

**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 <sup>1</sup>
<b>Total Reduction</b>		<b>0.0</b>	<b>0.0</b>	<b>\$ -</b>	<b>\$ -</b>	

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**  
**Budget Year (2012-13)**  
(Rounded to Thousands)

**0**

Org Code

**0**

Department Name

	ITEMS OF APPROPRIATION <sup>a</sup>	Individual Item Adjustments (whole dollars)	Subtotals	Total Adjustment
<b>Main Support Item:</b>			<b>\$0</b>	
	Program Categories	\$ _____	(Main Support Subtotal)	
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	Reimbursements	\$ _____		
<b>Independent or Subsidiary Items:</b>		\$ _____	<b>\$0</b>	
<small>(unscheduled or item/program categories)</small>	_____	\$ _____	(Independent/Subsidiary Subtotal)	
<small>(add additional lines here for more items and/or programs)</small>	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
<b>Reimbursements</b>		\$ _____	<b>\$0</b>	
	_____	\$ S _____	(Reimbursements Subtotal)	
	_____	\$ _____		
	_____	\$ _____		
<b>Total Reductions in State Operations CS 3.91(b), All Funds<sup>b</sup></b>				<b>\$0</b>

<sup>a</sup> 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.

<sup>b</sup> 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**  
**Current Year Example**  
(Rounded to Whole Dollars)

**1234**

Org Code

**Department of Example**

Department Name

	ITEMS OF APPROPRIATION <sup>a</sup>	Individual Item Adjustments (whole dollars)	Subtotals	Total Adjustment
<b>Main Support Item:</b>	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		
<b>Independent or Subsidiary Items:</b>	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		
<b>Reimbursements</b>	1234-501-0995	\$ -18,001	-\$38,008	
	1234-502-0995	\$ -20,007	(Reimbursements Subtotal)	
		\$		
<b>Total Reductions in State Operations CS 3.91(b), All Funds<sup>b</sup></b>				-\$238,259

<sup>a</sup> 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.

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

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**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 <sup>a</sup>	Individual Item Adjustments (whole dollars)	Subtotals	Total Adjustment
<b>Main Support Item:</b>	1234-001-0001		-\$120,000	
	Program Categories		<b>(Main Support Subtotal)</b>	
	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		
<b>Independent or Subsidiary Items:</b>	1234-001-0494 - (10)	\$ -50,000	-\$80,000	
<small>(unscheduled or item/program categories)</small>	1234-001-0797 - (10)	\$ -10,000	<b>(Independent/Subsidiary Subtotal)</b>	
<small>(add additional lines here for more items and/or programs)</small>	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		
<b>Reimbursements</b>	1234-501-0995	\$ -18,000	-\$38,000	
	1234-502-0995	\$ -20,000	<b>(Reimbursements Subtotal)</b>	
		\$		
<b>Total Reductions in State Operations CS 3.91(b), All Funds<sup>b</sup></b>			-\$238,000	

<sup>a</sup> 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.

<sup>b</sup> The Main Support, Independent or Subsidiary, and Reimbursement items must tie (round) to the Planning Estimate worksheet (Attachment 3).

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

**0**

Org Code

**0**

Department Name

	ITEMS OF APPROPRIATION <sup>a</sup>	FUND CLASS <sup>b</sup>	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				
	<b>Total<sup>c</sup></b>		\$0	\$0

Fund Classification		
GF	\$0	\$0
SF	\$0	\$0
NGC	\$0	\$0
R	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<sup>a</sup> 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.

<sup>b</sup> 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.**

<sup>c</sup> 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.

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