Six-Year Nongeneral Fund Revenue Estimate

Overview

All agencies which receive nongeneral fund revenue appropriations must submit a nongeneral fund revenue estimate to indicate the anticipated nongeneral fund revenues expected to be received.

The required projections for each source of nongeneral fund revenue must be obtained from the state agency collecting the revenue. To give consistency to agency plans and submissions, methodologies are presented for use by state agencies in preparing nongeneral fund revenue projections.

Nongeneral fund revenue forecasts (state agencies other than institutions of higher education)

1. Revenue from State agencies from state services (e.g. taxes, licenses, permits, fees or institutional revenue, etc.): To calculate these revenues,
    a. Assume that the current tax rate, fee, or charge and its method of application will remain unchanged over the projection period, unless otherwise provided by law.
    b. Use as far as practical, statistical projection technique (i.e., times series trend line, linear regression, multiple regression, econometric model etc.). Do not simply hold current revenue collections constant for future years unless such action can be justified or unless past revenue collections have not varied by more than one percent after adjustments for rate or fee changes over the last five years.
    c. Base all assumptions about population growth on the population projections by age, race and sex as supplied by the Virginia Employment Commission's (VEC) – Virginia's Workforce Connection, on the attached link: http://www.vawc.virginia.gov/analyzer/default.asp
    d. Relate fees and charges to known or expected trends in pertinent caseloads when possible (e.g. fees for the mentally ill versus institutional population etc.).
    e. See the above link to VEC regarding other standardized forecasts of economic or demographic variables (e.g. personal income, employment, population, inflation etc.).
2. Revenue from federal grants or donations: To calculate theses revenues,
    a. Assume that current collections from federal project grants which are non-recurring in nature or which have a designated termination

date within the six-year projection period will not be continued or extended past such date.

    b.   Assume that solicitations currently underway or anticipated for federal project grants will be approved.

    c.   Assume total federal funding authorizations will remain constant over the six-year projection period, unless increases or decreases are scheduled and justified by pending Congressional action or expected by the administering federal agency.

    d.   Make allowance in projections for changes in federal/state matching requirements when such changes are prescribed by formula grant allocations.

- *Be sure to include any American Recovery and Reinvestment Act (ARRA) funding you have received or expect to receive in your estimate, in addition please be sure to use the correct revenue source code and federal fund/fund detail.*

Institutions of Higher Education: The revenue estimates should mirror your most recent six year plans SCHEV estimate.

Quick Guide

AGENCY ANALYST

1. Mouse over the **Six Year Plans** functional area menu item and select **Six-Year Nongeneral Fund Revenue Estimate** from the resulting dropdown menu. The Six-Year Nongeneral Fund Revenue Estimate tab will appear.
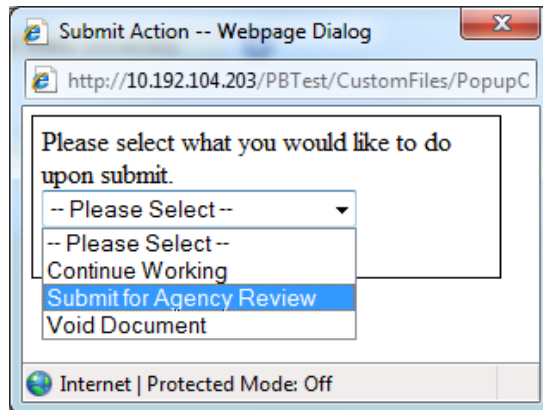

2. Complete the **Six-Year Nongeneral Fund Revenue Estimate** tab as described in the Six-Year Nongeneral Fund Revenue Estimate Tab instructions.

3. Click **Submit** and select the appropriate action from the available options.
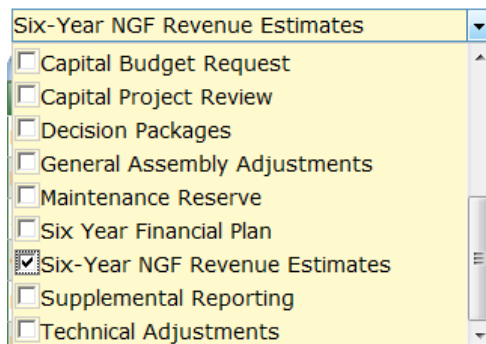

- **Continue Working** – Saves the six-year nongeneral fund revenue estimate and returns it to the Available Work Items tab in the Work Tray to be claimed by users with similar credentials.

