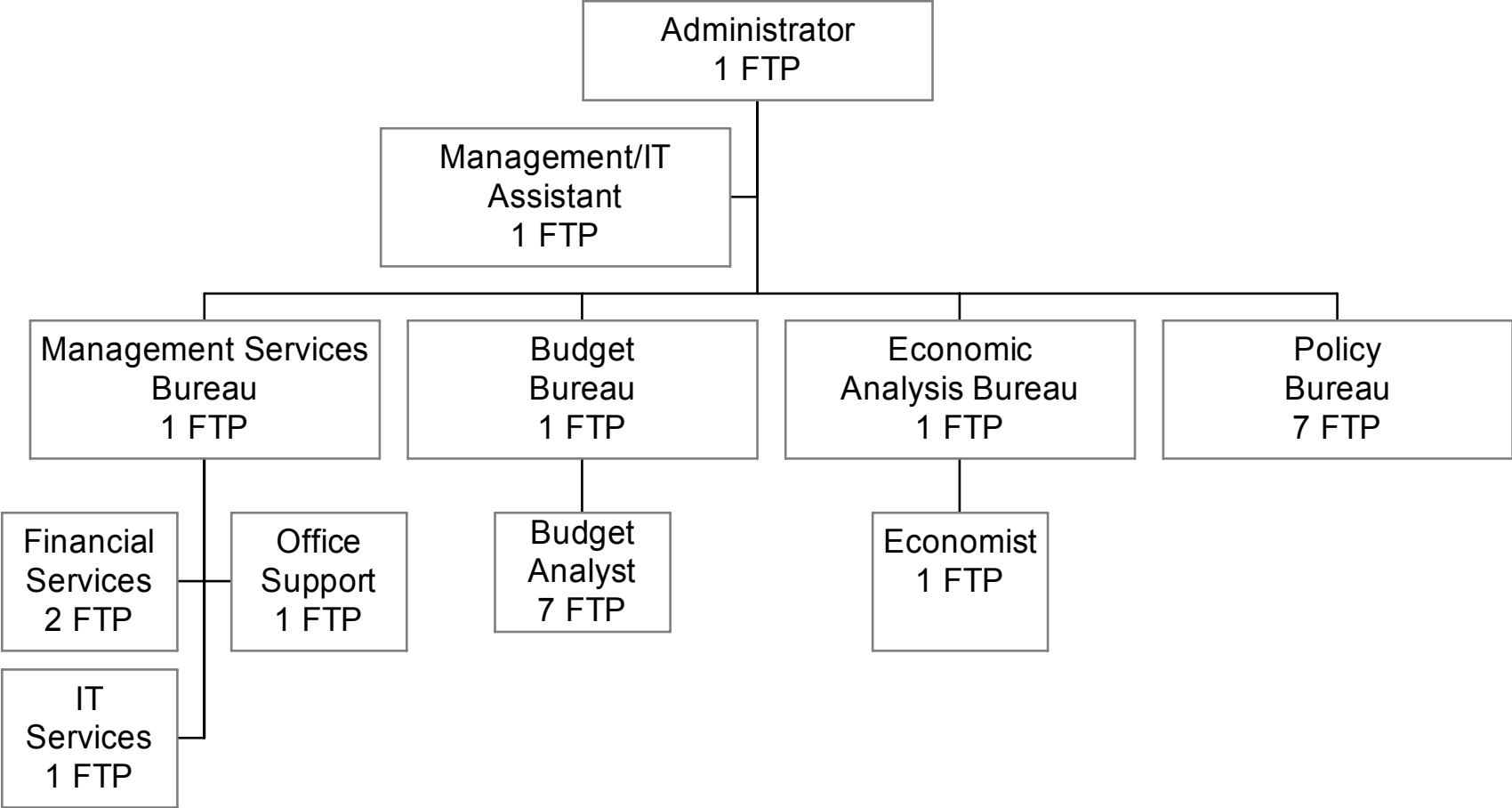
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In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director _____ Date _____

Function/ Activity	FY 2006 Total Appropriation	FY 2006 Total Expenditures	FY 2007 Original Appropriation	FY 2007 Estimated Expenditures	FY 2008 Total Request
Financial Management	2,180,200	2,165,200	2,113,100	2,113,100	2,319,200
Total	2,180,200	2,165,200	2,113,100	2,113,100	2,319,200
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00 General Revenue Fund	2,082,200	2,067,200	2,081,000	2,081,000	2,286,400
D 0150-01 Economic Recovery Fund	65,100	65,100	0	0	0
O 0349-00 Miscellaneous Revenue	32,900	32,900	32,100	32,100	32,800
Total	2,180,200	2,165,200	2,113,100	2,113,100	2,319,200
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	1,990,800	1,974,800	1,921,800	1,921,800	2,066,800
Operating Expenditures	189,400	186,900	191,300	191,300	220,400
Capital Outlay	0	3,500	0	0	32,000
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	2,180,200	2,165,200	2,113,100	2,113,100	2,319,200
FTP Total	24.00	24.00	24.00	24.00	25.00

