

## CHAPTER 4

# RECOMMENDATION SUMMARY VIEW

### What is the recommendation summary?

The recommendation summary (RecSum) summarizes the incremental expenditure portion of the budget request — your budget at a glance. 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 2019–21 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

Budget Level	Appropriate Items
Current biennium	Legislatively authorized appropriation level and nonappropriated expenditure level
CFL changes	<ul style="list-style-type: none"><li>• Biennialization of legislatively directed workload and program changes</li><li>• Shifting of any continuing unanticipated federal and private/local expenditures to anticipated appropriation type</li><li>• Negative adjustments for nonrecurring costs</li></ul>
ML changes	<ul style="list-style-type: none"><li>• Mandatory caseload, workload and enrollment changes only. Typically tied to official forecasts, rate changes, such as lease, fuel and postage</li><li>• Central service agency charges and other rate adjustments</li><li>• Specific compensation adjustments: OASI, merit increments (only for agencies with fewer than 100 FTEs) and retirement buyout costs</li><li>• Inflation</li><li>• Changes to nonappropriated accounts beyond current allotted levels</li><li>• Other mandatory cost increases outside agency control</li><li>• Replacement of existing, but worn-out equipment</li><li>• Operating costs of just-completed capital projects</li><li>• Transfers between programs or agencies, or between years for dedicated accounts</li><li>• Unanticipated receipts not included in CFL</li><li>• Federal, private/local and dedicated fund adjustments</li></ul> <p><b>Note:</b> See Chapter 5 for further details on ML.</p>
PL changes	<p>Prioritized:</p> <ul style="list-style-type: none"><li>• Discretionary workload in current programs</li><li>• New programs or services</li><li>• Reductions or eliminations of programs or services</li><li>• Reallocation of existing resources</li><li>• Significant changes in fund sources</li></ul>
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, and
- 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 is able to 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.