

Budget Language Guidance Fiscal Years 2018-2019





STATE OF OHIO
OFFICE OF BUDGET & MANAGEMENT
BUDGET LANGUAGE GUIDANCE

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Introduction

Pursuant to Section 107.03 of the Ohio Revised Code (R.C.), the Governor is required to submit an Executive Budget to the General Assembly prior to the start of the next fiscal biennium. To assist in the compilation of the Executive Budget, state agencies are required to file budget requests pursuant to R.C. 126.02 with the Director of the Office of Budget and Management (OBM). In conjunction with their budget requests, most state agencies submit language requests for possible inclusion in one or more of the following budget bills: Main Operating, Transportation, Bureau of Workers' Compensation, and/or Ohio Industrial Commission. OBM has developed this guidance to assist agencies in preparing, reviewing, and submitting language items to OBM through the Language Portal for consideration in the fiscal years 2018-2019 Executive Budget. The OBM Language Portal has been updated to improve the ease of use and may be accessed at <http://budgetcenter.obm.ohio.gov/>.

Deadlines

All language requests for possible inclusion in the respective "As Introduced" versions of budget bills must be submitted in the OBM Language Portal **no later than 5 p.m. on the following date:**

- For licensing and regulatory boards: **September 16, 2016**,
- For cabinet and non-cabinet agencies: **October 14, 2016**, and
- For legislative, and judicial agencies, and constitutional officeholders: **November 1, 2016**.

Strategies for a Successful Language Process

Coordinated Internal Agency Review. Language should be reviewed internally by the agency's legal, legislative, fiscal, and budget staff *before* language is submitted into the OBM Language Portal. Appropriate members from these sections should be involved early to identify and help solve issues toward the beginning of the process.

Note: You will be required to confirm that you have completed an Internal Agency Review by checking a box for each item you submit in the OBM Language Portal.

Write Clear, Concise Summaries. Each language item includes a budget language summary that should plainly and succinctly describe the language item and its significance. These summaries are extremely important as they will aid decision-makers in evaluating language requests. Additional summary requirements are included in the section titled "Budget Language Summary" later in this guidance. Please see **Appendix C** for budget language summary examples.

Communicate with your Budget Analyst. Agencies must work closely with their OBM Budget Analyst during the language process. You may notice this guidance identifies a number of specific situations where your agency will need to contact your OBM Budget Analyst. OBM Budget Analysts will often be tasked with explaining your language items to decision-makers, so communication during the submission process is vital. Additionally, only an OBM Budget Analyst can edit or withdraw a submitted language item. Therefore, keeping your OBM Budget Analyst updated is essential to moving through the budget process as smoothly as possible.



Language Overview

OBM is responsible for preparing the Executive Budget under the direction of the Governor. This process begins with the submission of budget requests by state agencies. As mentioned above, most state agencies also submit requests to make changes to budget-related language along with their operating budget requests. Typical language requests may:

- Authorize particular expenditures,
- Authorize new or changed programs for which appropriations are made,
- Prescribe requirements or formulas for expenditures associated with appropriations,
- Create new funds,
- Provide for the deposit of revenue,
- Authorize the award of grants, and/or
- Authorize the transfer of cash.

Note: Language requests that include codified (permanent) law may only cover a single issue. Omnibus items that include a number of issues will be returned to agencies to divide and resubmit as separate items.

OBM may ask for clarification, additional information, and/or redrafts from the agency. As a part of the drafting process, OBM sends language items to the Legislative Service Commission (LSC) for drafting and may have agencies review the LSC drafts. OBM will notify LSC and the agencies if requests are approved for inclusion in the budget bills.

Note: Submission to LSC for drafting does not guarantee inclusion in a budget bill.

Language issues may also arise following bill introduction. Amendments may be offered in the House, Senate, or in Conference Committee to address these issues; the OBM Language Portal will be used throughout the budget process. Specific instructions will be provided as the budget process progresses.

