

## How to Read a Budget Analysis (BA)

Please note, the BA used in this example is from the 2020 Legislative Session.

### KANSAS STATE SCHOOL FOR THE BLIND

	Actual FY 2019	Agency Est. FY 2020	Gov. Rec. FY 2020	Agency Req. FY 2021	Gov. Rec. FY 2021
<b>Operating Expenditures:</b>					
State General Fund	\$ 5,485,171	\$ 5,693,905	\$ 5,693,905	\$ 5,789,128	\$ 5,789,128
Other Funds	732,762	1,118,026	1,118,026	1,043,576	1,043,576
<i>Subtotal</i>	<u>\$ 6,217,933</u>	<u>\$ 6,811,931</u>	<u>\$ 6,811,931</u>	<u>\$ 6,832,704</u>	<u>\$ 6,832,704</u>
<b>Capital Improvements:</b>					
State General Fund	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Funds	558,230	1,133,804	1,133,804	940,443	940,443
<i>Subtotal</i>	<u>\$ 558,230</u>	<u>\$ 1,133,804</u>	<u>\$ 1,133,804</u>	<u>\$ 940,443</u>	<u>\$ 940,443</u>
<b>TOTAL</b>	<u><b>\$ 6,776,163</b></u>	<u><b>\$ 7,945,735</b></u>	<u><b>\$ 7,945,735</b></u>	<u><b>\$ 7,773,147</b></u>	<u><b>\$ 7,773,147</b></u>
<b>Percentage Change:</b>					
Operating Expenditures					
State General Fund	2.2 %	3.8 %	3.8 %	1.7 %	1.7 %
All Funds	0.2	9.6	9.6	0.3	0.3
FTE Positions	81.5	81.5	81.5	81.5	81.5

**About This Analysis.** For purposes of this analysis, full-time equivalent (FTE) positions now include non-FTE permanent unclassified positions but continue to exclude temporary employees. FTE positions reflect permanent state positions equating to a 40-hour work week.

This is referred to as the **Front Table** – it provides the total budget broken into operating and capital improvements expenditures. As described in the box below the table, KLRD combines full-time equivalent (FTE) and non-FTE in the total FTE positions.

Under the Front Table is a description of the agency – **Agency Overview**

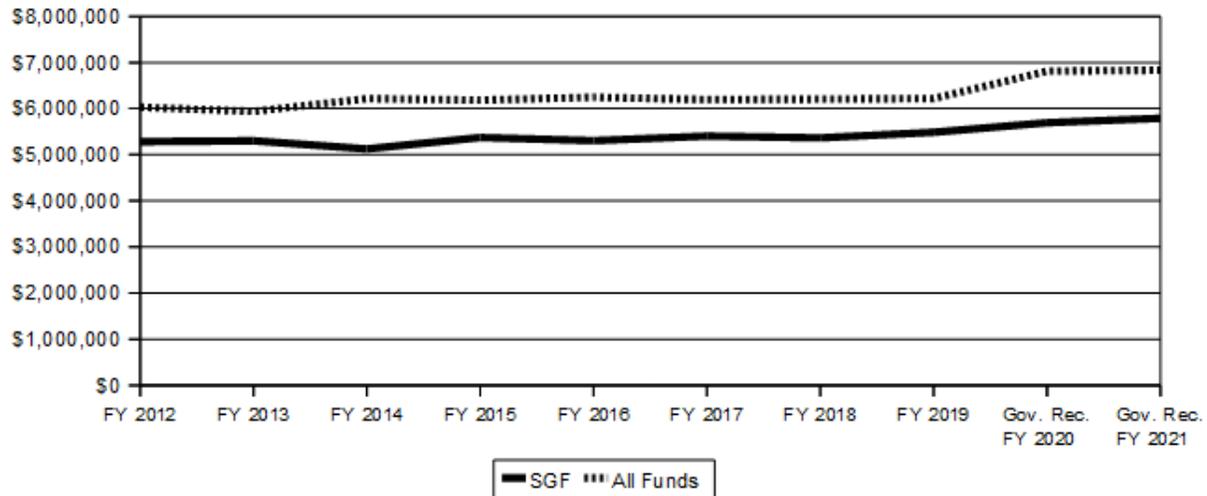
Next is the **Major Issues From Prior Years** which describes bills or other actions that have affected the agency over the last approximately 10 years.

Next is the **Budget Summary and Key Points** – This section contains a brief description of the Current Year and Budget Year(s). This information is detailed further in later sections.

