



GOVERNOR'S OFFICE OF Planning & Budget

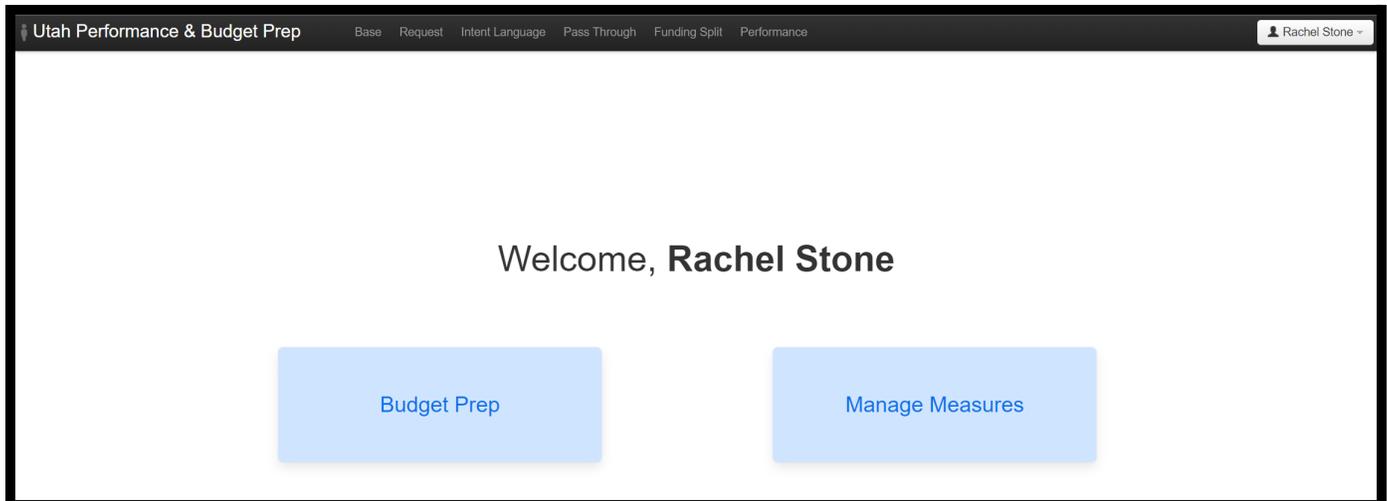
Driving the best investment and use of Utah's resources

FY 24 Budget Prep Guide

SYSTEM OVERVIEW:

The Governor's Office of Planning and Budget (GOPB) utilizes the [Budget Prep](#) application to gather information necessary to prepare the governor's budget recommendations. Budget Prep is also the platform where agencies report the results of performance measures to both GOPB and the Office of the Legislative Fiscal Analyst (LFA).

Budget Prep can be accessed at budgetprep.utah.gov by using your state login credentials. The welcome page allows users to select either Budget Prep (to edit base budgets) or Manage Measures (to review and input performance measures). Top navigation buttons can be used to access all data entry screens, including:



- **Base** - allows you to select from your agency's list of appropriation codes to review and edit base budget data for the prior, current, and upcoming fiscal years. Base budget records are listed in the table for each fiscal year (FY 22, 23 and 24) by beginning balance, fund, revenue, and expenditure for the selected appropriation code.
- **Request** - provides a platform to enter your agency's requests for budget changes or reallocations.

- **Intent Language, Pass Through, and Funding Split** - ability to enter your agency's request for intent language, pass through, and funding split changes.
- **Performance** - allows agencies to report results for existing performance measures, propose new performance measures, and propose archiving existing performance measures.

KEY GUIDANCE FOR FY 24:

Please keep the following in mind:

- All FY 23 and FY 24 data in Budget Prep come from LFA's database of appropriations.
- While you may review and adjust FY 23 and FY 24 funding sources and appropriations on the Base screen, please do not increase the overall funds or revenues at the line item level. Although the budgetary procedures act allows you to spend up to 25% above the amount appropriated for federal funds or dedicated credits, agencies should not add these or other revenue increases to the Base screen.

To ensure that all FY 23 and FY 24 fund and revenue adjustments are accounted for, these adjustments should be made on the Request page.

- All amounts will **automatically be rounded to the nearest \$100**. You may need to adjust individual balance, revenue, and expenditure lines by +/- \$100 to accurately reflect the total budget for an appropriation unit.
- In order to mirror appropriations bill data, **enter lapsing and non-lapsing balance amounts as negatives (-). The only time a positive lapsing or non-lapsing balance would be entered is if an appropriation closed with a negative balance.**
- Over the past several years, enacted appropriations bills have identified revenue sources (federal funds, dedicated credits, etc.) as one-time sources of funding. All one-time sources of funding, including revenue, should be identified for FY 23 and FY 24 in Budget Prep. Additionally, one-time federal funds will be identified in the federal funds request summary (FFRS).

- As of the Budget Prep release date, end of FY 22 non-lapsing balances have not been recorded as FY 23 beginning balances in FINET. As a result, FY 23 and FY 24 non-lapsing balances from appropriations bills were loaded in Budget Prep, not actual non-lapsing or lapsing balances.

These balances need to be entered in Budget Prep as end-of-year non-lapsing or lapsing balances and beginning balances in the next year. The Division of Finance will notify agencies when GOPB has approved the FINET entry and expenditure of FY 23 beginning non-lapsing balances.

- The personnel services amount under the expenditures section is not required to directly tie to Comp Prep amounts. Comp Prep includes base compensation information needed to calculate adjustments to salaries and benefits, but does not account for some aspects of personnel costs such as overtime.

Agencies should still use Comp Prep data entry and reports to inform personnel services budget amounts in Budget Prep. In general, the total personnel services expenditures entered in Budget Prep should be close to or greater than the total cost of personnel identified in Comp Prep.