OBM Language Portal (<http://budgetcenter.obm.ohio.gov/>)

The OBM Language Portal (Language Portal) is where designated agency staff will submit their language items. Only individuals with this designation are permitted to submit budget language into the Language Portal. If access changes are necessary, please contact your OBM Budget Analyst to request access to the portal.

Note: OBM Budget Analysts can also help to reset your password if you lose access.

Please have all the information ready before you submit your agency's language items (see *Appendix A*). **You cannot save drafts in the system.** If significant changes are needed, or if an item needs to be withdrawn, please contact your OBM Budget Analyst.

Attachments

Agencies are only permitted to include one attachment for each language item. If an attachment is submitted, all provisions of Revised Code and any amendments thereto should be compiled in a single document. Attachments should be in PDF format.



Language Requests Must be Budget-Related

Article II, Section 15 of the Ohio Constitution prohibits bills from containing more than one subject. In order to draft language in compliance with this provision, language requested for inclusion in a budget bill must be budget-related. A language request could be budget-related for a number of reasons, such as :

- Related to expenditures or revenues,
- Required to avoid costs or penalties (the agency must describe the specific penalty and the associated cost that the agency will face without the language),
- Required to obtain federal moneys, or
- Necessary to implement an agency's budget.

Additionally, the agency must draw a direct connection between the language request and the effect on the agency's budget in order for the language to qualify as budget-related for further consideration in the drafting process.

Note: Agencies should pursue non-budget-related language in separate legislation.

Codified (Permanent) and Uncodified (Temporary) Law

The budget bills contain two types of budget language: codified and uncodified law.

Codified (Permanent) Law is a provision which will remain in effect until repealed or amended by the General Assembly. Permanent law is "codified" into and will appear in the Revised Code.

- If the desire is for the language to remain in effect permanently, it should be drafted as permanent law.

Uncodified (Temporary) Law is a provision that is generally not intended to be permanent and therefore not codified in the Revised Code. Examples of temporary law include: appropriations, language describing the use of appropriations, and other provisions that are related to the implementation of the budget.

Appropriations are made in temporary law because an appropriation cannot be made for a period longer than two years (Article II, Section 22 of the Ohio Constitution).

Note: Appropriations and most temporary law are only in effect until the end of the biennium. If this presents a concern, please contact your OBM Budget Analyst to discuss.

Budget Language Summary

A budget language summary must be included with each language submission. The summaries play a critical role in explaining the importance and reasoning for the requests (see examples in **Appendix C**). Agencies are reminded to use the summaries to explain the language item's purpose, effect, consequences if not enacted, cost (including the implementation cost), and relevant background information. The summary should be written to be easily understood by a general, non-expert audience.

Helpful Exercise: Imagine you are in the elevator with the Budget Director. He asks you about your language item. What would you tell him?



Permanent Law Summary

Each individual permanent law request should include a summary of the item's purpose and effect if not enacted. Summaries should **AVOID** code references, technical terms, unexplained acronyms, and agency or industry-specific jargon.

Temporary Law Summary

All initial agency temporary law requests should be submitted as **a single item with a single budget language summary** stating whether the language is new, changed, and/or unchanged from current temporary language included in the respective budget bill and any later amendments thereto. Agencies should provide both the temporary law in the appropriation section **and** any temporary law included in the back of the current budget following the appropriation sections.

- **EXCEPTION for items needing both permanent and temporary law.** If the temporary and permanent law portions of the language proposal addressing one topic are dependent on one another, submit the proposal as one piece of language in the portal. Be clear in the budget language summary that the two pieces of the proposal are needed to complete the proposal.
- **EXCEPTION for fund abolishment.** If your agency is interested in abolishing funds, please create a second temporary language item by following the directions under "The Abolishment and Consolidation of Funds" on page 13.