The **Performance Measures** are the next section. You will also see specific Performance Measure tables by Program later in the Program section of the BA.

**Budget Trends** is the next section and contains a line graph with a table below it is showing 8 years of actual budget data and the two years of Governor's Recommendations. Please note that the title of the tables is **Operating Expenditures**, so the data does not include capital improvement data.

**OPERATING EXPENDITURES  
FY 2012 – FY 2021**



**OPERATING EXPENDITURES  
FY 2012 – FY 2021**

Fiscal Year	SGF	% Change	All Funds	% Change	FTE
2012	\$ 5,282,319	(2.7)%	\$ 6,030,346	0.6 %	82.5
2013	5,302,535	0.4	5,938,274	(1.5)	82.5
2014	5,125,021	(3.3)	6,215,991	4.7	81.5
2015	5,372,554	4.8	6,182,299	(0.5)	81.5
2016	5,303,531	(1.3)	6,244,932	1.0	81.5
2017	5,404,003	1.9	6,194,474	(0.8)	81.5
2018	5,364,515	(0.7)	6,203,799	0.2	81.5
2019	5,485,171	2.2	6,217,933	0.2	81.5
2020 Gov. Rec.	5,693,905	3.8	6,811,931	9.6	81.5
2021 Gov. Rec.	5,789,128	1.7	6,832,704	0.3	81.5
Ten-Year Change Dollars/Percent	\$ 506,809	9.6 %	\$ 802,358	13.3 %	(1.0)

The **Summary of Operating Budget** shows only the operating budget (no capital improvements) and is broken down in three ways:

- 1) By Program;
- 2) By Major Object of Expenditure: salaries and wages, contractual services, commodities, capital outlay, debt service, aid to locals, and other assistance; and
- 3) By Financing.

7

Summary of Operating Budget FY 2019 - FY 2021

	Actual FY 2019	Agency Estimate				Governor's Recommendation			
		Estimate FY 2020	Request FY 2021	Dollar Change from FY 20	Percent Change from FY 20	Rec. FY 2020	Rec. FY 2021	Dollar Change from FY 20	Percent Change from FY 20
<b>By Program:</b>									
Administrative Services	\$ 256,042	\$ 281,071	\$ 279,501	\$ (1,570)	(0.6) %	\$ 281,071	\$ 279,501	\$ (1,570)	(0.6) %
Instructional Services	4,539,884	5,000,688	5,031,285	30,597	0.6	5,000,688	5,031,285	30,597	0.6
Support Services	1,422,007	1,530,172	1,521,918	(8,254)	(0.5)	1,530,172	1,521,918	(8,254)	(0.5)
<b>TOTAL</b>	<b>\$ 6,217,933</b>	<b>\$ 6,811,931</b>	<b>\$ 6,832,704</b>	<b>\$ 20,773</b>	<b>0.3 %</b>	<b>\$ 6,811,931</b>	<b>\$ 6,832,704</b>	<b>\$ 20,773</b>	<b>0.3 %</b>
<b>By Major Object of Expenditure:</b>									
Salaries and Wages	\$ 4,766,882	\$ 5,443,858	\$ 5,484,681	\$ 40,823	0.7 %	\$ 5,443,858	\$ 5,484,681	\$ 40,823	0.7 %
Contractual Services	954,323	968,748	985,698	16,950	1.7	968,748	985,698	16,950	1.7
Commodities	229,447	220,125	216,125	(4,000)	(1.8)	220,125	216,125	(4,000)	(1.8)
Capital Outlay	158,871	80,200	47,200	(33,000)	(41.1)	80,200	47,200	(33,000)	(41.1)
Debt Service	0	0	0	0	--	0	0	0	--
Subtotal - Operations	\$ 6,109,523	\$ 6,712,931	\$ 6,733,704	\$ 20,773	0.3 %	\$ 6,712,931	\$ 6,733,704	\$ 20,773	0.3 %
Aid to Local Units	0	0	0	0	--	0	0	0	--
Other Assistance	108,410	99,000	99,000	0	0.0	99,000	99,000	0	0.0
<b>TOTAL</b>	<b>\$ 6,217,933</b>	<b>\$ 6,811,931</b>	<b>\$ 6,832,704</b>	<b>\$ 20,773</b>	<b>0.3 %</b>	<b>\$ 6,811,931</b>	<b>\$ 6,832,704</b>	<b>\$ 20,773</b>	<b>0.3 %</b>
<b>Financing:</b>									
State General Fund	\$ 5,485,171	\$ 5,693,905	\$ 5,789,128	\$ 95,223	1.7 %	\$ 5,693,905	\$ 5,789,128	\$ 95,223	1.7 %
Federal Funds	597,200	571,937	537,809	(34,128)	(6.0)	571,937	537,809	(34,128)	(6.0)
All Other Funds	135,562	546,089	505,767	(40,322)	(7.4)	546,089	505,767	(40,322)	(7.4)
<b>TOTAL</b>	<b>\$ 6,217,933</b>	<b>\$ 6,811,931</b>	<b>\$ 6,832,704</b>	<b>\$ 20,773</b>	<b>0.3 %</b>	<b>\$ 6,811,931</b>	<b>\$ 6,832,704</b>	<b>\$ 20,773</b>	<b>0.3 %</b>

