

RECOMMENDATION SUMMARY VIEW

What is the recommendation summary?

The recommendation summary (RecSum) briefly identifies the incremental expenditure portion of the budget request. This is a step table format that summarizes the incremental expenditure change information. It begins with legislative spending authority in the current biennium and lists the incremental changes in the carry-forward (CFL), maintenance (ML) and policy levels (PL) to arrive at the agency's 2025-27 request. Each budget line on the RecSum represents a single budget policy decision in the form of a decision package (DP).

Conceptual description of the RecSum

Budget Level	Appropriate Items
Current biennium	Legislatively authorized appropriation level and nonappropriated expenditure level
CFL changes	<ul style="list-style-type: none"> • Biennialization of legislatively directed workload and program changes • Shifting of any continuing unanticipated federal and private/local expenditures to anticipated appropriation type • Negative adjustments for nonrecurring costs
ML changes	<ul style="list-style-type: none"> • Mandatory caseload, workload, and enrollment changes only. Typically tied to official forecasts, rate changes, such as lease, fuel, and postage • Central service agency charges and other rate adjustments • Specific compensation adjustments: OASI, merit increments (only for agencies with fewer than 100 FTEs) and retirement buyout costs • Inflation • Changes to nonappropriated accounts beyond current allotted levels • Other mandatory cost increases outside agency control • Replacement of existing, but worn-out equipment • Operating costs of just-completed capital projects • Transfers between programs or agencies, or between years for dedicated accounts • Unanticipated receipts not included in CFL • Federal, private/local, and dedicated fund adjustments <p>Note: See Chapter 5 for further details on ML.</p>
PL changes	<p>Prioritized:</p> <ul style="list-style-type: none"> • Discretionary workload in current programs • New programs or services • Reductions or eliminations of programs or services • Reallocation of existing resources • Significant changes in fund sources
Total budget request	Sum of above items

RecSum submittal requirements

The RecSum report has a required format. It displays the requested DPs by:

- Average annual FTEs
- General Fund–State
- Other funds
- Total funds

The RecSum report displays the current biennium and CFL total followed by each change item in ML and PL listed as a separate line item with its own DP code and descriptive title. The RecSum step table is followed by the individual DP descriptive text.

The Agency Budget System (ABS) will generate the RecSum. The agency can generate the RecSum directly from ABS once you have entered all required DP information.

Most agencies submit the RecSum at the agency level. Agencies must submit a RecSum at the agency level unless they are required to submit budgets at a lower level. Agencies listed in [Chapter 1](#) must submit a RecSum at the program (or category) level.

Use approved codes to designate change items. With few exceptions (see following note), agencies are free to use any combination of two-digit DP codes (e.g., alpha/alpha, alpha/numeric, numeric/numeric and numeric/alpha).

Note: OFM designates codes that must be used for certain types of ML and PL changes (see [Chapter 5](#)). DP codes containing the letters O or I are restricted to prevent confusion with zero and one.