

The Management and Budget Act

Public Act 431 of 1984 As Amended

— Through Act 187 of the 2003 Regular Session of the Michigan Legislature —

HOUSE
FISCAL
AGENCY

Mitchell E. Bean, Director
May 2004



HOUSE FISCAL AGENCY GOVERNING COMMITTEE

Representatives:

Marc Shulman, Chair

Rick Johnson

Randy Richardville

Gretchen Whitmer, Vice Chair

Dianne Byrum

Mary Waters

MICHIGAN HOUSE OF REPRESENTATIVES APPROPRIATIONS COMMITTEE

Representatives:

Marc Shulman, Chair

Judy Emmons, Vice Chair

Daniel Acciavatti

Francis Amos

Jack Brandenburg

Bruce Caswell

Sandra Caul

David Farhat

Jacob Hoogendyk

Jerry Kooiman

John Moolenaar

Mickey Mortimer

Gary Newell

John Pastor

Mike Pumford

Scott Shackleton

Rick Shaffer

Glenn Steil, Jr.

John Stewart

Shelley Taub

Howard Walker

Gretchen Whitmer, Minority Vice Chair

Richard Brown

Marsha Cheeks

Tupac Hunter

Chris Kolb

William J. O'Neil

Clarence Phillips

James Plakas

Triette Reeves

Michael Sak

Carl M. Williams

Paula Zelenko

STATE OF MICHIGAN
HOUSE OF REPRESENTATIVES



HOUSE FISCAL AGENCY

MITCHELL E. BEAN, DIRECTOR

P.O. BOX 30014
LANSING, MICHIGAN 48909-7514
PHONE: (517) 373-8080 FAX: (517) 373-5874
www.house.mi.gov/hfa

GOVERNING COMMITTEE

| | |
|---------------------|----------------------|
| MARC SHULMAN, CHAIR | GRETCHEN WHITMER, VC |
| RICK JOHNSON | DIANNE BYRUM |
| RANDY RICHARDVILLE | MARY WATERS |

May 2004

The Management and Budget Act defines the powers and duties of the Michigan Department of Management and Budget and provides guidelines for the operation of the Michigan state government. Areas covered by the Act include the following:

- Powers, duties, and laws relative to budgeting, accounting, and appropriations;
- Bids, purchases, and contracts for materials and supplies;
- Departmental internal auditing, administrative control, and reporting;
- The capital outlay process;
- The Consensus Revenue Estimating Conference; and
- Revenue, expenditures, and state spending to local governments.

Comprehensive indexes of Key Words, Definitions, and Reports are included in this publication to facilitate location of desired and/or significant sections of the Act.

This version of the Management and Budget act was compiled by the Legislative Service Bureau from the text of the Michigan Compiled Laws, supplemented through Act 187 of the 2003 Regular Session of the Michigan Legislature. Materials in boldface type are not part of the statutes as enacted by the Legislature.

This publication was indexed by Jeanne Dee, Administrative Assistant, House Fiscal Agency.

CONTENTS

ARTICLE 1

Sections

| | |
|-------------------------------|---|
| 101, 111 | 1 |
| 112, 113, 114..... | 2 |
| 115 | 3 |
| 121, 122, 123, 124, 131 | 4 |
| 141, 145 | 5 |

ARTICLE 2

Sections

| | |
|-------------------------------|----|
| 201, 203 | 7 |
| 204, 205 | 8 |
| 206, 206a..... | 9 |
| 207, 208–211, 213 | 10 |
| 215 | 11 |
| 217, 219 | 12 |
| 221 | 13 |
| 222, 223, 224, 225, 227 | 14 |
| 237, 237a..... | 15 |
| 237b, 238, 239, 240 | 16 |
| 241, 241a, 241b | 17 |
| 242, 243 | 18 |
| 244, 245 | 19 |
| 246, 247, 248..... | 20 |
| 249..... | 21 |
| 250, 251, 252, 253 | 22 |
| 254, 261 | 23 |
| 261a | 24 |
| 261b | 25 |
| 262, 263, 264..... | 26 |
| 265, 267, 268..... | 27 |
| 269, 271 | 29 |
| 273, 275, 277..... | 30 |
| 279, 281 | 31 |
| 281a | 32 |
| 282, 283, 284..... | 33 |
| 285, 287 | 34 |
| 288, 289, 292..... | 36 |
| 293, 294, 295..... | 37 |
| 296, 297 | 38 |
| 298, 298a..... | 39 |
| 298b | 40 |
| 298c, 298d | 41 |
| 298e | 42 |

ARTICLE 3

Sections

| | |
|--------------------------|----|
| 301, 302, 303..... | 43 |
| 304, 305, 321..... | 44 |
| 323, 331, 332, 333 | 45 |
| 341, 342, 343, 344 | 46 |
| 345, 347, 348, 349 | 47 |

| | |
|-------------------------------------|----|
| 350, 350a | 48 |
| 350b, 350c | 49 |
| 350d, 350e | 50 |
| 351, 352, 353 | 51 |
| 353a, 353b, 353c..... | 52 |
| 353d, 353e | 54 |
| 353f, 354 | 55 |
| 354a, 355, 356 | 56 |
| 357, 358..... | 57 |
| 359, 361, 362, 362a, 363, 366 | 58 |
| 367, 367a, 367b..... | 59 |
| 367c..... | 60 |
| 367d, 367e, 367f, 367g | 61 |
| 368, 369, 371 | 62 |
| 372, 381, 382, 384 | 63 |
| 386 | 64 |
| 388, 389..... | 65 |
| 391, 392..... | 66 |
| 393 | 67 |
| 395, 396..... | 68 |
| 397 | 69 |

ARTICLE 4

Sections

| | |
|------------------------------|----|
| 401, 402, 403 | 72 |
| 404, 411, 421 | 73 |
| 421a..... | 74 |
| 422, 423, 424, 426, 430..... | 75 |
| 431, 432, 434, 435 | 76 |
| 437, 441, 442..... | 77 |
| 443, 444, 451, 451a..... | 78 |
| 452, 453..... | 79 |
| 454, 455..... | 80 |
| 456, 458, 459, 460 | 81 |
| 461, 462..... | 82 |
| 463, 483, 484, 485 | 83 |
| 486 | 84 |
| 487 | 85 |
| 488, 489, 491, 492 | 86 |
| 493, 494, 495, 496, 497..... | 87 |
| 498, 499..... | 88 |

ARTICLE 5

Sections

| | |
|---------------------|----|
| 501, 551, 591 | 89 |
| 592, 594..... | 91 |

INDEXES

| |
|-------------------|
| Key Word Index |
| Definitions Index |
| Reports Index |

THE MANAGEMENT AND BUDGET ACT
Act 431 of 1984

AN ACT to prescribe the powers and duties of the department of management and budget; to define the authority and functions of its director and its organizational entities; to authorize the department to issue directives; to provide for the capital outlay program; to provide for the leasing, planning, constructing, maintaining, altering, renovating, demolishing, conveying of lands and facilities; to provide for centralized administrative services such as purchasing, payroll, record retention, data processing, and publishing and for access to certain services; to provide for a system of internal accounting and administrative control for certain principal departments; to provide for an internal auditor in certain principal departments; to provide for certain powers and duties of certain state officers and agencies; to codify, revise, consolidate, classify, and add to the powers, duties, and laws relative to budgeting, accounting, and the regulating of appropriations; to provide for the implementation of certain constitutional provisions; to create funds and accounts; to make appropriations; to prescribe remedies and penalties; to rescind certain executive reorganization orders; to prescribe penalties; and to repeal certain acts and parts of acts.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1986, Act 272, Imd. Eff. Dec. 19, 1986;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1994, Act 301, Imd. Eff. July 14, 1994.

The People of the State of Michigan enact:

ARTICLE 1

18.1101 Short title.

Sec. 101. This act shall be known and may be cited as “the management and budget act”.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1111 Meanings of words and phrases.

Sec. 111. For purposes of this act, the words and phrases defined in sections 112 to 115 have the meanings ascribed to them in those sections. These definitions, unless the context requires otherwise, apply to use of the defined terms in this act. Other definitions applicable to specific articles or sections of this act are found in those articles or sections.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1112 Definitions: A, B.

Sec. 112. (1) "Appropriation" means the legislative authorization for expenditure or obligation of money from a state operating fund.

(2) "Appropriations committees" means the appropriations committee of the senate and the appropriations committee of the house of representatives.

(3) "Board" means the state administrative board.

(4) "Budget act" means an act containing appropriations which form a portion of the state's annual budget.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1113 Definitions; C to E.

Sec. 113. (1) "Capital outlay" means a project or facility financed either in whole or in part with state funds, including lease purchase agreements, to demolish, construct, renovate, or equip a building or facility for which total project costs exceed \$1,000,000.00. These projects may be on state owned property, property owned by an institution of higher education, property owned by community colleges, or property under the control of the state building authority.

(2) "Community college" means a community college or a junior college.

(3) "Department" means the department of management and budget.

(4) "Directives" means intergovernmental, interagency, or interdepartment administrative or procedural guidelines or instructions which do not affect the rights of, or procedures and practices available to, the public.

(5) "Director" means the director of the department of management and budget.

(6) "Energy conservation measure" means improvement of a building structurally or the installation of equipment or materials in a building for the purpose of reducing energy consumption or cost, increasing energy efficiency, or allowing the use of a renewable resource for fuel.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1987, Act 122, Eff. July 23, 1987;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1114 Definitions; F.

Sec. 114. (1) "Facility" means a building or structure along with the building's or structure's grounds, approaches, services, and appurtenances owned by, or leased through a building authority by, the state such as office buildings, research buildings, academic buildings, laboratories, hospitals, prisons, recreational structures, garages, warehouses, physical plant buildings, energy or power plants, and any other building or project included by the director if the director considers the building or project to be in the public interest. Facility does not include any of the following:

(a) A building or structure for an institution of higher education except as mutually agreed upon by the director and the governing board of the state institution of higher education.

(b) A road, bridge, or railroad under the jurisdiction of the state transportation department.

(c) An existing building or structure which is mutually agreed to be excluded from the definition of facility by the department and the state agency having jurisdiction over the building or structure.

(d) The capitol building and grounds. As used in this subdivision, "grounds" means the property upon which the state capitol building is situated, bordered on the north by Ottawa street; on the east by Capitol avenue; on the south by Allegan street; and on the west by Walnut street.

(e) A building or structure owned by, or under the jurisdiction of, the legislature.

(2) "Fiscal agencies" means the senate fiscal agency and the house fiscal agency.

(3) "FTE" means full-time equated position in the classified service of this state.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1987, Act 122, Eff. July 23, 1987;—Am. 1988, Act 306, Eff. Sept. 1, 1988;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1990, Act 332, Imd. Eff. Dec. 21, 1990;—Am. 2001, Act 61, Eff. Oct. 1, 2001.

18.1115 Definitions; I to U.

Sec. 115. (1) "Institution of higher education" means a state supported 4-year college or university.

(2) "JCOS" means the joint capital outlay subcommittee of the appropriations committees.

(3) Except as used in sections 284 to 292, "record" means a public record as defined in section 2 of the freedom of information act, 1976 PA 442, MCL 15.232.

(4) "State agency" means a department, board, commission, office, agency, authority, or other unit of state government. State agency does not include an institution of higher education or a community college or, for purposes of article 2 or 3, the legislative branch of government. For purposes of article 2 or 3, except for those sections pertaining to the authorization, planning, construction, and funding of a capital outlay project, including construction of a facility to house offices or functions necessary for operation of the judicial branch of government, state agency does not include the judicial branch of government.

(5) "Unit of local government" means a political subdivision of this state, including school districts, community college districts, intermediate school districts, cities, villages, townships, counties, and authorities, if the political subdivision has as its primary purpose the providing of local governmental service for citizens in a geographically limited area of the state and has the power to act primarily on behalf of that area.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1121 Department of management and budget; creation.

Sec. 121. The department of management and budget is hereby created.

History: 1984, Act 431, Eff. Mar. 29, 1985.

Compiler's note: For transfer of statutory authority, powers, duties, functions, and responsibilities of certain units, teams, divisions, and offices within the department of management and budget to the department of information technology by type III transfer, see E.R.O. No. 2001-1, compiled at § 18.41 of the Michigan Compiled Laws.

For transfer of powers and duties of office of regulatory reform from the executive office of the governor to the department of management and budget, see E.R.O. No. 2002-7, compiled at § 10.153 of the Michigan Compiled Laws.

18.1122 Director as head of department.

Sec. 122. The head of the department of management and budget is the director of the department of management and budget.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1123 Director; appointment; term.

Sec. 123. The director of the department of management and budget shall be appointed by the governor by and with the advice and consent of the senate. The director shall serve at the pleasure of the governor.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1124 Director; powers and duties generally.

Sec. 124. The director may organize the department into organizational entities and may merge or transfer functions between organizational entities to promote efficiency and economy. The director shall exercise direction and supervision over the organization entities in the performance of the respective functions. The director may appoint deputies and other officers and employees as permitted by law to effectively accomplish the duties and responsibilities of the department. The director may designate a deputy or other employee to act on behalf of the director.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1131 Administrative and procedural directives; rules.

Sec. 131. (1) The director may issue, alter, or rescind administrative and procedural directives as determined to be necessary for the effective administration of this act. The directives are exempt from the definition of a rule pursuant to section 7 of the administrative procedures act of 1969, 1969 PA 306, MCL 24.207. The directives shall be placed in the appropriate manual and distributed to each principal department, autonomous entity within state government, the senate and house appropriations committees, and the fiscal agencies. The directives shall take effect upon written

approval of the director unless a later date is specified. Before a directive may become effective, the department shall give the affected principal departments reasonable time, as determined by the department of management and budget, to respond.

(2) The department may promulgate rules as necessary to implement this act. The rules shall be promulgated pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.
Administrative rules: R 18.201 et seq.; R 18.401 et seq.; and R 18.501 et seq. of the Michigan Administrative Code.

18.1141 Duties of department.

Sec. 141. The department shall do all of the following:

- (a) Survey and examine the administrative organization and operations of state agencies to secure greater administrative and program efficiency and economy, to minimize the duplication of activities among state agencies and between state agencies and businesses, and to effect a better organization and consolidation of functions among state agencies. The findings of the surveys shall be incorporated and separately identified in the executive budget that is transmitted to the legislature. Through the executive budget process, the director may require state agencies to assist the department in making its surveys.
- (b) Provide for expert and uniform conduct in state operations applicable to all state agencies.
- (c) Provide centralized management of auxiliary services when advantageous to state government, after consultation with any affected state agency.
- (d) Establish a comprehensive system of internal controls in the management of the state's financial affairs and record the transactions both in accordance with generally accepted accounting principles and as required by law.
- (e) Plan, prepare, and execute a comprehensive state budget pursuant to the state constitution of 1963.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1145 Type I transfers to department.

Sec. 145. (1) As used in this section, "type I transfer" means a type I transfer as defined in section 3 of Act No. 380 of the Public Acts of 1965, being section 16.103 of the Michigan Compiled Laws.

(2) The state building authority created under Act No. 183 of the Public Acts of 1964, being sections 830.411 to 830.425 of the Michigan Compiled Laws, is transferred by a type I transfer to the department.

- (3) The following boards and agencies are transferred by a type I transfer to the department:
- (a) The judges' retirement system retirement board created under section 3 of Act No. 198 of the Public Acts of 1951, being section 38.803 of the Michigan Compiled Laws.
 - (b) The municipal employees' retirement system retirement board created under section 3 of Act No. 135 of the Public Acts of 1945, being section 38.603 of the Michigan Compiled Laws.
 - (c) The probate judges' retirement system retirement board created under section 3 of Act No. 165 of the Public Acts of 1954, being section 38.903 of the Michigan Compiled Laws.
 - (d) The Michigan public school employees' retirement board created under section 22 of chapter 1 of Act No. 300 of the Public Acts of 1980, being section 38.1322 of the Michigan Compiled Laws.
 - (e) The state employees' retirement system retirement board created under section 3 of Act No. 240 of the Public Acts of 1943, being section 38.3 of the Michigan Compiled Laws.
 - (f) The state police pension board of review created under section 5 of Act No. 251 of the Public Acts of 1935, being section 28.105 of the Michigan Compiled Laws.
 - (g) The Michigan veterans' trust fund board of trustees created under section 3 of Act No. 9 of the Public Acts of the First Extra Session of 1946, being section 35.603 of the Michigan Compiled Laws.
- (4) The state administrative board created under Act No. 2 of the Public Acts of 1921, being sections 17.1 to 17.3 of the Michigan Compiled Laws, is transferred as an organizational entity, together with all of its records, staff, property, and funds, to the department. The provisions of any other act notwithstanding, the membership of the state administrative board shall be the governor, who shall serve as chairperson, lieutenant governor, secretary of state, attorney general, superintendent of public instruction, and state treasurer. The provisions of any other act notwithstanding, the action of the board shall become final within 2 calendar days unless the governor, in writing, disapproves such action.
- (5) All powers, duties, and functions of the secretary of state under Act No. 44 of the Public Acts of 1899, being sections 24.1 to 24.37 of the Michigan Compiled Laws, are transferred to the department.

History: 1984, Act 431, Eff. Mar. 29, 1985.

ARTICLE 2

18.1201 Equipment, furniture, and furnishings.

Sec. 201. The department may issue directives for each state agency to provide for all the following for equipment, furniture, and furnishings in its possession:

- (a) Custody and maintenance.
- (b) Periodic inventories.
- (c) Maintenance and retention of records of the equipment, furniture, and furnishings relative to ownership, cost, operation, maintenance, and warranties.
- (d) Destruction of, or the declaration as surplus of, equipment, furniture, and furnishings, after consultation with any affected state agency.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1203 State automated information processing installations and telecommunications projects and services.

Sec. 203. (1) The department shall issue directives, after consultation with any affected state agency, relative to state automated information processing installations and telecommunications projects and services including the planning, establishment, consolidation, or outsourcing of state information processing installations and telecommunications projects and services to assure the design, implementation, and maintenance of effective and efficient support systems for state agencies.

(2) Within 120 days after the end of each fiscal year, the department shall report to the appropriations committees and the fiscal agencies for the immediately past completed fiscal year. The report shall include all of the following:

- (a) A departmental summary of expenditures and source of funding for all information technology projects undertaken by a principal department.
- (b) Expenditures on information technology hardware, information technology software, information technology consulting services entered into with the private sector, and expenditures related to state employees whose primary work assignment involves information technology support.
- (c) A distinction between information technology expenditures made directly by state departments and those expenditures made through contracts with the private sector.

(3) An expenditure shall not be made for automated information processing unless the expenditure is pursuant to an automated information processing plan that is approved by the department.

(4) The department shall develop and maintain a statewide plan for the effective and efficient utilization of information processing and telecommunication projects and services.

(5) The department may arrange for and effect a unified and integrated statewide information processing and telecommunication system and provide for the administration of the system.

(6) A state agency shall not purchase or operate a telecommunications facility or system or an automated data processing system or installation unless the facility, system, or installation is approved by the department.

(7) Each state agency shall report to the department and to the appropriate appropriations committees and fiscal agencies on each informational system sold or marketed by the state agency or a contractor hired by the state agency. The report shall include all costs of development of the system, the income derived from the marketing or sale, and the disposition of the income.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: For transfer of statutory authority, powers, duties, functions, and responsibilities of certain units, teams, divisions, and offices within the department of management and budget to the department of information technology by type III transfer, see E.R.O. No. 2001-1, compiled at § 18.41 of the Michigan Compiled Laws.

18.1204 Standardized risk management policies, practices, and procedures; development and implementation; review, approval, and administration of risk management related programs; insurance or related services; self-insurance options.

Sec. 204. (1) The department shall develop and implement standardized risk management policies, practices, and procedures for all state agencies.

(2) The department shall review and approve all risk management related programs of state agencies, including, but not limited to, worker's compensation, disability management, insurance, safety, loss control, claims handling, exposure analysis, accident investigation, and risk management information systems.

(3) After consultation with affected state agencies, the department may administer selected risk management related programs as described in subsection (2).

(4) The department shall review and approve all proposals for the acquisition of insurance or risk management related program services for state agencies and utilize self-insurance options if cost effective.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1205 Additional definitions.

Sec. 205. (1) As used in this section:

(a) "Form" means an application, questionnaire, permit, order, schedule, record, report, or document in regular and continuing use that is used to obtain information, response, compliance, or application that is required from the public or private sector by this state.

(b) "Forms management program" means a total system intended to improve the efficiency of state government through forms including, but not limited to, survey, analysis, design, specification, printing, buying, inventory storage, use, and distribution of forms.

(2) The department shall issue directives for the implementation and maintenance of a forms management program within each state agency. The department shall coordinate the development of forms at state agencies in order to facilitate the standardization of forms, recommend the elimination of redundant forms, and provide a central source of information regarding forms usage in state government.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1206 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to forms management program.

18.1206a Designation of racial or ethnic classification in writing developed by state agency; transmission of information to federal agency; "writing" defined.

Sec. 206a. (1) A state agency shall do both of the following if that state agency lists racial or ethnic classifications in a writing developed or printed 90 or more days after the effective date of this section, and if that state agency requests that an individual select a classification to designate his or her race or ethnicity:

(a) Include in the writing the term "multiracial" as a classification, and a definition of that term that substantially provides that "multiracial" means having parents of different races.

(b) Exclude from the writing the term "other" as a classification.

(2) If a federal agency requires a state agency to transmit information obtained from an individual pursuant to a writing described in subsection (1), but rejects the classification "multiracial", the state agency shall redesignate the individuals identified as multiracial by allocating those individuals to racial or ethnic classifications approved by the federal agency in the same ratio that those classifications occur within the general population of the group from which the information was solicited.

(3) As used in this section, "writing" means that term as defined in section 2 of the freedom of information act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.

History: Add. 1995, Act 89, Imd. Eff. June 20, 1995.

18.1207 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to designation of racial or ethnic classification in writing developed by state agency.

18.1208 - 18.1211 Repealed. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

Compiler's note: The repealed sections pertained to public forms.

18.1213 Directives relative to motor vehicles; motor vehicle repair centers and motor pools; creation of motor transport revolving fund; disposition of revenue; assets and liabilities.

Sec. 213. (1) As used in this section:

- (a) "Fund" means the motor transport revolving fund created in subsection (4).
- (b) "Motor vehicle" means a passenger vehicle, van, minibus, bus, truck, tractor, or other motorized vehicle.

(2) The department may issue directives relative to all the following for motor vehicles except for those motor vehicles under the jurisdiction of the state transportation department:

- (a) The purchasing, leasing, maintaining, operating, replacing, and disposing of motor vehicles for all state agencies.
- (b) The using of state owned motor vehicles for official business.
- (c) The establishing of conditions for use of privately owned motor vehicles on official business.
- (d) The acquiring of vehicle registration plates.
- (e) The maintaining of motor vehicle titles and insurance inventories.
- (f) The assigning of motor vehicles, permanently or temporarily, to state agencies and to institutions of higher education.
- (g) The establishing of rates to be charged for use of a motor vehicle. The rates shall be reviewed periodically and shall be sufficient to cover the costs of administration and of the acquisition, operation, maintenance, repair, and replacement of motor vehicles.
- (h) The displaying of distinctive vehicle registration plates and other external markings on the motor vehicles. The plates and markings shall clearly identify state ownership unless the motor vehicle is used by an elected official, or for an investigative use, or anonymity is essential to properly perform a necessary function of state government as determined by the director.

(3) The department shall establish motor vehicle repair centers and motor pools.

(4) The motor transport revolving fund is hereby created. The revenue received from rates charged pursuant to subsection (2)(g) and revenue which is received from any other source and designated to be credited to the motor transport revolving fund shall be credited to the motor transport revolving fund. The amounts in the fund are continuously appropriated only for administration and the acquisition, lease, operation, maintenance, repair, and replacement of state owned motor vehicles and related capital outlay and equipment.

(5) Assets and liabilities of the motor transport revolving fund shall be considered assets and liabilities of the motor transport revolving fund created by this section.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1215 Motor vehicle and person to whom motor vehicle assigned; restrictions.

Sec. 215. (1) As used in this section, "motor vehicle" means a motor vehicle which is defined in section 213(1) and is owned by any of the following:

- (a) The state transportation department.
- (b) The department of natural resources.

(2) A motor vehicle and the person to whom a motor vehicle is assigned is subject to the following restrictions:

(a) An unclassified employee who is a director of a principal department or of a state agency, as determined by the director of the department of management and budget, may be assigned a motor vehicle. A person who is assigned a motor vehicle pursuant to this subdivision may utilize the motor vehicle between the person's residence and official work station.

