

INSTRUCTIONS FOR FORM B: FB 2017-19 DEPARTMENT SUMMARY OF  
OPERATING BUDGET ADJUSTMENT REQUESTS

Form B is a summary listing of all FB 2017-19 budget requests to be proposed in departmental priority order. **Departments shall ensure that details and amounts on the Form B match the appropriate Form A.**

Requests shall be listed in the appropriate portion of the Form B based on request category.

“Trade-Off and Transfer and Conversion of Unbudgeted Positions” shall include request categories: Trade-Off and Transfer (TO) and Conversion of Unbudgeted Positions (UP).

“Allowable Non-Discretionary Expense Requests” shall include request category: Fixed Cost and Entitlement Expense Requirements (FE).

“Federal Fund Adjustment Requests” shall include request category: Federal Fund Adjustments (FA)

“Other Requests” shall include request categories: Health, Safety, Court Orders or Federal Mandates (HS); Full-Year Funding for New Positions (FY); Adjustment for Non-Recurring Items (NR); and Other Requests (OR).

**Form B: Item Description and Preparation Instructions**

Date Prepared/Revised

Underscore “Prepared” or “Revised” as applicable and enter date.

Current Services Operating Budget Ceiling by MOF

This section will be completed by the Department of Budget and Finance and shall reflect your department’s appropriations from Act 119, SLH 2015, as amended by Act 124, SLH 2016, by means of financing (MOF) adjusted for collective bargaining and non-recurring costs.

Request Category

See Attachment 2 and “Instructions for Form A” for explanation of request categories, which include:

- Trade-Off and Transfer (TO);
- Conversion of Unbudgeted Positions (UP);
- Fixed Cost and Entitlement Expense Requirements (FE);
- Federal Fund Adjustments (FA);
- Health, Safety, Court Orders or Federal Mandates (HS);
- Full-Year Funding for New Positions (FY);
- Adjustment for Non-Recurring Items (NR); and
- Other Requests (OR).

B&F Code

For B&F use only.

Program ID/Org. Code

Enter the program ID and organization code (org.) of the request as entered on Form A.

Department Priority

Enter the department priority number as entered on Form A. Corresponding trade-off and transfer requests shall share the same priority number. Requests with multiple MOF should also be listed using the same priority number, with separate entries for each MOF.

Description

Enter the title of the request as entered on Form A.

MOF

Enter the MOF as entered on Form A.

FY 18 and FY 19

Enter the total position counts (permanent and temporary) and \$ amount corresponding to the MOF of the request for each fiscal year.

Subtotals, Totals, and Grand Total

Subtotals and totals of adjustments by section and the /grand total will be automatically computed.