

## 1.6.2 HOBO FUND FILE

### View Fund File Reference Table

- In the HOBO 1.1 workspace, type `)LOAD 31 FUNDREF` and press enter.
- At the `adrs?` prompt, press the F12 key and the funds sources will appear on the screen.
- Use F8 to scroll down the screen.
- Select a specific fund source by typing: `select; if 0 eqk 'xxxxxx'` where xxxxxx represents the fund source code. Example: `select; if 0 eqk '93.958'`
- *If a fund source code is not listed or a new fund source code should be added, please contact your DBM budget analyst.*

### Updating Fund File

- At the HOBO menu screen, enter 2.5.1 and press the enter key.
- Enter the 3 digit financial agency code followed by a99. Example: f10a99.
- At `adrs?` prompt, type `exp dereq` and press the enter key.
- The following screen will appear:

(0)	(14)	(16)	(17)	
ID	FY 2015 Actual	FY 2016 Budget Book Appropriation	FY 2017 Request	
f10a070 <b>b</b> 09g04f10	2000000	1500000	1000000	<b>BEGINNING BALANCE</b>
f10a070 <b>i</b> 09g04f10	4000000	4000000	5000000	<b>INCOME</b>
f10a070 <b>t</b> 09g04f10	0	0	0	<b>TRANSFER TO GF</b>
f10a070 <b>6</b> 09g04f10	2500000	1500000	2000000	<b>EXPENDITURE Program 06</b>
f10a070 <b>7</b> 09g04f10	2000000	3000000	3000000	<b>EXPENDITURE Program 07</b>

- Press the F6 key to make adjustments or enter information.
- **DO NOT CHANGE EXISTING COLUMN 0 RECORDS.** For existing records, only columns 14, 16, and 17 should be updated. If you need assistance creating a new record, contact Vanessa Plante-McDonald at DBM, 410-260-7659.

### Column Information

- **Column 0** - This is the *record identifier* for the row (16 characters total), see Figure 1.
  - Characters 1 through 6: **R\*STARS Agency Code.**
  - Characters 7 and 8:
    - 0b** to record Beginning Balance, or
    - 0i** to record Income, or
    - 0t** to record Transfer to General Fund, or
    - ##** to record annual expenditures, where ## is the program code. (The program codes in the example above are 06 and 07.)

- Characters 9 and 10:  
**03 Special Funds**  
**55 Federal Funds associated with American Recovery and Reinvestment Act of 2009 (ARRA)**  
**05 Federal Funds (excluding funds associated with ARRA)**  
**07 Non-budgeted funds**  
**09 Reimbursable Funds**
- Characters 11 through 16: Fund Source Code that identifies the specific revenue source (See below). These codes must be in the Fund File Reference Table (FUNDREF) file in HOBO. *If a code does not yet exist, contact your DBM budget analyst.*

- **Column 14 – FY 2015 Actual**

If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount realized as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2015.

If the row is the record for expenditures, enter the total amount of the revenue source expended in FY 2015.

- **Column 16 – FY 2016 Budget Book Appropriation**

If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount expected as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2016.

If the row is the record for expenditures, enter the total amount of the revenue source included in the FY 2016 Appropriation.

- **Column 17 – FY 2017 Request**

If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount expected as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2017.

If the row is the record for expenditures, enter the total amount of the revenue source requested to be expended in FY 2017.

<b>FUND FILE</b>	<b>2.5.1</b>
<b>u00a010b03u00301</b>	agency
<b>u00a010b03u00301</b>	unit
<b>u00a010b03u00301</b>	Fund
<b>u00a010b03u00301</b>	Fund source
<b>u00a010b03u00301</b>	beginning balance
<b>u00a010i03u00301</b>	income/revenue
<b>u00a010t03u00301</b>	transfer to general fund
<b>u00a010r03u00301</b>	program
	<b>Column</b>
<b>Actuals</b>	<b>14</b>
<b>Budget Book Appropriation</b>	<b>16</b>
<b>Request</b>	<b>17</b>
<b>Allowance</b>	<b>18</b>