The **Budget Overview** section is the explanation for the Current Year's Budget (A), which contains capital improvement data, and the Budget Year(s) (B), which contains only operating data. Depending on the agency and what year within the biennium we are in, there may be two budget years for the specific biennial agencies (generally fee boards).

**A. FY 2020 – Current Year**

**Adjustments to Approved State General Fund Budget**

The 2019 Legislature approved a State General Fund budget of \$5,693,543 for the Kansas State School for the Blind in FY 2020. One adjustment has been made subsequently to that amount. This adjustment changes the current year approved amount without any legislative action required. For this agency, the following adjustment has been made:

- An increase of \$362, based on the reappropriation of FY 2019 funding that was not spent in FY 2019 and has shifted to FY 2020.

This adjustment changes the FY 2020 approved State General Fund amount to \$5,693,905. That amount is reflected in the table below as the currently approved FY 2020 State General Fund amount.

<b>CHANGE FROM APPROVED BUDGET</b>					
	Legislative Approved FY 2020	Agency Estimate FY 2020	Agency Change from Approved	Governor Rec. FY 2020	Governor Change from Approved
State General Fund	\$ 5,693,905	\$ 5,693,905	\$ 0	\$ 5,693,905	\$ 0
All Other Funds	2,039,728	2,251,830	212,102	2,251,830	212,102
<b>TOTAL</b>	<b>\$ 7,733,633</b>	<b>\$ 7,945,735</b>	<b>\$ 212,102</b>	<b>\$ 7,945,735</b>	<b>\$ 212,102</b>
FTE Positions	81.5	81.5	0.0	81.5	0.0

**B. FY 2021 – Budget Year**

<b>FY 2021 OPERATING BUDGET SUMMARY</b>			
	Agency Request	Governor's Recommendation	Difference
<b>Total Request/Recommendation</b>	\$ 6,832,704	\$ 6,832,704	\$ 0
<b>FTE Positions</b>	81.5	81.5	0.0
<b>Change from FY 2020:</b>			
<i>Dollar Change:</i>			
State General Fund	\$ 95,223	\$ 95,223	
All Other Funds	(74,450)	(74,450)	
<b>TOTAL</b>	<b>\$ 20,773</b>	<b>\$ 20,773</b>	
<i>Percent Change:</i>			
State General Fund	1.7 %	1.7 %	
All Other Funds	(6.7)	(6.7)	
<b>TOTAL</b>	<b>0.3 %</b>	<b>0.3 %</b>	
Change in FTE Positions	0.0	0.0	

There is a standard **Governor’s Recommended Salary and Wage Adjustments** box, which could describe state employee pay; longevity bonus payments; KPERS information, or KPERS Death and Disability information.

The **Funding Sources** table will provide the percentages of different sources of funding for the agency.

**Funding Sources**

Funding Source	Agency Req. Percent of Total FY 2021	Gov. Rec. Percent of Total FY 2021
State General Fund	84.7 %	84.7 %
Federal Funds	7.9	7.9
All Other Funds	7.4	7.4
<b>TOTAL</b>	<b>100.0 %</b>	<b>100.0 %</b>

