

MAINE STATE LEGISLATURE

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INTERDEPARTMENTAL MEMORANDUM

SUBJECT: FY 2014 Maine State Government Annual Report

DATE: September 8, 2014

TO: All Agencies

FROM: Melissa L. Gott, State Budget Officer
Bureau of the Budget

The Bureau of the Budget is beginning preparation for publishing the Maine State Government Annual Report for fiscal year 2013-14. The deadline for submission is **Wednesday, October 15, 2014**.

Each agency will be responsible for writing and submitting an entry for the Annual Report for each unit that was active at any time during fiscal year 2013-14. An entry will be required for all active units except those units which have an alphabetic character in their designation. These units may, but are not required to, have an entry in the Annual Report. The Bureau of the Budget must be notified in writing of any units which have been discontinued or have become inactive during the year. The entries for those units which appeared in the Annual Report for fiscal year 2012-13 have been copied to 2013-14. It may only be necessary to make minor modifications to these entries in order to bring them up to date. It is the responsibility of the agencies to proof their own entries.

A 'Financial Array' will be generated automatically for all units reflected in the Budget and Financial Management System (BFMS). For units supplying their own financial information, it will appear as an insert page. Agencies will be allowed to have a maximum of three insert pages for inclusion in the annual report. It is intended that these inserts would be used to show additional statistical information, and not for expanded narrative. These inserts must be submitted "camera ready" and will appear exactly as they are submitted. **The insert should be submitted on an 8-1/2 x 11" sheet but text must fit within the margins of 5 x 7-1/2". Please identify the unit number in the margin to facilitate placement.**

Agencies must review contact information for all units included in the report. The information should reflect the individual that currently holds the position and not the name of the person in the position for the fiscal year for which the report is being completed.

ELECTRONIC SUBMISSIONS

All Annual Report narrative submissions must be entered in BFMS by **October 15, 2014**. Any insert pages which are to be included in the Annual Report entries must also be received by the Bureau of the Budget by **October 15, 2014**. Instructions for establishing and modifying data in BFMS are reflected in Attachment A.

The Annual Report will not print unless the user's printer destination has been identified on a remote printer server that is maintained by the Office of Information Technology (OIT). **Please review the information contained in the BFMS Printer Configuration document that is provided as a separate attachment with the appropriate personnel in your agency and notify the OIT Team (DAFS-OIT-BFMS@maine.gov) and Kay Booker by e-mail of any additions, deletions or changes that are needed.** System user's that have not logged into BFMS within the last 18 months will be deleted.

MANUAL SUBMISSIONS

Submissions for agencies that do not have access to BFMS are also due to the Budget Office by **October 15, 2014. Please make changes on a copy of last year's entry and return it to this office. An electronic copy is available on the website for the Bureau of the Budget (<http://www.maine.gov/budget/annualreport/index.htm>).** Do not retype the entire entry. However, if it is necessary to totally replace sections, please e-mail the paragraph(s) you are changing to your Budget Analyst and forward a paper copy as well.

Please be aware that editing will not affect the content of agency submissions. However, the following four editing policies will be applied to all submissions:

- (1) Names of particular individuals cited in the text will usually be deleted.
- (2) Editorial comment not germane will be modified or deleted.
- (3) Comments relative to appeals for increased funding or personnel will be deleted.
- (4) Significant amounts of data and narrative applicable to years other than this "annual report year" will be edited for brevity.