(b) A state employee who may not be assigned a motor vehicle pursuant to subdivision (a) may be assigned a motor vehicle which may be utilized between the person's residence and official work station only if both of the following conditions are satisfied:

(i) Adequate or safe work station parking is nonexistent; technical equipment on or in the motor vehicle requires a secure parking area which is not available at the person's work station; or it is in the best interest of the state to occasionally begin or end the assignment of the motor vehicle at the employee's residence.

(ii) The residence-to-official work station utilization is approved by the director of the employee's principal department or the authorized representative of the director of the employee's principal department.

(c) Except as provided in subdivisions (a) and (b), a person may utilize a motor vehicle for nonduty use only when the employee is on assignment away from the person's work station where other transportation is not available.

(d) The value of all mileage driven in a motor vehicle shall be recorded in accordance with regulations issued by the internal revenue service and directives issued by the department.

(e) A motor vehicle shall not be used for personal use.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1217 Directives relative to travel and expenses of officers and unclassified employees of state agencies; approval; meetings of state agencies; travel report.

Sec. 217. (1) The department shall issue and administer directives relative to the travel of officers and unclassified employees of state agencies when engaged in the performance of state business and for the reimbursement of expenses necessarily incurred when engaged in the performance of state business from whatever source the reimbursement may be financed. The directives issued pursuant to this section shall not take effect unless the directives are approved by the board.

(2) A meeting of a state agency shall be held in a facility owned, leased, being purchased, or operated by this state, the federal government, a unit of local government, or a state supported institution, college, or university, unless the chief executive officer of the state agency, in writing, authorizes a different location.

(3) On January 1 of each year, the director shall prepare a travel report in a format established jointly by the chairpersons of the appropriations committees and shall submit the report to the appropriations committees and the fiscal agencies. The report shall list each person who received compensation, fees, or remuneration under a budget act for travel outside the state during the preceding fiscal year. The listing shall include the name of the person who received the compensation, fees, or remuneration and the destination, reason for, and dates of the travel; and the transportation and related costs. The report shall also include a summary statement of the total in-state travel for the preceding fiscal year.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1219 Directives for management, operation, maintenance, security, and repair of facilities; determination of space utilization standards; management and operation of state owned facilities; assignment of space; prohibition; management and operation of capitol building, Farnum building, and house office building.

Sec. 219. (1) The department shall provide for and issue directives for the management, operation, maintenance, security, and repair of facilities. The director shall determine space utilization standards and may assign space within the facilities. The department shall manage and operate state owned facilities under the jurisdiction of the department.

(2) The department shall not assign space in buildings and premises designated as part of the Michigan capitol park and under the exclusive jurisdiction of the Michigan capitol park commission, pursuant to section 298b, and shall not assign space in buildings under the jurisdiction of the legislature or the Michigan capitol committee created under chapter 7 of the legislative council act, 1986 PA 268, MCL 4.1701 to 4.1702, unless the Michigan capitol park commission, the legislature, or the Michigan capitol committee request the department to assign such space.

(3) The Michigan capitol committee shall manage and operate the capitol building and grounds. The senate shall manage and operate the Farnum building and grounds. The house of representatives shall manage and operate the house office building.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1987, Act 122, Eff. July 23, 1987;—Am. 1988, Act 306, Eff. Sept. 1, 1988;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1990, Act 332, Imd. Eff. Dec. 21, 1990;—Am. 1991, Act 72, Eff. July 11, 1991;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999;—Am. 2001, Act 61, Eff. Oct. 1, 2001.

18.1221 Rentals and leases; notice; approval; easements; determination of market rental values; building occupancy rates.

Sec. 221. (1) The director may provide for the rental and lease of land and facilities for the use of state agencies in the manner provided by law. The rentals and leases shall not be effective unless approved by the board.

(2) If a project costs more than \$1,000,000.00 and consists of less than 25,000 gross square feet, the department shall notify the joint capital outlay subcommittee in writing of its intent to proceed with such a facility. The notice shall be given 30 days before the lease contract providing for the proposed constructions is entered into.

(3) If the director proposes to lease space or a facility which meets either of the following criteria, approval of the joint capital outlay subcommittee is required prior to board approval:

- (a) The space or facility exceeds 25,000 gross square feet.
- (b) The annual base cost of the proposed lease is more than \$500,000.00.

(4) For the purposes of this section, the renewal of an existing lease will require the approval of the joint capital outlay subcommittee if the renewal results in changes to the lease that would cause it to meet the requirements outlined in subsection (3).

(5) The department may grant easements, upon terms and conditions the board determines are just and reasonable, for highway and road purposes, and for constructing, operating, and maintaining pipelines or electric, telephone, telegraph, television, gas, sanitary sewer, storm sewer, or other utility lines including all supporting fixtures and other appurtenances over, through, under, upon, and across any land belonging to this state, except lands under the jurisdiction of the department of natural resources, the department of military affairs, or the state transportation department.

(6) The department shall determine annually the prevailing market rental values of all state owned office facilities and private facilities which provide housing for state employees. The rental values determined pursuant to this subsection shall not be effective unless approved by the board. The renting, leasing, or licensing of state owned land and facilities to private and public entities shall be at prevailing market rental values or at actual costs as determined by the director.

(7) The department shall charge state agencies for building occupancy in state owned facilities under the jurisdiction of the department. The rates to be charged for building occupancy shall be coordinated with the budget cycle. The rates shall reflect the actual cost for occupancy of the facilities.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1987, Act 122, Eff. July 23, 1987;—Am. 1988, Act 306, Eff. Sept. 1, 1988;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: In the last sentence of subsection (2), the word "constructions" evidently should read "construction."

18.1222 Property acquired through installment lease agreement as public property; exemption from property tax.

Sec. 222. Property acquired for the state or a state agency through an installment lease agreement is public property and shall be considered exempt for purposes of the general property tax act, Act No. 206 of the Public Acts of 1893, being sections 211.1 to 211.157 of the Michigan Compiled Laws, if the state as lessee under the installment lease agreement is required to pay any taxes or reimburse the lessor for any payments the lessor has made.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1223 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to department of labor building in Detroit.

18.1224 Access to public information; use of telephone system; limitation on charges.

Sec. 224. Beginning January 1, 2004, a state agency shall not use a 900 telephone number or other telephone system that charges the caller for access to public information held or maintained by a state agency.

History: Add. 2003, Act 12, Imd. Eff. May 29, 2003.

18.1225 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to security measures for facilities.

18.1227 Parking; disposition of fees, penalties, and fines; rules.

Sec. 227. The department shall establish, operate, and maintain parking for state buildings and facilities operated by the department. The department may establish and collect fees for parking on state operated parking facilities from state employees, state officials, and from the general public. The fees, penalties, and fines collected under this section shall be credited to the state general fund. The department shall promulgate rules pursuant to section 131(2) relative to the operation of the state operated parking facilities. The rules shall provide for the assessment of penalties and fines, for the removal of vehicles, and for a grievance process.

History: 1984, Act 431, Eff. Mar. 29, 1985.

Administrative rules: R 18.401 et seq. of the Michigan Administrative Code.

18.1237 Acquisition, construction, lease purchase, improvement, or demolition of facilities; studies, designs, plans, specifications, and contract documents; employment and duties of architects and professional engineers; quality control; independent testing services; final approval; review by attorney general.

Sec. 237. (1) For state agency capital outlay projects or facilities, the department is responsible for development, oversight, review, and approval of program statements, studies, designs, plans, management, specifications, contract documents, construction management, and construction, relative to the acquisition, construction, lease purchase, improvement, demolition, or other capital outlay projects for state agencies for which an appropriation or other authorization has been made.

(2) The department shall approve the award, selection, and employment of architects, professional engineers, construction managers, and other design or construction professional services contractors, subject to section 237b and rules of the department of civil service, to do all of the following:

(a) Prepare program statements, studies, designs, plans, and specifications for the construction of, repairing of, making additions to, remodeling or demolition of, lease purchase of, or acquisition of state facilities.

(b) Administer construction work, including resident inspectors, on-site management, and supervision of construction projects.

(3) The department may obtain independent testing services to provide quality control of work performed on facilities.

(4) Prior to state building authority financing, the department shall provide final approval of the capital outlay project to ensure compliance with the authorized program, plans, and specifications.

(5) The attorney general shall review all standard lease and lease purchase agreement formats and approve any exceptions to the standard formats and may assess a fee for legal services pursuant to an agreement with the department.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999;—Am. 2002, Act 504, Imd. Eff. July 19, 2002.

18.1237a Community college and university capital outlay projects.

Sec. 237a. (1) This section pertains to capital outlay projects for community colleges and universities.

(2) The department shall review documents associated with community college and university capital outlay projects for which an appropriation or other authorization has been made.

(3) The department shall provide architectural and professional engineering review of documents including designs, plans, and change orders at each stage of the project to ensure that the project or facility is in compliance with approved program, appropriation, and capital outlay requirements.

(4) The department shall review the award and selection of architects, professional engineers, construction managers, and other design or construction professional service contractors.

- (5) The department shall do all of the following:
- (a) Review the construction bid.
 - (b) Review monthly reports to ensure appropriate construction progress, evaluate change orders, and watch for potential problems.
 - (c) Respond to college and university requests for assistance on the capital outlay process, contractor issues, and other capital outlay related issues.
 - (d) Provide for field checks and audits throughout the project in order to meet the trustee requirements of the state building authority.
- (6) The department may charge a fee for the services described in this section at a rate not to exceed actual costs.
- (7) In the event that a college or university chooses to have the department provide for the complete administration of a capital outlay project, then the provisions of section 237 apply to the project.
- (8) Prior to state building authority financing, the department shall provide final review of the capital outlay project to ensure compliance with the authorized program, plans, and specifications.

History: Add. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1237b Architects, professional engineers, professional surveyors, and qualified firms; selection.

Sec. 237b. The selection of architects, professional engineers, professional surveyors, and qualified firms shall be made in accordance with competitive, qualifications-based selection processes and procedures for the type of professional service required by the department.

History: Add. 2002, Act 504, Imd. Eff. July 19, 2002.

18.1238, 18.1239 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed sections pertained to contracts for professional services contractors and design of facilities.

18.1240 Cost plus construction contract; conditions.

Sec. 240. A cost plus construction contract shall not be entered into unless all of the following occur:

- (a) The contract cost is less than \$50,000.00.
- (b) The contract is for emergency repair or construction caused by unforeseen circumstances.

- (c) The repair or construction is necessary to protect life or property.
- (d) The contract complies with the contract requirements of the department of civil rights.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1241 Contract for construction, repair, remodeling, or demolition of facility; bidding procedures; award; expenditure; director as agent.

Sec. 241. (1) Except for the contracts permitted in section 240, a contract shall not be awarded for the construction, repair, remodeling, or demolition of a facility unless the contract is let pursuant to a bidding procedure which is approved by the board. The department shall issue directives prescribing procedures to be used to implement this section. The procedures shall require a competitive solicitation in the award of any contract for construction, repair, remodeling, or demolition of a facility.

(2) The department may award or approve the award, if the board approves, of construction contracts to construct a project for which the director is the agent and may expend, for the purposes and in the manner set forth, the amounts appropriated. The director is not the agent for a community college or institution of higher education, but may act in that capacity upon the specific request of a community college or institution of higher education.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1241a Contract for construction, alteration, repair, or rebuilding of state building or other state property; mandatory clause; breach of clause; applicability of section.

Sec. 241a. The department shall require that each contract entered into for construction, alteration, repair, or rebuilding of a state building or other state property contain a clause requiring that of the persons working on a project and employed by the contractor or subcontractor of the contractor, not less than 50% shall have been residents of this state for not less than 1 year before beginning work, except that the percentage shall be reduced or the clause omitted to the extent that residents are not available or to the extent necessary to comply with a federal law or regulation concerning federal funds used for the project. A breach of the clause shall be considered a material breach of the contract. This section shall not apply to employers who are signatory to collective bargaining agreements and which agreements allow for the portability of the employees on an interstate basis.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1241b Construction, alteration, repair, or rebuilding of state building or facility; energy efficiency of materials.

Sec. 241b. The department shall consider the energy efficiency of all materials used in the construction, alteration, repair, or rebuilding of a building or facility owned or operated by this state.

History: Add. 1995, Act 38, Imd. Eff. May 22, 1995.

18.1242 Projects to which section applicable; 5-year capital outlay requests; review; priorities; recommendations; submission of bid results to JCOS; oversight; appropriation as commitment.

Sec. 242. (1) This section applies to a project authorized pursuant to an appropriation act.

(2) State agencies, community colleges, and universities shall develop 5-year capital outlay requests, which shall include the need for remodeling and renovations. For community colleges and universities, the 5-year capital outlay requests shall also include the need for special maintenance. These requests shall be submitted annually to the department and to the JCOS.

(3) The department and the JCOS shall review capital outlay requests. The department shall prioritize requests and shall include the recommended requests in the annual executive budget recommendation.

(4) Each recommended request included in the executive budget shall include sufficient state funds for state agency projects and institution funds for college and university projects to provide for professionally developed program statements and schematic plans. The request for program development and schematic planning must be approved by the JCOS and the legislature through the appropriation process.

(5) Program statements and schematic planning documents shall be reviewed by the department and, when the review is completed, shall be submitted to the JCOS as either approved or not approved.

(6) Upon review and approval by the JCOS, the JCOS and the legislature may authorize the project for final design and construction with a line-item appropriation in an appropriation bill.

(7) Preliminary plans shall be submitted to the department for review and approval. The department shall review and approve final plans to be prepared for bidding. Bid results shall be submitted to the JCOS.

(8) The department shall provide for review and oversight of capital outlay projects financed either in total or in part by the state building authority pursuant to the provisions of sections 237 and 237a.

(9) Appropriations made for studies and initial plans shall not be considered a commitment on the part of the legislature to appropriate funds for the completion of plans or construction of any project based on the studies or planning documents.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1243 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to schematics, preliminary plans, and construction contracts.

18.1244 Scope of construction appropriation; direct labor charges; resident inspector; indirect or administrative overhead costs; separate accounts; design and construction requirements; contract to complete construction of project; conditions.

Sec. 244. (1) Except as otherwise expressly provided or as provided in section 246, a construction appropriation includes, where applicable, costs for land; professional services, including engineering and inspection services; all construction trades work; utilities; site work; on site supervision; equipment; furniture; and furnishings for a completed facility ready for use. The appropriation for a project authorized in a budget act shall be charged with any direct labor performed on that project by employees of the state agency for which the appropriations are made. For each construction project for which the department is an agent, the department shall determine the need for a resident inspector to provide on site supervision. The department may employ and assign the resident inspector with the inspector's salary to be paid from the project account, or from the account designated by the department. If the department approves, a qualified employee of the state agency's regular staff may be the resident inspector with the inspector's salary to be paid from the state agency's operating funds. This subsection shall apply to all projects regardless of when the appropriations were made for the project. The direct labor charges and corresponding credits shall be made in accordance with the systems and procedures prescribed by the department. Charges shall not be made to projects for any indirect or administrative overhead costs, except professional services by a state agency if the professional services are approved by the department and if the department is the agent for the project and provides professional services or administers and supervises the project. The director may establish separate accounts within an appropriation to permit a state agency, community college, or institution of higher education to make expenditures for equipment, furniture, and furnishings. The director shall carry out this act and shall exercise the best professional judgment in the design and construction of all projects included within a budget act so that the design and construction meets the requirements of the projects in the most economical and efficient manner, with particular emphasis on future maintenance and operating cost.

(2) A contract to complete the construction of a project for which construction appropriations are made in a budget act shall be made upon the conditions that the total cost for the completion of each facility, ready for use, shall not exceed the total cost authorized for each respective project; that the obligations for payments for each project, during the fiscal years subject to this act, shall not exceed the amount appropriated for each specific facility by this and previous budget acts; and that the contract may be awarded before the beginning of the next fiscal year if the terms of the contract provide that payments shall not be made until after the first day of the following fiscal year, except in amounts previously appropriated.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1245 Sign at site of state project.

Sec. 245. A sign of appropriate dimensions shall be prominently displayed at the site of each state project costing in excess of \$500,000.00, or on sites where such a sign is required by other governmental units. The sign shall state the project title, the total project cost, the amount authorized to be appropriated by "the people of the state of Michigan", and the amount of federal or other grants, if any.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1246 Release of allocations; approval; authorized cost; expenditures under capital outlay budget act; approving release of construction appropriations; certification of project; contracts or other commitments; planning or bidding documents; investigations.

Sec. 246. (1) The release of allocations may be approved when the legislature has specified either a total authorized cost or has appropriated an amount sufficient to complete the designated project. The authorized cost of projects shall only be established or revised by specific reference in a budget act, by concurrent resolution adopted by both houses of the legislature, or inferred by the total amount of any appropriations made to complete plans and construction.

(2) Expenditures under a capital outlay budget act shall be authorized when the release of the appropriation is approved by the board. The board shall approve the release of construction appropriations when the director certifies that a project can be accomplished within the appropriation or authorization and that the project is in compliance with this act. For each project certified, the board, upon the further recommendation of the director, shall approve the release of only those amounts required to complete the project according to the recommended purpose and scope as provided in an appropriation act. Contracts or other commitments shall not be incurred or obligated which will result in the completion of a project which exceeds this purpose and scope. A state agency, community college, or institution of higher education shall not make any commitments for a project until after the release of the appropriation pursuant to this act. The board may approve the release of a part of any appropriation for the purpose of preparing the planning or bidding documents or for investigations which may be necessary to determine whether or not the project can be completed within the appropriation.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1247 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to transfer of appropriations.

18.1248 Applicability of section; capital outlay project; continuation or lapse of balance; termination of project.

Sec. 248. (1) This section applies to all capital outlay projects appropriated in any budget act. This section does not apply to lump sums other than planning projects.

(2) Appropriations made in any budget act for a planning project shall not lapse to the fund from which appropriated at the end of the fiscal year, but shall continue until the purposes for which the sums were appropriated are completed. However, each project which has been authorized for planning for 3 years or more and which has not been authorized for final design and construction shall be terminated, unless the project is specifically reauthorized in a budget act.

(3) Appropriations made in any budget act for final design and construction shall not lapse to the fund from which they are appropriated at the end of the fiscal year, but shall continue until the purposes for which the sums were appropriated are completed. However, each project that has been authorized for final design and construction for 3 years or more and where construction has not commenced shall be terminated, unless the project is specifically reauthorized in a budget act.

(4) Except as otherwise provided in this section, the balance of any capital outlay project other than a planning project shall not lapse at the end of the fiscal year for which the appropriation was made, but shall continue for not more than 2 fiscal years occurring after the fiscal year for which the appropriation for the project is made.

(5) A capital outlay project may be continued beyond 3 fiscal years if the bid for the start of construction of the project is awarded before the end of the second fiscal year occurring after the fiscal year for which the appropriation for the project is made.

(6) A capital outlay project which is for purchase of property may be continued beyond 3 fiscal years if a contract to purchase property is entered into before the end of the second fiscal year occurring after the fiscal year for which the appropriation for the purchase is made but only the amount necessary to complete the purchase of the property pursuant to the contract shall be carried forward.

(7) A capital outlay project may be continued beyond 3 fiscal years if a federal grant award is pending and the federal rules preclude the award of the bid before the end of the second fiscal year occurring after the fiscal year for which the appropriation for the project was made, but shall not be continued beyond an additional year unless the bid for the start of construction of the project is awarded.

(8) If the bid for the start of construction of the project is awarded before the appropriations for the project are scheduled to lapse pursuant to subsection (4) or (6), the unobligated balance of the appropriations for the project shall not lapse but shall continue for 23 months after a project is substantially completed.

(9) If a capital outlay project is subject to a legal action, the balance shall lapse pursuant to subsections (2) to (8), or 30 days after the legal action is settled, or 30 days after a final order is entered, whichever is later.

(10) An unexpended balance which is to lapse pursuant to this section shall lapse to the fund from which the appropriation is made.

(11) A grant or grant-in-aid appropriated for the demolition, acquisition, construction, repair, or maintenance of capital assets shall not be reduced, adjusted, delayed, impounded, lapsed, or otherwise altered by the director for any purpose without legislative approval and shall be carried forward until awarded, in full, to the recipient of the appropriation consistent with legislative intent.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1249 Matching revenues.

Sec. 249. If matching revenues for a capital outlay project are received in an amount less than the appropriations contained in a budget act, the state portion of the appropriation shall be reduced in proportion to the amount of matching revenue received.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1250 References to former law.

Sec. 250. Any reference in any act to former Act No. 242 of the Public Acts of 1976, shall be considered a reference to sections 237 to 252 of this act.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1251 Applicability of section to real property of state; development and maintenance of real property records and facility inventories; award of service contracts; employment of land surveyors; directives for disposition of surplus facilities and lands.

Sec. 251. (1) This section applies to all real property of the state except all of the following:

- (a) Property under the jurisdiction of the state transportation department.
- (b) Property under the jurisdiction of a state institution of higher education.
- (c) Property under the jurisdiction of the department of natural resources.
- (d) Property under the jurisdiction of the department of military affairs.

(2) The department shall provide for the development and maintenance of real property records and facility inventories. The department may award appropriate service contracts or employ land surveyors to survey, monument, map, describe, and record real property and facilities.

(3) The department shall issue directives to provide for the disposition process for facilities and lands that are considered surplus. The department shall require a public notice component in its directives regarding the disposition process under this subsection.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1252 Current data and directives as to facilities; technical assistance as to special maintenance projects.

Sec. 252. The department shall provide current data relative to the use, physical condition, and space availability of facilities. The department may issue directives for the appropriate maintenance, repair, renovation, and renewal of facilities. The department shall provide technical assistance to state agencies in planning and scheduling special maintenance projects.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1253 Energy conservation improvements.

Sec. 253. A state agency may enter into a multi-year contract for energy conservation improvements to state facilities which would be paid for from the avoided operating costs for utility service or fuel produced by the improvements.

History: Add. 1987, Act 122, Eff. July 23, 1987.

18.1254 Certificate of energy cost savings; distribution of unencumbered balance of appropriation for fuel or utilities.

Sec. 254. (1) Upon the request of a state agency, the public service commission shall provide to the state agency a certificate of energy cost savings based upon actual energy use and cost data as provided to the commission by the state agency.

(2) At the close of each fiscal year, the amount of any unencumbered balance of a state appropriation for fuel or utilities to a state agency which resulted due to energy management actions as certified by the public service commission, as provided in subsection (1), shall be distributed as follows:

(a) 75% of the energy cost savings, as certified by the commission, shall be carried forward to the next fiscal year and allocated to a special energy conservation work order or work project account to be used for energy conservation measures in the facilities of the state agency to which the certificate was issued.

(b) The remaining unencumbered balance shall be credited to the fund from which appropriated.

History: Add. 1987, Act 122, Eff. July 23, 1987.

Compiler's note: For transfer of powers and duties of the public service commission pertaining to the certification of energy savings by state departments from the public service commission to the director of the department of consumer and industry services, see E.R.O. No. 1996-2, compiled at § 445.2001 of the Michigan Compiled Laws.

18.1261 Supplies, materials, services, insurance, utilities, third party financing, equipment, printing, and other items; purchases and contracts; preference; competitive bids; discretionary decisions; procurement method; delegation of procurement authority; withdrawal of delegated authority; lease purchases or installment purchases; directives; standard specifications; standards of performance; purchasing agreement with other states or public entities.

Sec. 261. (1) The department shall provide for the purchase of, the contracting for, and the providing of supplies, materials, services, insurance, utilities, third party financing, equipment, printing, and all other items as needed by state agencies for which the legislature has not otherwise expressly provided. In all purchases made by the department, all other things being equal, preference shall be given to products manufactured or services offered by Michigan-based firms, if consistent with federal statutes. The department shall solicit competitive bids from the private sector whenever practicable to efficiently and effectively meet the state's needs. The department shall first determine that competitive solicitation of bids in the private sector is not appropriate before it shall use any other procurement method for an acquisition.

(2) The department shall make all discretionary decisions concerning the solicitation, award, amendment, cancellation, and appeal of state contracts.

(3) The department shall utilize competitive bidding for all purchases authorized pursuant to subsection (1) unless the department has determined that another procurement method is in the state's best interests.

(4) The department may delegate its procurement authority to other state agencies within dollar limitations and for designated types of procurements. The department may withdraw delegated authority upon a finding that a state agency did not comply with departmental procurement directives.

(5) The department may enter into lease purchases or installment purchases for periods not exceeding the anticipated useful life of the items purchased unless otherwise prohibited by law.

(6) The department shall issue directives for the procurement, receipt, inspection, and storage of supplies, materials, and equipment, and for printing and services needed by state agencies. The department shall provide standard specifications and standards of performance applicable to purchases.