Technical Drafting Requirements

Language requests must be drafted according to the technical drafting requirements for permanent and temporary law. Language requests should be drafted from the most recent version of the current law which may include later amendments to the respective budget bill. Agencies should have the appropriate legal and/or legislative staff members review all drafts for potential conflicts with existing law or policy. For some limited technical guidance and examples of language drafts, please see **Appendix B**.

Technical drafting requirements for permanent and temporary law are generally the same:

- All current permanent or temporary law must appear in regular case.
- Strike through with a horizontal line language that should be deleted. (EXAMPLE: ~~Delete~~)
- All new language should be underlined. (EXAMPLE: New language)

Note: For clarity, use the fund name followed by the fund number in parentheses in temporary law provisions, but only the fund name should be used in the permanent law drafts for new or amended sections of the Revised Code.

Note: The bill draft will not show temporary language with strikethroughs and underlining (unless the language amends temporary law from a bill that is concurrently effective), but it is essential to use these marks in the submission of temporary law as well to aid the evaluation and drafting processes.



Permanent Language

Agencies should draft permanent law changes from the most recent version of the law appearing in the Revised Code and include all affected sections (i.e., all sections in which you are seeking changes including those containing cross-references).

Temporary Language

Agencies should review the temporary law in their appropriations section and in the back of the bill in the current budget act (H.B. 64), as well as in any subsequent bills amending the agencies' budgets such as any of the Mid-Biennium Review (MBR) bills. If agencies require assistance with this, they should contact their OBM Budget Analyst.

Agencies should consider the following when drafting and reviewing **temporary** language:

- **Update Transfer Information.** Agencies should update language, in particular: years, dates, and dollar amounts in earmarks and transfers.
- **Appropriations.** OBM will input the appropriation amounts separately from language changes.
- **Appropriation Line Item (ALI) Name Changes.** Changes to ALI names should be discussed with the agency's OBM Budget Analyst.
- **Titles.** All sections and subsections need a title and should be capitalized;
- **Back of the Bill.** Typically, agency-specific language should appear in the agency's appropriation section and not in the back of the bill that follows all the agency appropriations. Any decision to put agency-specific language in the back of the bill should be made in consultation with OBM.

Effective Dates and Ohio's Right to Referendum

90-Day Effective Dates

Article II, Section 1c of the Ohio Constitution reserves to the citizens of Ohio the power of referendum and states that, "[n]o law passed by the general assembly shall go into effect until ninety days after it shall have been filed by the governor in the office of the secretary of state." Therefore, unless an exception applies, a provision of law will generally not take effect until the 91st day after enacted. This rule applies to both permanent and temporary provisions of law. Agencies should keep this rule in mind when drafting and submitting language, being careful not to designate language as immediately effective **unless** the sections of law meet an exception to the rule further explained below.

Immediate Effective Dates

According to Article II, Section 1d of the Ohio Constitution, there are only three situations when law is permitted to be immediately effective:

- Laws Providing for **Tax levies**,
- **Appropriations** for current expenses of the state government and state institutions, or
- **Emergency laws** necessary for the immediate preservation of the public peace, health or safety (Requiring 2/3 vote of each legislative chamber).

R.C. 1.471 further states that a permanent or temporary section of law in the budget bill is effective immediately, and is not subject to referendum if any of the following apply:



- It is an **appropriation** for current expenses,
- It **earmarks** all or a portion of an appropriation for current expenses, or
- Implementation of the section **depends upon an appropriation** for current expenses that is also contained in the bill.

If language is immediately effective, then it is not subject to referendum. When drafting language, consult with agency legal counsel to determine the appropriate effective date designation. Prior to introduction, OBM will also conduct a review to apply the most appropriate effective dates; the General Assembly will ultimately determine which sections will be effective immediately pursuant to the constitutional limitations and R.C. 1.471.

Significant Changes to Language Items

As noted above, please plan and have all the information ready before you submit your agency's language items. **You cannot save drafts in the system.** In order to make changes or withdraw an item, please contact your OBM analyst.