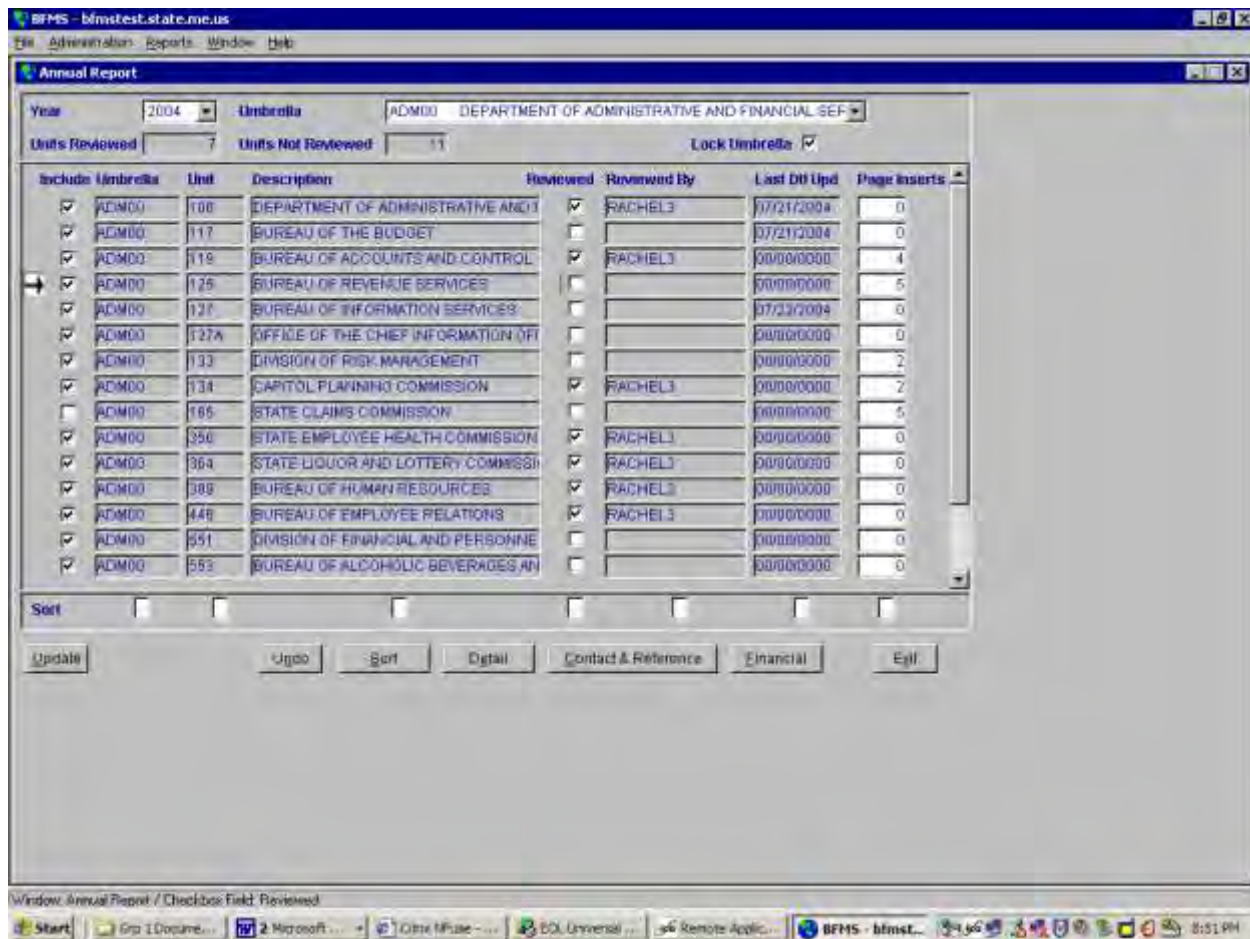
If you have any questions or require any specific instructions, please contact your Budget Analyst.

Attachments

cc: Richard W. Rosen, Acting Commissioner, Department of Administrative and Financial Services
Budget and Position Control Analysts

ATTACHMENT A

Annual Report



Navigation Path: Main Menu⇒Administration⇒Administration ⇒Annual⇒Annual Report

Purpose: The window will be accessed by agencies and the Bureau of the Budget to establish, maintain and review information for the Annual Report.

Completing the Window:

1. Select the appropriate **Year** from the drop down.
2. The first **Umbrella** for which the user is authorized will be selected by default. Users authorized for more than one Umbrella may select a different value from the drop down list. Umbrella values will be filtered to reflect only those for which the user has been authorized. The 'All' Umbrella option is a valid option for users authorized for all Umbrellas.
3. All Units that are enabled in the **Reporting and Budget Level Maintenance** window for the Umbrella and biennium associated with the selected Year will display. Data in the window will be sorted by Umbrella, followed by Unit. Existing records may also be sorted to facilitate selection by entering a number in one or more of the boxes reflected at the bottom of the window (enter "1" in the box for the column that should be used for the primary sort, "2" in the box for the column that is to be used for the secondary sort, etc.) and clicking the **Sort** button.

