

Virginia State Government Program Structure

=====

Note: This is a static document intended to explain the background and current functionality behind the Commonwealth's program structure for budgeting and expenditures. This document focuses on the budget uses of the structure. For a listing of current programs and service areas, please reference DPB's Website for Chart of Accounts listings at: <http://dpb.virginia.gov/budget/budget.cfm?page=COA>.

=====

SUMMARY OF THE CURRENT PROGRAM STRUCTURE

A. General

The program structure is a mechanism whereby the state's activities and services as well as corresponding expenditures can be conveniently and uniformly organized, clearly identified, and easily accounted for. In the structure as it exists today, the services that the state provides and the activities in which the state is engaged are classified systematically as items in descending levels on the basis of programs and service areas. The background section of this document provides the major benefits of the structure.

B. Definitions

The following are basic definitions of the program structure levels. All work that is performed in an agency is identified in this structure.

1. **Program:** A distinct organization of resources directed toward one of these specific objectives:

- a. Creating, improving or maintaining a condition affecting the public;
- b. Preserving, developing or conserving a public resource;
- c. Preventing, containing or eliminating a public problem; or
- d. Supporting or controlling other programs.

Each program should lend itself to at least partial quantification and should bring together all costs associated with its execution.

2. **Service Area:** The broadest identifier of services provided within a specific program. Resources provided for service areas may be interchanged for maximum accomplishment of program objectives. (NOTE: It should be known that the term Service Area is a relatively new term coined in the early 2000's for what was originally named "subprogram". Service Area is considered a better description of the identifier's intended use, but do not be thrown if you hear or read reference to the old term.)

C. Program Formats

The program structure code consists of five digits used to identify the program and service area.

Program	XXX	Ex: "799" is <i>Administrative and Support Services</i>
Service Area	XXXYY	Ex: "79901" is <i>General Management and Direction</i>

Every undertaking of state government activities, including at the program and service area levels, has its unique code, permitting information to be examined at the program and service area levels. The BACKGROUND section of this document elaborates on this benefit.

BACKGROUND: THE FOUNDATIONS OF THE PROGRAM STRUCTURE

A. General

As previously stated, the program structure was created as a mechanism whereby the state's activities and services as well as corresponding expenditures can be conveniently and uniformly organized, clearly identified, and easily accounted for. The structure was developed with the goal that state provided services and the activities in which the state is engaged are classified systematically as items in descending levels on the basis of programs and service areas. (NOTE: As originally developed, Service Areas were known as subprograms and that terminology still lingers to a small extent.). The major benefits intended of the Program Structure are:

- ***Analysis, Planning, and Budgeting.*** Information is collected on a program basis in order to analyze the activities of state government in terms of results or impacts, which are then compared to stated objectives and alternative ways to meet these objectives, and to plan and budget on the basis of the analysis.
- ***Program Operations.*** Information is collected to determine how programs operate in terms of what they do and the manpower and equipment they use to do it.
- ***Financial Control.*** Information is collected to determine where monies are being appropriated and expended on a program basis.
- ***Organizational Structuring.*** Information is collected on a program basis to allow decision makers to refine the organizational basis of government by arranging and rearranging programs for the most effective structure of government.

B. Levels of Program Structure Classifications

The following are basic definitions of the program structure levels. All work that is performed in an agency is identified in this structure.

1. ***Function.*** No longer referenced in budgeting processes, Function was the broadest aggregation of state government efforts stated as a general purpose, such that the sum of the seven functions encompasses everything state government does to secure the safety, health, and general well-being of its people, and to develop to the fullest extent possible their resources. The seven functions used in the first position of the 3- digit Program code are:

- Education (*represented by a “1” in the Program code*)
- Undesignated Programs (*represented by a “2” in the Program code*)
- Administration of Justice (*represented by a “3” in the Program code*)
- Individual and Family Services (*represented by a “4” in the Program code*)
- Resource and Economic Development (*represented by a “5” in the Program code*)
- Transportation (*represented by a “6” in the Program code*)
- General Government (*represented by a “7” in the Program code*)
- Enterprises (*represented by an “8” in the Program code*)
- Capital Outlay (*represented by an “8” in the Program code*)

As shown below in Coding, this identifier was used in the first position of the 3-digit program code.

2. Subfunction. Like the Function identifier, the Subfunction identifier is no longer referenced in budgeting processes. At its inception, the subfunction was to be the broadest subdivision of efforts within a function which describes an aggregation of programs. As shown below in **Coding**, this identifier was used in the second and third positions of the 3 digit program code. It is not clear whether the integrity of the subfunction identifier has been retained over the years. The Subfunction was used in the 2nd and 3rd digits of the Program code to identify activities in the following categories, to mention a few:

- Higher Education
- Cultural And Science Education
- Elementary And Secondary Education Instruction, Supervision, And Assistance
- Administration of Justice Support Services
- Disease Research, Prevention And Control
- Standards Of Living
- Individual and Family Support Services
- Economic Development, Promotion, And Improvement

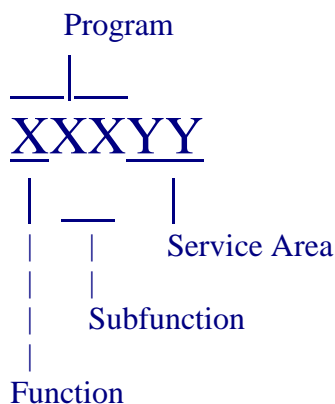
3. **Program:** A distinct organization of resources directed toward one of these specific objectives:

- Creating, improving or maintaining a condition affecting the public;
- Preserving, developing or conserving a public resource;
- Preventing, containing or eliminating a public problem; or
- Supporting or controlling other programs.