(7) The department may enter into a cooperative purchasing agreement with 1 or more other states or public entities for the purchase of goods, including, but not limited to, recycled goods, and services necessary for state programs.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1993, Act 46, Imd. Eff. May 27, 1993.

18.1261a Recycled supplies, materials, and equipment; effect of noncompliance; exemption; cost considerations; report; "recycled materials" defined.

Sec. 261a. (1) In addition to the requirements of section 261, the following percentages of all supplies, materials, and equipment shall be made from recycled materials, if there is a readily identifiable source or market as determined by the director, and the cost does not exceed 110% of supplies, materials, and equipment not containing recycled materials: for 1989, 10%; for 1990, 15%; and for 1991 and each year thereafter, 20%.

(2) If the department is unable to comply with the requirement of this section, the department shall do both of the following:

(a) With the assistance of any state agency that utilizes the supply, material, or equipment, seek a supply, material, or equipment that fulfills the requirements of subsection (1).

(b) Report to the legislature and the affected state agency that the department is unable to comply with subsection (1), the reason for the inability to comply, and the efforts made by the department to comply.

(3) If a state agency informs the department that it is unable to utilize a recycled supply, material, or equipment, the agency shall request and justify an exemption from subsection (1) in writing. The department may grant an exemption from the requirements of subsection (1) upon just cause.

(4) When the department fulfills its responsibilities under this act to purchase and contract for supplies, materials, equipment, and printing, it may consider the product longevity and the annual maintenance costs of the product as well as the unit price in determining whether the cost of the product with recycled materials exceeds the cost of a product not containing recycled materials by 110%.

(5) The department shall annually report to the governor and the legislature on the quantities and types of recycled products purchased by the department.

(6) As used in this section, "recycled materials" includes, but is not limited to, recycled paper products, structural materials made from recycled plastics, rerefined lubricating oils, reclaimed solvents, recycled asphalt and concrete, recycled glass products, retreaded tires, and ferrous and nonferrous metals containing recycled scrap metals, that contain 1 or more of the following in a percentage as determined by the department as provided by law:

- (a) Waste materials generated by a business or a consumer.
- (b) Materials that have served their intended purpose.
- (c) Materials that have been separated from solid waste for purposes of collection, recycling, and disposition.

History: Add. 1988, Act 413, Eff. Mar. 30, 1989.

18.1261b Purchase of recycled paper; phase-in period; directives; label; records; definitions.

Sec. 261b. (1) In addition to the requirements of section 261, to the extent available, all paper products purchased or contracted for by the department shall be made from recycled paper, if the cost is not greater than 110% of the cost of paper that does not contain recycled fibers. The purchase of recycled paper shall be phased in over a 3-year period pursuant to the following percentages:

| <u>Year</u> | <u>Percentage of total paper purchased</u> | <u>Percentage of wastepaper contained in recycled paper</u> |
|-------------------------------|--|---|
| 1989 | 30% | 25 |
| 1990 | 40% | 35 |
| 1991 and each year thereafter | 50% | 50 |

(2) The directives of the department issued under section 261(2) that apply to the procurement of paper products shall require that all paper products, to the extent available, purchased or contracted for by the department shall be made from recycled paper to comply with the 3-year phase-in requirements provided for in this section.

(3) The department shall investigate whether it is feasible and desirable to require that recycled paper products purchased by the department be labeled as being made of recycled paper.

(4) The department shall maintain records to document by commodity type recycled paper purchased or contracted for by the department.

(5) As used in this section and section 273:

(a) "Recycled paper" means a paper product that contains not less than 25% wastepaper in 1989, 35% wastepaper in 1990, and 50% wastepaper in 1991 and each year thereafter.

(b) "Wastepaper" means discarded paper that is generated after the completion of the paper manufacturing process, and includes, but is not limited to, trimmings, printed paper, cutting and converting paper, and post-consumer paper. Wastepaper does not include mill broke or other in-plant residual wastes.

History: Add. 1988, Act 412, Eff. Mar. 30, 1989.

18.1262 Limiting solicitation to prequalified vendors.

Sec. 262. The department may limit a solicitation to prequalified vendors to meet statutory or licensing requirements applying to the solicitation or when the time necessary to verify vendor qualifications would jeopardize timely award of contracts.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1263 Purchase of supplies and materials by state agency to maintain inventories; authorization; limitation; charging appropriation accounts; periodic inventories; obsolescence, damage, or spoilage; fee for purchasing services assistance.

Sec. 263. (1) The director may authorize a state agency to purchase supplies and materials for the purpose of maintaining inventories. The director shall place a dollar or quantity limitation to insure inventories are maintained at acceptable levels. Appropriation accounts shall be charged upon the basis of actual usage. Any state agency so authorized shall conduct periodic inventories as directed by the director of all supplies and materials under their control. Obsolete, damaged, or spoiled supplies and materials shall be charged to the proper appropriation account during the fiscal year it is determined that obsolescence, damage, or spoilage has occurred.

(2) The department shall provide assistance to any city, village, county, township, school district, intermediate school district, nonprofit hospital, institution of higher education, or community or junior college for purchasing services on a fee basis. Fees collected for the provision of that assistance are appropriated for the additional expenses incurred.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1264 Debarring vendor from participation in bid process and from contract award; notice; finding.

Sec. 264. The department may debar a vendor from participation in the bid process and from contract award upon notice and a finding that the vendor is not able to perform responsibly, or that

the vendor, or an officer or an owner of a 25% or greater share of the vendor, has demonstrated a lack of integrity that could jeopardize the state's interest if the state were to contract with the vendor.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1265 Federal surplus property; acquisition and distribution.

Sec. 265. The department shall perform the functions and necessary duties as the agency of the state in the acquisition and distribution of federal surplus property pursuant to federal law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1267 Surplus, salvage, and scrap material; directives for disclosure, transfer, and disposal; payment of costs or assessment of handling fee.

Sec. 267. (1) The department shall issue directives to provide for the disclosure, transfer, and disposal of surplus, salvage, and scrap material of state agencies. The department may dispose of surplus and of salvage or scrap by donating or selling the property or equipment to a unit of local government. However, if a unit of local government is not interested in the property or equipment, the department may sell the surplus, salvage, or scrap at auction.

(2) The department may pay necessary costs incurred in the conduct of the transfers or auctions of the property or equipment including the necessary warehousing and reconditioning costs from the proceeds of the auction or by assessing a handling fee for property or equipment being donated.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1268 Bidder for state contract as Michigan business; certification; significant business presence required; verification; disclosure; reciprocal preference; list of states giving preference to in-state bidders; waiver of entitlement to claim preference; fraud; felony; penalty; review; recommendations; applicability.

Sec. 268. (1) A bidder for a state contract is a Michigan business for the purposes of this section if it certifies that it has done any of the following during the 12 months immediately preceding the bid deadline or for the period the business has been in existence, if the business is newly established within the 12 months immediately preceding the bid deadline:

(a) Filed a Michigan single business tax return showing a portion or all of the income tax base allocated or apportioned to the state of Michigan pursuant to the Michigan single business tax act, Act No. 228 of the Public Acts of 1975, being sections 208.1 to 208.145 of the Michigan Compiled Laws.

(b) Filed a Michigan income tax return showing income generated in or attributed to the state of Michigan.

(c) Withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the department of treasury.

(2) The filing or withholding shall be more than a nominal filing for the purpose of gaining the status of a Michigan business, but shall indicate a significant business presence in the state, considering the size of the business and the nature of its activities.

(3) A bidder certifying that it meets the criteria for a Michigan business listed in subsections (1) and (2) shall authorize the department of treasury to verify that the bidder has or has not met 1 of the 3 criteria in subsection (1). This authorization shall permit the department of treasury to disclose the verifying information to the procuring agency in accordance with the procedures established by section 28 of Act No. 122 of the Public Acts of 1941, being section 205.28 of the Michigan Compiled Laws.

(4) Only a bidder that has certified that it is a Michigan business is entitled to have the department apply a reciprocal preference in its favor against a business that submits a bid from a state which applies a preference law against out-of-state bidders. A bidder that does not certify that it is a Michigan business shall indicate in its bid the state in which it maintains its principal place of business for the purpose of applying that state's preference law against the bidder.

(5) If the low bid for a state procurement exceeds \$100,000.00 and is from a business located in a state which applies a preference law against out-of-state businesses, the department shall prefer a bid from a Michigan business in the same manner in which the out-of-state bidder would be preferred in its home state.

(6) The department shall compile a list of states that give preference to in-state bidders and the extent of the preference and shall update the list at least annually. An agency may rely on this compilation in implementing the provisions of this act without incurring liability to any bidder.

(7) A bidder waives any entitlement to claim a preference under this act if the bidder has not certified in its bid that the bidder is a Michigan business and has not authorized the department of treasury to release information necessary to verify the entitlement.

(8) A bidder shall not fraudulently certify that it is a Michigan business under this act or falsely indicate the state in which it has its principal place of business for the purpose of avoiding application of the reciprocal preference.

(9) A business that purposefully or willfully submits a false certification that it is a Michigan business or falsely indicates the state in which it has its principal place of business is guilty of a felony, punishable by a fine of not less than \$25,000.00.

(10) Two years after the effective date of this section, the department shall review the costs and consequences of implementing this section. The department shall solicit input from the business community and from state agencies receiving procurements affected by the provisions of this section, and shall make recommendations to the legislature regarding continuation or modification of this section.

(11) This section shall not apply to any procurement if the provisions of this section would conflict with federal statute.

History: Add. 1988, Act 237, Eff. Oct. 1, 1988.

18.1269 Centralized services; charges; rates; creation of office services revolving fund; inventory value of paper and stationery operation.

Sec. 269. (1) The department shall establish, administer, operate, or provide centralized services such as the following:

- (a) Duplicating, microfilming, mailing, warehousing, and drug packaging.
- (b) Telecommunications.
- (c) Supplying and storing of forms, publications, paper, and stationery.
- (d) Off-site storage of optical discs.
- (e) Other services to state agencies that are advantageous to this state, after consultation with each affected state agency.

(2) The department shall charge a state agency for a service provided to the state agency pursuant to subsection (1). A payment shall be credited to the office services revolving fund created in subsection (3). The rate charged for a service shall be coordinated, to the extent possible, with the budget cycle. The rate shall reflect the actual cost for the service provided.

(3) The office services revolving fund is created. The amounts in the office services revolving fund are continuously appropriated only for implementing subsection (1).

(4) The inventory value of the paper and stationery operation of the centralized services shall not exceed at any given time 1/3 of the gross sales of the previous fiscal year.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1992, Act 191, Imd. Eff. Oct. 5, 1992.

Compiler's note: For transfer of statutory authority, powers, duties, functions, and responsibilities of certain units, teams, divisions, and offices within the department of management and budget to the department of information technology by type III transfer, see E.R.O. No. 2001-1, compiled at § 18.41 of the Michigan compiled laws.

18.1271 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to telecommunications systems or services.

18.1273 Directives for printing of publications by state agency; approval of printing request; determining number and distribution of state reports and publications; style, form, binding, typography, and quality of paper; central storage; publications to be printed on recycled paper; distribution and central storage only of certain publications.

Sec. 273. (1) The department shall issue directives for the printing of publications by any state agency. A publication that is authorized by law shall not be printed unless the request for the printing is approved by the department.

(2) Except as provided in subsection (3), the department shall provide for the determination of the precise number and distribution of all state reports and publications, shall prescribe the style, form, binding, typography, and quality of paper, and shall provide for the central storage of reports and publications in a manner provided by law. In addition, the department shall require that the publications of any state agency shall be printed on recycled paper, to the extent available, to comply with the 3-year phase-in requirements provided for in section 261b.

(3) With respect to the Michigan manual, the Public and Local Acts, the Michigan administrative code, and the Michigan register, the department shall provide for their distribution and central storage only.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 184, Eff. July 1, 1988;—Am. 1988, Act 412, Eff. Mar. 30, 1989.

18.1275 Sale of office furnishings and equipment to former governors and legislators; fair market value; use of proceeds.

Sec. 275. The department may sell, at fair market value, to former governors and legislators, office furnishings and other equipment utilized by the governors and legislators. Personal property which was originally donated to the state by the person purchasing the property or real property or improvements to real property may be sold for its fair market value as determined by the purchasing division of the department using generally accepted valuation methods for all other property. The sale will be based on replacement value as determined by the purchasing division of the department. Proceeds from the sale may be used to replace furnishings and equipment.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1277 Expenditure for mailing letter, newsletter, report, or other publication; conditions.

Sec. 277. A state board or commission shall not make an expenditure for mailing a letter, newsletter, report, or other publication unless 1 or more of the following is applicable:

- (a) The mailing is required by law.
- (b) The mailing is paid for by the person to whom the mailing is addressed.
- (c) The mailing is a direct response to a specific question of the person to whom the mailing is addressed.

- (d) The mailing is specifically authorized by a majority vote of a state board or commission.
- (e) The mailing is sent to an individual or entity and seeks information necessary for a state board or commission to render a decision. This subdivision does not include a questionnaire or general letter which attempts to assist in the taking of a survey.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1279 Consulting services.

Sec. 279. (1) The department shall review and approve or disapprove any proposal for the acquisition of consulting services by a state agency. The department shall issue directives for the obtaining of consulting services.

(2) The department shall provide internal consulting services to state agencies in place of outside consulting assistance whenever feasible. When internal consulting services are provided to a state agency, the state agency shall be interaccount billed for the cost of the services.

(3) The department shall provide consulting assistance to units of local government and institutions of higher education on a fee basis when requested.

(4) Amounts received for services shall constitute project amounts that may be carried over to a succeeding fiscal year as necessary to complete the consulting service projects.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1281 Contract for services; contract for personal services; reports.

Sec. 281. (1) Before the fifteenth of each month, the department of civil service shall report to the appropriations committees and the fiscal agencies the following for each contract for services approved by the department of civil service during the previous calendar month:

- (a) The state agency contracting for the service.
- (b) The name of the individual or entity with whom the state agency is contracting.
- (c) The dollar amount of and source of financing for the contract.
- (d) The name of any individual providing contractual services to the state, whether as a special personal service employee or as the employee of an independent contractor, as certified by the contracting state agency, and who has retired under section 19a of Act No. 240 of the Public Acts of 1943, being section 38.19a of the Michigan Compiled Laws.

(2) The department of civil service shall report to the appropriations committees and the fiscal agencies before January 30 of each year the following information for contracts for personal services approved by the department of civil service during the previous fiscal year:

- (a) The state agency contracting for the service.
- (b) The name of the individual or entity with whom the state agency is contracting.
- (c) The dollar amount and source of financing for the contract.
- (d) The name of an individual providing contractual services to the state, whether as a special personal service employee or as the employee of an independent contractor, who is certified by the contracting state agency, and who has retired under section 19a of Act No. 240 of the Public Acts of 1943, being section 38.19a of the Michigan Compiled Laws.
- (e) The total number of contracts submitted by the state agencies and the total number approved.
- (f) The total dollar amount of contracts submitted by the state agencies and the total dollar amount approved.
- (g) The duration of employment of special personal service employees paid on payroll.
- (h) The total dollar amount and total number of hours a state agency contracts with an independent contractual service vendor that is paid by voucher.
- (i) The number of contracts approved to have jobs performed contractually that had been performed by classified civil service employees including the total number of positions eliminated; what provisions were made for the reemployment of the displaced employees; and what, if any, cost savings to the state were realized as a result of the contracts.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1281a Personal service contracts; report.

Sec. 281a. (1) The department of management and budget and each principal executive department and agency shall provide to the senate and house of representatives standing committees on appropriations and the senate and house fiscal agencies a monthly report on all personal service contracts in an amount greater than \$10,000.00 awarded without competitive bidding, pricing, or rate setting. The report shall include all of the following:

- (a) The total dollar amount of the contract.
- (b) The effective beginning and ending dates of the contract.
- (c) The name of the vendor.
- (d) The type of service to be provided.

(2) For new personal service contracts of \$100,000.00 or more, the department of management and budget shall provide a monthly report to the senate and house of representatives standing committees on appropriations and the senate and house fiscal agencies including all of the following:

- (a) The total dollar amount of the contract.
- (b) The effective beginning and ending dates of the contract.
- (c) The name of the vendor.
- (d) The type of service to be provided.

(3) Each principal executive department and agency shall provide a monthly summary listing to the senate and house of representatives standing committees on appropriations and the senate and house fiscal agencies of information that identifies any authorizations for personal service contracts that are provided to the department of civil service pursuant to delegated authority granted to each principal executive department and agency related to personal services contracts.

(4) The civil service department shall also include a report of all mixed contracts that the civil service commission did not review for approval under the authority of civil service rule 4-6.3, standard (e).

History: Add. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1282 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to unclassified director.

18.1283 Central payroll system; department as tax withholding agency; payroll deductions or withholding.

Sec. 283. (1) The department shall issue directives necessary to establish and maintain the central payroll system for the periodic compensation of the officers and employees of all state agencies of all branches of state government.

(2) The department shall perform such duties as required as the tax withholding agency for the state government payroll pursuant to any local, state, or federal law.

(3) The department shall issue directives for the approval or disapproval of any proposal for payroll deductions or withholding other than those required by law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1284 Additional definitions.

Sec. 284. As used in this section and sections 285 to 292:

- (a) "Archival value" means records which have been selected by the department of history, arts, and libraries as having enduring worth because they document the growth and development of this state from earlier times, including the territorial period; they evidence the creation, organization, development, operation, functions, or effects of state agencies; or because they

contain significant information about persons, things, problems, or conditions dealt with by state agencies.

(b) "Record" or "records" means a document, paper, letter, or writing, including documents, papers, books, letters, or writings prepared by handwriting, typewriting, printing, photostating, or photocopying; or a photograph, film, map, magnetic or paper tape, microform, magnetic or punch card, disc, drum, sound or video recording, electronic data processing material, or other recording medium, and includes individual letters, words, pictures, sounds, impulses, or symbols, or combination thereof, regardless of physical form or characteristics. Record may also include a record series, if applicable.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 2001, Act 71, Imd. Eff. July 24, 2001.

18.1285 Records; maintenance by head of state agency; listing on retention and disposal schedule; legal custody and physical possession.

Sec. 285. (1) The head of each state agency shall maintain records which are necessary for all of the following:

- (a) The continued effective operation of the state agency.
- (b) An adequate and proper recording of the activities of the state agency.
- (c) The protection of the legal rights of the state.

(2) The head of a state agency maintaining any record shall cause the records to be listed on a retention and disposal schedule.

(3) Legal custody and physical possession of a record shall be vested in the state agency that created, received, or maintains the record until such time as it is transferred to the state archives or is destroyed.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1287 Records management program; purpose; duties of department; directives.

Sec. 287. (1) The department shall maintain a records management program to provide for the development, implementation, and coordination of standards, procedures, and techniques for forms management, and for the creation, retention, maintenance, preservation, and disposition of the records of this state. All records of this state are and shall remain the property of this state and shall be preserved, stored, transferred, destroyed, disposed of, and otherwise managed pursuant to this act and other applicable provisions of law.

(2) In managing the records of this state, the department shall do all of the following:

- (a) Establish, implement, and maintain standards, procedures, and techniques of records management throughout state agencies.

- (b) Provide education, training, and information programs to state agencies regarding each phase of records management.
 - (c) Promote the establishment of a vital records program in each state agency by assisting in identifying and preserving records considered to be critically essential to the continued operation of state government or necessary to the protection of the rights and privileges of its citizens, or both. Preservation of designated vital records shall be accomplished by storing duplicate copies of the original records in a secure remote records center to assure retention of those records in the event of disaster and loss of original records.
 - (d) Operate a records center or centers for the purpose of providing maintenance, security, and preservation of state records.
 - (e) Provide centralized microfilming service and, after the effective date of rules promulgated under the records media act, 1992 PA 116, MCL 24.401 to 24.403, to govern optical storage, service for off-site storage of optical discs as an integral part of the records management program.
 - (f) Provide safeguards against unauthorized or unlawful disposal, removal, or loss of state records.
 - (g) Initiate action to recover a state record that may have been removed unlawfully or without authorization.
 - (h) Establish retention and disposal schedules for the official records of each state agency with consideration to their administrative, fiscal, legal, and archival value.
- (3) The department shall issue directives that provide for all of the following:
- (a) The security of records maintained by state agencies.
 - (b) The establishment of retention and disposal schedules for all records in view of their administrative, fiscal, legal, and archival value.
 - (c) The submission of proposed retention and disposal schedules to the department of history, arts, and libraries, the auditor general, the attorney general, and the board for review and approval.
 - (d) The transfer of records from a custodian state agency to a state records center or to the custody of the department of history, arts, and libraries.
 - (e) The disposal of records pursuant to retention and disposal schedules, or the transfer of records to the custody of the department of history, arts, and libraries.
 - (f) The establishment of a records management liaison officer in each department to assist in maintaining a records management program.
 - (g) The cooperation of other state departments in complying with this act.

(h) The storage of records in orderly filing systems designed to make records conveniently accessible for use.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1992, Act 191, Imd. Eff. Oct. 5, 1992;—Am. 2001, Act 71, Imd. Eff. July 24, 2001.

18.1288 Inspection or inventory of records.

Sec. 288. A state agency shall permit the department or the department of history, arts, and libraries, upon request, to inspect or inventory records in the custody of the agency.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 2001, Act 71, Imd. Eff. July 24, 2001.

18.1289 Records of archival value; listings of records due for disposal; report; notice of destruction or transfer of record; action to recover records; temporary restraining order.

Sec. 289. (1) In reviewing a draft retention and disposal schedule, the department of history, arts, and libraries shall determine whether any records listed on the schedule possesses archival value and may disapprove or may require modification of a schedule which proposes the destruction of a record possessing archival value.

(2) In cooperation with the department of history, arts, and libraries, the department shall periodically provide the department of history, arts, and libraries with listings of all records in the custody of the records center that are due for disposal before releasing those records for destruction. Within 30 days after receiving these lists, the department of history, arts, and libraries shall report in writing to the records center regarding each list submitted, and may disapprove the destruction of any or all of the records listed. Any record that is considered to potentially have archival value by the department of history, arts, and libraries shall not be destroyed or otherwise disposed of but shall be transferred to the department of history, arts, and libraries.

(3) The department shall notify the state agency that created a record before its destruction or transfer to the state archives.

(4) The department of history, arts, and libraries may initiate legal action in circuit court to recover records possessing archival value when there is reason to believe that records have been improperly or unlawfully removed from state custody. Upon initiation of any action, the court may issue a temporary restraining order preventing the sale, transfer, or destruction of a record pending the decision of the court.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 2001, Act 71, Imd. Eff. July 24, 2001.

18.1292 Responsibilities of department of history, arts, and libraries.

Sec. 292. This act shall not be construed to prevent the department of history, arts, and libraries from exercising its responsibilities to ensure that records possessing historical value are protected and preserved in the state archives.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 2001, Act 71, Imd. Eff. July 24, 2001.

18.1293 Definitions.

Sec. 293. As used in this section and sections 294 to 297:

(a) “Committee” means the committee on the purchase of goods and services from sheltered workshops and work activity centers created in section 295.

(b) “Sheltered workshop” means a charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, which provides those individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature.

(c) “Work activities center” means a workshop, or a physically separated department of a workshop having an identifiable program and separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities, such as activities where the focus is on teaching the basic skills of living, and any purposeful activity so long as work or production is not the main purpose.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1294 Purchase of goods and services from sheltered workshops and work activity centers.

Sec. 294. The department shall purchase goods or services, or both, either manufactured or provided by sheltered workshops and work activity centers in this state pursuant to sections 293 to 297.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1295 Committee; creation; appointment, qualifications, and terms of members; compensation.

Sec. 295. The committee on the purchase of goods and services from sheltered workshops and work activity centers is created within the department and shall consist of 6 members appointed by the director. The members shall serve for a term of 2 years. The members of the committee shall consist of 1 member from the purchasing division of the department, 1 member from the bureau of rehabilitation within the department of education, 1 member from the commission on employment of the handicapped within the department of labor, 1 member who shall be the chairperson from a nonprofit corporation concerned with rehabilitation facilities, and 2 members at large. Members of the committee shall serve without compensation.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1296 Duties of committee.

Sec. 296. The committee shall do all of the following:

- (a) Coordinate and monitor the implementation of sections 293 to 297.
- (b) Aid in the identification of goods and services to be purchased by the department from sheltered workshops and work activity centers.
- (c) Establish eligibility criteria for participating sheltered workshops and work activity centers.
- (d) At least annually establish and review fair market prices for goods and services to be purchased from sheltered workshops and work activity centers.
- (e) Establish procedures regarding the functions and operations of the committee.
- (f) Prepare an annual report depicting the activities related to this section which shall minimally include all of the following:
 - (i) A summary of products and services purchased by the department from sheltered workshops and work activity centers.
 - (ii) The names of sheltered workshops and work activity centers participating.
 - (iii) The impact of this section upon production, work stabilization, program development, and number of handicapped persons served by sheltered workshops and work activity centers.
 - (iv) An indication of the areas to which and the amounts for which the budget of the committee was allocated.
- (g) At least annually conduct a review of the prices paid by the department for the goods and services provided by sheltered workshops and work activity centers and make any adjustments necessary to establish new fair market prices.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1297 Priority of selection; specifications; sale of goods and services to other governmental agencies or private businesses.