**Executive Office of the Governor
Division of Financial Management
(24 FTP)**



AGENCY RECEIPTS

AGENCY: Division of Financial Management

FUNCTION: Financial Management

ACTIVITY: N/A

Agency Number: 180

Function Number: 01

Activity Number: 00

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Class Code	Revenue Source/ Name of Granting Description Agency	Fund Disposition		FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
		No.	Title					
3500	SWCAP Indirect Cost Recovery	0125	Indirect Cost Recovery	1,315,900	16,863,100	13,652,100	14,000,000	15,000,000
1500	Accounting Services	0349	Miscellaneous Revenue	28,400	29,700	25,000	25,000	25,000
GRAND TOTAL				1,344,300	16,892,800	13,677,100	14,025,000	15,025,000
Significant Assumptions		Total by Fund	0125 Indirect Cost Recovery	1,315,900	16,863,100	13,652,100	14,000,000	15,000,000
			0349 Miscellaneous Revenue	28,400	29,700	25,000	25,000	25,000
			GRAND TOTAL	1,344,300	16,892,800	13,677,100	14,025,000	15,025,000

ANALYSIS OF FUNDS

AGENCY: Division of Financial Management

FUNCTION: Financial Management

ACTIVITY: N/A

Agency Number: 180

Function Number: 01

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(1a) Fund Title:	Federal Grants	(1b) Fund Code:	0349	(2) FY 2004 Actual	(3) FY 2005 Actual	(4) FY 2006 Actual	(5) FY 2007 Estimated	(6) FY 2008 Estimated
(7) Beginning Free Fund Balance				78,200	78,100	80,600	74,100	66,400
(8) Encumbrances as of July 1								
(9) Cash Receipts (from Form B-11)				28,400	29,700	25,000	25,000	25,000
(10) Transfers in from: Fund Title:		Code:						
(10) Transfers in from: Fund Title:		Code:						
(10) Transfers in from: Fund Title:		Code:						
(10) Transfers in from: Fund Title:		Code:						
(11) Total Available for Year				106,600	107,800	105,600	99,100	91,400
(12) Transfers out to: Fund Title:		Code:						
(12) Transfers out to: Fund Title:		Code:						
(12) Transfers out to: Fund Title:		Code:						
(12) Transfers out to: Fund Title:		Code:						
(12) Transfers out to: Fund Title:		Code:						
(13) Cash Expenditures				28,500	27,200	31,500	32,700	32,400
(14) Encumbrances as of June 30								
(15) Ending Free Fund Balance				78,100	80,600	74,100	66,400	59,000

Fund Title:	Miscellaneous Revenue	Fund Code:	0125	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Beginning Free Fund Balance				0	0	0	0	0
Encumbrances as of July 1								
Cash Receipts (from Form B-11)				1,315,900	16,863,100	13,652,100	14,000,000	15,000,000
Transfers in from: Fund Title:		Code:						
Transfers in from: Fund Title:		Code:						
Transfers in from: Fund Title:		Code:						
Transfers in from: Fund Title:		Code:						
Transfers in from: Fund Title:		Code:						
Total Available for Year				1,315,900	16,863,100	13,652,100	14,000,000	15,000,000
Transfers out to: Fund Title: General Fund		Code:	0001	1,315,900	16,863,100	13,652,100	14,000,000	15,000,000
Transfers out to: Fund Title:		Code:						
Transfers out to: Fund Title:		Code:						
Transfers out to: Fund Title:		Code:						
Transfers out to: Fund Title:		Code:						
Cash Expenditures								
Encumbrances as of June 30								
Ending Free Fund Balance				0	0	0	0	0

Decision Unit	Priority	Agency Request		
		FTP	General	Total
Financial Management				
12.01 Financial Management Analyst	1	1.00	63,600	63,600
12.02 Office Move	2	0.00	14,400	14,400
		1.00	78,000	78,000

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Agency: 180 Financial Management, Division of
 Function: 01 Financial Management
 Activity: 00