- There is an option to download line item and agency budget data as an excel file in the bulleted list above the base budget summary on the Base Request screens. The Department Full Budget includes data for the base budget and additional requests.
- Columns can be toggled on and off by clicking the 2023, 2024, and Additional Info buttons, shown on the left above the Beginning Balance row of the main table.
- Deactivated records are displayed with a line placed through the particular record. Highlighted records indicate what has been modified during the current budget cycle.
- Budget requests, including reallocations, must be entered in Budget Prep by **Sept. 21, 2022**. Performance measures must be entered by **Sept. 23, 2022**. Base budgets, intent language, pass-through reports, and ISF funding splits must be entered before **Sept. 30, 2022**. If additional needs for reallocations and variable fund adjustments are identified after Sept. 21, those may still be entered prior to the Sept. 30 base budget deadline.

BASE BUDGETS:

The Base data entry screen is used to review and update budgets for FY 22 (actual), FY 23 (as enacted by the legislature), and FY 24. Each year includes two columns. The second column can be edited by agencies and will be used as the starting point of the governor's budget recommendations after they are reviewed and approved by GOPB. GOPB loads data in both columns to help agencies as they complete their base review. Pre-loaded data comes from the following sources:

- Funds and one-time funds for all years come from LFA's database of appropriations.
- FY 22 Actuals and Adjusted beginning balances, revenues, and expenditures come from the FINET accounting journal.
- FY 23 Authorized and FY 24 Baseline beginning balances, revenues, and expenditures come from LFA's database of appropriations. Since balances were estimated based on prior projections, there is a high likelihood that all beginning and closing balances will have to be updated to account for FY 22 actuals.
- Since LFA does not identify revenue at the specific revenue source level (such as 2801 Sale of Services-Dedicated Credits) the data are loaded at the level identified in appropriations bills (such as Dedicated Credits). Agencies are not required to enter any revenue data in Budget Prep at the revenue source level. You may elect to use specific source codes, but the data will be presented at a higher level in the governor's budget. Due to revenue control statutes that require a review of approved revenue source codes, GOPB will perform this review with agencies outside of Budget Prep after the Budget Prep deadline. FY 23 revenues should be identified as ongoing or one-time.

While you may review and adjust FY 23 and FY 24 funding sources and appropriations on the Budget Prep Base screen, please do not increase the overall funds or revenues at the line item level above what has been enacted. Prior to 2019, revenue increases up to 25% were allowed in the base budget. Beginning in the 2019 General Session, the legislature began adding these types of adjustments to the current and future-year supplemental bills. To ensure that all FY 23 and FY 24 fund and revenue adjustments are accounted for, these adjustments should be made on the *Request* page in Budget Prep. Instructions for entering variable fund adjustments are provided in the Budget Requests section of this document.

The following diagram illustrates the summary information at the top of each base budget screen:

Utah Performance & Budget Prep Base Request Intent Language Pass Through Funding Split Performance Admin ▾

CAA GOV Governor's Office CAD

Base Budget

All amounts in the 2021, 2022 and 2023 Adjusted columns will be rounded to the nearest \$100 when saved

Department: 060 Governors Office
 Line: CAAA GOV Governor's Office
 Appropriation: LT Governor's Office
 Bill Category: Operating and Capital Budgets
 Status: Agency Review

[Add Note](#)

Summary

Source	2021 Actuals	2021 Adjusted	2022 Authorized	2022 Adjusted	2023 Baseline	2023 Adjusted
Beginning Balance	\$2,752,800	\$2,752,800	\$300,000	\$300,000	\$300,000	\$300,000
Sources (Fund + Revenue)	\$3,508,900	\$3,508,900	\$3,181,700	\$3,181,700	\$3,177,800	\$3,177,800
Total Expenditures	\$3,410,400	\$3,410,400	\$3,481,700	\$3,481,700	\$3,477,800	\$3,477,800
Unexpended Balance (Nonlapsing + lapsing)	\$2,851,300	\$2,851,300	\$0	\$0	\$0	\$0
Nonlapsing Balance	\$0	\$0	\$0	\$0	\$0	\$0
Lapsing Balance	\$0	\$0	\$0	\$0	\$0	\$0

- View Instructions by clicking [Here](#)
- View Line Item by clicking [Here](#)
- View Department by clicking [Here](#)
- Download Appropriation Base Budget by clicking [Here](#)
- Download Line Item Base Budget by clicking [Here](#)
- Download Department Base Budget by clicking [Here](#)
- Download Department Full Budget by clicking [Here](#)

This summary table, which cannot be directly edited, aggregates the information from the main table below into one summary view and includes unexpended balances (non-lapsing + lapsing).

This dropdown list allows you to select the appropriation code which you are reviewing and editing.

Links to view or download additional reports. The final link downloads a spreadsheet that includes the base and request in one table.

The following diagram illustrates where the base budget data are reviewed and updated:

Add Record ▾ Update Status ▾

2022 2023 Additional Info

<input type="checkbox"/>	Category	2021 Actuals	2021 Adjusted	2022 Authorized	2022 Adjusted	2023 Baseline	2023 Adjusted
Beginning Balance							
<input type="checkbox"/>	Beginning Balance	\$2,752,800	\$2,752,800	\$300,000	\$300,000	\$300,000	\$300,000
Fund							
Ongoing							
<input type="checkbox"/>	1000 (GF) General Fund Unrestricted	\$1,323,700	\$1,323,700	\$1,637,700	\$1,637,700	\$1,637,700	\$1,637,700
One-Time							
<input type="checkbox"/>	1000 (GF) General Fund Unrestricted	\$437,400	\$437,400	\$1,800	\$1,800	\$0	\$0
Revenue							
Ongoing							
<input type="checkbox"/>	Dedicated Credits Revenue	\$1,747,800	\$1,747,800	\$1,540,100	\$1,540,100	\$1,540,100	
One-Time							
<input type="checkbox"/>	Dedicated Credits Revenue	\$0	\$0	\$2,100	\$2,100	\$0	
Expenditure							
<input type="checkbox"/>	AA Personnel Services	\$1,648,400	\$1,648,400	\$1,653,500	\$1,653,500	\$1,649,600	
<input type="checkbox"/>	BB Travel/In State	\$22,100	\$22,100	\$31,400	\$31,400	\$31,400	
<input type="checkbox"/>	CC Travel/Out of State	\$200	\$200	\$17,000	\$17,000	\$17,000	
<input type="checkbox"/>	DD Current Expense	\$429,200	\$429,200	\$659,800	\$659,800	\$659,800	
<input type="checkbox"/>	EE Data Processing Current Expense	\$907,500	\$907,500	\$903,800	\$903,800	\$903,800	
<input type="checkbox"/>	FF Data Processing Capital Expenditure	\$0	\$0	\$151,200	\$151,200	\$151,200	
<input type="checkbox"/>	HH Other Charges/Pass Through	\$403,000	\$403,000	\$65,000	\$65,000	\$65,000	

For the selected appropriation code, pre-populated budget records are listed in the columns by FY and categorized by beginning balance, fund, revenue, expenditure, and unexpended balance. You will only be able to edit the "adjusted" columns.