Sec. 297. (1) For the purposes of initially identifying those goods or services or both to be provided by sheltered workshops and work activity centers, first priority of selection shall be given to those goods or services or both currently purchased by the department from commercial businesses outside this state. Following the first year and thereafter, priority of selection shall be given those goods or services or both purchased from commercial businesses within this state. If upon review of the current bids or fair market price of both priorities of goods or services or both, the committee finds that sheltered workshops and work activity centers can provide equal goods or services to the department within current bids or fair market price, then those goods or services or both shall be set

aside for the exclusive provision by sheltered workshops and work activity centers for purchase by the purchasing division of the department.

(2) All goods and services purchased by the department from sheltered workshops and work activity centers shall meet the specifications regarding quality, function, and quantity established and published by the department.

(3) This section does not prevent sheltered workshops and work activity centers from selling goods and services to other governmental agencies or private businesses of their choosing.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1298 Michigan capitol park commission; creation; powers, duties, and functions; appointment, qualifications, and terms of members; expenses; election of chairperson, vice-chairperson, and secretary.

Sec. 298. (1) The Michigan capitol park commission is created within the department. The Michigan capitol park commission shall exercise its prescribed statutory powers, duties, and functions as if it was transferred to the department under a type I transfer as described in section 3 of the executive organization act of 1965, Act No. 380 of the Public Acts of 1965, being section 16.103 of the Michigan Compiled Laws.

(2) The Michigan capitol park commission consists of 7 members appointed by the governor with the advice and consent of the senate. The governor shall appoint as 3 of the 7 members 1 individual recommended by the mayor of the city of Lansing, 1 individual recommended by the majority leader of the senate, and 1 individual recommended by the speaker of the house of representatives.

(3) Members of the Michigan capitol park commission shall serve for terms of 4 years, except of the members first appointed, 1 shall be appointed for a term of 1 year, 2 shall be appointed for a term of 2 years, 2 shall be appointed for a term of 3 years, and 2 shall be appointed for a term of 4 years. Vacancies shall be filled by the governor in the same manner as the original appointment for the balance of the unexpired term. A member of the Michigan capitol park commission shall not receive compensation for services as a commissioner, but each commissioner shall receive reimbursement for actual expenses incurred in connection with the duties of the office.

(4) The Michigan capitol park commission shall annually elect a chairperson, vice-chairperson, and a secretary.

History: Add. 1988, Act 306, Eff. Sept. 1, 1988.

Compiler's note: For transfer of powers and duties of Michigan Capitol Park Commission relating to property designated as Michigan Veterans' Memorial Park to the Michigan Veterans' Memorial Park Commission, see E.R.O. No. 1992-4, compiled at § 35.1081 of the Michigan Compiled Laws.

18.1298a Michigan capitol park commission; conducting business at public meeting; notice; availability of writings to public; quorum.

Sec. 298a. (1) The business which the Michigan capitol park commission may perform shall be conducted at a public meeting of the Michigan capitol park commission held in compliance with the

open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(2) A writing prepared, owned, used, in the possession of, or retained by the Michigan capitol park commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(3) A majority of the voting members of the Michigan capitol park commission shall constitute a quorum for the transaction of business.

History: Add. 1988, Act 306, Eff. Sept. 1, 1988.

18.1298b Michigan capitol park; scope of real property; guidelines; resolution; property designated as Michigan veterans' memorial park; jurisdiction.

Sec. 298b. (1) Except as provided in subsection (4), the Michigan capitol park shall consist of all real property owned by the state, located in downtown Lansing, and bounded by Ottawa street on the north, Allegan street on the south, the vacated portion of Sycamore street that is located between Ottawa and Allegan streets on the east, and Logan street on the west, and designated pursuant to subsection (2). Additional real property that is located outside of the boundaries named in this subsection may also be designated as part of the Michigan capitol park pursuant to subsection (2).

(2) Except as otherwise provided in subsection (4), the Michigan capitol park commission in consultation with the director shall adopt guidelines that designate the real property to be included in the Michigan capitol park, including the real property described in subsection (1), to be under the exclusive jurisdiction of the Michigan capitol park commission or under the joint jurisdiction of the department and the Michigan capitol park commission. A resolution adopted under this subsection is not valid unless approved by the joint capital outlay subcommittee of the appropriations committee of the house and the appropriations committee of the senate.

(3) Guidelines adopted under subsection (2) shall not include real property that is under the jurisdiction of the Michigan capitol committee pursuant to chapter 7 of the legislative council act, Act No. 268 of the Public Acts of 1986, being sections 4.1701 to 4.1702 of the Michigan Compiled Laws.

(4) The following real property contained within the boundaries described in subsection (1) is designated the Michigan veterans' memorial park, and is under the jurisdiction of the Michigan veterans' memorial park commission:

Commencing at the E 1/4 corner of Section 17, T4N, R2W, City of Lansing, Ingham County, Michigan; thence westerly approximately 470 feet, on the E-W 1/4 line of said Section 17 to the point of beginning; thence southerly approximately 295 feet, to the right-of-way line of the proposed Capitol Loop; thence approximately 840 feet, on the arc of a curve to the right with a central angle of approximately 160 degrees and a radius of approximately 300 feet on said right-of-way; thence southerly approximately 295 feet, to the point of beginning, containing 2.5 acres, more or less. The described parcel is subject to any easement or right of record pertaining to that parcel.

History: Add. 1988, Act 306, Eff. Sept. 1, 1988;—Am. 1992, Act 132, Imd. Eff. July 9, 1992.

18.1298c Michigan capitol park commission; duties.

Sec. 298c. The Michigan capitol park commission shall do all of the following:

- (a) Develop a master plan for, and manage the development and operation of, the Michigan capitol park.
- (b) Promulgate rules pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, necessary to carry out its powers and duties under this section.
- (c) Be responsible for the operation of programs, exclusive of physical building management and maintenance, within the jurisdiction of the Michigan capitol park commission as determined under section 298b.
- (d) Act as an advisory body to the department regarding the development and operation of real property in Lansing not designated as part of the Michigan capitol park under section 298b.
- (e) Confer and cooperate with the Michigan capitol committee in the execution of its duties under chapter 7 of the legislative council act, Act No. 268 of the Public Acts of 1986, being sections 4.1701 to 4.1702 of the Michigan Compiled Laws.
- (f) Coordinate with the city of Lansing any state activities or developments in and around the Michigan capitol park.
- (g) Advise the department of state police regarding the provision of police and security services for the Michigan capitol park, and the enforcement of rules for the care and preservation of the Michigan capitol park.
- (h) Annually report to the governor and the legislature on the activities of the Michigan capitol park commission. The report shall review the progress of, and any changes in, the master plan as well as the development and operation of the Michigan capitol park.

History: Add. 1988, Act 306, Eff. Sept. 1, 1988.

18.1298d Michigan capitol park commission; powers.

Sec. 298d. The Michigan capitol park commission may do all of the following:

- (a) Accept gifts, contributions, and bequests from any person, business, or governmental entity.
- (b) Enter into contracts to carry out the purposes of the Michigan capitol park commission as prescribed in this act.

(c) Employ a director and other persons as considered necessary by the Michigan capitol park commission.

(d) Fix rental prices for concessions and the short term use of property or space designated as part of the Michigan capitol park and under the exclusive or joint jurisdiction of the Michigan capitol park commission, pursuant to section 298b.

History: Add. 1988, Act 306, Eff. Sept. 1, 1988.

18.1298e Michigan capitol park commission; disposition of fees.

Sec. 298e. All money received by the Michigan capitol park commission as fees for rentals and privileges shall be paid promptly into the state treasury to be credited to the general fund.

History: Add. 1988, Act 306, Eff. Sept. 1, 1988.

ARTICLE 3

18.1301 Meanings of words and phrases.

Sec. 301. For purposes of this article, the words and phrases defined in sections 302 to 305 have the meanings ascribed to them in those sections.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1302 Definitions; A.

Sec. 302. (1) "Adjusted personal income" means the total personal income of this state, less transfer payments, adjusted for inflation. The adjustment for inflation shall be determined by reducing the total personal income of this state less transfer payments for a calendar year by the average of the Detroit consumer price index for the 12 months ending 6 months before the calendar year ends.

(2) "Allocation of state financial resources" means the decision process to place priorities on services by proposing and appropriating money by law for state government services.

(3) "Allotment schedule" means the estimated periodic expenditures and obligations of appropriations constituting a spending plan.

(4) "Annual growth rate" means the percentage change in adjusted personal income for the current calendar year as compared to adjusted personal income for the calendar year immediately preceding the current calendar year. The annual growth rate shall be rounded off to the nearest 0.1%.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1303 Definitions; D to P.

Sec. 303. (1) "Detroit consumer price index" means the most comprehensive index of consumer prices available for the Detroit area from the bureau of labor statistics of the United States department of labor or its successor.

(2) "Open-end appropriation" means an annual appropriation without a specific sum, for a state budget purpose.

(3) "Personal income" means as defined by the bureau of economic analysis of the United States department of commerce or its successor.

(4) "Program" means the activities and financial resources applied to a public policy intention as approved by the legislature.

(5) "Proportion" means the proportion of total state spending from state sources paid to all units of local government in a fiscal year, and shall be calculated by dividing a fiscal year's state spending

from state sources paid to units of local government by total state spending from state sources for the same fiscal period.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1304 Definitions; S.

Sec. 304. (1) "State budget" means a financial program to deliver state government services.

(2) "State operating fund" means a state fund entity established by law to provide direct financial support for services delivered to the public pursuant to the state budget.

(3) "State spending paid to units of local government" means the sum of total state spending from state sources paid to a unit of local government. State spending paid to a unit of local government does not include a payment made pursuant to a contract or agreement entered into or made for the provision of a service for the state or to state property, and loans made by the state to a unit of local government.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1305 Definitions; T, U.

Sec. 305. (1) "Total state spending" means the sum of state operating fund expenditures, not including transfers between funds.

(2) "Total state spending from state sources" means the sum of state operating fund expenditures not including transfers between funds, federal aid, and restricted local and private sources of financing.

(3) "Transfer payments" means as defined by the bureau of economic analysis of the United States department of commerce or its successor.

(4) "Unit of local government" means unit of local government as defined in section 115(5).

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1321 Office of state budget director; creation; appointment of director; exemption from classified service; term; director as director of department.

Sec. 321. The office of state budget director is hereby created. The state budget director shall be appointed by the governor, be exempt from the classified state civil service, and shall serve at the pleasure of the governor. The state budget director may concurrently serve as the director of the department.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1323 Executive budget function; executive budget proposal; limitation on proposed appropriations.

Sec. 323. The governor shall establish and maintain an executive budget function through a state budget director. The governor shall develop and present to the legislature an executive budget proposal for the following fiscal period. The executive budget proposal shall include proposed appropriations for state program services and estimated or proposed revenue and resources for all state operating funds. Proposed appropriations shall not exceed the estimated financing in a state operating fund. The executive budget function shall include the management and execution of the state budget which is enacted into law to deliver intended services within actual levels of financing in the state operating funds.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1331 Information; assistance.

Sec. 331. The chief executive officer of a state agency, institution of higher education, or community college shall promptly furnish any information requested by the state budget director and shall provide necessary assistance in implementing this act.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1332 Comprehensive state information relative to programs, financing, priorities, management, and performance; investigations; examinations.

Sec. 332. The state budget director shall obtain from state agencies and develop comprehensive state information relative to programs, financing, priorities, management, and performance. The state budget director may investigate the activities or examine the records of state agencies to ascertain facts in the administration of this act.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1333 Witnesses; oaths; examinations; compelling production of records; enforcement of orders and subpoenas.

Sec. 333. Pursuant to this act, the state budget director may compel attendance and testimony of witnesses, administer oaths, and examine persons as necessary and compel the production of records. Orders and subpoenas issued by the state budget director, in pursuance of the authority vested by this section, may be enforced upon the application to the circuit court for proceedings in contempt of that court as provided by law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1341 Executive state budget; evaluations; review.

Sec. 341. The state budget director shall plan and prepare a comprehensive executive state budget and execute, manage, and control the state budget which is enacted into law. The state budget director shall provide for the evaluation of state programs, planning and evaluation of allocation of state financial resources to programs and activities, and concurrently evaluate administrative management and performance in accordance with approved public policy. The state budget director shall review for cost, program impact, and departmental organization.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1342 Economic analysis, revenue estimating, and monitoring activity.

Sec. 342. The state budget director or state treasurer shall establish and maintain an economic analysis, revenue estimating, and monitoring activity. The activity shall include the preparation of current estimates of all revenue by source for state operating funds for the initial executive budget proposal to the legislature and thereafter through final closing of the state's accounts.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: For transfer of powers and duties relating to economic analysis and revenue estimating activities of the State Budget Director in the Office of Revenue and Tax Analysis, Department of Management and Budget, to the State Treasurer as head of the Department of Treasury, see E.R.O. No. 1991-1, compiled at § 12.151 of the Michigan Compiled Laws.

18.1343 Statistical studies; population estimates and projections.

Sec. 343. The state budget director shall conduct statistical studies and make estimates and projections of population relative to size and distribution.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1344 Annual proposals; review of auditor general's audits; state debt; costs of capital outlay projects.

Sec. 344. (1) The state budget director shall develop annual proposals for departmental program activities and the associated estimated costs and sources of financing. The proposals shall reflect current departmental program activities relative to impact on state policy goals, and new and augmented program activities in response to changing priorities. The proposals shall reflect the evaluations and analyses of state programs and activities prescribed in this act.

(2) The state budget director shall review the auditor general's audits of state agencies as a basis for making recommendations in departmental program expenditure proposals.

(3) The state budget director shall annually determine the amounts required for interest and principal of state debt and the estimated costs of capital outlay projects to provide facilities for state program services.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1345 State mandated programs; costs; recommendations.

Sec. 345. Recommendations for appropriations in a departmental budget proposal shall include costs incurred by units of local government to implement state mandated programs as provided by law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1347 Hearings; attendance.

Sec. 347. Before presenting final budget proposals to the governor, the state budget director may hold departmental hearings at which officials of the department may be heard on the proposals. The chief executive officer of a department, or member of a board or commission, or their representatives shall attend the hearings if requested by the state budget director. A governor-elect shall be invited to attend and participate in the departmental hearings.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1348 Executive budget submitted to legislature; recommendations for expenditures; additional and new sources of revenue; considerations in balancing budget of each state operating fund.

Sec. 348. The executive budget submitted to the legislature shall represent financing for all state agency programs provided by the resources of state operating funds. Recommendations for expenditures from each state operating fund shall not exceed the estimated beginning balance of such fund plus the fund's estimated revenue. Additional and new sources of revenue may be proposed in the executive budget to meet the proposed expenditures. In balancing the budget of each state operating fund, the state budget director shall consider proposed open-end appropriations and tax and spending limitations as provided by law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1349 Proportion of total state spending from state sources paid to units of local government; compliance of budgets with state constitution.

Sec. 349. In accordance with the provision of section 30 of article IX of the state constitution of 1963, the proportion of total state spending from state sources paid to all units of local government shall not be less than the proportion in effect in fiscal year 1978-1979. The executive budget submitted to the legislature and the budget enacted by the legislature shall be in compliance with section 30 of article IX of the state constitution of 1963.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1350 State spending paid to units of local government; refunds or other repayments.

Sec. 350. (1) If state government assumes the financing and administration of a function, after December 22, 1978, which was previously performed by a unit of local government, the state payments for the function shall be counted as state spending paid to units of local government.

(2) Refunds or other repayments of prior year revenues shall not be considered in the determination of total state spending.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1350a Additional definitions.

Sec. 350a. As used in sections 26 to 28 of article IX of the state constitution of 1963:

(a) "Personal income of Michigan" for a calendar year means total annual personal income as officially reported by the United States department of commerce, bureau of economic analysis, or its successor, in August of the year following the calendar year for which the report is made. Revision of the total annual personal income figure as reported by the bureau of economic analysis after August of the year following the calendar year for which the report is made shall not cause personal income of Michigan as defined to be revised.

(b) "Total state revenues" means the combined increases in net current assets of the general fund and special revenue funds, except for component units included within the special revenue group for reporting purposes only. For fiscal years beginning after September 30, 1986, total state revenues shall be computed on the basis of generally accepted accounting principles as defined in this act. However, total state revenues shall not include the following:

(i) Financing sources which have previously been counted as revenue, for the purposes of section 26 of article IX of the state constitution of 1963 such as, beginning fund balance, expenditure refunds, and residual-equity and operating transfers from within the group of funds.

(ii) Current assets generated from transactions involving fixed assets and long-term obligations in which total net assets do not increase.

(iii) Revenues which are not available for normal public functions of the general fund and special revenue funds.

(iv) Federal aid.

(v) Taxes imposed for the payment of principal and interest on voter-approved bonds and loans to school districts authorized under section 16 of article IX of the state constitution of 1963.

(vi) Tax credits based on actual tax liabilities or the imputed tax components of rental payments, but not including the amount of any credits not related to actual tax liabilities.

(vii) Refunds or payments of revenues recognized in a prior period.

(viii) The effects of restatements of beginning balances required by changes in generally accepted accounting principles.

(c) The calculation of total state revenues required by section 350b(3) shall not be adjusted after the filing of the report required by June 30, 1989, unless future changes in generally accepted accounting principles would substantially distort the comparability of the base year and the current and future years. In no event shall intervening years be recalculated.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1350b Prohibited taxes; revenue limit; report.

Sec. 350b. (1) Effective with the 1979-80 state fiscal year, and for each state fiscal year thereafter, the legislature shall not impose taxes of any kind which would result in total state revenues exceeding the revenue limit established in subsection (2).

(2) The revenue limit shall be equal to the product of the ratio of total state revenues in the 1978-79 state fiscal year divided by the personal income of Michigan in calendar year 1977 computed by rounding the quotient to 4 decimal places, multiplied by the personal income of Michigan in either the prior calendar year or the average of personal income of Michigan in the previous 3 calendar years, whichever is greater.

(3) The department shall submit to the legislature, the fiscal agencies, and the auditor general not later than June 30, 1989 a report which shall calculate in detail the base revenue limit as established in subsection (2). This report shall become effective 90 days after submission to the legislature unless disapproved by a concurrent resolution approved by a majority of the members elected and serving in each house by a record roll call vote. If this report takes effect, the calculation of the base revenue limit contained in the report shall be used for the purposes of subsection (2).

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1350c Prohibited expenditures; amount withdrawn from countercyclical budget and economic stabilization fund considered surplus.

Sec. 350c. (1) Expenditures of state government which exceed the sum of the following amounts shall not be incurred in any fiscal year:

(i) The revenue limit established in section 350b.

(ii) A surplus from a previous year.

(iii) Federal aid.

(iv) Taxes imposed for the payment of principal and interest on bonds, approved by the voters and authorized under section 15 of article IX of the state constitution of 1963.

(v) Loans to school districts authorized under section 16 of article IX of the state constitution of 1963.

(vi) The dollar amount of an emergency established pursuant to section 27 of article IX of the state constitution of 1963.

(vii) Other amounts excluded from the calculation of the revenue limit under the definition established in section 350a.

(2) For the purposes of this section, an amount withdrawn from the countercyclical budget and economic stabilization fund created pursuant to section 351 shall be considered a surplus.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1350d Revenues required to be refunded; procedures.

Sec. 350d. (1) The procedures enumerated in this section shall be followed when revenues are required to be refunded pursuant to section 26 of article IX of the state constitution of 1963.

(2) For any fiscal year in which total state revenues exceed the revenue limit as provided in section 26 of article IX of the state constitution of 1963 by 1% or more, the revenues in excess of the revenue limit shall be refunded pro rata based on the liability reported on the state income tax return filed pursuant to section 441 of Act No. 281 of the Public Acts of 1967, being section 206.441 of the Michigan Compiled Laws, and the single business tax return filed pursuant to section 97 of Act No. 228 of the Public Acts of 1975, being section 208.97 of the Michigan Compiled Laws, for the taxpayer's tax year beginning in the fiscal year for which it is determined that the revenue limit has been exceeded.

(3) A refund shall not be required if total state revenues exceed the revenue limit by less than 1%.

(4) If total state revenues exceed the revenue limit by less than 1%, the governor shall recommend to the legislature that the excess be appropriated to the countercyclical budget and economic stabilization fund, or its successor.

(5) A refund required pursuant to this section shall be refunded during the fiscal year beginning on the October 1 following the filing of the report required by section 350e which determines that the limit was exceeded in the prior fiscal year for which the report was filed.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1350e Report.

Sec. 350e. The department shall annually prepare a report which summarizes in detail the state's compliance with the revenue limit established in section 350b. The report shall be submitted to the auditor general for review and comment not later than May 31 of each year, and shall be published by submission to the legislature not later than June 30 of each year.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1351 Countercyclical budget and economic stabilization fund; creation; purpose; definitions.

Sec. 351. (1) A countercyclical budget and economic stabilization fund is created to assist in stabilizing revenue and employment during periods of economic recession and high unemployment.

(2) As used in this section and sections 352 to 359, "fund" means the countercyclical budget and economic stabilization fund.

(3) As used in section 352, "current calendar year" means the year that ends December 31 in which the determination of the transfer into or out of the fund is being made.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1352 Transfer of funds based on annual growth rate; formula.

Sec. 352. (1) When the annual growth rate is more than 2%, the percentage excess over 2% shall be multiplied by the total state general fund-general purpose revenue for the fiscal year ending in the current calendar year to determine the amount to be transferred to the fund from the state general fund in the fiscal year beginning in the current calendar year.

(2) When the annual growth rate is less than 0%, the percentage deficiency under 0% shall be multiplied by the total state general fund-general purpose revenue for the fiscal year ending in the current calendar year to determine the eligible amount to be transferred to the state general fund from the fund in the fiscal year ending in the current calendar year. When the formula calls for a larger transfer from the fund than is necessary to balance the current fiscal year state general fund-general purpose budget, the excess shall remain in the fund.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1985, Act 96, Imd. Eff. July 18, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1991, Act 29, Eff. Mar. 30, 1992;—Am. 1991, Act 72, Imd. Eff. July 11, 1991;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1353 State unemployment rate; table; purposes for which money may be appropriated from fund; appropriation to Michigan state parks endowment fund.

Sec. 353. (1) In a calendar quarter following a calendar quarter in which the seasonally adjusted state unemployment rate as certified by the director of the department of career development or its successor is 8% or more, an amount may be appropriated from the fund by the legislature for the purposes listed in this section in accordance with the following table:

| Percent of seasonally adjusted unemployment in the calendar quarter preceding the calendar quarter in which an amount may be appropriated | Percent of fund available for economic stabilization during the calendar quarter following a calendar quarter of high unemployment |
|---|--|
| 8.0-11.9% | 2.5% of fund balance as of first day of calendar quarter |
| 12.0% and over | 5.0% of fund balance as of first day of calendar quarter |

(2) The legislature may appropriate by law money from the fund in the amounts as provided in this section to assist in the following countercyclical economic stabilization purposes:

- (a) Capital outlay.
- (b) Public works and public service jobs.
- (c) Refundable investment or employment tax credits against state business taxes for new outlays and hiring in this state.
- (d) Any other purpose the legislature may provide by law which provides employment opportunities counter to the state's economic cycle.

(3) Notwithstanding subsections (1) and (2), there is hereby appropriated \$40,000,000.00 from the fund for the Michigan state parks endowment fund. The appropriation provided for in this subsection shall only be effective after the proceeds from the sale of the accident fund have been transferred to the fund as provided for in section 701a of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.701a.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1994, Act 107, Eff. Mar. 30, 1995;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1353a, 18.1353b Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed sections pertained to appropriation from fund and appropriation for civilian conservation corps endowment fund.

18.1353c Appropriation of amounts to pay certain court settlements and purchase certain mineral rights.

Sec. 353c. (1) For the fiscal year ending September 30, 1995 only, there is appropriated from the fund to the general fund the sum of \$59,500,000.00 to be used to pay the court settlement amount for the department of natural resources in the matter of Miller Brothers, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CM).

(2) For the fiscal year ending September 30, 1995 only, there is appropriated from the fund to the general fund the sum of \$875,000.00 to be used to pay the court settlement liquidated damages for the department of natural resources in the matter of Miller Brothers, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CM).