- **Submit for Agency Review** – Submits the six-year nongeneral fund revenue estimate to the next step in the workflow.

- **Void Document** – Voids the six-year nongeneral fund revenue estimate.

AGENCY REVIEWER
1. Select **Available Work Items** in the Work Tray.

2. Select the **Document Type** filter and select **Six-Year NGF Revenue Estimates** to filter on the six-year nongeneral fund revenue estimates.
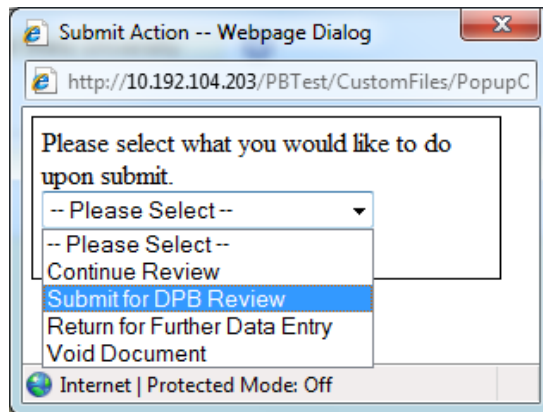

3. Click **Claim** next to a six-year nongeneral fund revenue estimate that is ready for review. The Six-Year Nongeneral Fund Revenue Estimate tab will appear.

4. Review the **Six-Year Nongeneral Fund Revenue Estimate** tab for completeness and accuracy according to the instructions issued by DPB. Prior to submitting the six-year nongeneral fund revenue estimate to DPB, ensure that the correct scenario is loaded in the Six-Year Nongeneral Fund Revenue Estimate grid.

5. Click **Submit** and select the appropriate action from the available options.

- **Continue Review** – Saves the six-year nongeneral fund revenue estimate and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.

- **Submit for DPB Review** – Submits the proposed six-year nongeneral fund revenue estimate to DPB.

- **Return for Further Data Entry** – Returns the six-year nongeneral fund revenue estimate to the data entry workflow step.

- **Void Document** – Voids the six-year nongeneral fund revenue estimate.

Six-Year Nongeneral Fund Revenue Estimate Tab

Overview

The purpose of the NGF Revenue Source tab is to capture a six-year estimate of any NGF revenues for each agency.

The NGF Revenue Source grid has been pre-populated with current NGF revenue estimates. Your agency will make any current policy changes or updates to the estimate for the upcoming session. Please note that any *new* nongeneral fund revenue sources, i.e. new policy changes or requests that require a decision package should not be incorporated in these changes. You should use the Decision Package Module, specifically the NGF Revenue Source Tab, within that module, to reflect any new nongeneral fund revenue sources you anticipate will require additional appropriation. Please refer to the methodologies presented above to complete this section.

Instructions

1. Click the **Six-Year Nongeneral Fund Revenue Estimate** tab.

2. Select the **Agency** for which the six-year nongeneral fund revenue estimate will be created.

Agency [   ] ⓘ

3. Select the **Biennium** to which the six-year nongeneral fund revenue estimate will be applied.

Biennium   [2010-2012 ▼]

4. Select the **Budget Round** to which the six-year nongeneral fund revenue estimate will be applied.

Budget Round   [Amended Bill ▼]

5. Enter a **Scenario Title** for the six-year nongeneral fund revenue estimate.

Scenario   [-- Please Select -- ▼]

6. In the **Six-Year Nongeneral Fund Revenue Estimate** grid, confirm that the correct **Fund** and **Revenue Source Code** appear for the revenue pertaining to that fund.

