



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Carlos Castillo, Jr.
Director

Memorandum

DATE: June 29, 2007

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

FROM: Gerry Oligmueller, State Budget Administrator

RE: Budget Status Report

As we begin the first fiscal year of the 2007-2009 biennium, we encourage you to set up your fiscal year 2007-08 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 2007-08, reappropriations from FY 2006-07 specifically authorized by the Legislature, as well as FY 2007-08 appropriations contained within non e-clause bills, which will be added to the Allotment Status Report on September 1, 2007.

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, 2003, 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 7 of LB 321, the "mainline" budget bill passed during the 2007 legislative session, directs that all agencies, boards, and commissions shall promptly establish their detailed Budget Status Reports in the Nebraska Accounting System.

Please use the following subledger structure as contained in the NIS Training Manual section entitled "Enter/Revise Final Approved Budget":

Subledger-

- BUAPPROP** (Annual NEW Appropriation)—to include such base appropriations as authorized specifically by Legislative Bill
- BUREAPPR** (Re-appropriation)
- BUENC** (Encumbrances, both mid-biennium and end of biennium)
- BUTRANSF** (All Other---to include 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 sub ledgers 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 should help in the future 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 enter the necessary data, 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.

Agencies may also use an Excel spreadsheet template as an alternative method to setting 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 Budget Status setup. The template is available on the Budget Division website at http://www.budget.ne.gov/das_budget/bud/bprocess.htm.

You may also contact your assigned budget management analyst in the DAS-Budget Division if you have questions or require assistance regarding the Budget Status Report information.

Please enter the Budget Status Report budget information into NIS by no later than Tuesday, July 31, 2007.

Thank you for your attention to this important matter.