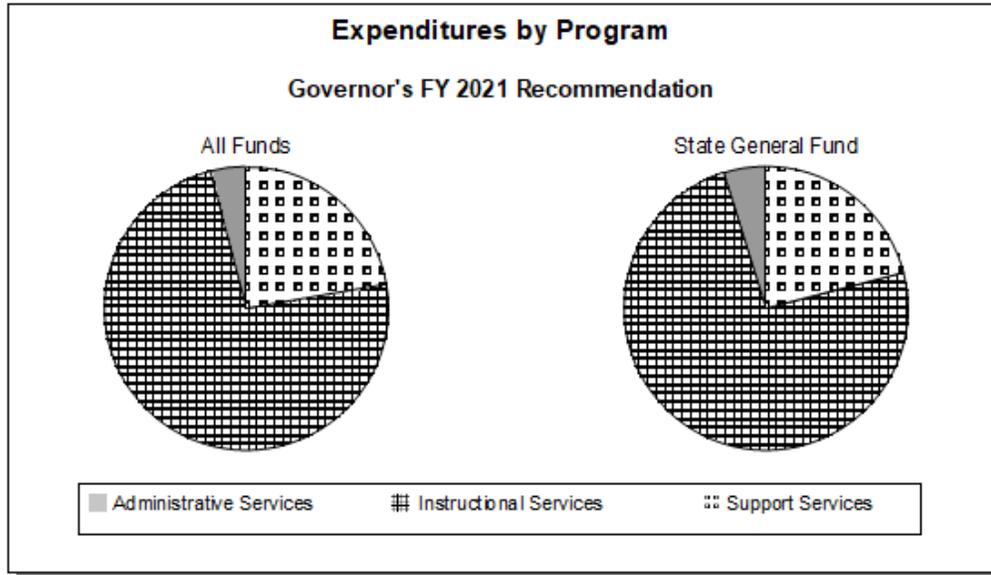
*Note: Totals may not add due to rounding.*

**Fee Fund Analysis** is a table for one fund with description and ending balances.

Resource Estimate	Actual FY 2020	Agency Estimate FY 2021	Governor Rec. FY 2021	Agency Request FY 2022	Governor Rec. FY 2022	Agency Request FY 2023	Governor Rec. FY 2023
Beginning Balance	\$ 3,282,403	\$ 3,238,998	\$ 3,238,998	\$ 3,245,215	\$ 3,245,215	\$ 3,361,380	\$ 3,286,380
Revenue	6,024,583	6,426,117	6,426,117	6,594,913	6,594,913	6,820,456	6,820,456
Transfers in	0	0	0	0	0	0	0
Funds Available	\$ 9,306,986	\$ 9,665,115	\$ 9,665,115	\$ 9,840,128	\$ 9,840,128	\$ 10,181,836	\$ 10,106,836
Less:							
Expenditures	\$ 5,902,781	\$ 6,419,900	\$ 6,419,900	\$ 6,478,748	\$ 6,478,748	\$ 6,852,656	\$ 6,852,656
Transfers Out	165,207	0	0	0	75,000	0	75,000
Off-Budget Expenditures	0	0	0	0	0	0	0
Ending Balance	\$ 3,238,998	\$ 3,245,215	\$ 3,245,215	\$ 3,361,380	\$ 3,286,380	\$ 3,329,180	\$ 3,179,180
Ending Balance as Percent of Expenditures	54.9%	50.5%	50.5%	51.9%	50.7%	48.6%	46.4%
Month Highest Ending Balance	July \$ 3,760,960	July \$ 3,922,834	July \$ 3,922,834	July \$ 3,846,788	July \$ 3,846,788	July \$ 3,864,516	July \$ 3,864,516
Month Lowest Ending Balance	April \$ 2,350,543	April \$ 2,173,469	April \$ 2,173,469	April \$ 2,132,930	April \$ 2,132,930	April \$ 1,982,964	April \$ 1,982,964

The **Program Detail** section will describe the amounts of funding in each program. If the agency only has one program, the description for the agency is by expenditure categories: salaries and wages, contractual services, commodities, capital outlay, aid to locals, and other assistance.

This section provides the program information in a pie chart and table, as well as the FTE table broken down by program.



Program	Gov. Rec. All Funds FY 2021	Percent of Total	Gov. Rec. SGF FY 2021	Percent of Total
Administrative Services	\$ 279,501	4.1 %	\$ 279,501	4.8 %
Instructional Services	5,031,285	73.6	4,297,508	74.2
Support Services	1,521,918	22.3	1,212,119	20.9
<b>TOTAL</b>	<b>\$ 6,832,704</b>	<b>100.0 %</b>	<b>\$ 5,789,128</b>	<b>100.0 %</b>

FTE POSITIONS BY PROGRAM FY 2019 – FY 2021					
Program	Actual FY 2019	Agency Est. FY 2020	Gov. Rec. FY 2020	Agency Req. FY 2021	Gov. Rec. FY 2021
Administrative Services	2.0	2.0	2.0	2.0	2.0
Instructional Services	59.5	59.5	59.5	59.5	59.5
Support Services	20.0	20.0	20.0	20.0	20.0
<b>TOTAL</b>	<b>81.5</b>	<b>81.5</b>	<b>81.5</b>	<b>81.5</b>	<b>81.5</b>

Note: For purposes of this analysis, full-time equivalent (FTE) positions now include non-FTE permanent unclassified positions but continue to exclude temporary employees. FTE positions reflect permanent state positions equating to a 40-hour work week.