(3) For the fiscal year ending September 30, 1995 only, there is appropriated from the fund to the general fund the sum of \$30,000,000.00 to be used to pay the court settlement and purchase mineral rights for the department of natural resources in the matter of Carnagel Oil Associates, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CC).

(4) For the fiscal year ending September 30, 1995 only, there is appropriated to the department of natural resources from the general fund \$59,500,000.00. This appropriation may only be used to pay

the court settlement associated with the matter of Miller Brothers, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CM).

(5) For the fiscal year ending September 30, 1995 only, there is appropriated to the department of natural resources from the general fund \$875,000.00. This appropriation may only be used to pay the court settlement liquidated damages associated with the matter of Miller Brothers, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CM).

(6) For the fiscal year ending September 30, 1995 only, there is appropriated to the department of natural resources from the general fund \$30,000,000.00. This appropriation may only be used to pay the court settlement and purchase mineral rights associated with the matter of Carnagel Oil Associates, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CC). The payment authorized under this subsection shall be made on or before November 30, 1995.

(7) It is the intent of the legislature that money appropriated from the fund to pay the court settlement and liquidated damages associated with the matter of Miller Brothers, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CM) be repaid to the fund from the Michigan strategic fund created in the Michigan strategic fund act, 1984 PA 270, MCL 125.2001 to 125.2093.

(8) It is the intent of the legislature that money appropriated from the fund to pay the court settlement and purchase mineral rights associated with the matter of Carnagel Oil Associates, et al v State of Michigan, et al (Court of Claims docket no. 88-11848-CC) be repaid to the fund from the Michigan strategic fund created in the Michigan strategic fund act, 1984 PA 270, MCL 125.2001 to 125.2093.

(9) Following November 13, 1995, if the recipient of the \$59,500,000.00 appropriation pursuant to subsections (1) and (4) obtains, by lease, purchase, or otherwise, the mineral rights for the real property that was the subject of the court settlement referenced in this section, the state shall seek repayment of that portion of the \$59,500,000.00 settlement that was not attributed to the cost of the initial lease or to lawfully accrued interest.

(10) For the fiscal year ending September 30, 2001 only, there is appropriated from the fund to the general fund the sum of \$77,000,000.00.

(11) For the fiscal year ending September 30, 2001 only, the state budget director, before the final accounting of state revenues and expenditures is completed, shall calculate the amount of funds that will be necessary to ensure a zero balance in the general fund/general purpose state budget at bookclosing. This calculation shall be made excluding any net general fund/general purpose appropriation lapses that occur when the final accounting of state expenditures is completed. For purposes of this calculation, the closure or reduction of prior year work projects shall not be considered appropriation lapses. The state budget director shall provide a report to the house and senate appropriations committees and the house and senate fiscal agencies of this calculation as soon as it is completed. Based on this calculation, there is appropriated from the fund to the general fund the amount calculated by the state budget director, not to exceed \$200,000,000.00.

(12) For the fiscal year ending September 30, 2002 only, there is appropriated from the fund to the general fund the sum of \$335,000,000.00.

(13) In addition to subsection (12), for the fiscal year ending September 30, 2002 only, there is appropriated from the fund to the school aid fund the sum of \$350,000,000.00.

(14) For the fiscal year ending September 30, 2002 only, the state budget director, before the final accounting of state revenues and expenditures is completed, shall calculate the amount of funds that will be necessary to ensure a zero balance in the general fund state budget at bookclosing. This calculation shall be made excluding \$114,500,000.00. The state budget director shall provide a report to the house and senate appropriations committees and the house and senate fiscal agencies of this calculation as soon as it is completed. Based on this calculation, there is appropriated from the fund to the general fund the amount calculated by the state budget director.

(15) For the fiscal year ending September 30, 2003 only, there is appropriated from the fund to the general fund the sum of \$207,000,000.00.

History: Add. 1995, Act 195, Imd. Eff. Nov. 13, 1995;—Am. 2001, Act 112, Imd. Eff. July 30, 2001;—Am. 2001, Act 161, Imd. Eff. Nov. 6, 2001;—Am. 2002, Act 504, Imd. Eff. July 19, 2002.

18.1353d Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to appropriation to state transportation department.

18.1353e Appropriation and transfer of funds to state school aid fund.

Sec. 353e. (1) Notwithstanding section 353, for the fiscal year ending September 30, 1998, there is appropriated and transferred from the fund to the state school aid fund the sum of \$212,000,000.00 for the purpose of paying money damages to school districts and intermediate school districts who were plaintiffs in the consolidated cases known as Durant v State of Michigan, 456 Mich 175, (1997).

(2) Notwithstanding section 353, for the fiscal year ending September 30, 1999, there is appropriated and transferred from the fund to the state school aid fund the sum of \$73,700,000.00 for the purpose of making appropriations to school districts and intermediate school districts other than those described in subsection (1).

(3) Notwithstanding section 353, for the fiscal year ending September 30, 2000, for the fiscal year ending September 30, 2001, for the fiscal year ending September 30, 2002, for the fiscal year ending September 30, 2003, for the fiscal year ending September 30, 2004, for the fiscal year ending September 30, 2005, for the fiscal year ending September 30, 2006, for the fiscal year ending September 30, 2007, and for the fiscal year ending September 30, 2008, there is appropriated and transferred from the fund to the state school aid fund the sum of \$32,000,000.00 for the purpose of making appropriations to school districts and intermediate school districts other than those described in subsection (1).

History: Add. 1997, Act 144, Imd. Eff. Nov. 19, 1997;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1353f Appropriation and transfer to state water pollution control revolving fund; fiscal years; conditions; certification to legislature.

Sec. 353f. (1) Notwithstanding section 353 and subject to subsection (2), for each of the following fiscal years there is appropriated and transferred from the fund to the state water pollution control revolving fund established under section 16a of the shared credit rating act, 1985 PA 227, MCL 141.1066a, an amount not to exceed \$25,000,000.00:

- (a) The fiscal year ending September 30, 2002.
- (b) The fiscal year ending September 30, 2003.
- (c) The fiscal year ending September 30, 2004.
- (d) The fiscal year ending September 30, 2005.
- (e) The fiscal year ending September 30, 2006.

(2) The appropriation and transfer in subsection (1) for each fiscal year shall not be made unless the state budget director certifies to the legislature that the fund contains at least \$250,000,000.00, that the appropriation and transfer will not cause the fund's balance to fall below \$250,000,000.00, and that the federal government has provided the state with additional funding for that fiscal year above the level of federal funds received during the fiscal year ending September 30, 2001, for the purposes of the state water pollution control revolving fund established under section 16a of the shared credit rating act, 1985 PA 227, MCL 141.1066a. After making the certification to the legislature under this subsection, the state budget director shall transfer from the fund to the state water pollution control revolving fund only the amount necessary to provide for a required state match for the additional federal funds received during that fiscal year compared to the level of federal funds received during the fiscal year ending September 30, 2001. This transfer shall not exceed \$25,000,000.00 in any fiscal year.

(3) The state budget director shall make the certification to the legislature under subsection (2) no later than April 1 of each fiscal year. The certification shall include a detailed report outlining the assumptions that the state budget director has utilized in making the transfer pursuant to subsection (2).

History: Add. 2001, Act 220, Imd. Eff. Jan. 2, 2002.

18.1354 Executive budget and appropriations bill; estimate of transfer into or out of fund; installments; transfer of unreserved general fund-general purpose balances.

Sec. 354. (1) The executive budget for each fiscal year shall contain an estimate of the transfer into or out of the fund required by section 352.

(2) The legislature shall include a final estimate of the transfer into or out of the fund required by section 352 in the appropriations bill which contains the revenue estimate required by section 31 of article IV of the state constitution of 1963.

(3) Except as provided in subsection (4), a transfer into the fund shall be made in equal monthly installments throughout the fiscal year. Except as provided in subsection (4), a transfer out of the fund may be made as needed during the fiscal year.

(4) Notwithstanding section 352, for each fiscal year ending after October 1, 1997, all unreserved general fund-general purpose balances at the final close of the fiscal year shall be transferred to the fund. If an amount is required to be transferred to the fund for a fiscal year under section 352, any amount transferred to the fund under this subsection shall be considered to be a part of the amount transferred to the fund for purposes of section 352.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1994, Act 107, Eff. Mar. 30, 1995;—Am. 1994, Act 108, Imd. Eff. Apr. 26, 1994;—Am. 1995, Act 159, Imd. Eff. Sept. 25, 1995;—Am. 1995, Act 286, Imd. Eff. Jan. 9, 1996;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The last sentence of subsection (4), as amended by Act 159 of 1995, was vetoed by the governor on September 25, 1995.

In subsection (6), as amended by Act 159 of 1995, the line item "Highland Park Community College.....95,656," was vetoed by the governor on September 25, 1995.

18.1354a Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to appropriation and transfer of certain excess balances.

18.1355 Adjustment of transfer into or out of fund; condition; adjustment of appropriation from fund.

Sec. 355. The transfer into or out of the fund as provided in section 352 for each fiscal year beginning after September 30, 1978, may be adjusted in light of revision in the annual growth rate for the calendar year upon which that transfer was made. If an adjustment is made, it shall be implemented by an appropriation bill enacted into law. The adjustment, if made, shall be directly proportional to an increase or decrease in the annual growth rate, but the adjustment shall not be in excess of 1% multiplied by the total general fund-general purpose revenue of the fiscal year upon which the transfer was based. The basis for an adjustment shall be a change in the personal income level for that calendar year as determined by the bureau of economic analysis of the United States department of commerce or its successor in the last report it makes before April 30 of the fiscal year in which that calendar year ended. The adjustment, if made, shall be effective on June 1 of the fiscal year in which the transfer is made.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1991, Act 72, Imd. Eff. July 11, 1991;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1356 Balance in fund; rebate of excess.

Sec. 356. The balance in the fund shall not exceed 10% of the combined level of general fund-general purpose and school aid fund revenues. If the balance in the fund at the end of a fiscal year exceeds 10% of the actual state general fund-general purpose and school aid fund revenues for that fiscal year, the excess shall be rebated to taxpayers on the individual income tax returns filed following the close of that fiscal year according to a schedule to be established by law.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1357 Shortfall in state general fund - general purpose revenue.

Sec. 357. In each fiscal year in which a transfer to the fund takes place, if the state general fund-general purpose revenue falls short of the level upon which a balanced state general fund budget was adopted for that year and the shortfall cannot be attributed to a statutory change in the tax rate, the tax base, fee schedules, or any other change in the revenue sources by which the general fund estimate was made, an amount not to exceed the amount deposited into the fund for that fiscal year may, by majority vote of the members elected to and serving in each house, be appropriated from the fund to raise state general fund-general purpose revenue to the level originally anticipated.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1358 Emergency appropriation from fund; conditions; amounts.

Sec. 358. (1) Except as otherwise provided in this section, the legislature may make an emergency appropriation from the fund subject to all of the following conditions:

- (a) The maximum appropriation from the fund for budget stabilization as provided in section 352(2) has already been made for the current fiscal year.
- (b) The legislature has approved the emergency appropriations bill by a 2/3 majority vote of the members elected to and serving in each house.
- (c) The emergency appropriations bill becomes law.

(2) The additional transfer from the fund may be made only for the current fiscal year.

(3) For the fiscal year ending September 30, 2001, the fiscal year ending September 30, 2002 and for each fiscal year beginning with the fiscal year ending September 30, 2004 and ending with the fiscal year ending September 30, 2016, there is appropriated and transferred from the fund to the state trunk line fund established under section 11 of 1951 PA 51, MCL 247.661, the sum of \$35,000,000.00.

(4) For the fiscal year ending September 30, 2000, there is appropriated and transferred from the fund to the state trunk line fund established under section 11 of 1951 PA 51, MCL 247.661, the sum of \$37,100,000.00.

(5) For the fiscal year ending September 30, 2000, an amount equal to the unreserved general fund/general purpose balance transferred to the fund for the fiscal year ending September 30, 2000, but not to exceed \$62,900,000.00, is appropriated and transferred from the fund to the state trunk line fund established under section 11 of 1951 PA 51, MCL 247.661.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 2000, Act 189, Imd. Eff. June 20, 2000;—Am. 2002, Act 504, Imd. Eff. July 19, 2002.

18.1359 Combining amounts in fund and in state treasury for purposes of cash management; investment earnings; separate accounting; crediting transfer to fund.

Sec. 359. Amounts in the fund may be combined by the state treasurer with other amounts in the state treasury for purposes of cash management. The earnings from investment of the fund shall accrue to the fund. The fund shall be accounted for separately from other funds of the state. A transfer to the fund shall be credited toward the fund balance at the start of the fiscal year in which the transfer takes place subject to later revision according to section 355 in the same fiscal year.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1361 Submission of tax credit, deduction, and expenditure report.

Sec. 361. The tax credit, deduction, and exemption report as provided by 1979 PA 72, MCL 21.271 to 21.296, shall be submitted with the annual budget message by the governor to the legislature pursuant to 1979 PA 72, MCL 21.271 to 21.296.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 2003, Act 68, Imd. Eff. July 22, 2003.

18.1362, 18.1362a Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed sections pertained to refundable income tax credits.

18.1363 Transmittal of budget to members of legislature and fiscal agencies; line-item appropriation detail; computer software application.

Sec. 363. Within 30 days after the legislature convenes in regular session, except in a year in which a newly elected governor is inaugurated into office when 60 days shall be allowed, the governor shall transmit to each member of the legislature and the fiscal agencies the budget in detail as provided in this act, accompanied by such explanations and recommendations relative thereto as the governor considers necessary. At the time the budget is transmitted to the legislature, the director shall transmit line-item appropriation detail to the fiscal agencies using a computer software application that is compatible with the budget tracking computer systems used by the respective fiscal agencies.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1993, Act 2, Imd. Eff. Feb. 16, 1993;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1366 Financing and maintenance of state agency subject to act.

Sec. 366. Each state agency is subject to this act and shall be financed and maintained by specific appropriations by the legislature from the operating funds of the state, as such funds may be dedicated by law, pursuant to the submission of the state budget.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1367 Transmittal of executive budget bills and bills for additional revenue to members of legislature and fiscal agencies; contents of executive budget bill and enacted budget bill.

Sec. 367. (1) Concurrent with transmitting the state budget to the legislature, the governor shall submit to the legislature and the fiscal agencies executive budget bills containing itemized statements of estimated state spending to be paid to local units of government, individual line item amounts, including the number of FTE positions to be funded by each individual line item amount, for the proposed expenditures and any necessary bills for additional revenue to provide financing for the proposed expenditures.

(2) One executive budget bill and 1 enacted budget bill shall contain all of the following:

- (a) The estimated revenue for each state operating fund in sufficient detail to provide for comparison with actual revenue.
- (b) Summary totals for each state operating fund to reflect that recommended expenditures for each fund are within proposed and estimated resources.
- (c) A statement of estimated state spending to be paid to units of local government, total state spending from state sources of financing, and the state-local proportion derived from that data.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1367a “Conference” and “principal” defined.

Sec. 367a. As used in this section and sections 367b to 367f:

- (a) “Conference” means the revenue estimating conference established by this act.
- (b) “Principal” means a person designated in section 367b to be a principal of the conference.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991.

Compiler’s note: Former § 18.1367a, which pertained to definitions, was repealed by Act 72 of 1991, Imd. Eff. July 11, 1991.

18.1367b Revenue estimating conference; principals; forecasts.

Sec. 367b. (1) A revenue estimating conference shall be held in the second week of January and in the last week in May of each year, and as otherwise provided in this act.

(2) The principals of the conference shall be the state budget director or the state treasurer, the director of the senate fiscal agency, and the director of the house fiscal agency, or their respective designees.

(3) The conference shall establish an official economic forecast of major variables of the national and state economies. The conference shall also establish a forecast of anticipated state revenues as the conference determines including the following:

- (a) State income tax collections.
- (b) State sales tax collections.
- (c) Single business tax collections.
- (d) Total general fund/general purpose revenues.
- (e) Lottery transfers to the school aid fund.
- (f) Total school aid fund revenues.
- (g) Annual percentage growth in the basic foundation allowance provided for in the state school aid act of 1979, 1979 PA 94, MCL 388.1601 to 388.1772.
- (h) Compliance with the state revenue limit established by section 26 of article IX of the state constitution of 1963.
- (i) Pay-ins or pay-outs required under the countercyclical budget and economic stabilization fund.

(4) The conference's official forecast of economic and revenue variables shall be determined by consensus among the principals.

(5) The forecasts required by this section shall be for the fiscal year in which the conference is being held and the ensuing fiscal year.

(6) The official conference forecast shall be based upon the assumption that the current law and current administrative procedures will remain in effect for the forecast period.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.
Compiler's note: Former § 18.1367b, which pertained to revenue estimating conference, principals, and forecasts, was repealed by Act 72 of 1991, Imd. Eff. July 11, 1991.

18.1367c Requests by conference for assistance and data.

Sec. 367c. The conference may request and shall receive from all public officers, departments, agencies, and authorities of the state the assistance and data needed to enable it to fulfill its duties.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991.
Compiler's note: Former § 18.1367c, which pertained to revenue forecast as revenue estimate, was repealed by Act 72 of 1991, Imd. Eff. July 11, 1991.

18.1367d Conference procedures.

Sec. 367d. (1) The procedures of the conference shall be decided by the principals, except that any final action establishing an official forecast shall be taken only with the unanimous decision of all of the principals, and a conference shall complete its work within a period of not more than 5 days unless extended by consensus of the principals.

(2) All sessions and meetings of a conference shall be open to the public.

(3) A principal may invite persons to make a presentation or offer testimony to the conference.

(4) A principal shall preside over conference sessions, convene conference sessions, and specify topics to be included on the conference agenda. The responsibility of presiding over sessions of the conference shall be rotated annually among the principals. The principals shall elect the initial chairperson and thereafter the position of chairperson shall rotate among the principals each year.

(5) The chairperson presiding over a conference is also responsible for setting the conference date and preparing and distributing the necessary workpapers before the conference. The workpapers shall include comparisons between alternative information where a comparison is warranted.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991.

Compiler's note: Former § 18.1367d, which pertained to request for assistance and data from state officers and agencies, was repealed by Act 72 of 1991, Imd. Eff. July 11, 1991.

18.1367e Publication of economic and revenue forecasts.

Sec. 367e. The conference shall publish the economic and revenue forecasts established by the conference.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991.

Compiler's note: Former § 18.1367e, which pertained to conference procedures, was repealed by Act 72 of 1991, Imd. Eff. July 11, 1991.

18.1367f Convening conference upon request of principal.

Sec. 367f. Upon the written request of a principal, a conference shall be convened by the chairperson.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: Former § 18.1367f, which pertained to publication of economic and revenue forecasts, was repealed by Act 72 of 1991, Imd. Eff. July 11, 1991.

18.1367g Repealed. 1991, Act 72, Imd. Eff. July 11, 1991.

Compiler's note: The repealed section pertained to convening conference at request of principal.

18.1368 Monitoring passage of budget bills; assisting governor in explanation of recommendations; revisions to recommendations and estimates; veto recommendations.

Sec. 368. The state budget director shall monitor passage of budget bills and assist the governor in the explanation to the legislature of recommendations contained in the state budget proposal. As it may be necessary, the state budget director shall prepare revisions to recommendations and estimates during consideration of the state budget by the legislature. The state budget director may develop recommendations to the governor for veto of items in a budget bill as passed by the legislature.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1369 Item or items vetoed by governor; funding from other source.

Sec. 369. A distinct item or items vetoed by the governor that are not subsequently overridden by the legislature shall not be funded from any other source without a new specific appropriation.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1371 Expenditure or obligation exceeding gross appropriation level prohibited; responsibility for exceeding appropriation; report of violation and statement of action taken; division of appropriation into allotments; spending plan; review of allotments; report; remedies to maintain level of program service.

Sec. 371. (1) An employee of a state agency shall not make or authorize an expenditure or incur an obligation that results in the agency exceeding the gross appropriation level of an appropriation line item made to that agency by the legislature. The chief executive officer and the chief financial officer of a state agency are responsible for any action taken by a state agency which results in exceeding an appropriation. The chief executive officer of a state agency shall report a violation of this subsection immediately to the director and the chairpersons of the senate and house appropriations committees, together with a statement of any action taken to remedy the occurrence.

(2) Within 15 days after a bill appropriating an amount is enacted into law, the amount appropriated shall be divided into allotments by department and by state agency based on periodic requirements to represent a spending plan. The state budget director shall review the allotments. The director shall submit a report each quarter to the appropriations committees and the fiscal agencies that compares actual expenditures to the allotments per appropriation line item made for each department and each state agency for that quarter. When it appears that a spending plan, or sources of financing related to a spending plan, do not provide the level of program service assumed in the appropriation for the fiscal year, the state budget director shall immediately notify the chairpersons and minority chairpersons of the appropriations committees, the chairpersons and minority chairpersons of the appropriate appropriations subcommittees, and the fiscal agencies.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1372 Adjustment of allotments; withholding payment; limitation on payments; open-end appropriations; reduction or adjustment of allotments; report of action taken; directives for allotment of appropriations.

Sec. 372. (1) Allotments may be adjusted by the state budget director as requested by a department, subject to the considerations in section 371(2).

(2) A payment which would exceed an allotment balance may be withheld by order of the state budget director. Payments shall not exceed the total periodic allotments for the fiscal year.

(3) For open-end appropriations, a continuing allotment may be approved by the state budget director or the state budget director may require the state agency to submit requests for periodic allotments.

(4) Allotments may be reduced or adjusted by the state budget director as a result of implementing measures of administrative efficiency, including the abolishment of positions by appointing authorities. An action taken under this section shall be reported to the appropriations committees and the fiscal agencies within 15 days after the action is taken.

(5) The state budget director may issue directives for the allotment of appropriations.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1381 New or expanded programs.

Sec. 381. A state agency shall not establish a new program or expand a current program, from any source of funds, above the level approved in the enacted budget. Proposals for new or expanded programs shall be documented as required and submitted by a state agency to the state budget director for recommendation to the legislature.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1382 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to recommendation for supplemental appropriation.

18.1384 Application for federal financial assistance; notification; form; contents; notice of award, rejection, revision, or deferment of application; report of availability and proposed allocation of grant funds; condition to commitment of grant funds; report.

Sec. 384. (1) A state agency which applies for federal financial assistance shall notify the department within 10 days after the application is sent. The notification to apply for federal financial assistance shall be on a form prescribed by, and contain information requested by, the department. Within 10 days after the state agency receives notice that its application for federal financial assistance is awarded, rejected, revised, or deferred, the state agency shall provide notice of the award, rejection, revision, or deferment of the application to the department.

(2) Within 30 days after a state agency receives notice that a federal grant has been awarded to the state for which organizations or units of local government are eligible to apply, the state agency administering the federal grant program shall report to the legislature and the fiscal agencies the availability of the grant funds and the proposed plan for allocating the grant funds to the organizations or units of local government. A state agency shall not commit any federal grant funds before this notification to the legislature has occurred and a subsequent appropriation of the funds is made by the legislature.

(3) Before December 1 and June 1 of each year, each principal department shall report to the appropriations committees, the fiscal agencies, and the department estimates on the extent to which federal revenues appropriated have been realized and are expected for the remainder of the fiscal year. The report shall detail the estimate by program or grant, and catalog of federal domestic assistance account.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1386 Monthly financial reports; preparation; transmittal; contents.

Sec. 386. (1) The state budget director shall prepare monthly financial reports.

(2) Within 45 days after the end of each month, the state budget director shall transmit copies of the monthly financial report to all the appropriations committee members and the fiscal agencies. The monthly financial report due by December 15 shall be the first monthly financial report to include statements concerning the fiscal year which began on October 1.

(3) Each monthly financial report shall contain the following information:

(a) A statement of actual monthly and year-to-date revenue collections for the general fund/general purpose revenues, school aid fund revenues, and the tax collections dedicated to the transportation funds; including a comparison with prior year amounts, statutory estimates, and the most recent estimates from the executive branch.

(b) A statement of estimated year-end appropriations lapses and overexpenditures for the state general fund by principal department.

(c) A statement projecting the ending state general fund and state school aid fund balances for the fiscal year in progress.

(d) A summary of current economic events relevant to the Michigan economy, and a discussion of any economic forecast or current knowledge of revenue collections or expenditure patterns that is the basis for a change in any revenue estimate or expenditure projection.

(e) A statement of estimated and actual total state revenues compared to the revenue limit provided for in section 26 of article IX of the state constitution of 1963.

(f) A statement of the estimated fiscal year-end balance of state payments to units of local government pursuant to section 30 of article IX of the state constitution of 1963.

(g) Any other information considered necessary by the state budget director or jointly requested by the chairpersons of the appropriations committees.