Appendix A: Checklist for Language Portal Request Readiness

Agency staff is responsible for submitting language requests into the portal. If you can answer “yes” to **all** of the following questions, then you are ready to submit your agency’s request into the Language Portal. Remember that you cannot save language as a draft. Submitted language can only be edited or withdrawn by your OBM Budget Analyst.

- Coordinated Internal Agency Review.** Has the agency’s legal, legislative, fiscal, and budget staff reviewed the language? Note that this is a required field.
- Budget-Related.** Is the language budget-related (e.g., related to expenditures or revenues; required to avoid costs or penalties; required to obtain federal funding; or necessary to implement the agency’s budget)?
- Impact.** Has the agency determined the budgetary and operational impact of implementing the language request? Is the proposed cost realistic to achieve the stated goals and objectives? Has the agency considered potential unintended or secondary consequences?
- Required Fields.** Listed below for your convenience, please prepare answers to the following questions:
 - Language Summary (1,000 character limit).** Is the language summary written plainly and succinctly? Can the summary to be understood by a general audience? Is the summary written in a manner to help the decision-makers understand the need for the language? Is the information appropriate and accurate?
 - GRF Impact (500 character limit).** Please consider both the direct and indirect impacts to the GRF. Impacts may occur both within your agency’s budget, or possibly another agency’s budget. Provide an estimate of these impacts.
 - Fee Impact (500 character limit).** If your agency is looking to submit a language item that will impact fee revenue, then your agency will need to submit an Appendix M with your agency’s budget submission (see Budget Guidance). Items submitted after the budget submission deadline will require the information in Appendix M be included in the Fee Impact text box.
 - Language Type.** Select Temporary or Permanent. Is the language request correctly marked as temporary or permanent law? Some language submissions may contain both types of law, so there is a “both” option.
 - Effective Date.** Select 90 Days, Immediately Effective, or Other.
- Drafting Conventions.** Does the language request conform to the applicable drafting conventions?



- **Effective Dates.** Has the correct effective date been designated? If designated as effective immediately, does the language meet one of the constitutional exceptions to referendum?

- **Attachment.** There may only be one attachment per language submission. If a language item requires changes in multiple sections of the ORC, then it is the agency's responsibility to combine those changes in a single document. The language attachment must be in the proper format (pdf).



Appendix B: Common Language Drafting Conventions

There are a variety of language provisions that appear in the budget bill including: appropriations, earmarks, deadlines, cash transfers, intrastate transfer vouchers (ISTVs), receipt of new revenue, the creation and abolishment of state funds, and compensation for members of boards, commissions, and other entities. Use this document as your guide, and contact your Budget Analyst if you have any questions.

Appropriations

Pursuant to R.C. 131.01(F), an appropriation is an authorization by the General Assembly to make expenditures, or incur liabilities, from the state treasury for a specific purpose. Appropriations may appear as a **line item** with a discrete amount, or as a **language appropriation**, if the amount required for a purpose is uncertain or indefinite. An appropriation line item (ALI) should include a title that reflects how the appropriation will be used.

Note: The use of language appropriations is strongly discouraged.

EXAMPLE: Appropriation Line Item (ALI)

SECTION 281.10. ETH OHIO ETHICS COMMISSION

General Revenue Fund

GRF 146321	Operating Expenses	\$ 1,381,556	\$ 1,381,556
TOTAL GRF General Revenue Fund		\$ 1,381,556	\$ 1,381,556
Dedicated Purpose Fund Group			
4M60 146601	Operating Support	\$ 641,000	\$ 641,000
TOTAL DPF Dedicated Purpose Fund Group		\$ 641,000	\$ 641,000
TOTAL ALL BUDGET FUND GROUPS		\$ 2,022,556	\$ 2,022,556

EXAMPLE: Language Appropriation

SECTION 503.40. RE-ISSUANCE OF VOIDED WARRANTS

In order to provide funds for the reissuance of voided warrants under section 126.37 of the Revised Code, there is hereby appropriated, out of moneys in the state treasury from the fund credited as provided in section 126.37 of the Revised Code, that amount sufficient to pay such warrants when approved by the Office of Budget and Management.

