

## **Common Baseline Budget Adjustments Budget Request Titles**

Baseline Budget Adjustments (BBAs) budget requests (BRs) are used to make incremental baseline expenditure adjustments to an appropriation in Hyperion. BR Titles should be meaningful, short, and succinct. Provided below are BR Titles for common BBA adjustments utilized throughout the budget process. Using these BBA BR Titles in Hyperion helps the Administration provide a consistent title across all department budget galleys published by the Department of Finance at Governor's Budget and Budget Enactment. Consistent BR Titles also facilitates the audience's understanding of what the adjustment is and represents from year to year.

- Adjustment per XXXX Code Section XXXXX
- Allocation of Unanticipated Costs from Supplemental Appropriations Bill
- Allocation for Contingencies and Emergencies
- Allocation for Employee Compensation
- Allocation for Other Post-Employment Benefits
- Allocation for Staff Benefits
- As Amended by Chapter XX, Statutes of 20XX
- Budget Adjustment for Federal Funds
- Expenditure by Category Redistribution
- Past Year Expenditure Adjustments
- Revised Expenditure Authority per Provision X
- Section 3.60 Pension Contribution Adjustment
- Section 4.05 Budget Adjustment
- Section 4.30 Lease Revenue Payment Adjustment
- Section 15.25 Data Center Rate Adjustment
- Section X.XX Budget Adjustment (to be used for new Budget Act control section adjustments)
- SWCAP Apportionment
- Transfer from Item XXXX-XXX-XXXX, per Provision X
- Transfer to Item XXXX-XXX-XXXX, per Provision X
- Transfer to Legislative Claims

## Common Capital Outlay BR Titles

All capital outlay (CO) BRs follow a standard BR Title convention that contains the following components, except for capital outlay concept papers (COCPs):

**Example CO BR Title: 0000652 - California State Prison, Sacramento: New Enhanced Outpatient Program Treatment & Office Space Building - Augmentation (per Government Code Sections 13332.11(e), 16352, and 16409) – C**

1. Seven-digit capital outlay project ID number.
2. Capital outlay project name from PeopleSoft or “Various Projects” only for BRs that include multiple capital outlay projects.
  - Use abbreviations only if you will exceed the BR Title field’s 255 character limit (including spaces).
3. Type of adjustment. Choose the adjustment type from the following list:
  - Past Year Adjustments
  - COBCP
  - COBCP/Reappropriation
  - Establishment
  - Augmentation
  - Reversion
  - Increase Within Appropriation
  - Recognize Revised Costs
  - Carryover
  - Miscellaneous Baseline Adjustment
4. Affected capital outlay phase(s) abbreviation. The capital outlay phase abbreviations are as follows:
  - S—Study
  - A—Acquisition
  - P—Preliminary Plans
  - W—Working Drawings
  - C—Construction
  - D—Performance Criteria
  - B—Design/Build
  - E—Equipment
  - M—Minor
  - V—Various

**For COCPs**, use the following standard COCP BR Title convention that contains the following components:

**Example COCP BR Title: Various Continuing Community College Projects - COCP**

1. Capital outlay project name or “Various Projects” only for BRs that include multiple capital outlay projects.
2. Capital Outlay Concept Paper BR type abbreviation: “COCP”

## Common Revenues, Transfers, and Loans BR Titles

Revenue, transfer, and loan (RTL) BRs are used to report such information in Hyperion. Departments are required to report RTL data for the General Fund and all special funds that are reported in departmental accounting records. RTL data for bond funds, federal funds, and other non-governmental cost funds are entered into Hyperion as needed for certain departments and/or programs.

Revenue transfers and loans/loan repayments must have appropriate transfer authority. Specific BR Titles must be created for these types of issues as shown in the examples below. There is a 255 character limit (including spaces) for the BR Titles, so very long BR Titles may require some abbreviations. Using these common RTL BR Titles in Hyperion helps the Administration provide a consistent title across all department budget galleys published by the Department of Finance at Governor's Budget and Budget Enactment. Consistent BR Titles also facilitate the audience's understanding of what the adjustment is and represents from year to year.

### **Revenues:**

- Past Year Revenue Adjustments

### **Revenue Transfers:**

- Revenue Transfer from *(legal fund name and its fund number)* to *(legal fund name and its fund number)* per *(cite legal authority for the transaction)\**

**Example:** Revenue Transfer from Local Revenue Fund 2011 (3171) to Mental Health Account, Local Revenue Fund 2011 (3179) per GC 30027(a)

### **Loans/Loan Repayments:**

- Loan or Loan repayment from *(legal fund name and its fund number)* to *(legal fund name and its fund number)* per *(cite legal authority for the transaction)\**

**Example:** Loan from Air Pollution Control Fund (0115) to California Beverage Container Recycling Fund (0133) per Item 3900-011-0133, 2013 BA

**Example:** Loan repayment from California Beverage Container Recycling Fund (0133) to Air Pollution Control Fund (0115) per Item 3900-011-0133, 2013 BA

**\* When citing a fund, use the fund's legal title from the Manual of State Funds (<https://dof.ca.gov/budget/resources-for-departments/manual-of-state-funds/>) unless an abbreviation is needed to stay within the 255 character limit.**