For each appropriation code selected, the system pulls data for each fiscal year from LFA's budget database and from the Finance Data Warehouse in the first column and also copies the data to the second column for each fiscal year (see screenshot below). Although most data have been pre-populated, each agency is responsible for ensuring that all records are both accurate and included in the Budget Prep system. Although the vast majority of appropriation codes were automatically entered into the Budget Prep system, there are several instances where LFA's appropriation code did not match the FINET appropriation code or adjustments were made in FINET after the appropriation was initially loaded. Agencies may need to add records. For each year, an agency may change the second ("adjusted") column to make corrections and other adjustments.

Base Budget

All amounts in the 2017 Adjusted and 2018 Adjusted columns must be rounded to the nearest \$100

Department: 000 Governors Office
 Line: CBAA GOV Office of Management & Budget
 Appropriation: Administration
 Status: Agency Review

- View Instructions by clicking [Here](#)
- View Line Item by clicking [Here](#)
- View Department by clicking [Here](#)
- Download Appropriation Spreadsheet by clicking [Here](#)
- Download Line Item Spreadsheet by clicking [Here](#)
- Download Department Spreadsheet by clicking [Here](#)

Add Note

Summary

Source	2016 Actuals	2016 Adjusted	2017 Authorized	2017 Adjusted	2018 Baseline	2018 Adjusted
Beginning Balance	\$960,395	\$960,395	\$0	\$0	\$0	\$0
Sources (Fund + Revenue)	\$1,445,100	\$1,445,100	\$1,166,000	\$1,166,000	\$1,161,000	\$1,161,000
Total Expenditures	\$1,527,583	\$1,527,583	\$1,166,000	\$1,166,000	\$1,166,000	\$1,166,000
Unexpended Balance (Nonlapsing + lapsing)	\$777,912	\$777,912	\$0	\$0	-\$4,000	-\$4,000
Nonlapsing Balance	\$0	\$0	\$0	\$0	\$0	\$0
Lapsing Balance	\$0	\$0	\$0	\$0	\$0	\$0

By hovering over and clicking the cell you wish to modify, you are able to edit the second ('adjusted') columns as illustrated here. After making the edit, click the blue 'save' button.

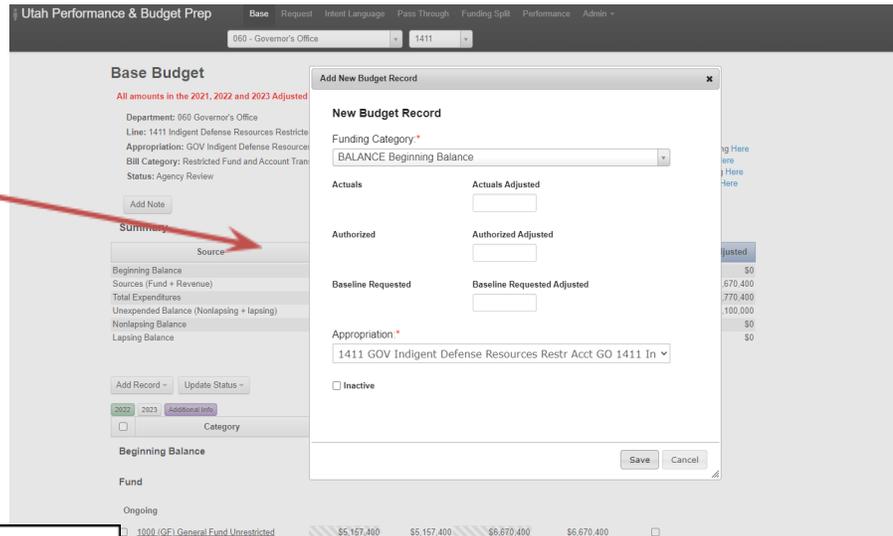
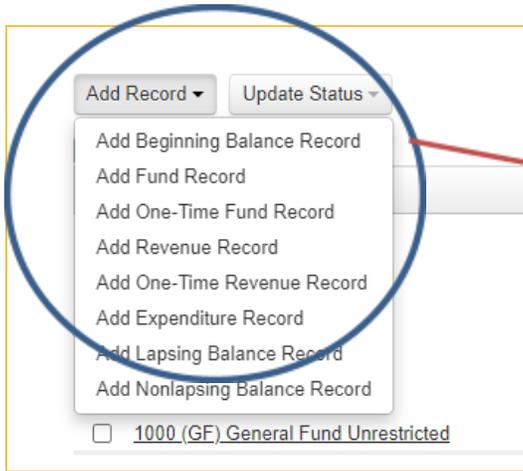
The system automatically pulls the data for each year and copies the same number over to the 'adjusted' column for that year.

