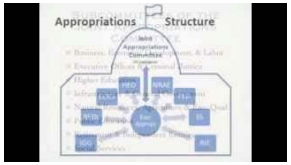
Budget Tools

EXECUTIVE OFFICES AND CRIMINAL JUSTICE APPROPRIATIONS SUBCOMMITTEE

January 2015

How-to Videos – www.youtube.com/user/UtahLegislature



Utah Budget Process (https://www.youtube.com/watch?v=hhfk-F97Tng)

Kinds of Appropriations (https://www.youtube.com/watch?v=-7oP1lEAPu8)

COBI Tour and Tutorial (https://www.youtube.com/watch?v=K-ftXS1TZcA)

Linked Base Budget Bills

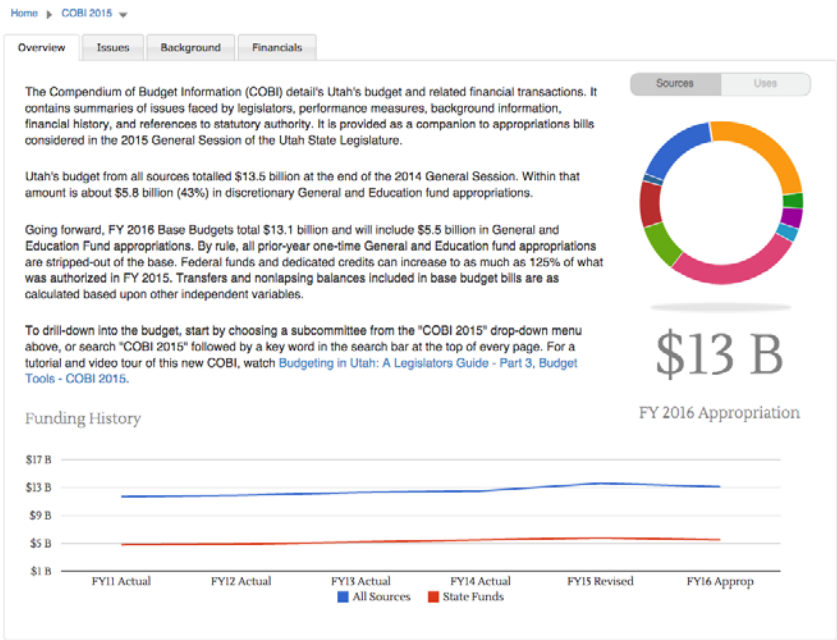
- ✓Allow you to go directly to COBI for agencies, line-items, and programs
- ✓Take you to fund reports for restricted accounts and funds
- ✓Available at subcommittee's web page on the "Related Links" tab

H.B. 4 **01-16-15 04:41 PM**

32 *Be it enacted by the Legislature of the state of Utah:*
33 Section 1. **FY 2016 Appropriations.** The following sums of money are appropriated for the
34 fiscal year beginning July 1, 2015 and ending June 30, 2016.
35 Subsection 1(a). **Operating and Capital Budgets.** Under the terms and conditions of
36 Utah Code Title 63J, the Legislature appropriates the following sums of money from the funds or
37 fund accounts indicated for the use and support of the government of the State of Utah.
38 DEPARTMENT OF HERITAGE AND ARTS

39	ITEM 1	To Department of Heritage and Arts - Administration	
40		From General Fund	3,688,000
41		From Federal Funds	4,260,500
42		From Dedicated Credits Revenue	186,500
43		From Beginning Nonlapsing Appropriation Balances	593,100
44		From Closing Nonlapsing Appropriation Balances	(519,300)
45		Schedule of Programs:	
46		Executive Director's Office 528,400	
47		Information Technology 1,256,200	
48		Administrative Services 1,510,900	
49		Utah Multicultural Affairs Office 348,100	
50		Commission on Service and Volunteerism 4,565,200	
51	ITEM 2	To Department of Heritage and Arts - Historical Society	
52		From Dedicated Credits Revenue	47,500
53		Schedule of Programs:	
54		State Historical Society 47,500	
55	ITEM 3	To Department of Heritage and Arts - State History	
56		From General Fund	2,082,000
57		From Federal Funds	902,700
58		From Dedicated Credits Revenue	97,300
59		Schedule of Programs:	
60		Administration 272,600	

COBI 2015 (http://www.le.utah.gov/lfa/reports/cobi2015/COBI2015.htm)



- ✓ Provides context for appropriations decisions
  - ✓ Overview
  - ✓ Issues
  - ✓ Background
  - ✓ Statutory Authority
  - ✓ Intent Language
  - ✓ Budget History and Detail
- ✓ Available on Legislature's Front Page
- ✓ Use "COBI 2015" plus keyword in the Search Bar

Requests for Appropriation

- ✓Allow legislators to sponsor funding requests w/o a bill
- ✓Forms available in LFA and LRGC
- ✓Due by Noon on Feb. 5
- ✓Will be scheduled for an approps meeting
- ✓Requirements:
  - ✓Must include "statewide public purpose"
  - ✓Cannot be "direct appropriations" to interest group or vendor (have to go through state entity)
  - ✓Agencies must follow procurement process

Request for Appropriation

(See instructions on reverse side and JR4-3-101 through 201)

SECTION I - To be completed by requesting legislator

Name: Senator/Representative _____ Date _____

____ FY 2015 Supplemental Appropriation $ _____ ____ Nonlapsing

____ FY 2016 ☐ 1-Time or ☐ Ongoing $ _____ ____ Nonlapsing

____ General Fund ____ Educ. Fund ____ Transp. Fund ____ Other:

Program/Entity to be funded _____

What is the statewide public purpose?* _____

_____

Contact person at entity _____ Phone # _____

Contact person's authorized agent _____ Phone # _____

Signed: Senator/Representative _____

***All appropriations must be made to state agencies. State agencies must follow state procurement laws which require competitive bids, requests for proposal, or sole source determination.**

Other Tools

- ✓ Subcommittee Web Page (http://le.utah.gov/asp/interim/Commit.asp?Year=2015&Com=APPEXE)
  - ✓ Schedule
  - ✓ Agenda
  - ✓ Minutes
  - ✓ Hand-outs
  - ✓ Membership
  - ✓ Related Links
- ✓ LFA Publications (http://le.utah.gov/asp/lfa/lfareports.asp?com=APPEXE&src=LFAST)