4. The **Units Reviewed** box at the top of the window will reflect a count of the Units reflected in the lower window for which the **Reviewed** checkbox has been selected. The **Units Not Reviewed** box at the top of the window will reflect a count of the Units reflected in the lower window for which the **Reviewed** checkbox has not been selected.
5. If the **Lock Umbrella** checkbox is selected, Annual Report data for the Umbrella is view-only for 'A – Agency' users.
6. Only Units for which the **Include** checkbox is selected will display in the Annual Report. Agency users will be prevented from changing the Include status if the record has been reviewed or is locked. If a new Unit is added to the **Reporting and Budget Level Maintenance** window, the Include status for the correlating years will default to 'Include'.
7. Click the **Detail** button to access the **Annual Report Detail** window to review, and modify as needed, section information (e.g. Purpose, Organization, etc.) for the selected Unit.
8. Click the **Contact & Reference** button to access the **Annual Report Contact and Reference Information** window to review current information for the selected Unit.
9. Click the **Financial** button to access the **Annual Report Financial** window for the selected Unit. This information is view-only.
10. After Annual Report information for the Unit has been updated, select the **Reviewed** checkbox. The **Reviewed By** column will be updated to reflect the name of the user that selected the **Reviewed** checkbox. When the **Reviewed** checkbox is selected, if information has not been entered for a Section that has been designated as Required in the **Annual Report Information Control** window, an error message will display, identifying the Section for which an entry is required.

Note

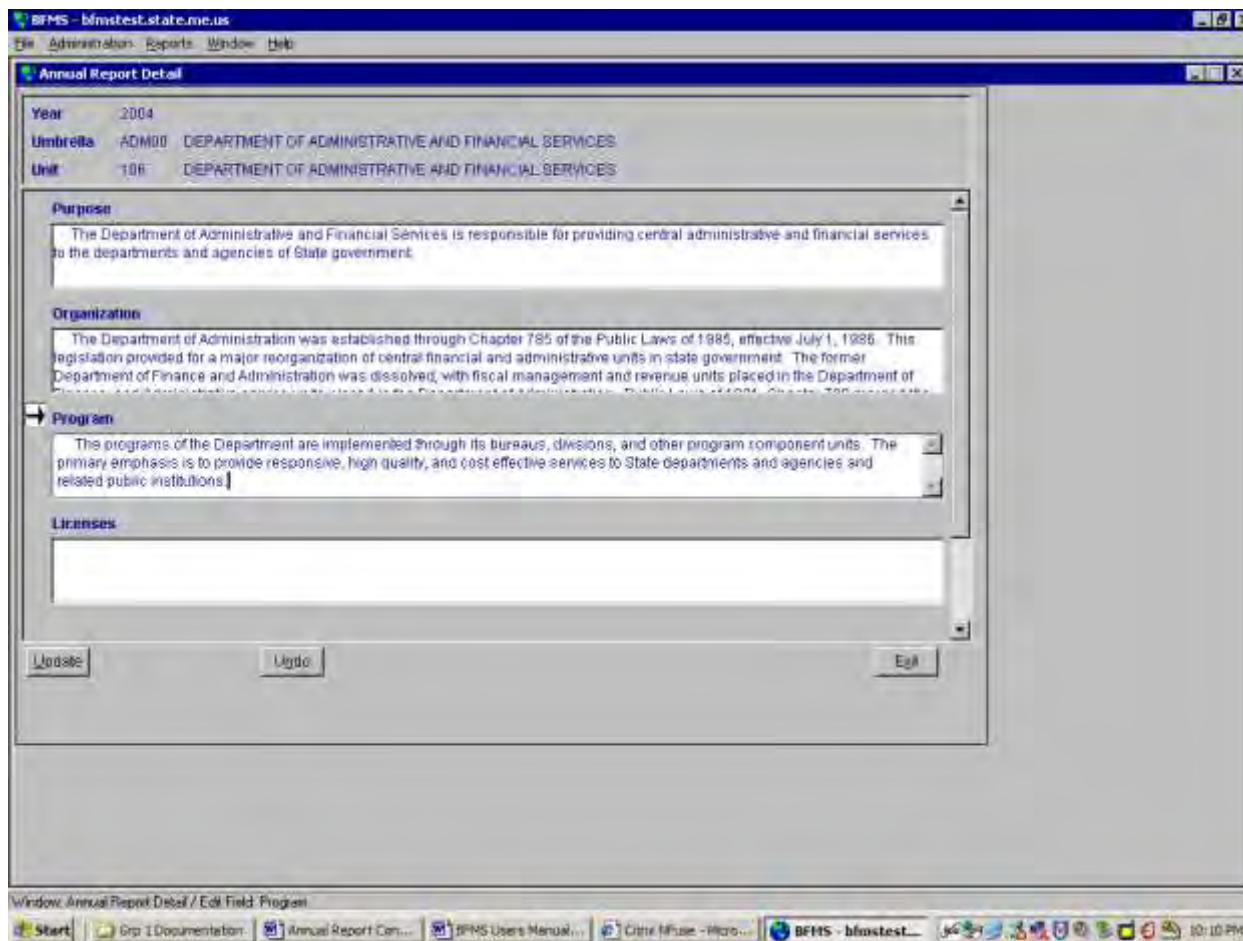
The **Reviewed** checkbox should be selected for every Unit for an Umbrella, regardless of whether the Unit is to display in the Annual Report or not. If an error message displays because text has not been provided for one or more of the sections (e.g. Purpose, Organization, etc.), access the **Annual Report Detail** window and enter "Unit not included in Annual Report." If text already exists for a Unit that is to be excluded, that text does not need to be changed.