Add Record Update Status

2017 2018 Add New

Category	2016 Actuals	2016 Adjusted	2017 Authorized	2017 Adjusted	2018 Baseline	2018 Adjusted	Mod	Inactive
Beginning Balance								
Beginning Balance	\$960,395	\$960,395	\$0	\$0	\$0	\$0	Alg 24	
Fund								
Ongoing								
1000 (GF) General Fund Unrestricted	\$937,400	\$937,400	\$961,400	\$961,400	\$961,400	\$961,400	Alg 24	
1109 (GOV) School Readiness Rest Acct	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	Alg 24	
One-Time								

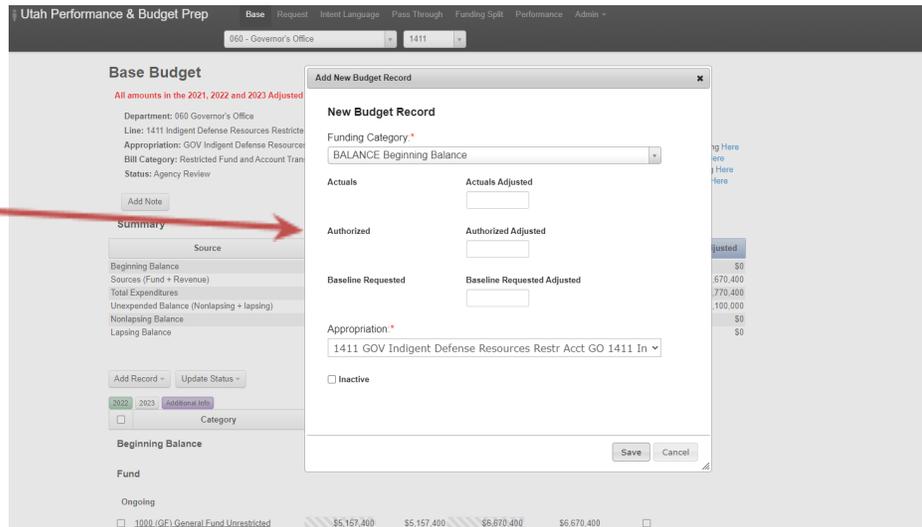
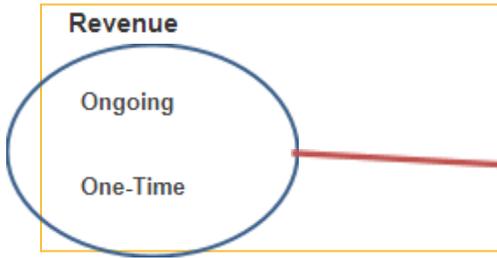
The system also allows you to edit an entire individual budget record at once by clicking on the underlined record category and by making edits to the fields in the dialogue box that appears.



By clicking the 'add record' drop down menu and selecting a record type, a dialogue box will appear, allowing you to add the selected budget record type.

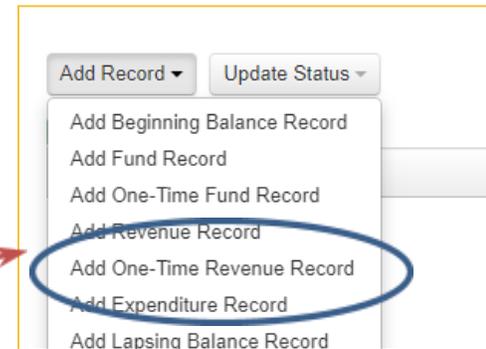
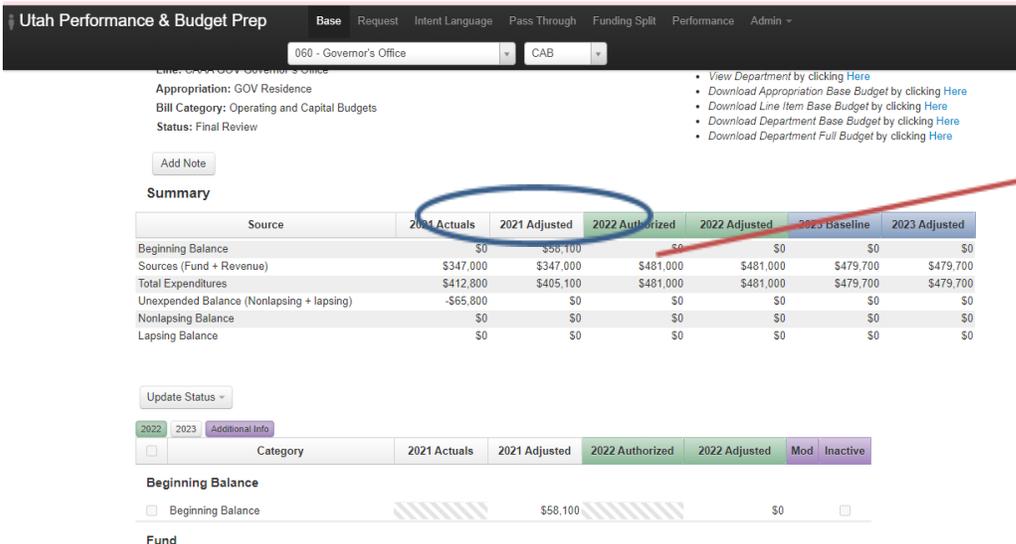
You are also able to add new budget records by clicking the 'add record' button and choosing whether to add a beginning balance, fund, revenue, expenditure, or unexpended balance record to the system by completing the fields in the dialogue box.

If a beginning balance needs to be added, the 'Add Beginning Balance Record' can be selected and the appropriate amounts can be entered. Similarly, the system draws a distinction between a revenue record and a one-time revenue record. For revenue that will be categorized by LFA in a budget bill as one-time, use that option to add one-time revenue.



Please be aware of the following while updating your base budget:

- FY 22 actual beginning balances have been loaded, but final lapsing and non-lapsing balances have not been loaded. Agencies must enter these data for each appropriation in the adjusted column. See below:



On the 'Add Record' drop down menu, the user has the ability to add and edit a lapsing and non-lapsing balance; a change to a beginning balance will NOT automatically result in a change to the previous year's non-lapsing balance (and vice versa).

- After editing a non-lapsing or beginning balance, if the prior year's non-lapsing balance does NOT equal the following year's adjusted beginning balance, a **justification and explanation as to why this is the case is required in the 'Add Note' section. Additionally, upon submitting an appropriation unit for GOPB review, a justification will also be required if the sum of non-lapsing and lapsing does not equal the unexpended balance total for the appropriation and year being edited.**
- Oftentimes agencies need the ability to communicate with GOPB about a particular entry in the system. An 'Add Note' button has been placed on the main entry screen. Use this whenever you need to communicate with your GOPB analyst regarding a specific item related to that appropriation unit (a justification, clarification, etc). This field will also be required anytime a non-lapsing balance does not match the following year's beginning balance (see above).