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		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2006 Total Appropriation								
1.00	FY 2006 Total Appropriation							
0001-00	General	23.65	1,899,800	182,400	0	0	0	2,082,200
0150-01	Dedicated	0.00	65,100	0	0	0	0	65,100
0349-00	Other	0.35	25,900	7,000	0	0	0	32,900
	Total	24.00	1,990,800	189,400	0	0	0	2,180,200
1.21	Net Object Transfers							
0001-00	General	0.00	(3,500)	0	3,500	0	0	0
	Total	0.00	(3,500)	0	3,500	0	0	0
1.61	Reverted Appropriation Balances							
0001-00	General	0.00	(12,500)	(2,500)	0	0	0	(15,000)
	Total	0.00	(12,500)	(2,500)	0	0	0	(15,000)
FY 2006 Actual Expenditures								
0001-00	General	23.65	1,883,800	179,900	3,500	0	0	2,067,200
0150-01	Dedicated	0.00	65,100	0	0	0	0	65,100
0349-00	Other	0.35	25,900	7,000	0	0	0	32,900
	Total	24.00	1,974,800	186,900	3,500	0	0	2,165,200
FY 2007 Original Appropriation								
3.00	FY 2007 Original Appropriation							
0001-00	General	23.65	1,896,800	184,200	0	0	0	2,081,000
0349-00	Other	0.35	25,000	7,100	0	0	0	32,100
	Total	24.00	1,921,800	191,300	0	0	0	2,113,100
FY 2007 Total Appropriation								
0001-00	General	23.65	1,896,800	184,200	0	0	0	2,081,000
0349-00	Other	0.35	25,000	7,100	0	0	0	32,100
	Total	24.00	1,921,800	191,300	0	0	0	2,113,100
FY 2007 Estimated Expenditures								
0001-00	General	23.65	1,896,800	184,200	0	0	0	2,081,000
0349-00	Other	0.35	25,000	7,100	0	0	0	32,100
	Total	24.00	1,921,800	191,300	0	0	0	2,113,100

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		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2008 Base								
0001-00	General	23.65	1,896,800	184,200	0	0	0	2,081,000
0349-00	Other	0.35	25,000	7,100	0	0	0	32,100
	Total	24.00	1,921,800	191,300	0	0	0	2,113,100
Program Maintenance								
10.11 Change in Benefit Costs								
0001-00	General	0.00	32,400	0	0	0	0	32,400
0349-00	Other	0.00	600	0	0	0	0	600
	Total	0.00	33,000	0	0	0	0	33,000
10.19 Fund Shift								
0001-00	General	0.00	600	0	0	0	0	600
0349-00	Other	0.00	(600)	0	0	0	0	(600)
	Total	0.00	0	0	0	0	0	0
10.21 General Inflation Adjustments								
0001-00	General	0.00	0	2,700	0	0	0	2,700
0349-00	Other	0.00	0	100	0	0	0	100
	Total	0.00	0	2,800	0	0	0	2,800
10.31 Replacement Items								
Upgrade spreadsheet application software and replace one vehicle, two computers and miscellaneous office equipment.								
OT 0001-00	General	0.00	0	3,800	28,000	0	0	31,800
OT 0349-00	Other	0.00	0	600	0	0	0	600
	Total	0.00	0	4,400	28,000	0	0	32,400
10.61 Salary Multiplier								
0001-00	General	0.00	59,100	0	0	0	0	59,100
0349-00	Other	0.00	700	0	0	0	0	700
	Total	0.00	59,800	0	0	0	0	59,800
10.62 Group and Temporary								
0001-00	General	0.00	100	0	0	0	0	100
	Total	0.00	100	0	0	0	0	100
10.69 Fund Shift								
0001-00	General	0.00	700	0	0	0	0	700
0349-00	Other	0.00	(700)	0	0	0	0	(700)
	Total	0.00	0	0	0	0	0	0

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Function: 01 Financial Management
Activity: 00

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		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2008 Total Maintenance								
0001-00	General	23.65	1,989,700	186,900	0	0	0	2,176,600
OT0001-00	General	0.00	0	3,800	28,000	0	0	31,800
0349-00	Other	0.35	25,000	7,200	0	0	0	32,200
OT0349-00	Other	0.00	0	600	0	0	0	600
		24.00	2,014,700	198,500	28,000	0	0	2,241,200

Program Enhancements

12.01 Financial Management Analyst

There is a critical need for an additional Financial Management Analyst to help absorb increased workload. Overtime costs have exceeded \$45,000 over the last three years. Instead of paying overtime, the Division believes that adding an additional position is a better use of staff resources and will result in a more even distribution of workload. Capital Outlay is for a desk, computer, and miscellaneous office equipment.

0001-00	General	1.00	52,100	7,500	0	0	0	59,600
OT 0001-00	General	0.00	0	0	4,000	0	0	4,000
	Total	1.00	52,100	7,500	4,000	0	0	63,600

12.02 Office Move

The Division has been outgrowing office space for many years and is requesting funds to locate to a new office space. The current workspace will become even more crowded with the addition of the new position requested in DU 12.01. One-time moving expenses of \$7,800 plus \$6,600 for ongoing additional rent costs are being requested.

