CS 3.91(b) Operational Efficiency Plan
(Dollars in Thousands)

Org Code

Department Name

GF Amount:
OF Amount:
Total: $ -

Program/Function/Service Description	Date PY Eliminated	Position	PYs	GF	OF	Statutory Changes[1]
Total Reduction		0.0	0.0	$ -	$ -	

1/ Enter "yes" or "no" in each cell. Total should be either a "yes" or "no" depending on whether any statutory language is necessary.

Please note all highlighted cells retrieve data from cells contained in this sheet and/or workbook
Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

Plan Description

Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

CS 3.91(b) Operational Efficiency Plan Scheduling Worksheet
Current Year (2011-12)
(Rounded to Whole Dollars)

0

Org Code

0

Department Name

ITEMS OF APPROPRIATION[a]	Individual Item Adjustments (whole dollars)	Subtotals	Total Adjustment
Main Support Item:		$0	
Program Categories		**(Main Support Subtotal)**	
	$		
	$		
	$		
	$		
Reimbursements	$		
Independent or Subsidiary Items:	$	$0	
(unscheduled or item/program categories)	$	**(Independent/Subsidiary Subtotal)**	
(add additional lines here for more items and/or programs)	$		
	$		
	$		
	$		
	$		
	$		
Reimbursements	$	$0	
	$	**(Reimbursements Subtotal)**	
	$		

Total Reductions in State Operations CS 3.91(b), All Funds [b]   **$0**

[a] Enter the organization code, reference number, fund number, and program number for each item of appropriation (e.g., XXXX-YYY-ZZZZ - Program 10), see attached example. **If necessary, insert more lines, do not add new sections, in order to include all items of appropriation.** There should only be three categories-Main, Independent/Subsidiary, and Reimbursements.

[b] The Main Support, Independent or Subsidiary, and Reimbursement items **must tie** (round) to the Planning Estimate worksheet (Attachment 3).

Please note all highlighted cells retrieve data from cells contained in this sheet and/or workbook

Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

CS 3.91(b) Operational Efficiency Plan Scheduling Worksheet
Budget Year (2012-13)
(Rounded to Thousands)

0

Org Code

0

Department Name

	ITEMS OF APPROPRIATION[a]	**Individual Item Adjustments** (whole dollars)	**Subtotals**	**Total Adjustment**
Main Support Item:			$0	
	Program Categories		**(Main Support Subtotal)**	
		$		
		$		
		$		
		$		
	Reimbursements	$		
Independent or Subsidiary Items:		$	$0	
(unscheduled or item/program categories)		$	**(Independent/Subsidiary Subtotal)**	
(add additional lines here for more items and/or programs)		$		
		$		
		$		
		$		
		$		
		$		
Reimbursements		$	$0	
		$ S	**(Reimbursements Subtotal)**	
		$		
		$		

Total Reductions in State Operations CS 3.91(b), All Funds [b]				$0

[a] Enter the organization code, reference number, fund number, and program number for each item of appropriation (e.g., XXXX-YYY-ZZZZ - Program 10), see attached example. **If necessary, insert more lines, do not add new sections, in order to include all items of appropriation.** There should only be three categories-Main, Independent/Subsidiary, and Reimbursements.

[b] The Main Support, Independent or Subsidiary, and Reimbursement items **must tie** (round) to the Planning Estimate worksheet (Attachment 3).

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Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

CS 3.91(b) Operational Efficiency Plan Scheduling Worksheet
Current Year Example
(Rounded to Whole Dollars)

1234
Org Code

Department of Example
Department Name

	ITEMS OF APPROPRIATION[a]	Individual Item Adjustments (whole dollars)	Subtotals	Total Adjustment
Main Support Item:	1234-001-0001		-$120,245	
	Program Categories		**(Main Support Subtotal)**	
	10 - Program ABC	$ -68,242		
	20 - Program DEF	$ -40,001		
	30 - Program GHI	$ -20,002		
	40 - Program JKL	$ -10,001		
	50.01 - Administration	$ -3,003		
	50.02 - Distributed Admin	$ 3,003		
	Reimbursements	$ 18,001		
Independent or Subsidiary Items:	1234-001-0494 - (10)	$ -50,001	-$80,006	
(unscheduled or item/program categories)	1234-001-0797 - (10)	$ -10,002	**(Independent/Subsidiary Subtotal)**	
(add additional lines here for more items and/or programs)	1234-001-0890 - (10)	$ -10,003		
	1234-001-0988 - (10)	$ -10,004		
	1234-001-0988 - (20)	$ -10,002		
	1234-501-0988 - (45)	$ -10,001		
	1234-502-0995	$ $20,007		
Reimbursements	1234-501-0995	$ -18,001	-$38,008	
	1234-502-0995	$ -20,007	**(Reimbursements Subtotal)**	
		$		

Total Reductions in State Operations CS 3.91(b), All Funds [b]   **-$238,259**

[a] Enter the organization code, reference number, fund number, and program number for each item of appropriation (e.g., XXXX-YYY-ZZZZ - Program 10), see attached example.**If necessary, insert more lines, do not add new sections, in order to include all items of appropriation.** There should only be three categories-Main, Independent/Subsidiary, and Reimbursements.

