# Instructions for Completing the Budget Charts in the Agency Profile Budget Narrative Templates

Overview of Templates: For the Agency Profile & Small Agency Profile, there are two templates available for each. The only difference between the two is the pie charts. One displays Spending by Program, and the other displays Spending by Category. Choose one that best presents your agency's budget information. For example, if your agency only has one budget program, the Spending by Program would not be an informative graph; therefore, the Spending by Category would be a better choice.

Data for the Pie Charts: The spending by category and spending by program data for each agency is available by running the "FY13 Budget Narrative Chart Data" report in BPAS. This report can be found by navigating to Explore:/Detail Reports/Accounts. In order to run the report, you will need to first ensure your User Point of View Preview is on. To do this, navigate to File, then Preferences, and click on the Financial Reporting button on the left. Then, click the "On" radio button in the User Point of View box. Finally, click OK at the bottom.
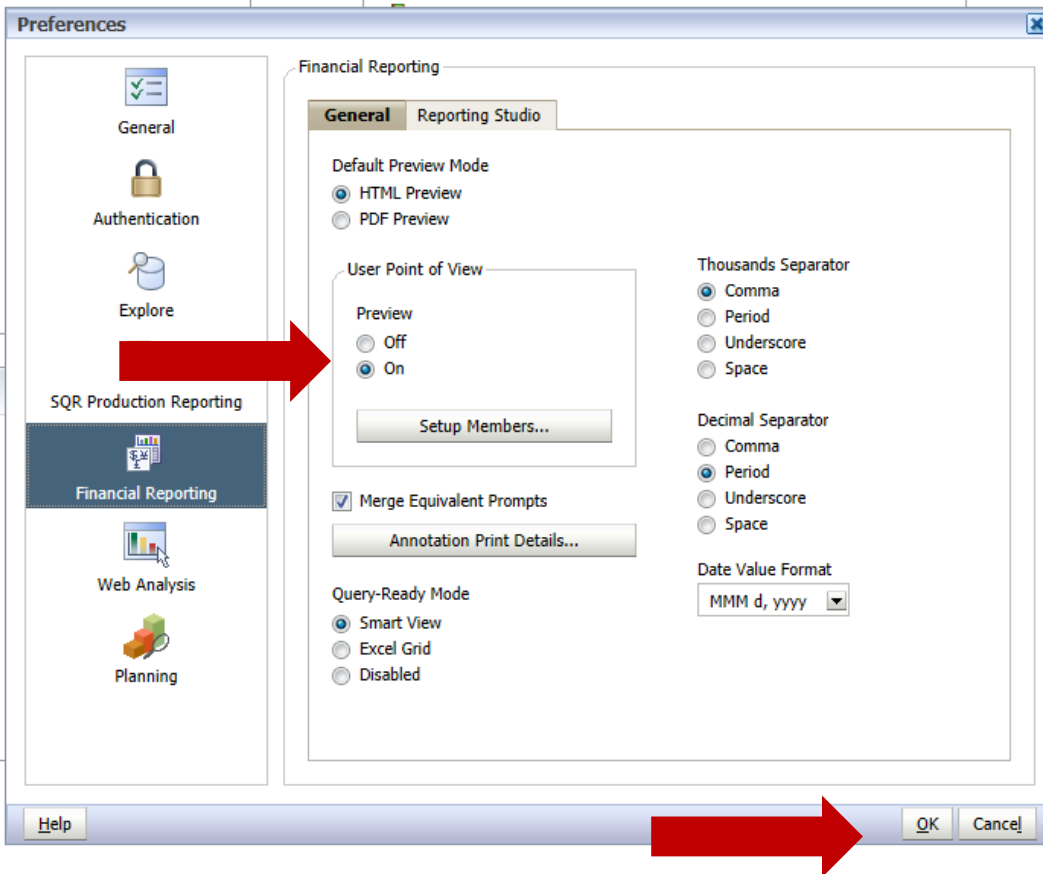
The source of the data for the pie charts is BPAS, which was loaded with FY 2013 close data in August 2013. As mentioned in the base budget instructions, FY 13 data contains high level adjustments entered in some agency accounts in order to reconcile to CAFR LLBC financial reporting of FY 2013 actuals. Therefore, the data will not be reconciled at the appropriation/account level for most agencies. However, the purpose of the charts in the narratives is to provide readers with a high level overview of

your agency's budget, displaying percent spending by category or program. Therefore, the intent is for the data to present an accurate summary level display of your agency's FY 2013 spending.

If your agency's unreconciled data significantly distorts actual agency spending and does not present an accurate summary level budget, you may work with your executive budget officer (EBO) to reconcile the data, and then update the pie charts prior to the early October budget narrative publication.

Data for the Historical Spending Bar Chart: The historical spending data for each agency can be found in spreadsheet saved in the "Budget Narrative Chart Spending by Fund Data" folder under Shared Documents on the Budget Division Document Management SharePoint Site (https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx). The spreadsheet contains federal fund, general fund, and other funds spending by fiscal year for 2002-2013. The source of the data is historical CFS statements for FY 2002 through FY 2011, and then BPAS for FY 2012-13. The data for your agency may be entered directly into the chart embedded in the budget narrative Word document template. More instructions are on the first tab of the Excel workbook.

Again, if your agency's unreconciled FY 2013 data significantly distorts actual agency spending, you may work with your executive budget officer (EBO) to reconcile the data, and then update the pie charts prior to the early October budget narrative publication.

Non-SWIFT Data: Agencies that do not use the state accounting system (SWIFT) may use data from their accounting system to populate the budget charts on the narratives. The source of the data must be noted in the footnotes section under the budget charts. Please also provide your EBO with a copy of the source data reports.