The screenshot displays the 'Utah Performance & Budget Prep' interface. At the top, there are navigation tabs: 'Base', 'Request', 'Intent Language', 'Pass Through', 'Funding Split', 'Performance', and 'Admin'. Below these, there are dropdown menus for '060 - Governor's Office' and '1411'. A link 'Download Department Full Budget by clicking Here' is visible. The main content area shows a 'Summary' section with a table of budget data. The table has columns for 'Source', '2021 Actuals', '2021 Adjusted', '2022 Authorized', '2022 Adjusted', and '2023 Beginning Balance'. The rows include 'Beginning Balance', 'Sources (Fund + Revenue)', 'Total Expenditures', 'Unexpended Balance (Nonlapsing + lapsing)', 'Nonlapsing Balance', and 'Lapsing Balance'. A dialog box titled 'Budget Appropriation Note' is open, with a text area for 'Notes for Appropriation 1411'. The dialog box has 'Save' and 'Cancel' buttons. A blue circle highlights the 'Add Note' button in the top left, and a black arrow points from it to the dialog box.

Click the 'add note' button and a dialogue box will appear allowing you to enter a note regarding the appropriation unit.

- When agencies are finished with their Budget Prep entries, they have the option to submit all agency records to GOPB at once. In past versions of Budget Prep, each individual appropriation unit had to be submitted to GOPB separately, which often led to confusion on the part of GOPB and the agency regarding whether or not the agency was actually finished with their budget submission. By using the 'Submit All Agency Records to GOPB,' analysts will see that all records have been completed and that your submission is in. The option still exists for agencies to submit each unit individually, but we strongly encourage using the 'Submit All' method over submitting each unit separately.

Source	2018 Actuals	2018 Adjusted	2019 Authorized	20
Beginning Balance	\$0	\$0	\$0	
Sources (Fund + Revenue)	\$3,000,000	\$3,000,000	\$3,000,000	
Total Expenditures	\$3,000,000	\$3,000,000	\$3,000,000	
Unexpended Balance (Nonlapsing + lapsing)	\$0	\$0	\$0	
Nonlapsing Balance	\$0	\$0		
Lapsing Balance	\$0	\$0		

Add Record + Update Status ▾

2019 2020 2021

 Submit Records to GOMB
Revert Statuses to Agency Review

 Submit All Agency Records to GOMB
Revert All Statuses to Agency Review

Actuals 2018 Adjusted 2019 Au

Beginning B

Fund

Ongoing

4000 (CF) General Fund Unrestricted \$3,000,000 \$3,000,000 \$3,000,000

One-Time

Click the 'Submit All Agency Records to GOPB' to submit all units to GOPB at once when your entire agency's budget is complete.

BUDGET REQUESTS:

Similar to last year, you will be entering budget change requests in the Budget Prep system. This includes all aspects of the request such as adding requests by ranked priority, specifying funding units for the particular request and whether the change type is a reallocation or an adjustment. You should access the budget change request screen by clicking on the 'Request' selection on the top toolbar:

Click the 'Request' button to be taken to the data entry screen for new budget requests.

Utah Performance & Budget Prep Base **Request** Intent Language Pass Through Funding Split Performance Admin

060 - Governor's Office 1411

Base Budget

All amounts in the 2021, 2022 and 2023 Adjusted columns will be rounded to the nearest \$100 when saved

Department: 060 Governor's Office
 Line: 1411 Indigent Defense Resources Restricted Account
 Appropriation: GOV Indigent Defense Resources Restr Act
 Bill Category: Restricted Fund and Account Transfers
 Status: Agency Review

[View Instructions by clicking Here](#)
[View Line Item by clicking Here](#)
[View Department by clicking Here](#)
[Download Appropriation Base Budget by clicking Here](#)
[Download Line Item Base Budget by clicking Here](#)
[Download Department Base Budget by clicking Here](#)
[Download Department Full Budget by clicking Here](#)

Add Note

Summary

Source	2021 Actuals	2021 Adjusted	2022 Authorized	2022 Adjusted	2023 Baseline	2023 Adjusted
Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0
Sources (Fund + Revenue)	\$5,659,000	\$5,659,000	\$7,673,800	\$7,673,800	\$6,670,400	\$6,670,400
Total Expenditures	\$0	\$5,659,000	\$0	\$7,673,800	\$0	\$66,770,400
Unexpended Balance (Nonlapsing + lapsing)	\$5,659,000	\$0	\$7,673,800	\$0	\$6,670,400	-\$60,100,000
Nonlapsing Balance	\$0	\$0	\$0	\$0	\$0	\$0
Lapsing Balance	\$0	\$0	\$0	\$0	\$0	\$0

After clicking on and selecting the request button, you will be taken to the following screen which allows you to select your agency and add your request.

The add request screen will appear, allowing you to specify the change type (either an adjustment or reallocation), the ranked priority of the request, the item name and a brief description. The compensation, ISF and revenue impact change types are reserved for GOPB use and can be ignored.

Utah Performance & Budget Prep Base Request Intent Language Pass Through Funding Split Performance Admin

Budget Change Request Summary

010 - Legislature
 All Appropriations
 All Change Types

Add Request Update Status

[Download Department Request Budget by clicking Here](#)
[Download Department Full Budget by clicking Here](#)

Add Budget Request

Change Type: Adjustment

Priority:

Item Name:

Budget Item Name:

Description:

Cancel Save

After adding a request, you will then be able to edit amounts, specify what year(s) the funding request is for, and detail what units and funding sources the request should come from:

Budget Change Request Summary

060 - Governor's Office

All Appropriations

Add Request Update Status

- Download Department Request Budget by clicking [Here](#)
- Download Department Full Budget by clicking [Here](#)

041	0 - State Employee Comp.: 3.5% COLA	2022 Request	2022 Recommendation	2023 Request	2023 Recommendation	
CAA - GOV Administration		\$0	\$0	\$106,900	\$106,900	+ X
CAB - GOV Residence		\$0	\$0	\$9,700	\$9,700	/
CAC - GOV Washington Office		\$0	\$0	\$7,100	\$7,100	/
CAD - LT Governor's Office		\$0	\$0	\$55,800	\$55,800	/
CBB - Administration		\$0	\$0	\$21,000	\$21,000	/
CBC - Planning & Budget Analysis		\$0	\$0	\$55,000	\$55,000	/
CBD - Operational Excellence		\$0	\$0	\$20,800	\$20,800	/

The + icon allows you to assign the individual appropriation unit(s) you would like to fund the request from.