EXAMPLE: An ALI and Language Appropriation for the Same Item

...

6720	005601	Continuing Judicial Education	\$	126,000	\$	120,000
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...

The Continuing Judicial Education Fund (Fund 6720) shall consist of fees paid by judges and court personnel for attending continuing education courses and other gifts and grants received for the purpose of continuing judicial education. The foregoing appropriation item, 005601, Continuing Judicial Education, shall be used to pay for continuing education courses for judges and court personnel. If it is determined by the Administrative Director of the Supreme Court that additional appropriations are necessary, the amounts are hereby appropriated.



Note: Appropriation ≠ Cash. Appropriation and the amount of cash available are not interchangeable. If there is not sufficient cash to cover the appropriation, then the appropriation cannot be used. Also, there may be more cash available than appropriation available. If there is \$1 million in appropriation and \$5 million in cash, then only \$1 million may be spent. Cash availability and projected revenue are considered when developing recommendations.

Earmarks

An earmark sets aside a portion of an appropriation for a specific purpose. When drafting language, agencies should consider the amount to expend on the stated purpose: *a flat amount*, *a minimum amount*, or *a maximum amount*. Agencies must ensure that the total amount earmarked does not exceed the amount appropriated in the line item.

EXAMPLE: Earmark

OPERATING EXPENSES

Of the foregoing appropriation item 370321, Operating Expenses, up to \$50,000 shall be used in each fiscal year for technology upgrades and improvements.

Deadlines

Many times, provisions included in the budget bills set required deadlines for agency action. When drafting language, agencies should be mindful of necessary deadlines and should consider whether deadline dates for items such as reports, transfers, or required actions have been reasonably established. Agencies also should consider the consequences if the deadlines are not met.

Transfers

A transfer results in a decrease in the fund balance of the “sending” fund and a corresponding increase in the fund balance of the “receiving” fund. **Cash transfers are not expenditures and do not impact appropriations, while Intrastate Transfer Vouchers (ISTV) are expenditures and do impact appropriations** (more detail about ISTVs below).

There are three basic requirements for transfers:

1. Language establishes authority for the transaction,
2. The OBM Director makes all transfers of money between state funds, though the head of another state agency may initiate the request for transfer, **and**
3. The State Treasurer makes all transfers between custodial funds or between a custodial fund and a state fund.

Agencies should consider the following when drafting transfer language:

- **Identify who will make the transfer,**
 - i.e., the OBM Director or the State Treasurer
- **Specify a date, time frame, or deadline** for making the transfer,
 - e.g., “Within thirty days of the effective date of this act, or as soon as possible thereafter”
- **Specify the fund name and number of both the sending and receiving funds,**



- Many funds have similar names; make certain to use the correct fund names
- **State that “cash” is being transferred, *and***
- **Identify the “trigger”** that will begin the transfer process
 - i.e., A request from the agency’s director

Transfers typically fall into one of the following categories:

- Transfer of cash with or without also transferring or increasing appropriations,
- Transfer by means of an intrastate transfer voucher,
- Transfer to consolidate or abolish funds (which may be related to the termination or consolidation of a state agency or program within a state agency), or
- Transfer from a custodial fund to a state fund.

Note: Please see additional guidance below for language proposing a transfer to consolidate or abolish funds. Please also contact your OBM Budget Analyst for assistance with consolidation language.

EXAMPLE: Basic Cash Transfer

Upon request of the State Lottery Commission, the Director of Budget and Management may transfer cash from the State Lottery Fund (Fund 7044) to the Deferred Prizes Trust Fund (Fund 8710) in an amount sufficient to fund deferred prizes.

Note: Cash transfers increase the cash balance of a fund, but do not increase appropriation, unless accompanying language authorizes an appropriation increase.