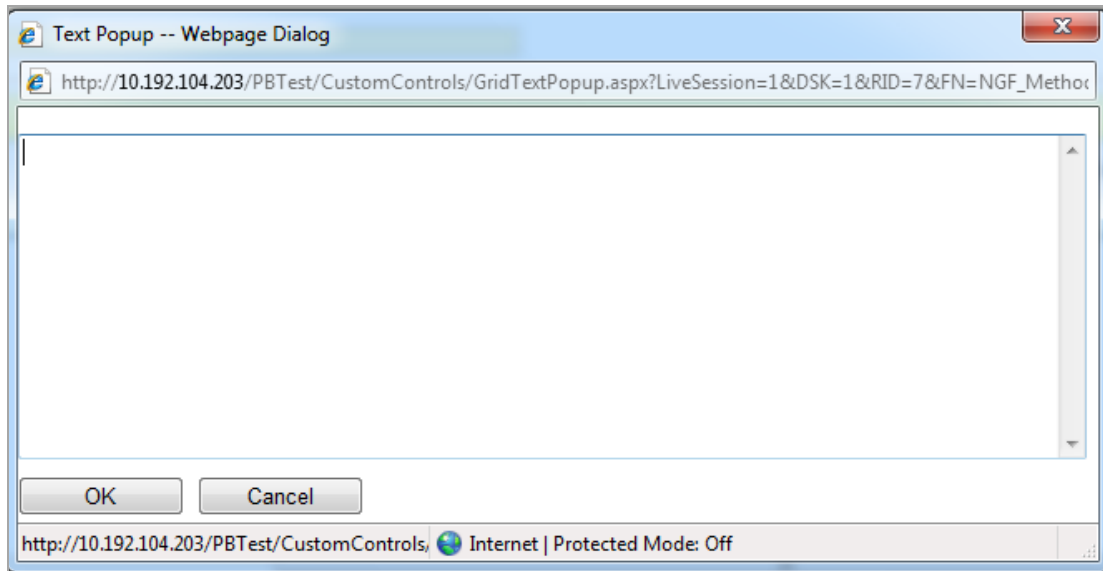| Six-Year Nongeneral Fund Revenue Estimate		
	Fund	Revenue Source Code
1 📄🗑	ⓘ	ⓘ

7. Select the **Revenue Action** (send to or receive from) and **Agency** associated with that action (if applicable).

Revenue Action	Agency
[▼]	ⓘ

8. Confirm the nongeneral fund revenue estimate for the six years in the columns labeled, **FY 20XX Dollars**. Make any changes or updates as necessary. Remember: any new NGF revenue sources pending a decision package (i.e. new policy) should not be incorporated in these changes. You should use the Decision Package Module, specifically the NGF Revenue Source Tab, within that module, to reflect any new nongeneral fund revenue sources you anticipate will require additional appropriation.

FY 2011 Dollars	FY 2012 Dollars	FY 2013 Dollars	FY 2014 Dollars	FY 2015 Dollars	FY 2016 Dollars

9. Click the **Methodology** cell for the current nongeneral fund estimate. In the popup window that appears, review the methodology entered for that nongeneral fund estimate. Make any changes as you see fit.

10. Add rows to the Six-Year Nongeneral Fund Revenue Estimate grid as needed to specify estimates for multiple funds.

11. Click the **Save Scenario** button to save the current six-year nongeneral fund revenue estimate. In order to save new scenarios, change the title and estimate details for an existing scenario and click the **Save Scenario** button again.

12. To load an existing scenario, choose the scenario that you would like to load from the **Scenario** dropdown and click the **Load Scenario** button.

Field Definitions

Field Name	Description
Agency	Source Agency of the six-year nongeneral fund revenue estimate.
Biennium	A dropdown list that allows for selection of the biennium for the nongeneral fund revenue estimate.
Budget Round	A dropdown list that allows for selection of the budget round for the nongeneral fund revenue estimate.
Load Scenario	A button that loads the scenario displayed in the Scenario dropdown field.

Save Scenario	A button that saves a six-year nongeneral fund revenue estimate as a new scenario if the title is different than an existing scenario. Clicking the button when the title is the same as an existing scenario will save over that scenario.
Scenario	A dropdown list that allows for selection of a previously saved scenario for loading.
Scenario Title	A text field that allows for entry of a scenario title for new scenarios and displays the scenario title for loaded scenarios.
Six-Year Nongeneral Fund Revenue Estimate	A grid that captures six years of nongeneral fund revenue estimate data by fund and the methodology behind the estimate.