The pencil icon here allows you to go back to the budget request screen and edit the budget request.

The X allows you to delete the entire request.

Request Budget

All amounts in the 2022 Adjusted and 2023 Adjusted columns must be rounded to the nearest \$100

Request: State Employee Comp.: 3.5% COLA

Department: 060 Governor's Office

ApprClass: CAAA

Appropriation: GOV Administration

Status: Final Review

Update Status

Category	2022 Request	2022 Recommendation	2023 Request	2023 Recommendation
Beginning Balance				
Fund				
Ongoing				
1000 (GF) General Fund Unrestricted	\$0	\$0	\$106,900	\$106,900
One-Time				
Revenue				
Ongoing				
One-Time				

By clicking the pencil icon on the individual appropriation unit row, you will be taken to the 'Request Budget' screen. This is where you will be able to enter and detail the specific funding sources, expenditure data, FTE, and year of request for that specific appropriation unit.

Although similar in feel to the base budget screen in the system, this is specific to the individual unit and request you are entering.

Prior to 2019 we allowed for revenue increases up to 25%. However, starting in the 2019 Session the Legislature started adding these types of adjustments to the current and future year supplemental bills. To ensure that all FY 23 and FY 24 fund and revenue adjustments are accounted for, these adjustments should be made on the *Request* page in Budget Prep.

Any change in variable revenues, including federal funds and dedicated credits, that needs to be made in an appropriations bill should be entered as a budget request with a Change Type and Item Name of “Variable Fund Adjustment.” The most common changes that need to be entered are adjustments to the FY 23 base or situations where federal funds or dedicated credits need to be adjusted in FY 23 to stay within the 125% spending cap.

Utah Budget Prep Base Request Intent Language Pass Through Funding Split Admin

Budget Change Request Summary

060 - Governors Office

All Appropriations

All Change Types

Add Request Update Status

- Download Department Request Budget by clicking [Here](#)
- Download Department Full Budget by clicking [Here](#)

Add Budget Request

Change Type: Variable Fund Adjustment

Priority: 1

Item Name: Variable Fund Adjustment

Budget Item Name: Variable Fund Adjustment

Description: Adjustment to reflect increase to dedicated credit collections above amount budgeted in FY 2021 base.

Cancel Save

After the variable funding adjustment item is created, you can add funding sources and uses using the same process as other requests.

NON-LAPSING BALANCES AND INTENT LANGUAGE

If your agency needs to request non-lapsing authority or intent language, please take the following steps:

The screenshot shows the 'Utah Budget Prep' application with the 'Intent Language' tab selected. The main heading is 'Non-Lapsing Balance and Intent Language'. A dropdown menu shows '060 - Governors Office'. Below it is a text field 'Please Select a Line Item'. A button labeled 'Add Intent Language' is circled in blue. To its right is another dropdown menu showing 'Agency Review'. Below these are links for 'Instructions' and 'Print'. A table with columns 'Line Item', 'In Statute', 'Non-lapsing Intent', 'Amount', 'Other Intent', and 'Actions' is visible at the bottom. Two callout boxes provide instructions: one points to the 'Intent Language' tab, and the other points to the 'Add Intent Language' button.

Click this tab to access the Non-Lapsing Balance and Intent Language input screen.

Click here to add new non-lapsing and intent language.

After clicking on 'Add Intent Language,' fill in the necessary information on the pop-up screen and then click the 'Save' button.

The pop-up form is titled 'Request to Utilize Non-lapsing Balances and Intent Language'. It contains the following fields:

- Line Item: A dropdown menu with the text 'Please Select a Line Item'.
- Estimated Maximum Amount: A text input field containing '\$0'.
- If in Statute, please enter location: A text input field.
- Non-Lapsing Intent Language: A large text area for entering text.
- Use and Justification: A text input field.

At the bottom right of the form are 'Cancel' and 'Save' buttons.

After saving your information, the summary screen should appear like below:

Utah Budget Prep Base Request **Intent Language** Pass Through Funding Split Admin ▾

Non-Lapsing Balance and Intent Language

060 - Governors Office ▾

Please Select a Line Item

Add Intent Language Agency Review ▾

- Instructions
- [Print](#)

Click here to edit your previously entered information.

Line Item	In Statute	Non-lapsing Intent	Amount	Other Intent	Actions
CAA - GOV Governor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,500,000	<input type="checkbox"/>	/ X
CBLA - GOV GOMB - Operations & Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$860,000	<input type="checkbox"/>	/ X

PASS THROUGH FUNDING REPORT

If your agency has pass through funding, you are required to report this information to the Governor's Office. Below is an example of how to submit this report through Budget Prep:

Utah Budget Prep Base Request Intent Language **Pass Through** Funding Split Admin ▾

Pass Through Funding Report

060 - Governors Office ▾

Please Select a Line Item

Add Pass Through Item Agency Review ▾

- [Print](#)

Click this tab to access the Pass Through input screen.

Pass Through Item	Line Item	2019 Actual	2020 Anticipated	Add Funding Source/Use	Actions
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Click here to add a new Pass Through item.

After clicking on 'Add Pass Through Item,' fill in the necessary information on the pop-up screen and then click the 'Save' button.