(h) A statement of year-to-date balances for the following funds:

- (i) The countercyclical budget and economic stabilization fund or its successor.
- (ii) The renaissance fund or its successor.
- (iii) The natural resources trust fund or its successor.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1388 Monitoring and projecting state spending paid to units of local government; remedial actions.

Sec. 388. State spending to units of local government shall be continually monitored and projected by the state budget director. If projections indicate that state spending to units of local government will not meet the proportion required by law, the state budget director shall recommend to the governor, and the governor shall propose remedial actions to the legislature.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1389 Withholding of payment to municipality; purpose; report; "municipality" defined.

Sec. 389. (1) The department or the department of treasury may withhold all or part of any payment that a municipality is entitled to receive under a budget act to the extent the withholdings are a component part of a plan, developed and implemented under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, for financing an outstanding obligation upon which the municipality defaulted. Amounts withheld shall be used to pay, on behalf of the municipality, unpaid amounts or subsequently due amounts, or both, of principal and interest on the outstanding obligation upon which the municipality defaulted.

(2) Within 30 days after any amount is withheld from any municipality pursuant to this section, the department withholding the payment shall report in writing the name of the municipality and the amount that is being withheld from that municipality to the appropriations committees and the fiscal agencies.

(3) For purposes of this section, "municipality" means that term as defined in section 103 of the revised municipal finance act, 2001 PA 34, MCL 141.2103.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 2002, Act 188, Imd. Eff. Apr. 24, 2002.

18.1391 Actual revenues falling below revenue estimates; review of appropriations; recommending reduction of expenditures; review of recommendations; order containing reductions; notice; meeting; approval or disapproval of order; implementation of order; filing order and resolutions; special lapse accounts.

Sec. 391. (1) When it appears to the governor, based upon written information received by the governor from the budget director and the department of treasury, that actual revenues for a fiscal period will fall below the revenue estimates on which appropriations for that period were based, the estimates being as determined by the legislature in accordance with section 31 of article IV of the state constitution of 1963, the governor shall order the director to review all appropriations made by the legislature, except those made for the legislative and judicial branches of government or from funds constitutionally dedicated to specific purposes.

(2) Based upon needs, the director shall recommend to the governor a reduction of expenditures authorized by the appropriations, either direct or open-ended, for that fiscal year. The governor shall review the recommendations of the director and shall prepare an order containing reductions in expenditures authorized so that actual revenues for the fiscal period will be sufficient to equal the expenditures. The governor shall give not less than 5 days' written notice to the members of the appropriations committees specifying a time and place for a joint meeting of the governor and the appropriations committees, at which the governor shall present to the appropriations committees the governor's recommendations and copies of the governor's proposed order.

(3) Not later than 10 days after the submission of the order to the appropriations committees, each appropriation committee by vote of a majority of its members elected and serving shall approve or disapprove the order. Expenditures authorized by appropriations shall not be reduced unless approved by both appropriations committees. Upon approval by both appropriations committees, the director shall implement the order.

(4) If either appropriation committee disapproves the order, the order is without force and effect. Not later than 30 days after a proposed order is disapproved, the governor may give reasonable written notice of the time and place of a further joint meeting of the appropriations committees, at which time the governor shall submit another order reducing expenditures authorized by appropriations. Within 10 days after the receipt of that order by the appropriations committees, each appropriations committee, by a majority of its members elected and serving, shall approve or disapprove the order. Upon approval by both appropriations committees, the director shall implement the order.

(5) After the approval by both appropriations committees pursuant to subsection (3) or (4), a copy of the order of the governor and resolutions of both appropriations committees approving it shall be filed with the secretary of state and the order shall become effective.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1392 Reduction of line item appropriations in subsequent legislation.

Sec. 392. This act shall not be construed to prohibit the legislature from reducing line item appropriations in budget acts in subsequent legislation.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1393 Administrative transfers of appropriations within department; purpose; notice; prohibited adjustments; approval or disapproval.

Sec. 393. (1) Administrative transfers of appropriations within any department to adjust for current cost and price variations from the enacted budget items, or to adjust amounts between federal sources of financing for a specific appropriation line item, or to adjust amounts between restricted sources of financing for a specific appropriation line item, or to pay court judgments, including court approved consent judgments, or to pay all settlements and claims may be made by the state budget director not less than 30 days after notifying each member of the senate and house appropriations committees. Administrative transfers shall not include adjustments that have policy implications or that have the effect of creating, expanding, or reducing programs within that department. Those transfers may be disapproved by either appropriations committee within the 30 days and, if disapproved within that time, shall not be effective.

(2) A transfer of appropriations within any department other than an administrative transfer pursuant to subsection (1) shall not be made by the state budget director unless approved by both the senate and house appropriations committees. If the state budget director does not approve transfers adopted by both the senate and house appropriations committees under this subsection, the state budget director shall notify each member of both the senate and house appropriations committees of his or her action within 15 days after the senate and house appropriations committees' final approval.

(3) A transfer approved by the appropriations committees shall not be effective unless it is identical in terms of funding sources and dollar amounts.

(4) A transfer approved pursuant to this section shall constitute authorization to transfer the amount recommended and approved. However, the amount shall be reduced by the state budget director to be within the current unobligated amount of the appropriation.

(5) Capital outlay appropriations may be transferred from a state agency, community college, or institution of higher education to provide necessary funds for the completion of an authorized capital outlay project, if the transfer is approved by JCOS and the appropriations committees. Operating appropriations shall not be transferred into an existing capital outlay account.

(6) Transfers shall not be authorized under any of the following circumstances:

- (a) To create a new line-item appropriation or to create a new state program.
- (b) To or from an operating appropriation line-item that did not appear in the fiscal year appropriation bills for which the transfer is being made.
- (c) To or from a work project as designated under section 451a.
- (d) Between state governmental funds.

(7) Transfers of appropriations for financing sources shall be made concurrently with related transfers of appropriations for line expenditure items.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1395 Appropriations from restricted sources of financing; authorized spending; spending of state matching money; reductions; notice; reduction in federal share of costs; corrective action; prohibited transfer; appropriation financed by multiple sources; expenditure of transfers between operating funds; lapse of unused funds.

Sec. 395. (1) Appropriations in a budget act from restricted sources of financing authorize spending only the amount of financing earned, up to the amount appropriated.

(2) Except as otherwise provided in this section, spending of state matching money in an appropriation shall be maintained in the proportion appropriated. When federal money is earned in an amount less than appropriated and the matching requirements have not been reduced, spending of any state matching appropriation shall be reduced accordingly.

(3) When federal matching formulas are adjusted to increase the federal share of the costs of a program, spending of any state matching appropriation shall be reduced accordingly. Within 15 days after receipt of a notice of such a change, the state agency shall notify the state budget director. The additional federal funds available under these conditions are appropriated for the program intended.

(4) When federal matching formulas are adjusted to reduce the federal share of the costs of a program, the affected state agency shall notify the department. After receipt of the notice of such a change the state budget director shall take appropriate corrective action. For purposes of this subsection, a transfer to increase the state matching appropriations shall not be permitted under section 393(1).

(5) In an appropriation financed by multiple sources, any state general fund-general purpose appropriations shall be used only after the restricted funds available have been expended.

(6) Transfers between operating funds for financing shall be expended in the proportion appropriated and unused funds at the end of the fiscal year shall lapse to the fund from which appropriated.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1396 Paying or recording certain expenditures from appropriations; notice of certain settlements or consent judgments; report.

Sec. 396. (1) From the appropriations contained in a budget act, a state agency shall pay or record expenditures for the following:

(a) Court judgments, including court approved consent judgments; all settlements, awards, and claims.

(b) Writeoffs of accounts receivable recorded in a prior year.

(2) The attorney general shall notify the senate and house appropriations committees, the speaker of the house, the senate majority leader, and the fiscal agencies within 14 days after entering into a settlement or consent judgment which would result in a state obligation that exceeds \$200,000.00. The notice shall include a summary of the facts of the case and the reason or reasons that the settlement or consent judgment would be in the best interests of the state.

(3) Before December 1 of each year, each principal department shall transmit to the appropriations committees and fiscal agencies a written report which includes all of the following:

- (a) The total dollar amount of final judgments and settlements against the principal department for the most recent completed fiscal year.
- (b) Each source of funding and item appropriating money in a budget act, which source and item is used to pay the judgments and settlements pursuant to subdivision (a).
- (c) The total dollar amount of final judgments and settlements received in the most recent completed fiscal year pursuant to legal actions by the principal department.
- (d) Each revenue account in which money was credited pursuant to subdivision (c).
- (e) An estimate of the total dollar amount and a description of the facts involved in each court action currently pending against the department for the most recently completed fiscal year.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1397 Appropriations for 2001-2002 fiscal year; supplemental; adjustment; use of unexpended funds from trial court improvements work project; appropriations reduction.

Sec. 397. (1) Appropriations for the 2001-2002 fiscal year are supplemented and adjusted as follows:

APPROPRIATION SUMMARY:

| | |
|---|----------------|
| GROSS APPROPRIATION | \$ (9,916,100) |
| Interdepartmental grant revenues: | |
| Total interdepartmental grants and intradepartmental transfers..... | 0 |
| ADJUSTED GROSS APPROPRIATION | \$ (9,916,100) |
| Federal revenues: | |
| Total federal revenues..... | 0 |
| Special revenue funds: | |
| Total local revenues..... | 0 |
| Total private revenues | 0 |
| Total other state restricted revenues..... | 0 |
| State general fund/general purpose..... | \$ (9,916,100) |

(a) JUDICIARY

(i) APPROPRIATION SUMMARY:

| | |
|---|----------------|
| GROSS APPROPRIATION | \$ (4,777,700) |
| Interdepartmental grant revenues: | |
| Total interdepartmental grants and intradepartmental transfers..... | 0 |
| ADJUSTED GROSS APPROPRIATION | \$ (4,777,700) |
| Federal revenues: | |
| Total federal revenues..... | 0 |
| Special revenue funds: | |
| Total local revenues..... | 0 |

| | |
|---|---------------------|
| Total private revenues | 0 |
| Total other state restricted revenues..... | 0 |
| State general fund/general purpose..... | \$ (4,777,700) |
| <i>(ii) JUDICIARY</i> | |
| Judiciary reductions | \$ (4,777,700) |
| GROSS APPROPRIATION | \$ (4,777,700) |
| Appropriated from: | |
| State general fund/general purpose..... | \$ (4,777,700) |
| (b) LEGISLATURE | |
| <i>(i) APPROPRIATION SUMMARY:</i> | |
| GROSS APPROPRIATION | \$ (5,138,400) |
| Interdepartmental grant revenues: | |
| Total interdepartmental grants and intradepartmental transfers..... | 0 |
| ADJUSTED GROSS APPROPRIATION | \$ (5,138,400) |
| Federal revenues: | |
| Total federal revenues..... | 0 |
| Special revenue funds: | |
| Total local revenues..... | 0 |
| Total private revenues | 0 |
| Total other state restricted revenues..... | 0 |
| State general fund/general purpose..... | \$ (5,138,400) |
| <i>(ii) LEGISLATURE</i> | |
| Senate..... | \$ (1,267,500) |
| Senate automated data processing | (113,400) |
| Senate fiscal agency..... | (168,700) |
| House of representatives..... | (1,548,600) |
| House automated data processing | (89,200) |
| House fiscal agency..... | (159,100) |
| Legislative auditor general | <u>(672,800)</u> |
| GROSS APPROPRIATION | \$ (4,019,300) |
| Appropriated from: | |
| State general fund/general purpose..... | \$ (4,019,300) |
| <i>(iii) LEGISLATIVE COUNCIL</i> | |
| Legislative council | \$ (575,700) |
| Legislative service bureau automated data processing | (79,000) |
| e-Law, legislative council technology enhancement project..... | (125,300) |
| Legislative corrections ombudsman..... | (29,000) |
| Worker's compensation..... | (8,000) |
| National association dues | <u>(20,300)</u> |
| GROSS APPROPRIATION | \$ (837,300) |
| Appropriated from: | |
| State general fund/general purpose..... | \$ (837,300) |
| <i>(iv) LEGISLATIVE RETIREMENT SYSTEM</i> | |
| General nonretirement expenses..... | \$ <u>(164,000)</u> |
| GROSS APPROPRIATION | \$ (164,000) |
| Appropriated from: | |
| State general fund/general purpose..... | \$ (164,000) |

(v) PROPERTY MANAGEMENT

| | | |
|---|----|------------------|
| Capitol building | \$ | <u>(117,800)</u> |
| GROSS APPROPRIATION | \$ | (117,800) |
| Appropriated from: | | |
| State general fund/general purpose..... | \$ | (117,800) |

(2) Notwithstanding any other provisions in this section, unexpended fiscal year 2000-2001 appropriations from the trial court improvements work project may be used to satisfy the negative appropriations figure reflected in subsection (1)(a).

(3) The appropriations reduction in subsection (1)(a) for judiciary may include a reduction to the general fund portion of the court equity fund reimbursements line item not to exceed 7-1/2%.

History: Add. 2001, Act 161, Imd. Eff. Nov. 6, 2001.

ARTICLE 4

18.1401 Meanings of words and phrases.

Sec. 401. For purposes of this article, the words and phrases defined in sections 402 to 404 have the meanings ascribed to them in those sections.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1402 Definitions; C to E.

Sec. 402. (1) "Comprehensive annual financial report" means the official annual financial report of the state published by the department in accordance with section 23 of article IX of the state constitution of 1963.

(2) "Disbursement" means payment.

(3) "Encumbrance" means a commitment related to unperformed contracts for goods and services which is recognized as a reservation of fund balance for financial reporting purposes.

(4) "Expenditure" means charges incurred for work performed, supplies and materials delivered, services rendered, and grants and debt service due, whether or not payment has been made.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1403 Definitions; I to R.

Sec. 403. (1) "Imprest cash" means an account with the state treasurer into which a fixed amount of money is placed for the purpose of minor or emergency disbursements.

(2) "Indirect cost" means an amount which is received from the federal government relative to administering an award, contract, or grant made by the federal government.

(3) "Operating fund" means a fund in which the revenues and expenditures are subject to appropriation control.

(4) "Petty cash" means a sum of money set aside on an imprest basis for the purpose of making change or paying small obligations.

(5) "Receipt" means payment received.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1404 Definitions; R to W.

Sec. 404. (1) "Revenues" means the increases in the net current assets of a fund other than from expenditure refunds and residual equity transfers.

(2) "Revolving fund" means a self-supporting fund which provides services or sells goods to state agencies, other governmental jurisdictions, or the public.

(3) "Unencumbered balance" means that portion of an appropriation not yet expended and encumbered.

(4) "Unexpended balance" means that portion of an appropriation not yet expended.

(5) "Unit of local government" means unit of local government as defined by section 115(5).

(6) "Work project" means a 1-time nonrecurring undertaking for the purpose of accomplishing an objective contained in specific line-item appropriation for that purpose or any other specific line-item appropriation designated as a work project by law under criteria established under section 451a(1).

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1411 Repealed. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

Compiler's note: The repealed section pertained to certain appropriations unpaid due to employees' retirement.

18.1421 Internal control in management of state's financial transactions; powers of director; accounting principles.

Sec. 421. (1) In order to establish strong internal control in the management of the state's financial transactions, the director may do any of the following:

(a) Issue directives for the accountability, custody, periodic inventory, and maintaining departmental records of the real and personal property and supplies and materials of the state.

(b) Issue directives relative to the formulation and control of a state central accounting system.

(c) Monitor, approve or disapprove, and assist in the development and enhancement of agency accounting systems. When assistance is provided, the state agency shall be interaccount billed for the cost of the services provided. The director shall issue directives to implement this subdivision.

(d) Examine, directly or by the director's representative, each proposed payment from the state treasury as will enable the director to certify to the state treasurer that the proposed payment is correct, for the discharge of a state liability or for some other purpose authorized by law, within the scope of the appropriation to which charged, and is not in excess of the unexpended or unencumbered balance of the appropriation. Except for investment transactions and refund of

taxes, a payment shall not be made from the state treasury except upon certification of the director.

(e) Issue directives for the refund to payers of money which has been deposited in the state treasury through misunderstanding, inadvertence, or mistake and to which the state does not have a claim. The refunds shall be made pursuant to the directives except as otherwise provided in this act.

(f) Issue directives providing for and governing the establishment, the proper uses of, and accounting for imprest and petty cash funds by state agencies. An imprest or petty cash fund shall not exceed the monetary limit approved by the board.

(g) Prepare and publish a comprehensive annual financial report at the close of each fiscal year which clearly reflects the financial position of the state funds at the close of the fiscal year.

(2) If there is a conflict between generally accepted accounting principles, the principles adopted by the governmental accounting standards board, or its successor, shall be used. Changes in generally accepted accounting principles which require budgetary revisions shall be incorporated not later than the next executive budget after the change is issued. The director shall issue directives to incorporate any changes, additions, and rescissions made to the generally accepted accounting principles as they affect the accounting of state government. If an item is not covered by an existing generally accepted accounting principle, the director shall issue a directive which shall not be effective until 30 days after the directive is reported to the appropriations committee and the auditor general.

(3) The department shall not change an accounting principle, or the application of an accounting principle, from that which was followed in the preceding fiscal year if the change will materially affect the final year-end balance of an appropriated operating fund, unless the change in the accounting principle or the application of the accounting principle is reported to the senate and house appropriations committees not later than 120 days after the end of the fiscal year for which the change is to be implemented. However, the 120-day notice requirement shall not apply to a change in an accounting principle or the application of an accounting principle which is implemented to conform with requirements promulgated by the governmental accounting standards board, or its successor.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1421a Legislative and judicial access to state financial management system.

Sec. 421a. (1) The legislative and judicial branches of government shall have uninterrupted access to all capabilities of the state financial management system.

(2) A person who deliberately interrupts access violates this section and is subject to a civil penalty of \$1,000.00 per day for each separate violation of this section.

History: Add. 1994, Act 301, Imd. Eff. July 14, 1994.

18.1422 Advances.

Sec. 422. The chief executive officer of a principal department may make advances to participants in state programs which require the expenditure of money before reimbursement by the state or receipt of federal money. An advance shall not be made unless the advance is approved by the director of the department of management and budget. The director after consultation with the state treasurer shall issue directives implementing this section which shall provide for repayment, dollar limitations, and renewal authority.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1423 Examination of books, accounts, documents, systems, and financial affairs.

Sec. 423. The director may examine, or cause to be examined, the books, accounts, documents, systems, and financial affairs of each state agency for the purpose of determining compliance with directives.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1424 Production of books, papers, and documents; examination; testimony; oaths.

Sec. 424. (1) Upon demand of the director or any person duly designated by the director, an officer or employee of the state government shall produce for examination, the books of account, papers, and documents of their respective department or agency and shall truthfully answer all questions relating thereto.

(2) In connection with an examination, the director, or any person duly designated, may take testimony of witnesses, may administer oaths and examine such persons as may be necessary, and may compel the production of books, records, and papers.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1426 Books, records, and systems; adoption and use.

Sec. 426. The chief executive officer of each principal department or state agency shall adopt and use the books, records, methods, and systems of accounting and reporting prescribed by the director.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1430 Capped federal funds, special revenue funds, and healthy Michigan fund; report on amounts and sources.

Sec. 430. Within 10 working days after formal presentation of the executive budget, the state budget director shall report to the members of the senate and house appropriations committees and the senate and house fiscal agencies on the amounts and sources of all capped federal funds, special revenue funds as defined in the state of Michigan's comprehensive annual financial report, and the

healthy Michigan fund created under section 5953 of the public health code, 1978 PA 368, MCL 333.5953, and an accounting of the state departments or agencies in which the executive budget proposes to spend the funds.

History: Add. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1431 Accounting for activities and programs; assignment; classification of funds.

Sec. 431. The director shall assign the accounting for activities and programs established by the legislature to funds and classify each fund into fund types in accordance with generally accepted accounting principles. The director may, in consultation with the chief executive officers of state agencies significantly involved in the operation of funds, change the classification of funds when the operation of the fund changes or when there is a change in the application of generally accepted accounting principles.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1432 Merging, combining, or segregating fund.

Sec. 432. The director, after consultation with the chief executive officer of the state agency significantly involved in the operation of the affected fund, may merge, combine, or segregate any fund which now is or may be provided by law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1434 Crediting certain revenues to revolving fund; financial plan; report.

Sec. 434. Revenues received from rates charged or goods sold and revenue which is received from any other source and designated to be credited to a revolving fund shall be credited to that fund. Within 60 days after the fiscal year begins, the director shall submit to the appropriations committees and fiscal agencies a financial plan for the ensuing fiscal year. The financial plan shall include the rate structure, a projected statement of revenues and expenses in sufficient detail to provide for comparison with actual revenues and expenses, a projected statement of receipts and disbursements, and any other information considered necessary by the director. Within 60 days after the end of the fiscal year, the director shall submit to the legislature, the appropriations committees, and the fiscal agencies a report on the status of all such revolving funds, including all information reported in the financial plan.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1435 Revolving funds; transferring net income to general fund.

Sec. 435. The net income earned each fiscal year in the following revolving funds shall be transferred to the state general fund at the end of that fiscal year. The funds to which this section applies are as follows:

- (a) Liquor purchase revolving fund.
- (b) Michigan state fair revolving fund.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1437 Advances to revolving fund; repayment; long term advances for acquisition of equipment; limitation.

Sec. 437. (1) The director may make advances to any revolving fund from time to time during a fiscal year, but all of the advances shall be repaid to the fund from which advanced before the end of the fiscal year.

(2) The director may, if approved by the board, make long term advances to the various revolving funds for the purpose of acquiring equipment. The amount of an advance made to any revolving fund shall not exceed the net book value of the assets acquired with the advance.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1441 Disposition of receipts; directives; subsection (1) inapplicable to state agency within legislative branch.

Sec. 441. (1) The receipts of the state government, from whatever source derived, shall be deposited pursuant to directives issued by the state treasurer and credited to the proper fund. The director shall issue directives to implement this section relative to the accounting of receipts.

(2) Subsection (1) does not apply to a state agency within the legislative branch of state government. A state agency within the legislative branch of state government may receive and expend amounts in addition to those authorized in a budget act.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1442 Expenditure or transfer of funds appropriated to entity within legislative branch.

Sec. 442. Funds appropriated to an entity within the legislative branch of state government shall be expended or be transferred to another account only with the written approval of the authorized agent of the legislative entity. When the authorized agent of the legislative entity notifies the department of its approval of an expenditure or transfer within the existing level of appropriations, the department shall immediately make the expenditure or transfer. The authorized legislative entity agents shall be designated by the speaker of the house for house entities, the senate majority leader for senate entities, and the legislative council for library of Michigan and legislative council entities.

History: Add. 1991, Act 72, Imd. Eff. July 11, 1991.

18.1443 Money received by state agencies; forwarding to state treasurer; crediting to general fund; limitation on transfers.

Sec. 443. Except as otherwise provided by law, all money received by the various state agencies for whom appropriations are made by a budget act shall be forwarded to the state treasurer and credited to the state general fund. The state budget director may make federal revenue transfers between the recipient state department and the spending state department only when funds are appropriated in the spending department.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1444 Encumbrances and receivables; reporting and recording.

Sec. 444. The department shall issue directives which provide that at least once per month, each state agency shall report to the department all encumbrances against appropriation accounts and all revenue receivables against each source of financing. These encumbrances and receivables shall be recorded on the state's accounting system.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1451 Lapse of unencumbered balance of appropriation; unascertainable documents; charging encumbrance to next succeeding fiscal year.

Sec. 451. (1) At the close of the fiscal year, the unencumbered balance of each appropriation shall lapse to the state fund from which it was appropriated. A document which is not ascertainable before the cutoff date set by the director may be charged against a current year's appropriation if the chief accounting officer determines that the state agency was not willful in its failure to ascertain or record the document and if the amount of the payment would not have exceeded the unencumbered balance of the applicable appropriation in the prior fiscal year.

(2) An encumbrance entered into within 15 days before the end of the fiscal year and outstanding at the close of the fiscal year is not a charge against that fiscal year but is charged to the next succeeding fiscal year.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1451a Work projects.

Sec. 451a. (1) Except as provided in section 248, a work project appropriation continues to be available until completion of the work or 48 months after the last day of the fiscal year in which the appropriation was originally made, whichever comes first, then the remaining balance lapses to the state fund from which it was appropriated. For work projects established before the effective date of the amendatory act that added this section, the 48-month time period described in this subsection begins on the last day of the fiscal year in the year the amendatory act that added this section takes effect. To be designated as a work project, a work project shall meet all of the following criteria:

- (a) The work project shall be for a specific purpose.
- (b) The work project shall contain a specific plan to accomplish its objective.
- (c) The work project shall have an estimated completion cost.
- (d) The work project shall have an estimated completion date.