11. The **Last Detail Update** column will reflect the system date on which the information entered for the Unit in the **Annual Report Detail** window was last changed for the specified Year. When the information is copied from one fiscal year to the next, the date will not be reset. This date is updated automatically and may not be modified.
12. If the department or agency intends to submit additional pages of information for inclusion in the Annual Report (e.g. organizational chart, pictures, etc.), the number of pages that will need to be reserved for the inserts must be entered in the **Page Inserts** column for the appropriate Unit. The entry of a Page Insert value is optional. An Agency user will not have the ability to change Page Inserts if the Unit has already been reviewed or the Umbrella is 'locked'.

When finished with the record, click **Update** to save. **Undo** will undo any changes made since the last update.

Click **Exit** to return to the prior open window.

Annual Report Detail



Navigation Path: Main Menu⇒Administration⇒Administration ⇒Annual⇒Annual Report⇒Detail (button)⇒ Annual Report Detail

Purpose: The window is access to provide information for the sections (e.g. Purpose, Organization, etc.) that are reflected in the Annual Report.

Completing the Window:

1. When the **Annual Report Detail** window is accessed, existing section information for the selected Unit will display. If information does not exist for a section, the text box will be blank. Only sections that are Enabled in the **Annual Report Information Control** window for the specified year will be available for update.
2. To establish or modify information for a section, click in the text box for the section. Double click the text box for a section to access an expanded window to update and/or view the full text. Rich text may not be entered in the **Annual Report Detail** window.

Note

The maximum number of characters that may be entered for a section is 3,500; however, entries are expected to be brief. The maximum number of characters should not be used unless absolutely necessary.

Note

Do not attempt to create columns of text as the final report produced by the Bureau of the Budget may appear different from the report that is produced on a local printer.

When finished with the record, click **Update** to save. **Undo** will undo any changes made since the last update.

Click **Exit** to return to the prior open window.