0001-00	General	0.00	0	6,600	0	0	0	6,600
OT 0001-00	General	0.00	0	7,800	0	0	0	7,800
	Total	0.00	0	14,400	0	0	0	14,400

FY 2008 Total

0001-00	General	24.65	2,041,800	201,000	0	0	0	2,242,800
OT0001-00	General	0.00	0	11,600	32,000	0	0	43,600
0349-00	Other	0.35	25,000	7,200	0	0	0	32,200
OT0349-00	Other	0.00	0	600	0	0	0	600
		25.00	2,066,800	220,400	32,000	0	0	2,319,200

A: Decision Unit No: 12.01		Descriptive Title: Analyst Agency Priority Ranking 1 of 2			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries	36,200				36,200
2. Benefits	15,900				15,900
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	52,100				52,100
OPERATING EXPENDITURES by summary object:					
1. Communications	500				500
2. Supplies	500				500
3. Training	2,500				2,500
4. Travel	4,000				4,000
TOTAL OPERATING EXPENDITURES:	7,500				7,500
CAPITAL OUTLAY by summary object:					
1. Computer Equipment	2,400				2,400
2. Other Equipment	1,600				1,600
3.					
4.					
TOTAL CAPITAL OUTLAY:	4,000				4,000
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	63,600				63,600

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

c. List any additional operating funds and capital items needed.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: Division of Financial Management Agency No.: 180
FUNCTION: Financial Management Function No.: 01
ACTIVITY: na Activity No.:

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Decision Unit No: 12.01

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

The Division of Financial Management is requesting an additional Financial Management Analyst position to help absorb increased workload. The Division's responsibilities and workload has grown considerably over several years due to the needs associated with additional state employees and programs being managed, although no new analyst positions have been added. Currently, there are seven analyst positions in the Division funded 100% from General Funds for a total of \$360,000.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- c. List any additional operating funds and capital items needed.

General Funds will be needed to fund this position, however, the savings by reducing the overtime costs paid out to analysts the past three years that exceeded \$45,000 will help offset the salary costs associated with the new position. If authorized, this is a full-time position of Financial Management Analyst; Pay Grade K; Hire date July 1, 2006. Annual pay for the position plus 5% is \$36,200 and \$15,900 for the eligible benefits. The operating costs are for supplies, training and travel for a total of \$7,500 and capital outlay costs for necessary computer equipment totals \$4,000.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

This position will be funded by ongoing General Funds.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The Governor's Office, the Division of Financial Management and state agencies will be served by this request. An additional analyst position will enable the Division to work more efficiently and better serve the Governor's office and state agencies by reducing current analyst's excessive workload. Analysts are currently being forced to work excessive hours of overtime in order to fulfill the Divisions' needs. Indicators suggest that this current strained workload is more likely to increase than to stabilize.

REQUEST BY DECISION UNIT

AGENCY: Division of Financial Management

FUNCTION: Financial Management

ACTIVITY: na

Agency No.: 180

Function No.: 01

Activity No.:

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Original Submission X or Revision No.

A: Decision Unit No: 12.02		Descriptive Title: Move Office Agency Priority Ranking 2 of 2			
DESCRIPTION	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by subobject:					
1. Moving Costs (one-time)	6,300				6,300
2. Supplies (one-time)	1,500				1,500
3. Additional office space	6,600				6,600
4.					
TOTAL OPERATING EXPENDITURES:	14,400				14,400
CAPITAL OUTLAY by subobject:					
1.					
2.					
3.					
4.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	14,400				14,400

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

c. List any additional operating funds and capital items needed.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: Division of Financial Management Agency No.: 180
FUNCTION: Financial Management Function No.: 01
ACTIVITY: na Activity No.:

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Decision Unit No: 12.02

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class **including subobject code**. Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?
The Division of Financial Management is requesting the funding for new office space. The Division's current office space has been cramped for several years. As the Division has continued to expand in personnel, workload, and equipment, the current office space is no longer adequate to meet the Division's needs. General Funds totaling \$66,000 are currently in the base for 6,350 square feet of office space.
2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - c. List any additional operating funds and capital items needed.**General Funds will be needed to fund this move. If authorized, moving costs figured at \$250/person would total an estimate of \$6,300. An additional \$1,500 for one-time phone connection costs are also needed. Adding 635 square-feet, which represents a 10% increase in space, will cost an additional \$6,600 per year based on the current rate of \$10.40/sq.-ft. charged by the Dept. of Administration for state office space. The larger accommodations will enable the Division to continue to fulfill the duties, responsibilities and authority as designated in Idaho Code 67-1910 through 67-1918 to manage and advise on State agency budget issues.**
3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.) Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.
This move will be funded by General Funds, as noted above.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
The Governor's Office, the Division of Financial Management and state agencies will be served by this request. New office space would create a better work environment enabling the Division to work more efficiently and better serve the Governor's office and state agencies. There will be some cost savings with the reduced utility costs of the newer, energy-efficient building. If the request is not funded, Analysts will be forced to work in inadequate space. The confined quarters are restrictive, allow for little concentration, and hinder productivity.

