

Completing the Budget Charts in the Agency Profile

Overview of Templates: For the Agency Profile and Small Agency Profile, there are two templates available for each. The only difference between the two is the pie charts. One displays Spending by Program, and the other displays Spending by Category. Choose one that best presents your agency's budget information. For example, if your agency only has one budget program, the Spending by Program would not be an informative graph; therefore, the Spending by Category would be a better choice.

Data for the Pie Charts: The spending by category and spending by program data for each agency has been uploaded to each agency's folder on the [Budget Division Document Management SharePoint Site](https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx) (<https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx>). Follow the following folders to find the Agency Spending Report: Biennial Budget/2018-19 Biennial Budget/Narratives/Reference Materials. There will be a PDF document labeled with [Agency number-Name-Spending]. Please use this report to fill in your pie chart data based on either category or program within your Narrative. The data for the pie chart is entered directly into the chart embedded in the budget narrative Word document template.

The source of the data for the pie charts is BPAS, which was loaded with FY 2015 close data in August 2015. The purpose of the charts in the narratives is to provide readers with a high level overview of your agency's budget, displaying percent spending by category or program. Therefore, the intent is for the data to present an accurate summary level display of your agency's FY 2015 spending. It is possible your agency may have unreconciled FY 2015 data in funds, i.e., federal funds and some special revenue funds. If your agency's unreconciled FY 2015 data significantly distorts actual agency spending and does not present an accurate summary level budget, you may work with your executive budget officer (EBO) to reconcile the data, and then update the pie charts prior to the September 30 budget narrative publication.

Data for the Historical Spending Bar Chart: The historical spending bar chart data has been uploaded to each agency's folder on the [Budget Division Document Management SharePoint Site](https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx) (<https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx>). Click on your Agency name on the left-hand side of the screen. Follow the following folders to find the 'Budget narrative Chart Spending by fund Data' spreadsheet: Biennial Budget/2018-19 Biennial Budget/Narratives/Reference Materials. The Budget Narrative Chart Spending by Fund Data spreadsheet contains federal fund, general fund, and other funds spending by fiscal year for 2004-2015. The source of the data is historical CFS statements for FY 2004 through FY 2011, and then BPAS for FY 2012-15. The data for your agency may be entered directly into the chart embedded in the budget narrative Word document template. Instructions are on the first tab of the Excel workbook. Again, if your agency's unreconciled FY 2015 data significantly distorts actual agency spending, you may work with your executive budget officer (EBO) to reconcile the data, and then update the bar chart prior to the September 30 budget narrative publication.

Non-SWIFT Data: Agencies that do not use the state accounting system (SWIFT) may use data from their accounting system to populate the budget charts on the narratives. The source of the data must be noted in the footnotes section under the budget charts. Please also provide your EBO with a copy of the source data reports.