(2) The director has the authority to issue directives to lapse existing work project accounts at any time. The director shall notify each member of the senate and house appropriations committees and the fiscal agencies of work projects that the director has ordered to lapse. These directives may be disapproved by either the senate or house appropriations committee within 30 days after the date of notification and, if disapproved within that time, shall not be effective.

(3) Not later than 45 days after the conclusion of the fiscal year, the director shall notify the senate and house appropriations committees and the fiscal agencies of appropriations proposed to be designated as work projects in accordance with the definition contained in this act. These designations may be disapproved by either appropriations committee within 30 days after the date of notification and, if disapproved within that time, shall not be effective. The notification shall include an estimate of the dollar amount of the funds to be designated as work projects and a description of all work projects designated in an appropriations act.

(4) Not later than 120 days after the conclusion of the fiscal year, the director shall prepare and deliver to the senate and house appropriations committees and the fiscal agencies a report that summarizes current work project accounts. This report shall contain a listing of all work project accounts, the balance in each account, the amount of funds that lapsed from any previously designated work projects, and the funds that received these lapses.

History: Add. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1452 Payment and use of amounts appropriated in budget act.

Sec. 452. (1) The amounts appropriated in a budget act shall be paid out of the state treasury at a time and in a manner as provided by law.

(2) Each of the amounts appropriated shall be used solely for the respective purposes stated in the budget act except as otherwise provided by law.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1453 Appropriations from restricted revenues; limitation on expenditure.

Sec. 453. If appropriations are made in a budget act from restricted revenues including federal and matching revenues, the amount to be expended from the restricted revenue shall not exceed the amount appropriated in the budget act or the amount paid in, together with the balances carried forward from the previous fiscal year, whichever is the lesser.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1454 Appropriation of full-time equated positions; basis; report on status of FTE positions; report containing fiscal year summary of information required in subsection (2).

Sec. 454. (1) Each budget act shall appropriate full-time equated positions based on 2,088 hours for 1.0 FTE position.

(2) Before the end of each quarter, the department of civil service shall provide a report to the department, the appropriations committees, and the fiscal agencies regarding the status of FTE positions for the preceding quarter. The quarterly report shall include, but shall not be limited to, the following information:

- (a) The number of FTE positions, by department, on the last payroll for the preceding quarter.
- (b) The increase or decrease in FTE positions, by department, compared to the last quarterly report.
- (c) The difference between the appropriated FTE positions, and the actual number of FTE positions, by department, for that quarter.
- (d) Summary totals for the information listed in subdivisions (a), (b), and (c).

(3) The department of civil service shall provide a report to the appropriations committees and the fiscal agencies by December 1 of each year, which shall include a fiscal year summary of the information required in subsection (2) for the most recently completed fiscal year.

History: Add. 1988, Act 504, Imd. Eff. Dec. 29, 1988;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1455 Appropriations for unclassified positions; use; eligibility of incumbents of unclassified positions to participate in state contributory insurance and longevity programs; prior years' service as classified employee in determining amount of longevity payment; use of appropriations for salaries and wages; payment of back salaries or wages.

Sec. 455. (1) The appropriations made under a budget act for unclassified positions as specified by a line item appropriation shall only be used for those positions.

(2) Incumbents of unclassified positions in the executive branch of state government, the legislative auditor general's office, and judicial officers whose total compensation is payable by the state and who are not eligible to receive additional compensation from a county, township, or municipal governmental unit of this state pursuant to the state constitution of 1963 or state law, are eligible to participate in the state contributory insurance and longevity programs on the same basis as classified employees. Prior years' service as a classified employee shall be included in determining the amount of the longevity payment.

(3) The appropriations for salaries and wages shall be used only with respect to classified positions established by the civil service commission and to special personal service employees hired with approval of the department of civil service. Money appropriated in a budget act shall not be used to pay back salaries or wages to an employee, except for the purpose of paying appropriately authorized

retroactive gross pay adjustments to an employee with an effective date prior to October 1 of the fiscal year in which the approval was given.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1456 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to appropriations for contractual services, supplies, and materials.

18.1458 Use of amounts authorized for equal employment opportunity services; filling positions; responsibility.

Sec. 458. The amounts authorized in a budget act for equal employment opportunity services shall only be used to comply with laws or orders relative to equal opportunity employment and affirmative action programs. These positions shall be filled by persons employed by the principal executive officer of the state agency and shall be responsible only to that principal executive officer.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1459 Repealed. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

Compiler's note: The repealed section pertained to payment of court judgments.

18.1460 Indirect cost rate or percentage; determination; report; request for appropriations of federal funds not to include funds for indirect costs; charging indirect cost to award, contract, or grant; crediting indirect cost; availability of revenues.

Sec. 460. (1) A state agency shall determine what the indirect cost rate or percentage is for that state agency and shall report that indirect cost rate or percentage to the department, the appropriations committees, and the fiscal agencies. A state agency's request for appropriations of federal funds shall not include funds provided for indirect costs.

(2) A state agency which has received an award, contract, or grant shall charge the applicable indirect cost to that award, contract, or grant. The indirect cost shall be credited as revenue to the respective state funds to offset state expenditures for support services for which indirect costs were provided. These revenues shall be available to meet the required 1% payment to the civil service commission as set forth in section 5 of article XI of the state constitution of 1963, as it applies to salaries and wages funded from federal revenues.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1461 Audit of federal grants awarded to state; funding for audit; single audits; encumbering amounts to finance cost of audits; carrying over unexpended amounts; submitting schedule of federal financial assistance; "public law 104-156" defined.

Sec. 461. (1) As required by federal law, all federal grants awarded to the state shall be audited by the auditor general, an independent accounting firm selected by the auditor general, or an auditor approved by the appropriate federal agency. The funding for each audit shall be from the respective federal grants audited.

(2) Each audit performed pursuant to Public Law 104-156 shall be conducted by an independent auditor in accordance with generally accepted government auditing standards. Single audits for this state shall be conducted in accordance with Public Law 104-156 by the auditor general, an independent accounting firm selected by the auditor general, or an independent auditor approved by the appropriate federal agency. For fiscal years beginning October 1, 1985 and thereafter, biennial audits of state departments and agencies shall be performed for purposes of complying with the requirements of Public Law 104-156 pertaining to audit evaluation of the internal controls of this state and the state's compliance with material features of laws and regulations related to major federal assistance programs.

(3) The funding for single audits shall be from the respective federal grants audited, in accordance with Public Law 104-156. The chief executive officer of each principal department shall ensure that sufficient amounts are encumbered from the appropriate federal grants to finance the cost of the audits. Any unexpended amounts of encumbered funds may be carried over into succeeding years to cover the cost of the single audits.

(4) Before February 1 of each year, the director of each principal department shall submit to the director, fiscal agencies and the auditor general a schedule of federal financial assistance for the last completed fiscal year in a form approved by the auditor general.

(5) As used in this section, "Public Law 104-156" means chapter 75 of title 31 of the United States Code, 31 U.S.C. 7501 to 7507.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1986, Act 251, Imd. Eff. Dec. 4, 1986;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1462 Plan to comply with audit recommendations.

Sec. 462. Within 60 days after the final audit is released, the principal executive officer of a state agency which is audited shall submit a plan to comply with the audit recommendations to the department. The plan shall be prepared in accordance with procedures prescribed by the principal department. Copies of the plan shall be distributed in accordance with the administrative guide to state government. Copies shall also be distributed to relevant house and senate appropriations subcommittees, relevant house and senate standing committees, fiscal agencies, and the executive office.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1463 Federal pass-through funds to local institutions and units of local government; appropriation; certain funds not to be expended unless appropriated.

Sec. 463. Federal pass-through funds to local institutions and units of local government which do not require additional state matching funds and for which the criteria for distribution is established by the federal government are appropriated for the purposes intended. Unless provided for in other statutes, funds received during a fiscal year and unexpended funds carried forward from previous fiscal years for which a principal department has discretion as to how the funds will be distributed shall not be expended unless appropriated.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1483 Definitions used in §§ 18.1483 to 18.1489.

Sec. 483. As used in this section and sections 484 to 489:

(a) "Department head" means the head of a principal department.

(b) "Internal accounting and administrative control system" means the methods through which reasonable assurances can be given that measures are being used by a principal department and its state agencies to safeguard assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.

History: Add. 1986, Act 272, Imd. Eff. Dec. 19, 1986.

18.1484 System of reporting and general framework to be used in evaluations of internal accounting and administrative control systems; development; modification; notice.

Sec. 484. (1) The director, in consultation with the auditor general, shall develop a system of reporting and a general framework which shall be used by the principal departments in performing evaluations on their respective internal accounting and administrative control systems.

(2) The director, in consultation with the auditor general, may modify the format for the report or the framework for conducting the evaluations after giving 30 days' notice to each principal department head and the senate and house appropriations committees.

History: Add. 1986, Act 272, Imd. Eff. Dec. 19, 1986;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1485 Internal accounting and administrative control system; establishment and maintenance; elements; duties of head of principal department; reports.

Sec. 485. (1) The department head of each principal department shall establish and maintain an internal accounting and administrative control system within that principal department using the generally accepted accounting principles as developed by the accounting profession and in conformance with directives issued pursuant to section 141(d).

(2) Each internal accounting and administrative control system shall include, but not be limited to, all of the following elements:

- (a) A plan of organization that provides separation of duties and responsibilities among employees.
- (b) A plan that limits access to that principal department's resources to authorized personnel whose use is required within the scope of their assigned duties.
- (c) A system of authorization and record-keeping procedures to control assets, liabilities, revenues, and expenditures.
- (d) A system of practices to be followed in the performance of duties and functions in each principal department.
- (e) Qualified personnel that maintain a level of competence.
- (f) Internal control techniques that are effective and efficient.

(3) Each head of a principal department shall document the system, communicate system requirements to employees of that principal department, assure that the system is functioning as prescribed, and modify as appropriate for changes in condition of the system.

(4) The head of each principal department shall provide a biennial report on or before May 1 of each odd numbered year prepared by the principal department's internal auditor on the evaluation of the principal department's internal accounting and administrative control system to the governor, the auditor general, the senate and house appropriations committees, the fiscal agencies, and the director. For the period reviewed, the report shall include, but not be limited to, both of the following:

- (a) A description of any material inadequacy or weakness discovered in connection with the evaluation of the department's internal accounting and administrative control system as of October 1 of the preceding year and the plans and a time schedule for correcting the internal accounting and administrative control system, described in detail.
- (b) A listing of each audit or investigation performed by the internal auditor pursuant to sections 486(4) and 487.

History: Add. 1986, Act 272, Imd. Eff. Dec. 19, 1986;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1486 Internal auditor; appointment; member of state classified executive service; supervision; protection; duties; professional and auditing standards.

Sec. 486. (1) Each principal department shall appoint an internal auditor. Each internal auditor shall be a member of the state classified executive service.

(2) Except as otherwise provided by law, each internal auditor shall report to and be under the general supervision of the department head.

(3) A person may not prevent or prohibit the internal auditor from initiating, carrying out, or completing any audit or investigation. The internal auditor shall be protected pursuant to the whistleblowers' protection act, 1980 PA 469, MCL 15.361 to 15.369.

(4) The internal auditor of each principal department shall:

(a) Receive and investigate any allegations that false or misleading information was received in evaluating the principal department's internal accounting and administrative control system or in connection with the preparation of the biennial report on the system.

(b) Conduct and supervise audits relating to financial activities of the principal department's operations.

(c) Review existing activities and recommend policies designed to promote efficiency in the administration of that principal department's programs and operations as assigned by the department head.

(d) Recommend policies for activities to protect the state's assets under the control of that principal department, and to prevent and detect fraud and abuse in the principal department's programs and operations.

(e) Review and recommend activities designed to ensure that principal department's internal financial control and accounting policies are in conformance with the department of management and budget accounting division directives issued pursuant to sections 421 and 444.

(f) Provide a means to keep the department head fully and currently informed about problems and deficiencies relating to the administration of that principal department's programs and operations and the necessity for and progress of corrective action.

(g) Conduct other audit and investigative activities as assigned by the department head.

(5) Each internal auditor shall adhere to appropriate professional and auditing standards in carrying out any financial or program audits or investigations.

History: Add. 1986, Act 272, Imd. Eff. Dec. 19, 1986;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1487 Internal auditor; reports; plan to correct problems, abuses, or deficiencies; public disclosure of information.

Sec. 487. (1) Each internal auditor shall report immediately to the department head if the internal auditor becomes aware of particularly serious or flagrant problems, abuses, or deficiencies relating to the administration of programs or operations of that principal department or its state agencies. If criminal activity is suspected, the department head shall immediately submit a report to the governor, attorney general, and the auditor general in accordance with reporting requirements established pursuant to section 484.

(2) Within 60 days after the receipt of a report filed pursuant to subsection (1), the department head shall submit a plan to correct the problems, abuses, or deficiencies to the director. Within 30 days

after the receipt of the plan to correct, the director shall submit copies of the plan to correct to the auditor general and the senate and house appropriations committees.

(3) This section shall not be construed to authorize the public disclosure of information which is part of an ongoing criminal investigation or which is specifically prohibited from public disclosure by any other provision of law.

History: Add. 1986, Act 272, Imd. Eff. Dec. 19, 1986.

18.1488 Repealed. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

Compiler's note: The repealed section pertained to budget recommendations.

18.1489 Evaluation and report by auditor general.

Sec. 489. The auditor general shall evaluate the implementation of the requirements of sections 483 to 488 and shall report to the legislature in the financial audit of each department.

History: Add. 1986, Act 272, Imd. Eff. Dec. 19, 1986;—Am. 1992, Act 58, Imd. Eff. May 20, 1992.

18.1491 Fiscal year.

Sec. 491. The fiscal year of the state shall commence October 1 and continue through September 30.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1492 Including financial statements in comprehensive annual financial report; responsibility; statement format; audit; submission of statements.

Sec. 492. The financial statements of all state agencies, as defined by generally accepted accounting principles as falling within the reporting responsibility of the state, shall be included in the comprehensive annual financial report of the state. The director shall designate and notify each state agency of this responsibility as well as describe the statement format that shall be followed by each agency so notified. The statements provided shall be followed by each state agency so notified. The statements provided shall be audited as provided by law or by the auditor general or independent auditors selected by the auditor general before submission to the department of management and budget and shall be submitted not later than 90 days following the close of the state's fiscal year.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1493 Preliminary, unaudited financial statements including notes of general fund and state school aid fund; submission to legislature and fiscal agency.

Sec. 493. The director shall submit preliminary, unaudited financial statements including notes of the general fund and the state school aid fund to the legislature and the fiscal agencies within 120 days after the end of the fiscal year.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1999, Act 8, Imd. Eff. Mar. 22, 1999.

18.1494 Comprehensive annual financial report; publication; preparation of financial statements; certificates of examination; disclosure of budgetary basis; deviation from generally accepted accounting principles; establishment and use of capital outlay reserve.

Sec. 494. (1) Within 6 months after the end of the fiscal year, the director shall publish a comprehensive annual financial report which shall conform as nearly as practicable to established governmental reporting standards. The financial statements shall be prepared in accordance with generally accepted accounting principles and shall contain certificates of examination by the auditor general and any other independent auditor the auditor general may assign. The comprehensive annual financial report and the 120-day report shall contain disclosures of the budgetary basis if different from statements prepared under generally accepted accounting principles.

(2) A deviation from generally accepted accounting principles shall not be made unless authorized by statute. A deviation which is being employed at the time this act takes effect may continue until the deviation is corrected and accounted for on the basis of generally accepted accounting principles.

(3) When the state budget director determines that sufficient revenues exist, a capital outlay reserve shall be established. After a capital outlay reserve is established, the capital outlay reserve shall not be used to balance any deficit.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1495, 18.1496 Repealed. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

Compiler's note: The repealed sections pertained to state accounting and fiscal responsibility account and working capital reserve account.

18.1497 Itemized statement of state spending paid to units of local government and total state spending from state sources; transmittal; calculation of spending proportion; publication of report; reporting amount of additional payments; payment of amount; making up shortfall in payments.

Sec. 497. (1) The director shall transmit to the auditor general for review and comment, not later than May 31 of each year, an itemized statement of the state spending paid to units of local government and total state spending from state sources for the fiscal year in which this act takes effect, and each fiscal year thereafter, including a calculation of the proportion of state spending paid to units of local government to total state spending from state sources. The report shall be published by submission to the legislature not later than June 30 of each year.

(2) If the proportion calculated pursuant to subsection (1) is less than required by section 349, the statements required by this section shall report the amount of additional payments to units of local government which would have been necessary to meet the requirements of section 349. This amount shall be payable to units of local government not later than in the fiscal year following the fiscal year in which the deficiency in payments to units of local government was ascertained and reported to the legislature.

(3) Any appropriations to the fund which are intended to make up a shortfall in payments to units of local government for a prior fiscal year shall not be considered as state spending from state resources or as state payments to units of local government in the fiscal year in which the amounts are appropriated.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

18.1498 Local government payment fund; creation; reservation of money appropriated to fund; amounts considered state payments to units of local government.

Sec. 498. (1) The local government payment fund is hereby created. Money appropriated to the fund by the legislature shall be reserved for use in a fiscal year when additional state payments to units of local government are necessary to meet the requirements of section 349.

(2) The amounts recommended by the governor or appropriated by the legislature into the fund described in subsection (1) shall be considered, for purposes of fulfilling the requirements of section 349, as state spending to be paid to units of local government.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1499 Closing schedule; procedural directives; appropriation transfer; monthly statement of estimated revenues; latest published estimate.

Sec. 499. (1) At least 60 days before the end of the fiscal year, the director shall issue to all state agencies a closing schedule which shall list the dates by which financial information must be submitted to the department. The director may issue, from time to time, directives concerning the procedures to be followed by state agencies during the fiscal year end closing process.

(2) An appropriation transfer made for the purpose of increasing general fund revenues appropriated to offset an actual shortfall in appropriated federal or state restricted revenues shall not be effective unless the transfer is approved within 60 days after the end of the fiscal year. An appropriation transfer made for the purpose of increasing the gross appropriation level of an appropriation line item shall not be effective unless the transfer is approved within 60 days after the end of the fiscal year.

(3) For purposes of the closing, the monthly statement of estimated revenues for the month ending November 30, and submitted pursuant to section 386, shall be used, along with the latest published estimate available at that date for funds not included in the monthly financial report.

History: 1984, Act 431, Eff. Mar. 29, 1985;—Am. 1988, Act 504, Imd. Eff. Dec. 29, 1988.

ARTICLE 5

18.1501 Severability.

Sec. 501. If any portion of this act or the application of this act to any person or circumstances shall be found to be invalid by a court, the invalidity shall not affect the remaining portions or applications of this act which can be given effect without the invalid portion or application, if the remaining portions are not determined by the court to be inoperable, and to this end this act is declared to be severable.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1551 Inquiry into administration of act; removal or suspension of appointed or elective public officer for violation; public officers to which section inapplicable; reporting reasons for suspension or removal.

Sec. 551. (1) The governor shall inquire into the administration of this act.

(2) The governor may remove or suspend any appointive public officer for violations of this act.

(3) The governor may remove or suspend any elective public officer for violation of this act which constitutes gross neglect of duty, corrupt conduct in office, misfeasance, or malfeasance.

(4) This section does not apply to any public officer of the legislature or judicial branch of government.

(5) The governor shall report the reasons for any removal or suspension to the legislature.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1591 Repeal of acts and parts of acts.

Sec. 591. The following acts and parts of acts are repealed:

| <u>YEAR OF ACT</u> | <u>PUBLIC ACT NUMBER</u> | <u>SECTION NUMBERS</u> | <u>COMPILED LAW NUMBERS</u> |
|--------------------|--------------------------|------------------------|-----------------------------|
| 1869 | 132 | | 13.41 |
| 1877 | 23 | | 13.51 to 13.53 |
| 1887 | 116 | | 21.91 to 21.92 |
| 1903 | 228 | | 21.61 to 21.67 |
| 1915 | 71 | | 35.281 to 35.282 |
| 1917 | 309 | | 13.31 |
| 1919 | 71 | 14 | 21.54 |
| 1919 | 98 | | 21.1 to 21.16 |

ARTICLE 5: SECTIONS 501 THROUGH 594

| <u>YEAR OF ACT</u> | <u>PUBLIC ACT NUMBER</u> | <u>SECTION NUMBERS</u> | <u>COMPILED LAW NUMBERS</u> |
|--------------------|--------------------------|------------------------|-----------------------------|
| 1919 | 120 | | 24.41 to 24.42 |
| 1919 | 282 | | 17.21 to 17.28 |
| 1921 | 2 | 6 and 11 | 17.6, 17.11 |
| 1921 | 35 | | 17.41 to 17.42 |
| 1929 | 98 | 1 to 3 | 17.71 to 17.73 |
| | | 5 to 6 | 17.75 to 17.76 |
| 1929 | 265 | | 35.291 to 35.292 |
| 1931 | 128 | | 17.101 to 17.103 |
| 1935 | 231 | | 17.121 to 17.122 |
| 1937 | 120 | | 5.1 to 5.5 |
| 1941 | 258 | 1 to 9 | 21.101 to 21.109 |
| | | 11 and 12 | 21.111 to 21.112 |
| 1941 | 259 | | 21.121 to 21.130 |
| 1947 | 9 | | 17.301 to 17.302 |
| 1947 | 260 | | 21.301 to 21.311 |
| 1948 | 51 | First Extra Session | 18.1 to 18.14a |
| 1952 | 53 | | 18.101 to 18.104 |
| 1956 | 112 | | 17.501 |
| 1958 | 154 | | 18.201 to 18.202 |
| 1964 | 277 | | 4.760 to 4.765 |
| 1965 | 95 | | 21.251 to 21.255 |
| 1965 | 380 | 12 | 16.112 |
| | | 100 to 109 | 16.200 to 16.209 |
| 1969 | 78 | | 18.211 to 18.212 |
| 1974 | 161 | | 18.51 to 18.53 |
| 1976 | 242 | | 830.501 to 830.505 |
| 1977 | 76 | | 21.401 to 21.412 |
| 1979 | 57 | | 21.261 to 21.267 |
| 1981 | 18 | | 21.501 to 21.533 |
| 1982 | 153 | | 21.451 to 21.454 |
| 1983 | 14 | | 21.421 to 21.425 |

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1592 Repeal of §§ 13.17 to 13.26.

Sec. 592. Sections 17 to 26 of chapter 12 of the Revised Statutes of 1846, being sections 13.17 to 13.26 of the Michigan Compiled Laws, are repealed.

History: 1984, Act 431, Eff. Mar. 29, 1985.

18.1594 Repeal of executive reorganization orders.

Sec. 594. The following executive reorganization orders are rescinded and the assigned compiled law numbers shall be considered as repealed:

| <u>Executive Reorganization Order Numbers</u> | <u>Compiled Law Numbers</u> |
|---|-----------------------------|
| 1970-2 | 10.111 and 18.22 |
| 1971-2 | 18.21 |
| 1972-3 | 10.112 |
| 1973-4 | 18.22 |

History: 1984, Act 431, Eff. Mar. 29, 1985.