FORM B6: WAGE AND SALARY RECONCILIATION

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: _____

Agency Number: 180
 Function/Activity Number: 01
 Budget Unit: GVCA

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DU	PCN	DESCRIPTION	Indicator	CLASS CODE	FUND / DOLLARS	FY 2007 WAGE & SALARY (Estimate)				FY 2008 WAGE & SALARY (Projection)				
						FTP	SALARY	BENEFITS	TOTAL	FTP	SALARY	BENEFITS	TOTAL	
		<u>Totals from Wage and Salary Report:</u>												
		Permanent Positions	1		0001	23.65	1,372,200	506,400	1,878,600	23.65	1,372,200	514,700	1,886,900	
		Board & Group Positions	2				29,900	2,600	32,500		29,900	2,600	32,500	
		Elected Officials	3						0	0.0	0	0	0	
		TOTAL FROM W & S				23.65	1,402,100	509,000	1,911,100	23.65	1,402,100	517,300	1,919,400	
		<u>Adjustments to Wage & Salary:</u>												
		Premium Holiday Adjustment (10.18)	1		0000-01			(24,100)	(24,100)	0.0	0	0	0	
		Adjust Group Positions to 2006 Actuals	2				(27,300)	(300)	(27,600)	0.0	(27,300)	(300)	(27,600)	
									0	0.0	0	0	0	
									0	0.0	0	0	0	
		<u>Estimated Salary Needs:</u>												
		Permanent Positions	1			23.65	1,372,200	482,300	1,854,500	23.65	1,372,200	514,700	1,886,900	
		Board & Group Positions	2				2,600	2,300	4,900		2,600	2,300	4,900	
		Elected Officials	3			0.0	0	0	0	0.0	0	0	0	
		Estimated Salary Needs				23.65	1,374,800	484,600	1,859,400	23.65	1,374,800	517,000	1,891,800	
		W&S Difference from FY 2007 to FY 2008								0.0	0	32,400	32,400	
		<u>Calculated Over or Under Funding:</u>				0.0	0	37,400	37,400	Calculated overfunding is 2.0% of Appropriation				
3.00		FY 2007 ORIGINAL APPROPRIATION			1,896,800	23.65	1,374,800	522,000	1,896,800					
		<u>Appropriation Adjustments:</u>												
4.11		Reappropriation				0.0	0	0	0					
4.31		Supplemental				0.0	0	0	0					
5.00		FY 2007 TOTAL APPROPRIATION				23.65	1,374,800	522,000	1,896,800					
		<u>Base Adjustments:</u>												
8.51		Base Reduction				0.0	0	0	0			0		
9.00		FY 2008 BASE				23.65	1,374,800	522,000	1,896,800	23.65	1,374,800	522,000	1,896,800	
10.11		Change in Benefit Costs								0.0	0	32,400	32,400	
										0.0			0	
										0.0			0	
										0.0			0	
										0.0			0	
		<u>Subtotal CEC Base:</u>				23.65	1,374,800	554,400	1,929,200					
10.61		CEC for Permanent Positions	multiplier =	3.50%		1,372,200	48,000	23.1%		0.0	48,000	11,100	59,100	
10.62		CEC for Group Positions	2,600	100	9.7%		100			0.0	100	0	100	
										0.0			0	
11.00		FY 2008 PROGRAM MAINTENANCE								23.65	1,422,900	565,500	1,988,400	
		<u>Line Items</u>												
12.01		Financial Analyst	1							1.00	36,200	15,900	52,100	
12.02													0	
13.00		FY 2008 TOTAL REQUEST			0001					24.65	1,459,100	581,400	2,040,500	

FORM B6: WAGE AND SALARY RECONCILIATION

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: _____

Agency Number: 180
 Function/Activity Number: 01
 Budget Unit: GVCA

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DU	PCN	DESCRIPTION	Indicator	CLASS CODE	FUND / DOLLARS	FY 2007 WAGE & SALARY (Estimate)				FY 2008 WAGE & SALARY (Projection)			
						FTP	SALARY	BENEFITS	TOTAL	FTP	SALARY	BENEFITS	TOTAL
		<u>Totals from Wage and Salary Report:</u>											
		Permanent Positions	1		0349-00	0.35	18,300	6,700	25,000	0.35	18,300	6,900	25,200
		Board & Group Positions	2						0		0	0	0
		Elected Officials	3						0	0.0	0	0	0
		TOTAL FROM W & S				0.35	18,300	6,700	25,000	0.35	18,300	6,900	25,200
		<u>Adjustments to Wage & Salary:</u>											
		Premium Holiday Adjustment (10.18)	1					(400)	(400)	0.0	0	0	0
		Adjust Group Positions to 2006 Actuals	2						0	0.0	0	0	0
									0	0.0	0	0	0
									0	0.0	0	0	0
		<u>Estimated Salary Needs:</u>											
		Permanent Positions	1			0.35	18,300	6,300	24,600	0.35	18,300	6,900	25,200
		Board & Group Positions	2				0	0	0		0	0	0
		Elected Officials	3				0	0	0		0	0	0
		Estimated Salary Needs				0.35	18,300	6,300	24,600	0.35	18,300	6,900	25,200
		W&S Difference from FY 2007 to FY 2008								0.0	0	600	600
		<u>Calculated Over or Under Funding:</u>				0.0	0	400	400	Calculated overfunding is 1.6% of Appropriation			
3.00		FY 2007 ORIGINAL APPROPRIATION			25,000	0.35	18,300	6,700	25,000				
		<u>Appropriation Adjustments:</u>											
4.11		Reappropriation				0.0	0	0	0				
4.31		Supplemental				0.0	0	0	0				
5.00		FY 2007 TOTAL APPROPRIATION				0.35	18,300	6,700	25,000				
		<u>Base Adjustments:</u>											
8.51		Base Reduction				0.0	0	0	0		0		
9.00		FY 2008 BASE				0.35	18,300	6,700	25,000	0.35	18,300	6,700	25,000
10.11		Change in Benefit Costs								0.0	0	600	600
										0.0			0
										0.0			0
										0.0			0
										0.0			0
		<u>Subtotal CEC Base:</u>		multiplier = 3.50%		0.35	18,300	7,300	25,600	0.35	18,300	7,300	25,600
10.61		CEC for Permanent Positions		18,300 600 23.1%		0.0	600	100	700	0.0	600	100	700
10.62		CEC for Group Positions		0 9.7%		0.0	0	0	0	0.0	0	0	0
						0.0				0.0			0
11.00		FY 2008 PROGRAM MAINTENANCE				0.35	18,900	7,400	26,300				
		<u>Line Items</u>											
12.01													0
12.02													0
13.00		FY 2008 TOTAL REQUEST			0349-00	0.35	18,900	7,400	26,300				

