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GOVERNOR



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August 22, 2014

To Agency Chief Financial Officer:

Enclosed is your agency's **Allocation of State Funds for FY 2014-15**. This information is provided to assist in the planning of your current year budget and preparation of the Governor's Executive Budget for FY 2015-16.

The enclosed allocation includes the following items: the 2% base pay increase including the employer's share of related fringe benefits and the total amount of State funding to be allocated to your agency related to the employer's share of the State's Health Plan increase. This amount includes the following:

- 2014 Health Plan rate increase (for the period July 2014 - December 2014)
- 2015 Health Plan rate increase (for the period January 2015 - June 2015)
- 2014-15 anticipated growth in the number of retirees

For preparation of the FY 2015-16 Governor's Budget, please note that the amount listed as "Total Appropriation Base for FY 2014-15" is the total funds available for FY 2014-15, while the amount listed as "Net Allocations for FY 2015-16" is the total funds available for FY 2015-16.

The Executive Budget Office will process the necessary budget documents to transfer the allocation appropriations to your agency on or before August 31, 2014. These transactions will be processed as follows:

2% Pay Increase

Your agency's allocation for the pay increase will be transferred to a special funded program (8900.010000X000) within your agency. Your agency is responsible for spreading the total pay increase allocation among your agency's applicable salary lines and fringe benefits program for FY 2014-15. Transfer documents should be completed by September 30th.

To transfer appropriations out of your agency's 8900.01000X000 program, you must use the following SCEIS transaction codes:

Process:	Transfer
Document Type:	ALOC
Budget Type:	ALOC
Commitment Item:	5610000000

Health Insurance Increases

Appropriations related to your agency's share of health insurance contribution increases will be transferred directly to your agency's employee benefits program.

If you have any questions concerning the allocation and transfer process, please feel free to contact your budget analyst at 734-2280.

Sincerely,

David C. Seigler, CPA
Special Projects Manager

Enclosure

cc: Agency Budget Contact