Annual Report Contact and Reference

BFMS - bfms.test.state.me.us

File Administration Reports Window Help

Annual Report Contact and Reference Information

Year: 2004

Reference Information

Umbrella: 78 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Unit: 106 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Policy Area: 00 Governmental Support and Operations

Established: 08/20/92 Citation Title: F0005 MISA Section: 00000291

Contact Information

Contact 1: REBECCA KYRKE COMMISSIONER

Contact 2:

Central Office: 3RD FLOOR CROSS OFFICE BLDG AUGUSTA ME 04333-

Mail Address: 78 STATE HOUSE STATION AUGUSTA ME 04333-0078

Telephone: (207)624-7800 Fax: (207)624-7804

TTY: K WATTS: . . .

Profile Exit

Window: Annual Report Contact and Reference Information / Edit Field / View

Start | Gsp 1 Documentation | Annual Report Con... | BFMS Users Manual... | Citrus Home - Micro... | BFMS - bfms.test... | 10:34 PM

Navigation Path: Main Menu⇒Administration⇒Administration ⇒Annual⇒Annual Report⇒Contact & Reference (button)⇒ Annual Report Contact and Reference

Purpose: This is a display only window. The window will be accessed by agencies and the Bureau of the Budget to review contact and reference information for the Unit that was selected when the window was accessed. This is the same information that will display in the Annual Report.

Completing the Window:

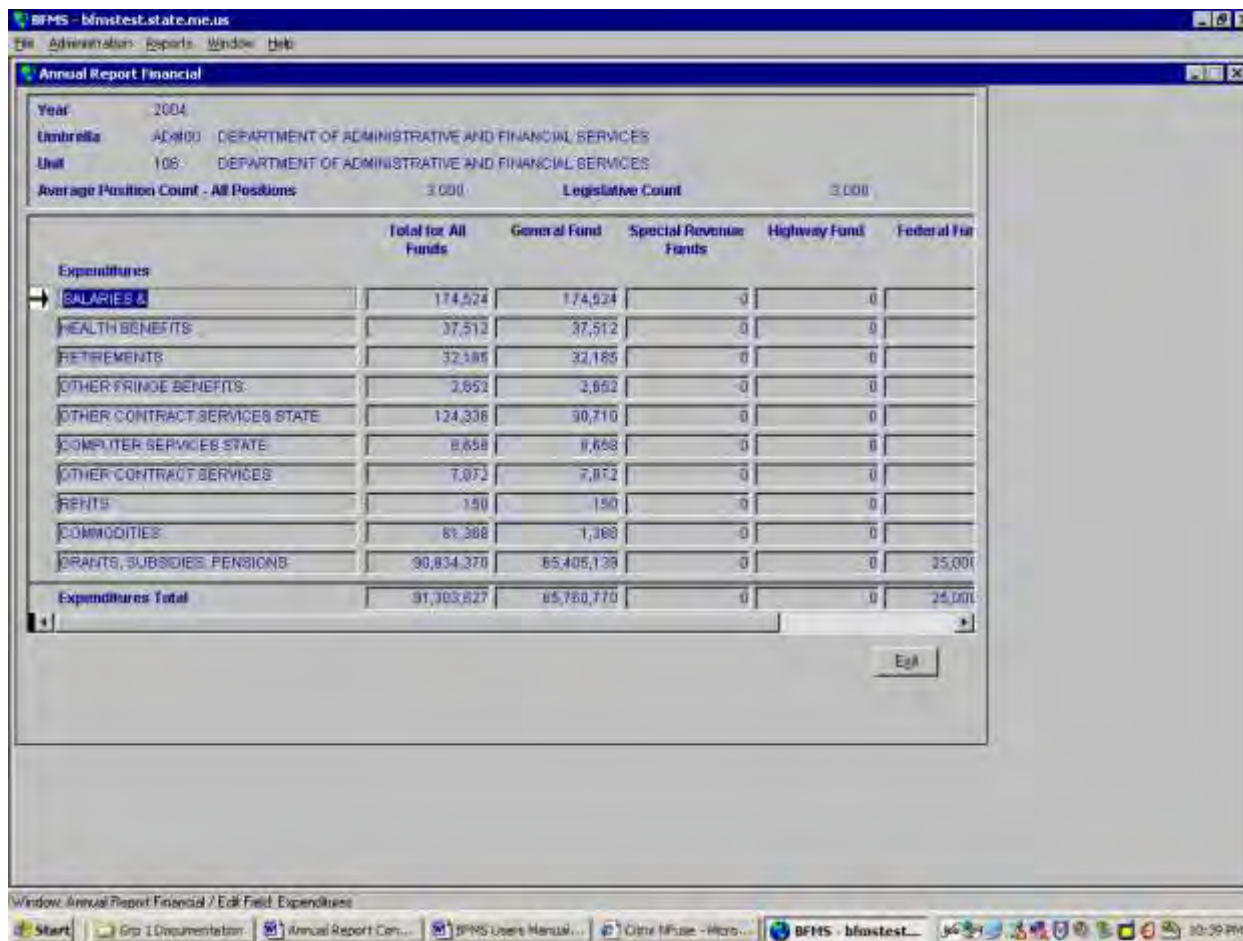
1. When the **Annual Report Contact and Reference Information** window is accessed, contact information reflected in the **Reporting Level Profile** window and reference information reflected in the **Reporting and Budget Level Maintenance** window will display.
2. If changes are needed to contact information, click the **Profile** button to access the **Reporting Level Profile** window for the selected Unit. Changes to reference information may only be made by the Budget Administrator in the Bureau of the Budget.