[b] The Main Support, Independent or Subsidiary, and Reimbursement items **must tie** (round) to the Planning Estimate worksheet (Attachment 3).
Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

CS 3.91(b) Operational Efficiency Plan Scheduling Worksheet
Budget Year (2012-13)
(Rounded to Thousands)

1234
Org Code

Department of Example
Department Name

	ITEMS OF APPROPRIATION [a]	Individual Item Adjustments (whole dollars)	Subtotals	Total Adjustment
Main Support Item:	1234-001-0001		-$120,000	
	Program Categories		**(Main Support Subtotal)**	
	10 - Program ABC	$ -68,000		
	20 - Program DEF	$ -40,000		
	30 - Program GHI	$ -20,000		
	40 - Program JKL	$ -10,000		
	50.01 - Administration	$ -3,000		
	50.02 - Distributed Admin	$ 3,000		
	Reimbursements	$ 18,000		
Independent or Subsidiary Items:	1234-001-0494 - (10)	$ -50,000	-$80,000	
(unscheduled or item/program categories)	1234-001-0797 - (10)	$ -10,000	**(Independent/Subsidiary Subtotal)**	
(add additional lines here for more items and/or programs)	1234-001-0890 - (10)	$ -10,000		
	1234-001-0988 - (10)	$ -10,000		
	1234-001-0988 - (20)	$ -10,000		
	1234-501-0988 - (45)	$ -10,000		
	1234-502-0995	$ $20,000		
Reimbursements	1234-501-0995	$ -18,000	-$38,000	
	1234-502-0995	$ -20,000	**(Reimbursements Subtotal)**	
		$		

Total Reductions in State Operations CS 3.91(b), All Funds [b]   **-$238,000**

[a] Enter the organization code, reference number, fund number, and program number for each item of appropriation (e.g., XXXX-YYY-ZZZZ - Program 10), see attached example. **If necessary, insert more lines, do not add new sections, in order to include all items of appropriation.** There should only be three categories-Main, Independent/Subsidiary, and Reimbursements.

[b] The Main Support, Independent or Subsidiary, and Reimbursement items **must tie** (round) to the Planning Estimate worksheet (Attachment 3).
Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

CS 3.91(b) Operational Efficiency Plan Planning Estimate Worksheet
(Dollars in Thousands)

0

Org Code

0

Department Name

	ITEMS OF APPROPRIATION[a]	FUND CLASS[b]	2011-12 PE LINE 0700	2012-13 PE LINE 0700
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
		Total [c]	$0	$0

Fund Classification

GF	$0	$0
SF	$0	$0
NGC	$0	$0
R	$0	$0
Total	$0	$0

[a] Enter the organization code, reference number, fund number, and fund class (e.g., XXX-YYY-ZZZZ) for each Item of Appropriation. If there is a transfer or an agency secretary adjustment, please indicate all affected (budget act and non-budget act) items; due to fund transfers, it is possible that there will be both positive and negative amounts listed for the same adjustment.

[b] Refer to the Uniform Codes Manual, Numerical Fund Listing (http://www.dof.ca.gov/html/calstars/ucm/20fundnum.pdf), to determine the correct classification of a fund. **Categorize Federal Funds and Bond Funds as Nongovernmental Cost Funds and identify Reimbursements separately. Use GF, SF, NGC or R for the fund classification in the column next to the item of appropriation. For example XXXX-XXX-0001 GF, XXXX-XXX-0494 SF, XXXX-XXX-0988 NGC, and XXXX-50X-0995 R. Please ensure that the fund classification is correct.**

[c] The 2011-12 and 2012-13 totals (in thousands) must tie to Attachment 2 (in whole dollars) when converted to thousands.

Please note all highlighted cells retrieve data from cells contained in this sheet and/or workbook

* Unhide additional lines if necessary. Be sure to maintain formulas and totals by unhiding rows the line before the total.

Due to Finance Budget Analyst no later than COB Friday, October 7, 2011.

Monthly CS 3.91(b) Operational Efficiency Plan and Hiring Data
(Dollars in Thousands)

0

Org Code

0

Department Name

GF Amount: $ - **Month/Year[1]:** _____
OF Amount: $ -
Total: $ -

Prior Cumulative YTD Positions Hired[2]	

Hire Date	Positions	PYs	Classification
Total	-	-	

Cumulative YTD Positions Hired[3]	-

[1] Submission of this form constitutes certification that hiring additional employees will not result in an operating shortfall because this organization's ability to achieve their reduction was compromised by hiring new employees.

[2] This figure should be the cumulative year-to-date positions hired for the current fiscal year prior to the current reporting period.

[3] This figure should be the cumulative year-to-date positions hired for the current fiscal year, including the positions for the current reporting period. This figure will be where footnote #2 is currently in the next reporting period.

Please note all highlighted cells retrieve data from cells contained in this sheet and/or workbook

Due to Finance Budget Analyst Monthly on Friday of First Full Week.