Intrastate Transfer Voucher (ISTV)

Cash may be transferred using an intrastate transfer voucher (ISTV). R.C. 131.34 limits the use of an ISTV to payment for goods, services, a service subscription, or when agencies are authorized or required by law to transfer via ISTV. Often times language included in a budget bill will provide the authority or requirement for an agency to make a payment through ISTV.

ISTV transactions are initiated by agencies, but the State Accounting division of OBM reviews, approves, and processes these transactions in OAKS. ISTVs post as disbursements against the appropriations of the paying agencies and as revenue in the receiving agencies’ funds. ISTVs do not transfer appropriation.

EXAMPLE: ISTV Transfer

Of the foregoing appropriation item, 322508, Employment First Initiative, the Director of Developmental Disabilities shall transfer, in each fiscal year, to the Opportunities for Ohioans with Disabilities Agency an amount agreed upon by the Director of Developmental Disabilities and the Executive Director of the Opportunities for Ohioans with Disabilities Agency. The transfer shall be made via an intrastate transfer voucher.

Receipt of New Revenue

When an agency receives a new stream of revenue, the revenue must be deposited into the state treasury to the credit of a fund. If a specific fund is not identified for deposit of the revenue, then pursuant to R.C. 113.09, it must be deposited in the General Revenue Fund. However, if



this new revenue is required to support specific agency activities, then it may be appropriate to deposit the revenue into a separate fund.

A new revenue stream also may be shared by two or more agencies. In this case, consider how each agency's spending will be tracked.

Fund Creation

A fund may be created in one of three ways:

1. In the **Revised Code**,
 - a. Create a fund in permanent law if it is intended to exist for more than two years.
2. By **Controlling Board action**, or
 - a. The Controlling Board may create a fund pursuant to R.C. 131.35 in order to receive unanticipated revenues.
 - b. Agencies should request adding a Controlling Board-created fund to the Revised Code in the next budget bill.
3. In **temporary law** of the budget bill.
 - a. A fund that's purpose is temporary in nature should be created in temporary instead of permanent law.

Fund creation language **must include all** of the following:

- Identification of whether the fund is in the **State Treasury or Custodial**
 - Nearly all state funds should be in the state treasury.
 - Custodial funds are outside the state treasury and can only be created in the Revised Code.
- Identification of the Fund **Revenue Source(s)**
 - The source of receipts to be deposited in and credited to the fund.
- **Authorized Use of Money**
 - The authorized uses of cash in the fund.

Note: Creation language for custodial funds must include the following, "The fund shall be in the custody of the treasurer of state, but shall not be part of the state treasury."

EXAMPLE: Fund creation in the Revised Code

R.C. 4921.xx There is hereby created in the state treasury the federal commercial vehicle transportation systems fund. The fund shall consist of money received from the United States department of transportation's commercial vehicle intelligent transportation systems infrastructure deployment program. The public utilities commission shall use the fund to deploy the Ohio commercial vehicle information systems networks project and to improve safety of motor carrier operations through electronic exchange of data.

EXAMPLE: Fund Creation in Temporary Law

Note: Be sure to underline new temporary language in the submission. Note that temporary language does not appear underlined in the bill; rather, this drafting technique is for purposes of clarity during review.



SECTION 207.xxx. INFORMATION TECHNOLOGY DEVELOPMENT

The foregoing appropriation item 100661, IT Development, shall be used by the Department of Administrative Services to pay the costs of modernizing the state's information technology management and investment practices away from a limited, agency-specific focus in favor of a statewide methodology supporting development of enterprise solutions.

The Department of Administrative Services, with the approval of the Director of Budget and Management, may charge state agencies an information technology development assessment based on state agencies' information technology expenditures or other methodology. The revenue from this assessment shall be deposited in the Information Technology Development Fund (Fund 5LJO), which is hereby created.