Note

When a change is made to contact information in any biennium, every biennium for which data exists in BFMS will be updated to reflect the change. The information should reflect the individual that currently holds the position and not the name of the person in the position for the fiscal year for which the report is being completed.

Click **Exit** to return to the prior open window.

Annual Report Financial



Navigation Path: Main Menu⇒Administration⇒Administration ⇒Annual⇒Annual Report⇒Financial (button)⇒ Annual Report Financial

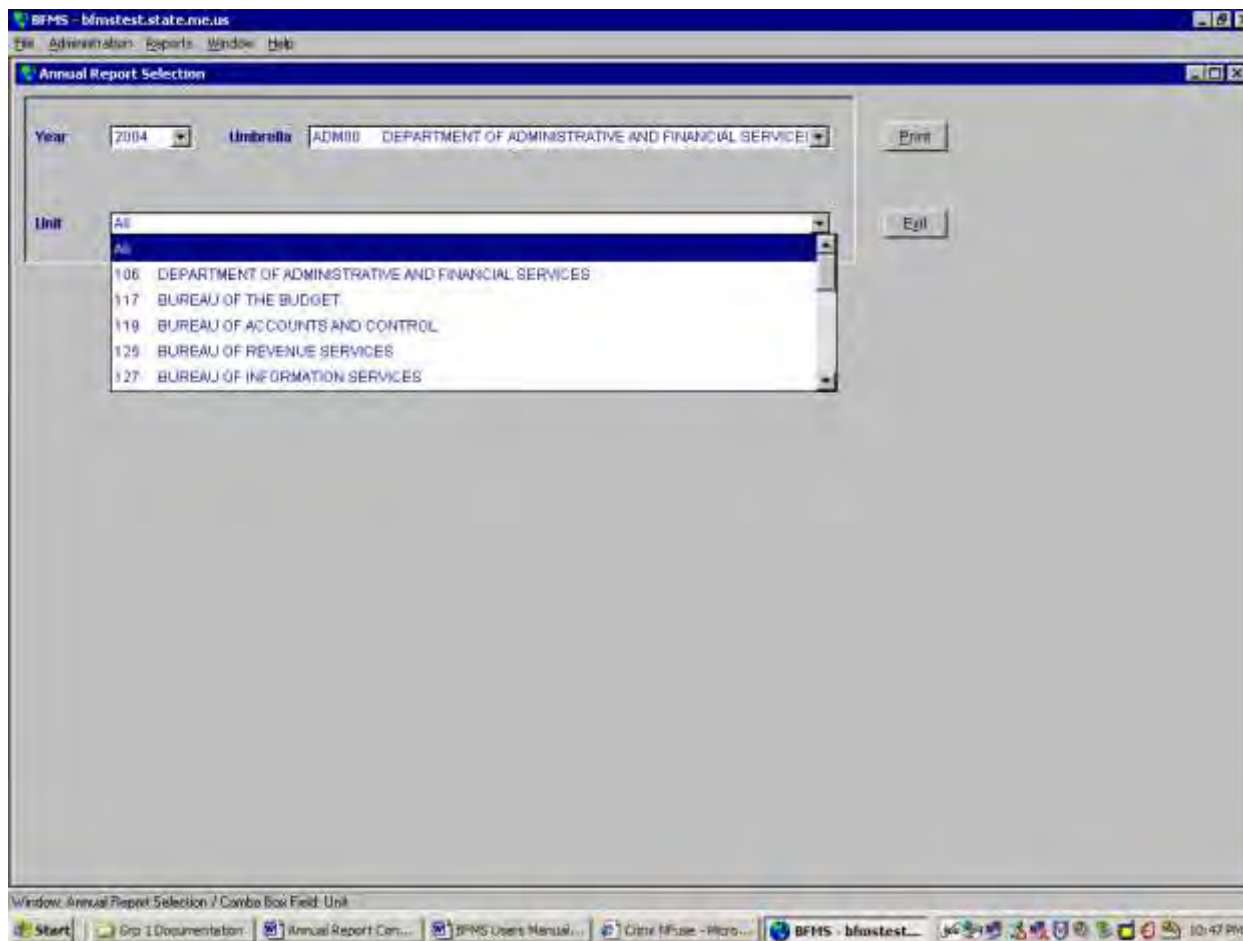
Purpose: This is a display only window. The window will be accessed by agencies and the Bureau of the Budget to review summary expenditure information for the Unit that was selected when the window was accessed. This is the same information that will display in the Annual Report.