Pass Through Funding Report

Name:*

Line Item:*

Please Select a Line Item

Brief description of the purpose of the pass through funding:

How does the pass through funding align with your agency's mission and any SUCCESS framework QT/QE ratios for your agency?:

Cancel Save

After saving your information, you should see a summary screen (like below) that shows all pass through funding items. To add the funding details, click on the + under the 'Add Funding Source/Use' column:

Pass Through Funding Report

060 - Governors Office

Please Select a Line Item

Add Pass Through Item Agency Review

• [Print](#)

Pass Through Item	Line Item	2019 Actual	2020 Anticipated	Add Funding Source/Use	Actions
Mountainland Association of Governments Planning	CBAA - GOV Office of Management & Budget	\$140,000	\$140,000	+	
Wasatch Front Regional Council Planning	CBAA - GOV Office of Management & Budget	\$140,000	\$140,000	+	
Utah Debate Commission	CAAA - GOV Governor's Office	\$65,000	\$1,065,000	+	
Test	CBAA - GOV Office of Management & Budget	\$0	\$0	+	

You will then be taken to another screen, as shown below, from which you will need to add a funding source, fill out the information in the pop-up screen, and then add an expenditure record and fill out the information in that pop-up screen:

Pass Through Funding

All amounts in the 2019 Actuals and 2020 Anticipated columns |

Pass Through: Test

Line Item: CBAA - GOV Office of Management & Budget

Status: Agency Review

Add Record ▾
Add Funding Source
Add Expenditure Record

Funding Source

Expenditure

Management & Budget

Add Pass Through Item

Funding Source:
Please Select a Funding Source ▾

Current Year Actual:
\$0

Next Fiscal Year Anticipated:
\$0

Cancel Save

Once you have entered the funding source and expenditure information, you should see the information organized as shown below:

[<< Back](#)

Pass Through Funding

All amounts in the 2019 Actuals and 2020 Anticipated columns must be rounded to the nearest \$100

Pass Through: Test
 Line Item: CBAA - GOV Office of Management & Budget
 Status: Agency Review

Add Record ▾

Category	2019 Actual	2020 Anticipated	Actions
Funding Source			
General Fund	\$1,000	\$0	
Expenditure			
HH Other Charges/Pass Through	\$1,000	\$0	

Click here to go back to the Pass Through summary screen.

INTERNAL SERVICE FUNDING SPLITS

If your agency needs to change a funding split, follow the steps below:

Utah Budget Prep Base Request Intent Language Pass Through **Funding Split** Admin ▾

Internal Service Fund Funding Split

060 - Governors Office

Select a status... ▾

Line Item	Appropriation	Default Funding Percent	Funding Percent	Status	Actions
1000	1411 GOV Indigent Defense Resources Restr Acct	1.0000	1.0000	Agency Review	
2000	2315 GOV CVR Crime Victim Reparation	1.0000	1.0000	Agency Review	
2000	2320 GOV State Elections Fund Grant	1.0000	1.0000	Agency Review	
2000	2321 GOV CCJJ Juvenile Assistance Grant	1.0000	1.0000	Agency Review	

Click this tab to access the Internal Service Fund Funding Split screen.

Click here to edit the funding split.

After clicking on the edit button, you will be taken to the screen below, where you can add a funding split item and edit the funding percentage under the 'Funding Pct' column.

PERFORMANCE MEASURES:

Budget Prep is where agencies report the results of performance measures to both GOPB and LFA. Additionally, agencies are able to propose new measures or the removal (archive) of existing measures.

After navigating to performance measures in Budget Prep (either by selecting 'Manage Measures' on the welcome screen or 'Performance' on the top toolbar), you will come to the Manage Performance Measures page which allows users to view a list of their agency's measures. Users may filter the list to locate their desired measures.

Utah Performance & Budget Prep Base Request Intent Language Pass Through Funding Split Performance Admin ▾ Jill Curry ▾

Manage Performance Measures

2022GS Funding Items Import/Export Performance Measures Propose New Measure

Under Review 2 **Active Measures** 45 **Measures Intended for Archival** 2 **Archived Measures** 0

Filters 1 filter(s) currently applied.

Agency	Line Item(s)	Measure Type(s)	Measure Name	Last Updated	Status
Governor's Office	CFDA GOV Indigent Defense Commission	Funding Item Measure	% of Cases Where the Sentence Is Served Concurrently Rather Consecutively	May 4, 2022	Active
Governor's Office	CEAA GOV Criminal & Juvenile Justice	Funding Item Measure	Legal Services for Utah Homicide Survivors	August 8, 2022	Active
Governor's Office	CEAA GOV Criminal & Juvenile Justice	Funding Item Measure	Change in Recidivism for JRI High-Risk Program	August 8, 2022	Active

In August, agencies will need to enter the results of the funding item performance measures from the prior year (items from the 2021 General Session that were funded with FY 22 ongoing and/or FY 22 one-time funding) and for supplemental items from the 2022 General Session (items funded with FY 22 supplemental funding). This reporting requirement also includes the actual amount the agency spent on the funding item and the month and year in which the agency implemented the program or project (or the month and year in which the agency anticipates fully implementing the program or project).

The list of performance measures that you will report on is in this [Google sheet](#) which contains the performance measures originally input into Airtable in 2021 and for supplemental items from the 2022 General Session. Column M contains a link, where available, to the performance measure in Budget Prep. Alternatively, for items funded with FY 22 supplemental funding from the 2022 General Session, you can use the 2022GS Funding Items table and scroll through to see which of your funding items have

FY 22 Supplemental funding and then click Edit/View Measure to access the measure for that item.

Funding items missing a link do not have a performance measure in Budget Prep. In some cases, the agency has not yet submitted a performance measure for the funding item (e.g. turquoise rows). Rows highlighted in yellow indicate funding items on which analysts have not come to an agreement yet on whether a measure is required.

Click the link (or select Edit/View Measure) to access the page for the performance measure. In the Performance Measure Data table toward the bottom of the page, enter the implementation date for the funding item (the month and year in which your agency implemented the program or project or the month and year in which your agency anticipates fully implementing the program or project). Double click the implementation date cell in which you would like to enter data. Click on the calendar icon to select the year and month of implementation. Once you select the year of implementation, you will then be able to select the month.

Performance Measure Data

Reported Since: 2022

Impl Date	Amount S...	Target Val...
		100%



Performance Measure Data

Reported Since: 2022

Click here to input the implementation date.