**For Special Funds unique to a specific agency** use the R\*STARS Financial Agency Code as the first three characters, followed by a unique 3 digit code that will be in the range of 301-450. *Please refer to the Fund File Reference Table (FUNDREF) file in HOBO. If a code does not exist, contact your DBM budget analyst.*

Other Special Funds are **statewide special funds**, which are not unique to any one agency and use the following codes:

Code	Statewide Fund Name
swf302	Major Information Technology Development Project Fund (do not include any new, requested projects; only ongoing projects use this code)
swf305	Cigarette Restitution Fund
swf307	Dedicated Purpose Fund
swf309	Chesapeake Bay Restoration Fund
swf310	Rate Stabilization Fund
swf313	Higher Education Investment Fund
swf314	State Police Helicopter Replacement Fund
swf315	Chesapeake Bay 2010 Trust Fund
swf316	Strategic Energy Investment Fund
swf317	Maryland Emergency Medical System Operations Fund
swf318	Maryland Education Trust Fund
swf319	Universal Service Trust Fund
swf320	Speed Monitoring Systems Fund
swf321	Video Lottery Terminal Proceeds
swf322	Housing Counseling and Foreclosure Mediation Fund
swf323	Fair Campaign Finance Fund
swf324	Mortgage Loan Servicing Practices Settlement Fund
swf325	Budget Restoration Fund
swf326	Public Utility Customer Investment Fund

Agencies planning to include statewide funds in their FY 2017 Budget Request **must confirm funding availability** with their DBM budget analyst.

**Federal Funds** use the six-character Catalog of Federal Domestic Assistance (CFDA) number, which includes five digits plus a decimal point.

Examples:     97.072   National Explosives Detection Canine Team Program  
                   17.503   Occupational Safety and Health-State Program  
                   20.233   Border Enforcement Grants  
                   93.778   Medical Assistance Program

*Please report any new CFDA numbers and Fund Names to your DBM budget analyst.* For Federal Funds that do not have a CFDA number, use a code in the format aa.rst where “rst” is the R\*STARS Financial Agency Code (e.g., q00).

**Reimbursable Funds** typically use the six character R\*STARS appropriation code for the agency that is the source of funds. For reimbursable activity where funding is from many agencies, for

example “print shops,” the fund code will be the first three characters of your R\*STARS Financial Agency Code, followed by a unique three-digit code in the range of 901-999. *Please refer to the Fund File Reference Table (FUNDREF) file in HOBO.*

### Printing Reports

#### **Report Form 3A: Appropriation Statement**

- At the adrs<sup>2</sup> screen, type exp form3a and press enter. *A select statement will appear.*
- Type if4eqk ‘xxxxxxxx’ with the x’s being replaced by the eight character R\*STARS Program Code of the agency. Press enter.

#### **Report 20: detail for non-General Funds**

- At the adrs<sup>2</sup> screen, type exp rep20 and press enter. *A select statement will appear.*
- Type if12eqk ‘000000’ with the zeros being replaced by the 6 digit fund source code (CFDA number or special or reimbursable fund code). Press enter.

Other if selections may be used where appropriate for either report. For example, to produce a report on all American Recovery and Reinvestment Act of 2009 funds you may use if0(9 10)eqk ‘55’.

Agencies must verify that the expenditure amounts in these reports are **exactly the same as the expenditure amounts reported in the budget files.**

If you have entered information containing new or revised fund source codes and titles, the report process will inform you that a fund title is missing. DBM will enter the new or revised information. **Agencies must submit a list of new and revised fund source codes and fund titles to DBM.** Codes should be *clearly* and *separately* labeled as “NEW” and/or “REVISED.”

### Special Notes

- Except in unusual circumstances, **all numbers entered in columns 14, 16, and 17 should have positive values.**
- If fund file information is submitted via Excel, **whole numbers must be used, with no cents.** Please do not enter calculations in the cells or numbers with commas.
- **Ensure that there are no negative fund balances.** Balances should be displayed in DA-20 forms, and can be verified using “Report 20,” described above.
- **The totals of appropriation records by fund type must match the figures in the Budget Files.** The Report Form 3A should be used to verify totals.

*Please contact Vanessa Plante-McDonald if you need to obtain a copy of the HOBO workspace or if you need assistance in creating the files for this workspace.*