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: N/A

Agency Number: 180
 Function Number: 01
 Activity Number: 00

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D U NO.	Fund	*R/A/O	Item/ Description of Use	Date Acquired or Replaced	Quantity In Stock	Quantity Desired	Mileage	Options	Unit Cost	Total Cost	
10.31	0001-00		Replacement Capital Outlay:								
		R	Miscellaneous Office Equipment	Various						1,900	
		O	Personal Computers	Various		14	2			2,050	4,100
		R	1994 Ford Taurus	12/02/93	1	0	102,000				0
		R	2006 Chevy Lumina (used for long distance driving)	07/02/06	0	1		A/C, tilt	22,000	22,000	
										28,000	
10.31	0001-00		Replacement Operating Expenditures:								
		R	Upgrade Version of Excel, Spreadsheet Application	07/01/99	1	1			2,000	2,000	
		R	Upgrade Windows Software	01/26/01	10	12			150	1,800	
	0349-00	R	Miscellaneous Data Processing Supplies	07/01/97						600	
										4,400	
			TOTAL REQUEST FOR REPLACEMENT OE AND CO:							32,400	
12.01	0001-00		Additional Financial Support Tech/Office Equipment:								
		A	Desk	08/15/06		2			700	1,400	
		A	Miscellaneous Office Equipment	08/15/06							200
		A	Personal Computer	08/15/06			1		2,000	2,000	
		A	Miscellaneous Computer Equipment	08/15/06							400
										4,000	
			TOTAL REQUEST FOR ADDITIONAL CO:							4,000	

*R - Indicates Replacement Stock

*A - Indicates Addition to Stock

*O - Indicates Obsolete-Retained Stock

Form B-7

Note: Obsolete computers will be used in a field office for Internet usage only. The computer has become obsolete in running the day to day operating software but can provide Internet connection for our offsite office.

FORM B4: INFLATIONARY ADJUSTMENTS

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: _____

Agency Number: 180
 Function/Activity Number: 01
 Budget Unit: GVCA

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(1) Operating Expenditures Summary Object	(2) FY 2003 Actual	(3) FY 2004 Actual	(4) FY 2005 Actual	(5) FY 2006 Actual	FY 2005 to FY 2006		(8) FY 2007 Approp	(9) FY 2007 Expenditure Adj.	(10) FY 2007 Est. Expenditure
					(6) Change	(7) % Change			
Communication Costs	20,150	18,116	17,558	18,652	1,094	6.2 %	18,000		18,000
Employee Development Costs	8,970	7,596	8,715	9,594	879	10.1 %	9,600		9,600
General Services	200	951	400	540	140	35.0 %	500		500
Professional Services	9,139	0	2,028	11,523	9,495	468.2 %			-
Repair & Maintenance Services	974	2,000	613	1,080	467	76.2 %	2,000		2,000
Administrative Services	1,133	1,240	1,974	2,536	562	28.5 %	8,000		8,000
Computer Services	37,763	34,427	30,931	38,688	7,757	25.1 %	38,000		38,000
Employee Travel Costs	23,886	36,932	39,439	33,548	(5,891)	(14.9)%	30,000		30,000
Administrative Supplies	3,656	4,621	3,933	4,144	211	5.4 %	6,000		6,000
Fuel & Lubricant Costs	0	110	51	2	(49)	(96.1)%			-
Computer Supplies	14,067	30,172	24,297	26,212	1,915	7.9 %	32,400		32,400
Repair & Maintenance Supplies	0	0	101	76	(25)	(24.8)%			-
Insurance	1,243	1,168	641	1,334	693	108.1 %	1,300		1,300
Rentals & Operating Leases	67,657	64,698	66,099	69,262	3,163	4.8 %	69,500		69,500
Miscellaneous Expenditures	3,481	5,292	5,478	5,940	462	8.4 %	6,000		6,000
TOTAL	192,319	207,323	202,258	223,131	20,873	10.3 %	221,300		221,300
Fund Source									
0001-00	185,261	200,478	196,923	217,265	20,342	10.3 %	214,200		214,200
0349-00	7,058	6,845	5,335	5,866	531	10.0 %	7,100		7,100
TOTAL	192,319	207,323	202,258	223,131	20,873	10.3 %	221,300		221,300