Impl Date	Amount S...	Target Val
mm/yyyy 		100%

In the column to the right of the implementation date, enter the actual amount the agency has spent on the funding item. Double click the amount spent cell in which you would like to enter data and then enter the amount spent for the funding item.

Performance Measure Data

Reported Since: 2022

Double click here to enable input of the amount spent.

Impl Date	Amount S...	Target Val...
		100%

Enter the amount spent here.

Amount S...	Target Val...
Enter Value	90-95%

Use the Actual Value column to enter the outcome data for the performance measure by double clicking the cell and entering the value. If the agency provided a target for the measure, you will see that in the Target Value column to the left.



Similarly, you may enter the fiscal year and also provide context for the outcome data (example below).

375,000	31,936	PHAA PED Science Outreach	2022	Opportunities for in-person field trips were limited in FY 2021 due to the COVID-19 pandemic.
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Alternatively, you can use the Edit button to add data to the row. In the form, fields marked with an asterisk are required. Once you have entered the information, click 'Save.'



Projected/Completed Implementation Date

Click calendar to select date



Fiscal Year *

Select One

Measure Format

Number (#)

For number, percent, and dollar value entries, simply enter digits without formatting. For instance, 95% would simply be entered as 95 (instead of 0.95). For text entries, enter a concise update such as "Complete" and enter further detail in the Annotation field below.

Target Value *

3

Actual Value

#

Amount Spent

\$

Annotation
 Optionally, describe your target and actual values with data labels or other contextual information.

Appropriation Line Item(s) *

Find a Line Items

PAAA PED Office of Education X

Cancel Save

Enter the amount spent here.

The implementation date and amount spent fields will only display for funding item performance measures. If these fields are missing for your measure, you will need to edit the measure info to label the measure as a funding item measure. In the Edit Measure Info form you will need to have all of the required fields completed in order to save the information. Once it has been saved, the data table will display the implementation date and amount spent columns.

Click here to edit the measure information.

Back to Previous Page

- Edit Measure Info
- Archive Measure

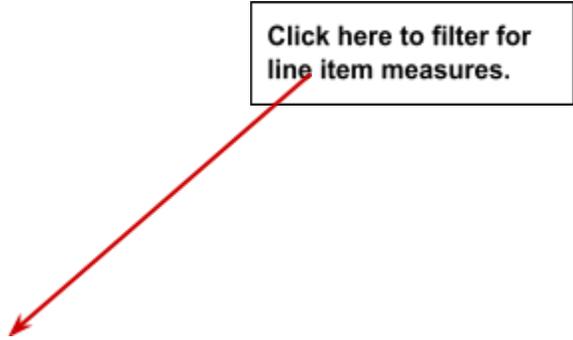
What type of measure is this? *

Select all that apply.

- Line Item Measure *
- COBI Measure **
- Funding Item Measure ***

Be sure funding item measure is selected.

Toward the end of September, agencies will report the results of performance measures identified in appropriations bills (these measures are often referred to as line item performance measures). To access line item measures, on the main page (the Manage Performance Measures page), users can filter for line item measures.



Manage Performance Measures

2022GS Funding Items

Import

Under Review 0

Active Measures 13

Measures Intended for Archival 1

Archived Measures

Filters

2 filter(s) currently applied.

Agency	Line Item(s)
Governor's Office	CEAA GOV Criminal & Juvenile Justice 2315 GOV Crime Victims Reparation
Governor's Office	CEAA GOV Criminal & Juvenile Justice
Governor's Office	CIAA GOV CCJJ Jail Reimbursement
Governor's Office	CAAA GOV Governor's Office
Governor's Office	CBAA GOV Office of Management & Budget
Governor's Office	CIAA GOV CCJJ Jail Reimbursement
Governor's Office	CEAA GOV Criminal & Juvenile Justice
Governor's Office	CIAA GOV CCJJ Jail Reimbursement

Apply Filters

Agency: Governor's Office

Name contains:

Status:

Updated Since: mm/dd/yyyy [Reset](#)

Has data in Fiscal Year:

Line Item:

Measure Type: Line Item Measure

Once you have located the line item measure, click the measure name to access the item measure for measure type.

Filters 2 filter(s) currently applied.

Agency	Line Item(s)	Measure Type(s)	Measure Name	Last Updated	Status
Governor's Office	CEAA GOV Criminal & Juvenile Justice	Line Item Measure	CCJJ Grant Monitoring	November 23, 2021	Active

Click the measure name to go to the page above for more.

Once on the page for the measure, users will follow the instructions outlined above for funding item performance measure reporting to enter outcome data for the measures. Unlike funding item performance measures, you do not need to enter an implementation date or actual amount spent for line item performance measures; only outcome data are reported for line item performance measures.

During this same time, agencies may make recommendations to add or remove (archive) measures. Agencies may propose a new measure by completing the Propose a New Measure form. On the Manage Performance Measures page, users may select the 'Propose New Measure' button.

Click here to propose a new measure.

Manage Performance Measures



This selection will take you to the Propose a New Measure form where you will fill out the information for the new performance measure. It may be helpful to use [this template](#) to gather information in advance of completing this form. The form **does not** save your responses until you submit them. Fields marked with asterisks are required.

Propose a New Measure

[Back to Measure](#)

[Describe Measure](#) → [Tag Measure](#) → [Targets](#) → [Reporting](#) → [Review](#) → [Submit](#)

Tell the story of your agency's progress and needs by establishing a meaningful performance measure with GOPB and LFA per their guidance. Agencies are required to establish measures for appropriation line items and new funding items (\$10k+).

Use [this template](#) to gather information in advance of completing this form. By referencing the template, this form takes only a few minutes to complete. Required questions are marked with a red asterisk. At the end, your agency's responses will be submitted to GOPB and LFA for review.

Note: The form does not save your responses until you submit them.

Click here to begin the propose a new measure form.

Next

To archive a measure, select the measure name to pull up the page for that performance measure. Then select the 'Archive Measure' button on the top right of the page.



After users have made recommendations to add or remove measures, these recommendations are reviewed by GOPB and LFA. Potential changes will be provided to legislative appropriations subcommittees so they can consider revising performance measures included in appropriations bills.