Abolishment and Consolidation of Funds

A fund may be consolidated with another fund or abolished. An obsolete fund should be abolished when it is no longer needed or when it is superseded. Funds are generally abolished in temporary law in conjunction with the repeal or amendment of any permanent law fund creation language and removal of references to the abolished fund. Agencies should identify any permanent law provisions referencing the fund and draft a language item repealing this language and where necessary redirecting any revenue credited to the fund. Instead of drafting fund abolishment temporary language, OBM is requesting agencies create a second temporary item consisting of the following information for each fund your agency wishes to close:

- Fund Name
- Fund Number
- Creation Authority (Controlling Board Number, permanent law, or bill number if created in temporary law)
- If there is a balance, where should it be transferred?
- If encumbrances need to be reestablished, which fund and line item should they be reestablished against?
- When should this fund be abolished?
 - This will most likely be 90 days, or a specific date beyond 90 days.
- Additional information.
 - Cross references, special circumstances, etc.

Note: The short title should be “AGY Funds to Abolish” and the Summary should state, “Closes the following funds: Example A Fund (xxxx), Example B Fund (yyyy), etc.”

Board Compensation

The budget bill also may include provisions concerning the compensation of members of a board, commission, or other entity. If members of a board, commission, or other entity will be paid or reimbursed for their expenses, agencies should indicate the source from which such expenses are to be paid and the rate of reimbursement.

The OBM travel statute, ORC 126.31(B), provides that, notwithstanding any other statute to the contrary, the payment of travel expenses for any board or commission member, state employee, state officer, or consultant to a state agency, *whose compensation is paid in whole or in part from state funds, shall be paid at rates set by rule of the OBM Director.* The OBM travel rule



setting the rates and terms for reimbursement can be found at OAC 126-1-02. Given this provision, agencies should avoid stating in law that such compensated persons will be reimbursed for their actual and necessary travel expenses as this provision already permits such persons to be reimbursed for travel in accordance with the OBM travel rule.

For more information on the OBM travel rule, visit:
<http://www.ohiosharedservices.ohio.gov/TravelExpense/>

Travel and other expenses of *uncompensated* state board or commission members or volunteers may not be governed by ORC 126.31 and the OBM travel rule, depending on the enabling statute. If expenses are to be reimbursed, the enabling statute creating an uncompensated board or commission must authorize such reimbursement, and should specify the rate of reimbursement for travel and other expenses and the source of payment. Agencies should indicate: whether the board or commission is responsible for the expenses of all members; whether an agency that staffs or supports the entity will pay the expenses; whether an entity is comprised of various state officials; and whether each member's own agency will pick up its member's expenses.



Appendix C: Budget Language Summary Examples

1. Provides Commission authority to promulgate rules regarding the regulation of skill based amusement machines. Additionally, gives Franklin County Court of Common Pleas jurisdiction over actions taken by the Commission affecting licensees.
2. Modifies the definition of an Institutional Investor as prescribed by the Uniform Securities Act to 1) clarify who is an institutional investor and 2) define the types of entities that a Dealer can sell to as an SEC registrant. Also provides a registration exemption for a Dealer engaged in selling securities to any institutional investor so that the Dealer only has to register with the SEC rather than requiring registration with both the SEC and the state. This will align Ohio with the majority of other states.
3. Extends renewal requirements for Real Estate Broker and Salesperson Licenses for active duty Military members and spouses of active duty Military members. The renewal extension for military members will be equal to the length of active duty and for spouses of military members will be the renewal date following the discharge of the active duty member if the licensee was absent from the state.
4. Maintains the E-Check program contract extension (which expires June 30, 2015) through June 30, 2017, allowing for the continued operation of the program if it is determined necessary to comply with the Clean Air Act. Authorizes DAS to solicit vendors through a competitive bidding process and enter into a contract with a vendor for operation through June 30, 2019. Extends the contract which expires June 30, 2019 for continued operation through June 30, 2021 if necessary for Ohio to comply with the Clean Air Act.

*Office of Budget and Management
July 2016*