FORM B4: INFLATIONARY ADJUSTMENTS

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: _____

Agency Number: 180
 Function/Activity Number: 01
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(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
PART B Operating Expenditures Summary Object	FY 2007 Est. Expenditures	Remove One Time Funding	SWCAP, Nondiscretionary, Rent	FY 2008 Base less Adj.	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	Totals
Communication Costs	18,000			18,000	326	1.81%		3.06%	326
Employee Development Costs	9,600			9,600	174	1.81%		3.06%	174
General Services	500			500	9	1.81%		3.06%	9
Professional Services	-			0	0				0
Repair & Maintenance Services	2,000			2,000	36	1.81%		3.06%	36
Administrative Services	8,000			8,000	145	1.81%		3.06%	145
Computer Services	38,000			38,000	688	1.81%		3.06%	688
Employee Travel Costs	30,000			30,000	543	1.81%		3.06%	543
Administrative Supplies	6,000			6,000	109	1.81%		3.06%	109
Fuel & Lubricant Costs	-			0	0				0
Computer Supplies	32,400			32,400	586	1.81%		3.06%	586
Repair & Maintenance Supplies	-			0	0				0
Insurance	1,300			1,300	24	1.81%		3.06%	24
Rentals & Operating Leases	69,500		(66,000)	3,500	63	1.81%		3.06%	63
Miscellaneous Expenditures	6,000		(2,600)	3,400	62	1.81%		3.06%	62
TOTAL	221,300	0	(68,600)	152,700	2,764	1.81%		3.06%	2,764
Fund Source									
0001-00	214,200		(68,600)	145,600	2,700	1.81%		3.06%	2,700
0349-00	7,100			7,100	100	1.81%		3.06%	100
TOTAL	221,300	0	(68,600)	152,700	2,800	0		0	2,800

Explanation:

**FIVE YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B
FOR OFFICE SPACE & AFFILIATED USES**

AGENCY INFORMATION

AGENCY NAME:	Department of Environmental Quality	CODE:	245
Prepared by:	Agency Expert	E-mail Address:	aexpert@DEQ.State.id.us
Telephone Number:	208-373-0196	Fax Number:	208-373-0231
DFM Analyst:	Larry Schlicht	LSO/BPA Analyst:	Ray Houston
Date Prepared:	8/15/2005	For Fiscal Year:	2007

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility:	State Office		
City:	Boise	County:	Ada
Street Address:	1410 N. Hilton	Zip Code:	83706
Facility Ownership Information:	<input type="checkbox"/> Private Party	<input type="checkbox"/> State Agency	
(Please put "X" in appropriate box)	<input checked="" type="checkbox"/>		

Function/Use of Facility: *Examples could be administrative use, client counseling, hearing rooms, field offices, etc. Address any "specialized needs" which require additional footage.*

State Administrative Office.

Comments: *May be used to address reasons for expanding or relocating. Indicate amount of space provided to other entities, such as other agencies, federal agencies, etc. Also indicate the amount of rent they pay for the use of the facility.*

DEQ-State Office is at maximum capacity. Will need to expand in FY 2007 due to NPDES program. Planning for footprint for new wing to existing building in process.

Fiscal Year:	ACTUAL 2006	ESTIMATE 2007	REQUEST 2008	ESTIMATE 2009	ESTIMATE 2010	ESTIMATE 2011
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Surplus Property: *Facilities that are to be disposed of and funds re-utilized for replacement of building or renovation of facilities. This could also include leased facilities if the leased premises are to be vacated prior to the expiration of the lease.*

Surplus Property to be disposed in: (Please put "X" in appropriate box)						
--	--	--	--	--	--	--

Work areas would include areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in 1 building would be 3 work areas).

Number of Work Areas	245	245	320	320	320	320
Full-Time Equivalent Positions:	175	175	230	230	230	230
Temporary Employees, Contractors, Auditors, etc.	70	70	90	90	90	90

Use "net rentable" square feet if in a facility leased from a private party; use "usable" square feet if in a State-owned office facility. Typically, this will be the figure shown in the lease or the MOU.

