What is the recommendation summary?

The recommendation summary (RecSum) summarizes the incremental expenditure portion of the budget request. This is a step table format that summarizes the incremental expenditure change information. It begins with legislative spending authority in the current biennium and lists the incremental changes in the carry-forward (CFL), maintenance (ML) and policy levels (PL) to arrive at the agency’s 2023–25 request. Each budget line on the RecSum represents a single budget policy decision in the form of a decision package (DP).

Conceptual description of the RecSum

<table>
<thead>
<tr>
<th>Budget Level</th>
<th>Appropriate Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current biennium</td>
<td>Legislatively authorized appropriation level and nonappropriated expenditure level</td>
</tr>
</tbody>
</table>
| CFL changes | • Biennialization of legislatively directed workload and program changes  
• Shifting of any continuing unanticipated federal and private/local expenditures to anticipated appropriation type  
• Negative adjustments for nonrecurring costs |
| ML changes | • Mandatory caseload, workload, and enrollment changes only. Typically tied to official forecasts, rate changes, such as lease, fuel and postage  
• Central service agency charges and other rate adjustments  
• Specific compensation adjustments: OASI, merit increments (only for agencies with fewer than 100 FTEs) and retirement buyout costs  
• Inflation  
• Changes to nonappropriated accounts beyond current allotted levels  
• Other mandatory cost increases outside agency control  
• Replacement of existing, but worn-out equipment  
• Operating costs of just-completed capital projects  
• Transfers between programs or agencies, or between years for dedicated accounts  
• Unanticipated receipts not included in CFL  
• Federal, private/local, and dedicated fund adjustments |
| Note: See Chapter 5 for further details on ML. |
| PL changes | Prioritized:  
• Discretionary workload in current programs  
• New programs or services  
• Reductions or eliminations of programs or services  
• Reallocation of existing resources  
• Significant changes in fund sources |
| Total budget request | Sum of above items |
RecSum submittal requirements

**The RecSum report has a required format.** It displays the requested DPs by:

- Average annual FTEs
- General Fund–State
- Other funds
- Total funds

The RecSum report displays the current biennium and CFL total followed by each change item in ML and PL listed as a separate line item with its own DP code and descriptive title. The RecSum step table is followed by the individual DP descriptive text.

**The Agency Budget System (ABS) will generate the RecSum.** The agency can generate the RecSum directly from ABS once you have entered all required DP information.

**Most agencies submit the RecSum at the agency level.** Agencies must submit a RecSum at the agency level unless they are required to submit budgets at a lower level. Agencies listed in Chapter 1 must submit a RecSum at the program (or category) level.

**Use approved codes to designate change items.** With few exceptions (see following note), agencies are free to use any combination of two-digit DP codes (e.g., alpha/alpha, alpha/numeric, numeric/numeric and numeric/alpha).

**Note:** OFM designates codes that must be used for certain types of ML and PL changes (see Chapter 5). DP codes containing the letters O or I are restricted to prevent confusion with zero and one.