

Budget Tools

*BUSINESS, ECONOMIC DEVELOPMENT AND LABOR
APPROPRIATIONS COMMITTEE*



January 2016

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



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



[Kinds of Appropriations](https://www.youtube.com/watch?v=-7oP1IEAPu8) (<https://www.youtube.com/watch?v=-7oP1IEAPu8>)



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

Be it enacted by the Legislature of the state of Utah:

Section 1. **FY 2016 Appropriations.** The following sums of money are appropriated for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Subsection (1a). **Operating and Capital Budgets.** Under the terms and conditions of Utah Code Title 63J, the Legislature appropriates the following sums of money from the funds or fund accounts indicated for the use and support of the government of the State of Utah.

DEPARTMENT OF HERITAGE AND ARTS		
ITEM 1	To Department of Heritage and Arts - Administration	3,688,000
40	From General Fund	
41	From Federal Funds	4,240,500
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
ITEM 2	To Department of Heritage and Arts - Historical Society	47,500
52	From Dedicated Credits Revenue	
53	Schedule of Programs:	
54	State Historical Society	47,500
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 2016

<http://le.utah.gov/lfa/cobi/currentCobi/cobi.html?cobiID=4&tab=overviewTab>

The screenshot shows the COBI 2016 website interface. At the top, there are navigation tabs: Overview, Issues, Background, and Financials. Below the tabs, there is a descriptive paragraph about the Compendium of Budget Information (COBI). To the right of the text is a donut chart. Below the chart is a large '\$13 B' indicator. At the bottom, there is a 'Funding History' line graph showing data from FY13 Actual to FY16 Approp. The graph has two lines: one for 'All Sources' and one for 'State Funds'.

- ✓ Provides context for appropriations decisions
- ✓ Overview
- ✓ Issues
- ✓ Background
- ✓ Statutory Authority
- ✓ Intent Language
- ✓ Budget History and Detail
- ✓ Available on Legislature's Front Page under "Budget Information"
- ✓ Use "COBI 2016" plus keyword in the Search Bar



Requests for Appropriation

- ✓ Allow legislators to sponsor funding requests w/o a bill
- ✓ Can enter online at <http://le.utah.gov/lego>
- ✓ Forms available in LFA and LRGC
- ✓ Due by Noon on Thursday, Feb. 4
- ✓ 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 RA-3-101 through 2011)

SECTION I - To be completed by requesting legislator

Name: Senator/Representative _____ Date _____

Funding Request Name _____

Description of Funding Item _____

Agency through which funds would be administered _____

What is the statewide public purpose? _____

Amount Requested: \$ _____

General Fund _____ Educ. Fund _____ Transp. Fund _____ Other: _____

FY16 (One-time) _____ FY17 (One-time) _____ FY17 (Ongoing) _____ Nonlapping _____

Project Contact Information: Name _____

Title _____

Organization _____

Phone # _____

Email _____

Appropriations Committee Recommendation _____

Please attach any supporting documentation.

*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.



5

Other Tools

- ✓ Subcommittee Web Page (<http://le.utah.gov/asp/interim/Commit.asp?Year=2016&Com=APPBEL>)
 - ✓ Schedule
 - ✓ Agenda
 - ✓ Minutes
 - ✓ Hand-outs
 - ✓ Membership
 - ✓ Related Links
- ✓ LFA Publications (<http://le.utah.gov/asp/lfa/lfareports.asp?com=APPBEL>)
- ✓ www.transparent.utah.gov
- ✓ www.le.utah.gov search by keyword



6