DEBT SERVICE NON-LIMITED (NL) APPROPRIATION PROCESS OVERVIEW

This process is used to update R*Stars, BSM (Budget Summary), and ORBITS for Debt Refunding that occurs throughout the biennium. It includes the following steps:

- Communication between DAS CFO Capital Finance (Cap Finance), SABRS, the agency, notification to CFO and LFO, etc.
- Appropriation review and potential setup
- Entry of Appropriation and Allotment transactions into SFMA/R*Stars for Debt Service and Cost of Issuance (Note: For Debt Refunding we automatically allot 100% of the appropriation)
- Update of Bill Summary tracker (BSM) and ORBITS M01 Version

Per ORS 286A.160, Cap Finance has the authority to legislatively establish new NL and NL Debt Service appropriations to be used for Debt Refunding. SABRS will work with Cap Finance and the impacted agencies to complete the process. Steps to the process are:

Agency and/or CFO Capital Finance
- SABRS receives an e-mail from the Cap Finance section of CFO. This e-mail will include a memo that is going out to the agencies involved and a spreadsheet identifying the agencies and amount of refunding.
- Agency submits request for Nonlimited Appropriation increases due to Debt Refunding if not contacted by SABRS or Cap Finance related to ORS 286A.160. If so, then see the regular Non-limited Appropriation Request process on the SABRS website

SABRS
- Most agencies will have NL appropriations already set up for this purpose, one for the Debt Service and one for the Cost of Issuance (COI).
- Send LFO/CFO Analysts and the agency a copy of the letter and spreadsheet that received from Cap Finance
- Works with the agency to verify the appropriation and pca to use.
- Are the current appropriation(s) /pca(s) correct to use?
- Does the agency need new appropriation(s)/pca(s)? If so, a 20 Profile form will needed for a new appropriation

Agency
- Verifies that the appropriations are correct
- Or requests new appropriations using the 20 Profile form for a new appropriation(s) and sends in the new PCA(s) once it is setup
- Sends in an ORBITS input form so the agency’s budget can be updated

SABRS
- Once the appropriation numbers are identified SABRS:
  - Enters and loads the increased limitation for each appropriation as noted in the spreadsheet provided by Cap Finance (rounded up to the nearest dollar).
  - Enters in the allotment increase
  - Updates the original spreadsheet to include the associated appropriation numbers for each refunding amount, along with the date that the entry was made in R*Stars.

SABRS
- Once entries are made for all agencies SABRS:
  - Notifies agencies that the entries are in R*Stars
  - Notify the following people that the entries have been made; provide a summarization of all agencies, appropriation numbers and the amount entered.
  - Laurie Byerly, interim LFO
  - Haylee Morse-Miller, LFO
  - Paul Siebert, LFO
  - George Naughton, CFO
  - Dustin Ball, CFO
  - CFO and LFO Analysts

SABRS
- Update BSM for the changes. This may include adding new authority or updating existing authority.
- Updates ORBITS M01 version based on the ORBITS input documents provided by the agency.

Updated by Robert Otero 02/26/2021