Each program should lend itself to at least partial quantification and should bring together all costs associated with its execution.

4. **Service Area:** The broadest identifier of services provided within a specific program. Resources provided for service areas may be interchanged for maximum accomplishment of program objectives. (NOTE: It should be known that the term Service Area is a relatively new term coined in the early 2000's for what was originally named "subprogram". Service Area is considered a better description of the identifier's intended use, but do not be thrown if you hear or read reference to the old term.)

5. **Coding.** The program structure code consists of up to five digits which identify the following components:



The idea was that every undertaking of state government has its unique code and the coding logic would permits information to be examined on any one of these levels.

C. Examples of the Program Structure

The following are examples of the various uses of the Function, Program, and Service Area identifiers as used in today's budgeting for the Commonwealth of Virginia. **For a complete listing of current programs and service areas, please reference DPB's Website for Chart of Accounts listings at: <http://dpb.virginia.gov/budget/budget.cfm?page=COA>.**

(Examples are limited to one Program and Service Area within each Function.)

Function 1: *Education*

This function involves efforts intended to assist individuals in developing knowledge, skills, and cultural awareness.

Program:

101 Higher Education Instruction

Efforts to provide higher education instruction and related departmental research.

Service Area:

10110 General Academic Instruction

Efforts to provide higher education general academic instruction.

Function 2: Central Agency Coding Supplement

The following miscellaneous codes have been assigned for central recording and appropriation purposes.

Program:

226 Miscellaneous Reversion Clearing Account

Used for central recording purposes for reversions not specifically described in other reversion clearing account programs.

Service Area:

22601 Designated Reversions from Agency Appropriations

Efforts to provide for a mechanism for the reversion of funds from agency budgeted amounts for various purposes not described in other service areas.

Function 3: Administration Of Justice

This function includes efforts related to civil and criminal justice, including apprehension, trial, punishment, and rehabilitation of law violators.

Program:

303 Criminal Justice Training and Standards

Efforts to provide training and education and to establish standards in order to support the criminal justice system.

Service Area:

30306 Law Enforcement Training and Education Assistance

Efforts to provide basic, advanced, and specialized in-service training of law enforcement officers and law enforcement instructors.

Function 4: Individual And Family Services

This function involves efforts to support the economic, social, and physical well-being of the individual and/or family.

Program:

402 Emergency Medical Services

Efforts to provide emergency medical services, including communications, training, coordination, and licensing of emergency transportation personnel.

Service Area:

40203 Financial Assistance for Non Profit Emergency Medical Services Organizations and Localities

Efforts to provide financial assistance to local volunteer rescue squads and other emergency medical services organizations (as defined in §32.1-115, Code of Virginia).

Function 5: Resource And Economic Development

This function involves efforts to develop the economic base, including alternative natural resources, and to regulate it with regard to varied public interests of the Commonwealth.

Program:

505 Marine Life Management

Efforts to protect, propagate, and maintain an abundant supply of marine life through wise management and the enforcement of protective regulations.

Service Area:

50503 Marine Life Regulation Enforcement

Efforts to enforce regulations upon fishermen necessary for sound economic/sociologic and biologic management of marine life forms contiguous to the state's waters.

Function 6: Transportation

This function involves efforts related to the movement of people, goods, and services and their regulation.

Program:

601 Ground Transportation Regulation

Efforts to regulate the operation of ground transportation modes through registration, licensing, taxation, and other activities.

Service Area:

60101 Customer Service Centers Operations

Efforts to license drivers, issue identification cards to residents who do not have a driver's license, and perform credentialing for vehicle regulation. [Rev. eff. 7/1/2008]

Function: 7 General Government

This function involves efforts to support the general activities of state, regional, and local levels of government.

Program:

711 Information Systems Management and Direction

Efforts to support state agencies in providing for planning, review, and evaluation of management information systems, and procurement in support of these systems. [Rev. eff. 7/1/2008]

Service Area:

71106 Financial Oversight for Enterprise Applications

Efforts to administer the financial oversight of statewide applications for state agencies. [Eff. 7/1/2011]

Function: 8 Enterprises

This function involves efforts to operate a commodity sales or production undertaking or to provide services for charge.

Program:

821 Printing and Reproduction

Efforts to provide designing, composing, copying, printing, and related printing and reproduction services for state agencies.

Service Area:

82101 Statewide Graphic Design Services

Efforts to provide creative graphic design and marketing services to state agencies.

Function: 9 Capital Outlay

This function provides for the planning, design, improvement, and acquisition of capital facilities.

Program:

998 Capital Outlay Projects

Efforts to appropriate funds for capital projects.

Service Area:

Not applicable.