Then the **Program Detail** section provides each program broken down into a program description, performance measures and a table of expenditures.

**A. Administrative Services**

The Administrative Services program coordinates overall management and operations of the Kansas State School for the Blind. The program is responsible for the development and administration of educational and co-curricular programs, personnel procedures, and support services; appointment of classified and unclassified employees; budget preparations; and payroll.

PERFORMANCE MEASURES						
Measure	Actual FY 2017	Actual FY 2018	Gov. Rec. FY 2019	Actual FY 2019	Gov. Rec. FY 2020	Gov. Rec. FY 2021
Percent of Agency Budget Allocated to Instructional Services*	N/A	N/A	N/A	73.0 %	75.0 %	80.0 %
<b>Agency Expenditures</b>						
All Funds (Dollars in Thousands)	\$ 227.0	\$ 367.4	\$ 391.7	\$ 256.0	\$ 281.1	\$ 279.5
FTE Positions	1.4	2.4	2.4	2.0	2.0	2.0
*The Governor's Office does not utilize this measure for evaluation purposes.						

ADMINISTRATIVE SERVICES SUMMARY OF EXPENDITURES FY 2019 – FY 2021					
Item	Actual FY 2019	Agency Est. FY 2020	Gov. Rec. FY 2020	Agency Req. FY 2021	Gov. Rec. FY 2021
<b>Expenditures:</b>					
Salaries and Wages	\$ 190,230	\$ 216,421	\$ 216,421	\$ 214,851	\$ 214,851
Contractual Services	65,441	64,250	64,250	64,250	64,250
Commodities	371	400	400	400	400
Capital Outlay	0	0	0	0	0
Debt Service	0	0	0	0	0
Subtotal - Operations	\$ 256,042	\$ 281,071	\$ 281,071	\$ 279,501	\$ 279,501
Aid to Local Units	0	0	0	0	0
Other Assistance	0	0	0	0	0
<b>TOTAL</b>	<b>\$ 256,042</b>	<b>\$ 281,071</b>	<b>\$ 281,071</b>	<b>\$ 279,501</b>	<b>\$ 279,501</b>
<b>Financing:</b>					
State General Fund	\$ 249,182	\$ 281,071	\$ 281,071	\$ 279,501	\$ 279,501
All Other Funds	6,860	0	0	0	0
<b>TOTAL</b>	<b>\$ 256,042</b>	<b>\$ 281,071</b>	<b>\$ 281,071</b>	<b>\$ 279,501</b>	<b>\$ 279,501</b>
FTE Positions	2.0	2.0	2.0	2.0	2.0

The last section in the BA is the **Capital Improvement** section.

<b>CAPITAL IMPROVEMENTS</b>				
Project	Agency Est. FY 2020	Gov. Rec. FY 2020	Agency Req. FY 2021	Gov. Rec. FY 2021
Safety & Security Systems	\$ 304,000	\$ 304,000	\$ 280,035	\$ 280,035
Campus Boilers & HVAC Upgrades	410,589	410,589	228,900	228,900
Rehabilitation & Repair	419,215	419,215	431,508	431,508
<b>TOTAL</b>	<b>\$ 1,133,804</b>	<b>\$ 1,133,804</b>	<b>\$ 940,443</b>	<b>\$ 940,443</b>
<b>Financing:</b>				
State General Fund	\$ 0	\$ 0	\$ 0	\$ 0
State Institutions Building Fund	1,133,804	1,133,804	940,443	940,443
<b>TOTAL</b>	<b>\$ 1,133,804</b>	<b>\$ 1,133,804</b>	<b>\$ 940,443</b>	<b>\$ 940,443</b>

In addition to information about capital improvement projects, the capital improvement section also contains debt service principal, while the debt service interest is included in the operating budget.

### Recommendations

- 1) All recommendations start with the Governor's recommendation.
- 2) A recommendation for each year that is in the agency's Budget Analysis is needed.
- 3) The motions can include the following:
  - a. Add/Delete money
  - b. Add/Delete language/ provisos
  - c. Review at Omnibus (after the Spring Consensus Revenue Estimate)
  - d. Notations – Comment about the agency either positive or negative. These comments only go in the Subcommittee report and not in the appropriations bill.