Square Feet:	66,863	66,863	110,000	110,000	110,000	110,000
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Include annual rent, plus all other facility-related costs, such as utilities, janitorial service, property taxes, or building maintenance, which are not included in the rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in lease agreement, increase rent by 3% per year. Increase all other facility-related costs by 3% per year as well. Use "Calculation Sheet" on next worksheet if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in square feet leased and estimate a new market rate for the new facility. Do NOT use your old rate per square foot - it may not be a realistic figure.

Total Facility Cost Per Yr:	722,120	722,120	1,250,000	1,250,000	1,250,000	1,250,000
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Upon completion, please return all sheets electronically to Facilityplan@adm.state.id.us **AND** attach a hardcopy of each sheet with your budget request. If you have 5 or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your budget request as well.

REVIEW AND COMPILATION (Not for Agency Use)

DFM		LSO/BPA:		Other:	
DPW (CK Lse List&MOU's)		Cost Ratio:		Other:	

DEPARTMENT OF ENVIRONMENTAL QUALITY
FACILITY INFORMATION SUMMARY for Fiscal Year 2008 BUDGET REQUEST

Facility, Street Address, City, Zip Code and Purpose	Fiscal Year	Square Feet	Rate per SqFt	Annual Cost	Work areas	FTPs, Temps and Comments
STATE OFFICE 1410 N. Hilton Boise, ID 00000 Office Space	07 06 Chg	110,000 66,863 43,137	11.36 10.80 0.56	1,250,000 722,120 527,880	300 245 55	175 FTPs and 70 temps will need to expand in FY 2006 Planning for new wing in process
BOISE REGIONAL OFFICE 1445 N. Orchard Boise, ID 83706 Office Space	07 06 Chg	10,657 10,657 0	11.65 11.60 0.05	124,200 123,657 543	47 45 2	44 FTPs and 1 temp will convert conf room to 4 office spaces within 60 days
TWIN FALLS REGIONAL OFFICE 601 Pole Line Rd Twin Falls, ID 00000 Office Space	07 06 Chg	9,000 6,500 2,500	12.22 12.31 -0.09	110,000 80,000 30,000	22 17 5	Located with DHW - billed 20 FTPs and 3 temps At capacity
POCATELLO REGIONAL OFFICE 224 S. Arthur Pocatello, ID 00000 Office Space	07 06 Chg	14,000 6,817 7,183	14.75 8.25 6.50	206,500 56,241 150,259	27 27 0	Beyond Capacity 28 FTPs and 1 temp RFP for new building in review process
IDAHO FALLS REGIONAL OFFICE 900 N. Skyline Idaho Falls, ID 00000 Office Space	07 06 Chg	10,164 10,164 0	13.50 13.25 0.25	137,214 134,673 2,541	27 27 0	20 FTPs and 7 temps Shared with IDWR & INEEL oversight
IDAHO FALLS INEEL OVERSIGHT 900 N. Skyline Drive, Suite C Idaho Falls, ID 00000 Office Space	07 06 Chg	7,651 7,651 0	13.75 13.50 0.25	105,201 103,289 1,912	21 21 0	20 FTPs and 1 temp Shared with IDWR & INEEL oversight
GRANGEVILLE SATELLITE 300 W. Main St. Rm 203 Grangeville, ID 00000 Office Space	07 06 Chg	453 453 0	9.14 9.14 0.00	4,140 4,140 0	2 2 0	in US Post Office 1 FTP seasonal field crews
CASCADE SATELLITE 109 N. Main St. Ponderosa Plaza Cascade, ID 00000 Office Space	07 06 Chg	810 810 0	8.02 7.78 0.25	6,500 6,300 200	3 2 1	2 FTP used for Cascade and Brownlee
COEUR D'ALENE REGIONAL OFFICE 2110 Ironwood Parkway Coeur D'Alene, ID 00000 Office Space	07 06 Chg	11,664 11,664 0	10.76 10.55 0.21	125,447 123,016 2,431	36 36 0	Future shower/locker room expansion \$35,000 one-time 35 FTPs and 3 temps
LEWISTON REGIONAL OFFICE 1118 F. Street Lewiston, ID 00000 Office Space	07 06 Chg	6,600 5,800 800	9.85 9.83 0.02	65,000 57,000 8,000	22 20 2	In State Office Building at Capacity Pursuing more space 19 FTPs and 4 temps
SODA SPRINGS SATELLITE 15 West Center St. Soda Springs, ID 00000 Office Space	07 06 Chg	1,130 1,130 0	11.82 11.82 0.00	13,357 13,357 0	3 3 0	Sufficient space Shared DEQ 2 employees and IDWR 1 employee
KELLOGG SUPERFUND SITE 1005 W. McKinley Kellogg, ID 00000 Field Office	07 06 Chg	2,500 2,500 0	12.00 0.00 12.00	30,000 0 30,000	5 5 0	donated site to rent 4 FTPs
TOTALS	07 06 Chg	184,629 131,009 53,620	11.79 10.87 0.93	2,177,559 1,423,793 753,766	515 450 65	370.55 FTPs and 90 temps