

F.A.Q. and Common Issues

Reports

- AR10 report not up to date as of 8/12

AR10 Form

Narrative program codes:

1. **Must have a narrative program code!!!** You cannot create one using zero (0) in the field.
2. **Do not reuse old program codes** -- it will create multiple errors in the system.
3. Please contact SBO for a new code at state.budget.office@wv.gov

Performance measures tab:

- There are fields to put in a funding string (org, fund, appropriation). While you may have multiple strings tied to a performance measure, please only use one fund/appropriation per performance measure. These fields will be deleted next year.
- Some programs may not have performance measures immediately available; since this is the first year, that is acceptable. However, every program should have an identifiable service or output and objectives for achieving that service.
- **How to develop Performance Measures:**
 - First in your AR1 form, define the agency's mission then determine the goals and objectives used to accomplish that mission.
 - For the AR10, the objectives of your programs should relate back to the department level goals. Consider the expected performance results of those objectives. Develop your performance measures around those anticipated results.
- **Summary Budget Objects:**
 - Three objects are output, efficiency, and effectiveness. These are categories used to define results of your performance measures.
 - You do not have to use all three summary budget objects.
 - You may have several measures that fall under one object and that is fine.
 - *Efficiency* is the relationship between work performed and the resources required to perform them. *Effectiveness* is the degree to which performance objectives are achieved or a reflection of the quality of performance.

AR1 Form

There is some uncertainty about what to include and where in the AR1 form, especially where to include goals and objectives.

1. Major, high-level goals and objectives go in your department description tab.
2. Any potential goals for FY 2022 should be discussed in the current level impact statement tab.
3. Long-term goals, potential or otherwise, may be discussed in the future financial issues tab.