Completing the Window:

1. When the *Annual Report Financial* window is accessed, summary **Average Position Count – All Positions** and **Legislative Count** information will display, in addition to actual expenditure information for the selected Unit and Year. The expenditure summaries will be based on the assignment of expenditure objects to expenditure categories (authorized users see *Annual Report Expenditure Categories* and *Annual Report Expenditure Category Assignments*) as well as on the assignment of funding sources to fund categories (authorized users see *Annual Report Fund Categories* and *Annual Report Fund Category Assignments*). A total for each column is reflected at the bottom of the window, allowing the user to scroll through the categories while the total continues to display.

Click **Exit** to return to the prior open window.

Annual Report Selection



Navigation Path: Main Menu⇒Reports⇒Annual⇒Annual Report (button)⇒Annual Report Selection

Purpose: The window is accessed to produce the Annual Report for the selected Umbrella(s) and Unit(s).

Completing the Window:

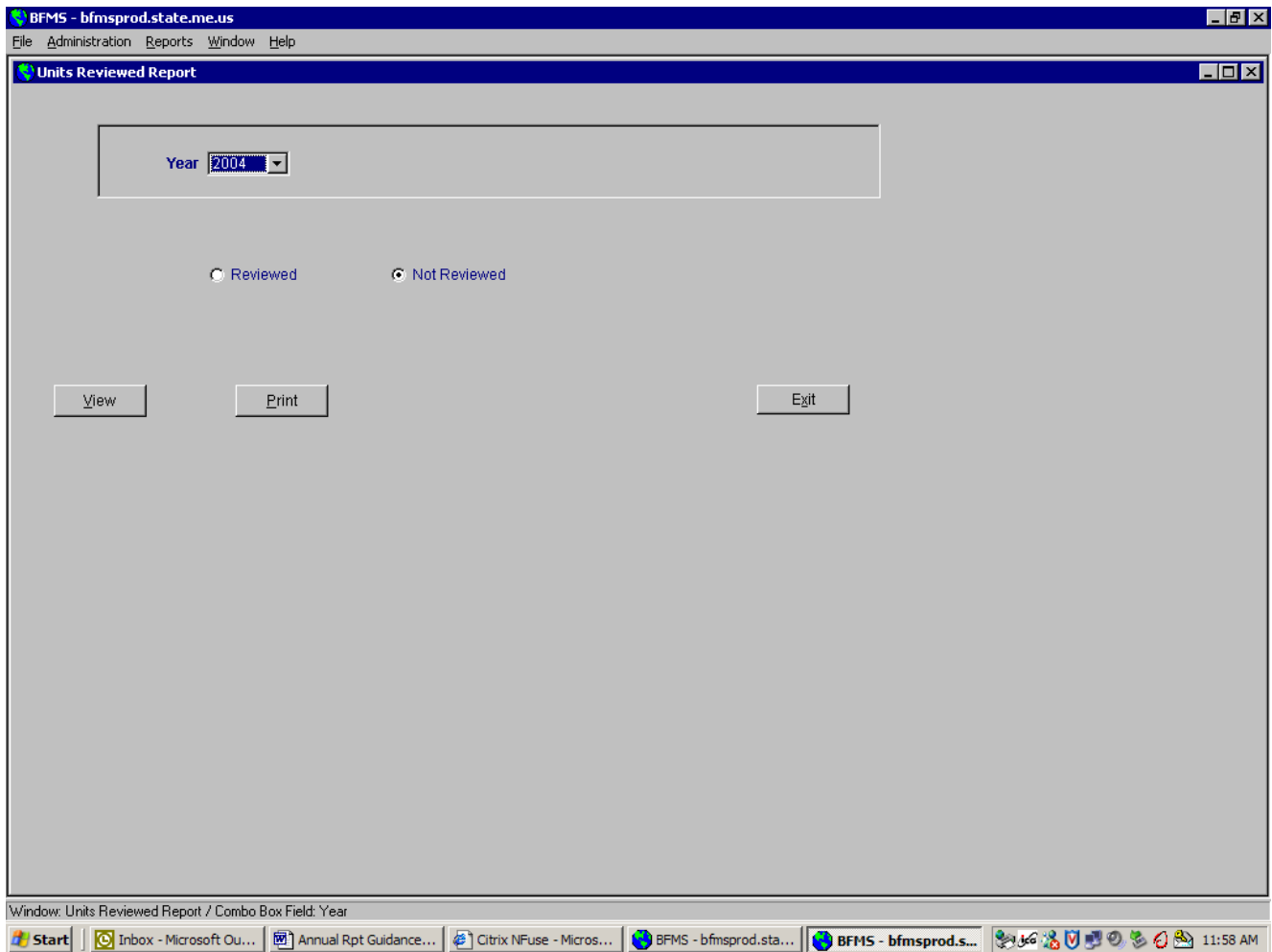
1. Select the appropriate **Year** from the drop down.
2. The first **Umbrella** for which the user is authorized will be selected by default. Users authorized for more than one Umbrella may select a different value from the drop down. Umbrella values will be filtered to reflect only those to which the user has been authorized. The 'All' Umbrella option is a valid option for this report for users authorized for all Umbrellas.
3. Select the desired **Unit** from the correlating drop down. 'All' will be selected by default.
4. Click **Print** to produce the report for the specified Umbrella(s) and Unit(s).

Note

The Annual Report may not be viewed on line. In order to produce the report successfully, the user's current printer configuration (Printer Queue Name and Server/Printer IP Address) must be provided to the Bureau of Information Services.

Click **Exit** to return to the prior open window.

Units Reviewed Report



Navigation Path: Main Menu⇒Reports⇒Annual⇒Units Reviewed Report (button)⇒Annual Report Selection

Purpose: The window may be accessed to produce a report that reflects all Units to be included in the Annual Report for which the ‘Reviewed’ checkbox has or has not been checked in the *Annual Report* window.

Completing the Window:

1. Select the appropriate **Year** from the drop down.
2. Click the Reviewed radio button to view a list of Units for which the ‘Reviewed’ checkbox has been selected in the *Annual Report* window for the specified year.
3. Click the Not Reviewed radio button to view a list of Units for which the ‘Reviewed’ checkbox has not been selected.
4. Click the View button to review the report on-line, or Print to print the report. The report may also be printed from the window in which it is viewed. The report will reflect the appropriate Units for all Umbrellas for which the user is authorized.

Click **Exit** to return to the prior open window.