INDEXES

KEY WORD INDEX

ACCOUNT

Appropriation: p. 26, §263
Capital Outlay: p. 67, §393
Construction: p. 19, §244
Energy: p. 23, §254
Examination: p. 75, §423, §424
Federal: p. 63, §384
Interaccount Billed: p. 31, §279; p. 73, §421
Recording: p. 68, §396; p. 78, §444
Work Project: p. 78, §451a
 Other: p. 46, §342; p. 66, §391; p. 72, §403;
 p. 77, §442

ACCOUNTING

Final: p. 52, §353c
GAAP: *see Generally Accepted Accounting Principles*
System: p. 75, §426; p. 78, §444; p. 83, §484, §485
 Other: p. 58, §359; p. 73, §421; p. 75, §430;
 p. 77, §441; p. 78, §451; p. 82, §461;
 p. 83, §483; p. 84, §486

ACT

Administrative Procedures (1969 PA 306): p. 4, §31;
 p. 41, §298c
Department of Public Safety Pension, Accident, and
 Disability Fund (1935 PA 251): p. 5, §145
Executive Organization (1965 PA 380): p. 39, §298;
 p. 5, §145
Former 1976 PA 242: p. 22, §250
Freedom of Information (1976 PA 442): p. 3, §115
General Property Tax (1983 PA 206): p. 14, §222
Income Tax (1967 PA 281): p. 50, §350d
Judges' Retirement (1951 PA 198): p. 5, §145
Laws, Documents, and Reports (1899 PA 44):
 p. 5, §145
Legislative Council (1986 PA 268): p. 12, §219;
 p. 40, §298b; p. 41, §298c
Michigan Strategic Fund (1984 PA 270): p. 52, §353c
Municipal Employees' Retirement (1945 PA 135):
 p. 5, §145
Municipal Finance (2001 PA 34): p. 65, §389
Open Meetings (1976 PA 267): p. 39, §298a
Probate Judges Retirement (1954 PA 165): p. 5, §145
Public School Employees Retirement (1980 PA 300):
 p. 5, §145
Records Media (1992 PA 116): p. 34, §287
Revenue (1941 PA 122): p. 27, §268
Shared Credit Rating (1985 PA 227): p. 55, §353f
Single Business Tax (1975 PA 228): p. 27, §268;
 p. 50, §350d
State Administrative Board (1921 PA 2): p. 5, §145
State Building Authority (1964 PA 183): p. 5, §145
State Employees Retirement (1943 PA 240):
 p. 31, §281; p. 5, §145
State School Aid (1979 PA 94): p. 59, §367b
Veterans' Trust Fund (1946 PA 9): p. 5, §145

Whistleblowers Protection (1980 PA 469): p. 84, §486
Worker's Disability Compensation (1969 PA 317):
 p. 51, §353

ADMINISTRATION OF THE MANAGEMENT AND BUDGET ACT

Inquiry: p. 89, §551

ADMINISTRATIVE

Administrative Procedures Act: p. 4, §131;
 p. 41, §298c
Board: p. 2, §112; p. 5, §145
Code: p. 30, §273
Control: p. 83, §483, §484, §485; p. 84, §486
Efficiency: p. 5, §141; p. 63, §372
Guide/Guidelines: p. 2, §113; p. 82, §462
Management: p. 46, §341
Overhead: p. 19, §244
Procedures: p. 59, §367b
Transfers: p. 67, §393

ADVANCES

p. 75, §422; p. 77, §437

AFFIRMATIVE ACTION

p. 81, §458

ALLOTMENT

p. 43, §302; p. 62, §371; p. 63, §372

ANNUAL GROWTH RATE

Defined: p. 43, §302
Transfers: p. 51, §352; p. 56, §355

APPROPRIATE/APPROPRIATION

Administrative Transfer: p. 67, §393
Budget Stabilization Fund: p. 50, §350d; p. 55, §354;
 p. 56, §355; p. 57, §357
Capital Outlay: p. 15, §237, §237a; p. 18, §242;
 p. 20, §246, §248; p. 21, §249
Construction: p. 19, §244
Defined: p. 2, §112
Emergency: p. 57, §358
Executive Budget: p. 45, §323; p. 47, §348
Federal: p. 63, §384; p. 83, §463; p. 81, §460
FTE: p. 80, §454
Fuel/Utilities: p. 23, §254
Lapse: p. 78, §451
Legislative Branch: p. 77, §442
Line Item: p. 58, §363; p. 66, §392
Local Government Payment Fund: p. 88, §498
Mandated: p. 47, §345
Motor Transport Revolving Fund: p. 10, §213
Office Services Revolving Fund: p. 29, §269
Open End: p. 43, §303; p. 63, §372
Payment to Locals: p. 87, §497
Report: p. 64, §386

School Aid Fund: p. 54, §353e
Settlement: p. 52, §353c
Sign: p. 19, §245
State Agency: p. 58, §366
Supplemental: p. 69, §397
Supplies/Services: p. 26, §263
Transfer: p. 88, §499
Water Pollution Control Revolving: p. 55, §353f
Work Project: p. 78, §451a
Other: p. 17, §241; p. 43, §302; p. 51, §353;
p. 62, §369, §371; p. 66, §391; p. 68, §395, §396;
p. 72, §403; p. 73, §404, §421; p. 78, §443, §444;
p. 79, §452, §453; p. 80, §455

ARCHIVE

p. 33, §284; p. 34, §285, §287; p. 36, §289, §292

ASSET

Capital: p. 20, §248
Equipment: p. 77, §437
Motor Vehicle: p. 10, §213
Revenue: p. 48, §350a; p. 73, §404
Other: p. 83, §483, §485; p. 84, §486

ASSISTANCE

p. 5, §141; p. 15, §237a; p. 22, §252;
p. 24, §261a; p. 26, §263; p. 30, §277;
p. 31, §279; p. 34, §287; p. 45, §331;
p. 51, §351, §353; p. 60, §367c; p. 62, §368;
p. 63, §384; p. 73, §421; p. 82, §461

ATTORNEY GENERAL

p. 5, §145; p. 15, §237; p. 34, §287; p. 68, §396;
p. 85, §487

AUDIT

Capital Outlay: p. 15, §237a
Compliance: p. 82, §462
Comprehensive Annual Financial Report:
p. 86, §492
Department: p. 86, §489
Federal: p. 82, §461
Financial: p. 87, §493
Internal: p. 84, §486
Internal Control: p. 83, §485
Problems: p. 85, §487
Review: p. 46, §344

AUDITOR GENERAL

Audit Review: p. 46, §344
Compliance: p. 50, §350e
Comprehensive Annual Financial Report:
p. 86, §492; p. 87, §494
Employee: p. 80, §455
Federal: p. 82, §461
Internal Control: p. 73, §421; p. 83, §484, §485;
p. 85, §487
Payment to Locals: p. 87, §497
Records Management: p. 34, §287
Report: p. 86, §489

Revenue Limit: p. 49, §350b
Other: p. 69, §397

BID

Capital Outlay: p. 15, §237a; p. 18, §242;
p. 20, §246, §248
Construction: p. 17, §241
Debar Vendor: p. 26, §264
Michigan Business: p. 27, §268
Personal Service: p. 32, §281a
Sheltered Workshop: p. 38, §297
Other: p. 23, §261

BOARD

Governmental Accounting Standards: p. 73, §421
Judge's Retirement System: p. 5, §145
Michigan Public School Employees' Retirement:
p. 5, §145
Michigan Veterans' Trust Fund: p. 5, §145
Municipal Employees' Retirement: p. 5, §145
Probate Judges' Retirement System: p. 5, §145
State Administrative: p. 2, §112; p. 5, §145;
p. 12, §217; p. 13, §221; p. 17, §241;
p. 20, §246; p. 34, §287; p. 73, §421; p. 77, §437
State Employees' Retirement System Retirement:
p. 5, §145
State Institution of Higher Education: p. 2, §114
State Police Pension: p. 5, §145
Other: p. 3, §115; p. 30, §277; p. 47, §347

BOND

p. 48, §350a; p. 49, §350c

BOOK(S)

p. 33, §284; p. 52, §353c;
p. 75, §423, §424, §426; p. 77, §437

BUDGET

Act Defined: p. 2, §112
Administrative Transfers: p. 67, §393
Annual Growth Rate: p. 51, §352
Appropriation: p. 43, §303
Bills: p. 62, §368
Bookclosing: p. 52, §353c
Capital Outlay: p. 18, §242; p. 20, §246, §248;
p. 21, §249
Central Services: p. 29, §269
Comprehensive Annual Financial Report: p. 87, §494
Construction: p. 19, §244
Employee: p. 80, §455
Equal Employment Opportunity: p. 81, §458
Executive: p. 5, §141; p. 45, §323; p. 46, §341;
p. 47, §348; p. 55, §354; p. 59, §367
FTE: p. 80, §454
Hearings: p. 47, §347
Internal Control: p. 73, §421
Mandated: p. 47, §345
New/Expand Program: p. 63, §381
Payment: p. 79, §452
Payment to Locals: p. 47, §349

Receipts: p. 77, §441
Reductions: p. 66, §392
Rent/Lease: p. 13, §221
Report: p. 58, §361; p. 75, §430
Restricted: p. 68, §395; p. 79, §453
Revenue Estimate: p. 46, §342
Settlement/Judgment: p. 68, §396
Sheltered Workshop: p. 38, §296
Shortfall: p. 57, §357
Stabilization: p. 57, §358
State Agency: p. 58, §366; p. 78, §443
State Budget (defined): p. 44, §304
Transmittal: p. 58, §363
Travel: p. 12, §217
Withholding Payment: p. 65, §389

BUDGET STABILIZATION FUND (BSF) *see*
Countercyclical

CAPITAL OUTLAY

Allocation: p. 20, §246
Audit: p. 46, §344
Authorized: p. 18, §242
Community College/University: p. 15, §237a
Defined: p. 2, §113
JCOS: p. 3, §115
Lapse: p. 20, §248
Match Revenue: p. 21, §249
Michigan Capitol Park Commission: p. 40, §298b
Michigan State Parks Endowment Fund: p. 51, §353
Motor Vehicle: p. 10, §213
Rent/Lease: p. 13, §221
Reserve: p. 87, §494
State Agency: p. 15, §237
Transfer: p. 67, §393

CAPITOL PARK COMMISSION *see* *Michigan Capitol*
Park Commission

CASH

Imprest/Petty (defined): p. 72, §403
Internal Control: p. 73, §421
Management: p. 58, §359

CENTRALIZED SERVICES

p. 29, §269

CLASSIFIED EMPLOYEE

FTE: p. 2, §114
Internal Auditor: p. 84, §486
Longevity: p. 80, §455
Personal Service: p. 31, §281
State Budget Director Exemption: p. 44, §321

CLOSE/CLOSING

Books: p. 52, §353c
Final: p. 46, §342;
Of Year: p. 23, §254; p. 55, §354; p. 56, §356;
p. 73, §421; p. 78, §451; p. 86, §492
Schedule: p. 88, §499

COLLEGE/UNIVERSITY

Bid: p. 17, §241
Capital Outlay: p. 15, §237a; p. 18, §242;
p. 20, §246; p. 67, §393
Construction: p. 19, §244
Consulting: p. 31, §279
Defined: p. 2, §113; p. 3, §115
Information: p. 45, §331
Motor Vehicles: p. 10, §213
Real Property: p. 22, §251
Supplies: p. 26, §263
Travel: p. 12, §217

COMPETITIVE

Bids: p. 23, §261; p. 32, §281a
Process: p. 16, §237b
Solicitation: p. 17, §241

COMPLY/COMPLIANCE

Allocation: p. 20, §246
Audit: p. 82, §462
Capital Outlay: p. 15, §237, §237a
Contract: p. 16, §240
Directives: p. 75, §423
Equal Employment: p. 81, §458
Federal: p. 17, §241a; p. 82, §461
Form: p. 8, §205
Michigan Capitol Park Commission: p. 39, §298a
Payment to Locals: p. 47, §349
Records Management: p. 34, §287
Recycle: p. 24, §261a; p. 25, §261b; p. 30, §273
Report: p. 50, §350e
Revenue Estimating Conference: p. 59, §367b
Other: p. 23, §261

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Defined: p. 72, §402
Other: p. 73, §421; p. 75, §430; p. 86, §492;
p. 87, §494

COMPUTER

p. 58, §363

CONSENSUS REVENUE ESTIMATING CONFERENCE *see*

Revenue Estimating Conference

CONSTITUTION

Budget Preparation: p. 5, §141
Civil Service Payment: p. 81, §460
Compensation Eligibility: p. 80, §455
Comprehensive Annual Financial Report: p. 72, §402
Definitions: p. 48, §350a
Prohibited Expenditures: p. 49, §350c
Revenue Below Estimates: p. 66, §391
Revenue Estimate: p. 55, §354; p. 64, §386
Revenue Refunds: p. 50, §350d
State Revenue Limit: p. 59, §367b
State Spending: p. 47, §349

CONSTRUCT/CONSTRUCTION

Allocation: p. 20, §246
Appropriation: p. 19, §244
Capital Outlay: p. 2, §113; p. 18, §242; p. 20, §248
Community College/University: p. 15, §237a
Contract: p. 16, §240; p. 17, §241, §241a
Energy: p. 17, §241b
Rent/Lease: p. 13, §221
Other: p. 3, §115; p. 15, §237

CONSULT(ING)

Advance: p. 75, §422
Information Processing: p. 7, §203
Internal Control: p. 83, §484
Michigan Capitol Park Commission: p. 40, §298b
Risk Management: p. 8, §204
Services: p. 31, §279
Other: p. 5, §141; p. 7, §201; p. 29, §269;
p. 76, §431, §432

CONTRACT

Capital Outlay: p. 15, §237; p. 20, §246, §248
Construction: p. 16, §240; p. 17, §241, §241a;
p. 19, §244
Debar Vendor: p. 26, §264
Energy: p. 22, §253
Indirect Cost: p. 81, §460
Michigan Business: p. 27, §268
Michigan Capitol Park Commission: p. 41, §298d
Personal Service: p. 31, §281; p. 32, §281a
Prequalified Vendor: p. 26, §262
Recycle: p. 24, §261a; p. 25, §261b
Rent/Lease: p. 13, §221
Service: p. 22, §251
Technology: p. 7, §203
Other: p. 23, §261; p. 44, §304; p. 72, §402, §403

CONTROL

Capital Outlay: p. 2, §113; p. 15, §237
Executive Budget: p. 46, §341
Internal: p. 5, §141; p. 73, §421; p. 82, §461;
p. 83, §483, §484, §485; p. 84, §486
Purchase: p. 26, §263
Risk Management: p. 8, §204
Water Pollution Control: p. 55, §353f
Other: p. 72, §403

COUNTERCYCLICAL BUDGET AND ECONOMIC STABILIZATION FUND (BSF)

Appropriation: p. 50, §350d
Created: p. 51, §351
Report: p. 64, §386
Revenue Estimating Conference: p. 59, §367b
Withdrawal: p. 49, §350c
Other: p. 51–58, §352–§359

COURT

Archival Records: p. 36, §289
Judgments/Settlements: p. 52, §353c; p. 67, §393;
p. 68, §396

Mineral Rights: p. 52, §353c
Orders/Subpoenas: p. 45, §333
Settlements/Mineral Rights: p. 52, §353c
Severability: p. 89, §501
Work Project: p. 69, §397

DAMAGE

p. 26, §263; p. 52, §353c; p. 54, §353e

DATA PROCESSING

p. 7, §203; p. 33, §284; p. 69, §397

DEBT SERVICE

p. 72, §402

DEFINITIONS

p. 1, §111
Other: see *Definitions Index*

DEPARTMENT (SPECIFIC)

Career Development: p. 51, §353
Civil Rights: p. 16, §240
Civil Service: p. 15, §237; p. 31, §281;
p. 80, §454, §455
Commerce: p. 43, §303; p.44, §305; p. 56, §355
Education: p.37, §295
History, Arts, and Libraries: p. 34, §287;
p. 36, §288, §289, §292
Labor: p. 37, §295; p. 43, §303
Management and Budget: p. 2, §113;
p. 4, §121, §122, §123, §131; p. 11, §215;
p. 32, §281a; p. 75, §422; p. 84, §486;
p. 86, §492
Military Affairs: p. 13, §221; p. 22, §251
Natural Resources: p. 11, §215; p. 13, §221;
p. 22, §251; p. 52, §353c
State Police: p. 41, §298c
Transportation: p. 2, §114, p. 11, §215; p. 13, §221;
p. 22, §251
Treasury: p. 27, §268; p. 65, §389; p. 66, §391

DIRECTIVES

Accounting: p. 73, §421; p. 75, §422, §423;
p. 77, §441; p. 78, §444; p. 83, §485
Administrative: p. 4, §131
Appropriation/Allotment: p. 63, §372
Closing Schedule: p. 88, § 499
Construction/Repair: p. 17, §241
Consulting: p. 31, §279
Defined: p. 2, §113
Equipment/Furniture: p. 7, §201
Facilities/Lands: p. 12, §219; p. 22, §251, §252
Forms Management: p. 8, §205
Information Processing: p. 7, §203
Internal Audit: p. 84, §486
Motor Vehicles: p. 10, §213; p. 11 §215
Payroll: p. 33, §283
Printing: p. 30, §273
Procurement: p. 23, §261
Records Management: p. 34, §287
Recycled Paper: p. 25, §261b

Surplus/Scrap: p. 27, §267
Travel: p. 12, §217
Work Projects: p. 78, §451a

DURANT

p. 54, §353e

EMERGENCY

Appropriation: p. 57, §358
Construction/Repair: p. 16, §240
Disbursement: p. 72, §403
Prohibited Expenditure: p. 49, §350c

ENCUMBER/ENCUMBRANCE

p. 23, §254; p. 73, §404, §421; p. 78, §444, §451;
p. 82, §461

ENERGY

p. 2, §113, §114; p. 17, §241b; p. 22, §253;
p. 23, §254

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

p. 81, §458

EQUIPMENT

Acquisition: p. 77, §437
Construction: p. 19, §244
Motor Vehicle: p. 10, §213; p. 11, §215
Recycle: p. 24, §261a
Sale: p. 30, §275
Surplus/Salvage: p. 27, §267
Other: p. 2, §113; p. 7, §201; p. 23, §261

EVALUATE/EVALUATION

Audit: p. 46, §344; p. 82, §461
Auditor General: p. 86, §489
Capital Outlay: p. 15, §237a
Executive Budget: p. 46, §341
Internal Control: p. 83, §484, §485; p. 84, §486

EXAMINE/EXAMINATION

p. 5, §141; p. 45, §332, §333; p. 73, §421;
p. 75, §423, §424; p. 87, §494

EXECUTIVE BUDGET *see Budget*

EXECUTIVE ORDER

p. 66, §391

EXPEND/EXPENDITURE/EXPENSE

Advance: p. 75, §422
Construction: p. 17, §241; p. 19, §244;
p. 20, §246
Defined: p. 72, §402
Executive Budget: p. 47, §348; p. 59, §367;
p. 66, §391
Federal: p. 83, §463
Indirect Cost: p. 81, §460
Internal Control: p. 83, §485
Legislative: p. 77, §441, §442

Mailing: p. 30, §277
Michigan Capitol Park Commission: p. 39, §298
Prohibited: p. 49, §350c; p. 62, §371
Refund: p. 48, §350a
Report: p. 58, §361; p. 64, §386; p. 76, §434
Restricted: p. 79, §453
Supplies: p. 26, §263
Technology: p. 7, §203
Transfer: p. 67, §393; p. 68, §395
Travel: p. 12, §217
Unexpended: p. 20, §248; p. 69, §397; p. 73, §421;
p. 82, §461
Other: p. 2, §112; p. 43, §302; p. 44, §305;
p. 46, §344; p. 52, §353c; p. 68, §396;
p. 72, §403; p. 73, §404

FACILITY

Capital Outlay: p. 15, §237
Community College/University: p. 15, §237a
Construction: p. 17, §241b; p. 19, §244
Contract: p. 17, §241
Defined: p. 2, §114
Energy: p. 22, §253; p. 23, §254
Parking: p. 14, §227
Rent/Lease: p. 13, §221
Sheltered Workshop: p. 37, §295
Technology: p. 7, §203
Travel: p. 12, §217
Other: p. 2, §113; p. 3, §115; p. 12, §219;
p. 22, §251, §252; p. 46, §344

FEDERAL

Advance: p. 75, §422
Application: p. 63, §384
Audit: p. 82, §461
Capital Outlay: p. 20, §248
Capped: p. 75, §430
Closing: p. 88, §499
Construction: p. 17, §241a
Indirect Cost: p. 72, §403; p. 81, §460
Michigan Business: p. 27, §268
Pass-through: p. 83, §463
Payroll: p. 33, §283
Racial/Ethnic Classify: p. 9, §206a
Restricted: p. 68, §395; p. 79, §453
Sign: p. 19, §245
Surplus: p. 27, §265
Supplemental: p. 69, §397
Transfer: p. 67, §393; p. 78, §443
Travel: p. 12, §217
Other: p. 23, §261; p. 44, §305; p. 48, §350a;
p. 49, §350c; p. 55, §353f; p. 72, §403;

FEE

Capital Outlay: p. 15, §237a
Construction: p. 15, §237
Consulting: p. 31, §279
Michigan Capitol Park Commission: p. 42, §298e
Parking: p. 14, §227
Public Information: p. 14, §224

Purchasing: p. 26, §263
Shortfall: p. 57, §357
Surplus/Salvage: p. 27, §267
Travel: p. 12, §217

FINANCIAL MANAGEMENT SYSTEM

p. 74, §421a

FISCAL AGENCIES

Administrative Directives: p. 4, §131
Appropriations: p. 69, §397
Audit Recommendation Plan: p. 82, §462
Defined: p. 2, §114
Executive Budget Transmittal: p. 58, §363; p. 59, §367
Federal: p. 63, §384; p. 82, §461
Financial Plan Submittal: p. 76, §434
Financial Statements Submission: p. 87, §493
Financial Report Transmittal: p. 64, §386
FTE Report: p. 80, §454
Indirect Cost Report: p. 81, §460
Internal Control Report: p. 83, §485
Municipal Payment Report: p. 65, §389
Personal Services Report: p. 31, §281; p. 32, §281a
Revenue Estimating Conference: p. 59, §367b
Revenue Limit Report: p. 49, §350b
Settlement/Judgment Report: p. 68, §396
Special Funds Report: p. 75, §430
Spending Plan Report: p. 62, §371; p. 63, §372
Technology Report: p. 7, §203
Travel Report: p. 12, §217
Work Projects Report: p. 78, §451a
Zero Balance: p. 52, §353c

FISCAL YEAR

Dates: p. 86, §491

FORM(S)

Defined: p. 8, §205
Records Management: p. 34, §287
Other: p. 29, §269; p. 63, §384

FORMER LAW

p. 22, §250

FREEDOM OF INFORMATION ACT (FOIA)

p. 3, §115; p. 9, §206a; p. 39, §298a

FULL-TIME EQUATED (FTE)

Defined: p. 2, §114
Other: p. 59, §367; p. 80, §454

FUND(S)

Accident Fund: p. 51, §353
Appropriation: p. 69, §397
Audit: p. 82, §461
Budget Stabilization Fund: *see Countercyclical Budget and Economic Stabilization (BSF)*
Capital Outlay: p. 2, §113; p. 18, §242; p. 19, §244; p. 20, §248
Classify: p. 76, §431

Closing: p. 88, §499
Combining/Merging: p. 76, §432
Court Equity Fund: p. 69, §397
Energy: p. 23, §254
Executive Budget: p. 47, §348; p. 59, §367
Federal: p. 17, §241a; p. 63, §384; p. 75, §430; p. 83, §463
General Fund: *see General Fund*
General Fund/General Purpose: *see General Fund/General Purpose*
Healthy Michigan Fund: p. 75, §430
Indirect Cost: p. 81, §460
Internal Control: p. 73, §421
Lapse/Encumber: p. 78, §451
Liquor Purchase Revolving: p. 76, §435
Local Government Payment: p. 87, §497; p. 88, §498
Michigan State Parks Endowment: p. 51, §353
Michigan State Fair Revolving: p. 76, §435
Michigan Strategic Fund: p. 52, §353c
Michigan Veterans Trust Fund Board: p. 5, §145
Motor Transport Revolving: p. 10, §213
Natural Resources Trust Fund: p. 64, §386
New/Expand Program: p. 63, §381
Office Services Revolving: p. 29, §269
Renaissance Fund: p. 64, §386
Restricted: p. 68, §395
Revolving: p. 73, §404; p. 76, §434, §435; p. 77, §437
School Aid Fund: *see School Aid Fund*
Settlement/Judgment: p. 68, §396
State Operating: p. 2, §112; p. 44, §304, §305; p. 45, §323; p. 46, §342; p. 58, §366
State Trunkline Fund: p. 57, §358
Technology: p. 7, §203
Transfer: p. 51, §352; p. 67, §393
Transportation: p. 64, §386
Water Pollution Control Revolving: p. 55, §353f
Work Project: p. 78, §451a
Other: p. 18, §242; p. 48, §350a; p. 62, §369; p. 66, §391; p. 72, §402, §403; p. 77, §441, §442; p. 78, §443

FURNITURE/FURNISHINGS

p. 7, §201; p. 19, §244; p. 30, §275

GENERAL FUND

Annual Growth Rate: p. 51, §352
Appropriation: p. 69, §397
Closing: p. 88, §499
Court Settlement: p. 52, §353c
Financial Statement: p. 87, §493
Michigan Capitol Park Commission: p. 42, §298e
Parking: p. 14, §227
Report: p. 64, §386
Shortfall: p. 57, §357
Other: p. 48, §350a; p. 76, §435; p. 78, §443

GENERAL FUND/GENERAL PURPOSE (GF/GP)

Annual Growth Rate: p. 51, §352
Appropriation: p. 69, §397

Book Closing: p. 52, §353c
Rebate: p. 56, §356
Report: p. 64, §386
Revenue Estimating Conference: p. 59, §367b
Shortfall: p. 57, §357
Transfer: p. 55, §354; p. 56, §355
Other: p. 57, §358; p. 68, §395

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

Comprehensive Annual Financial Report:
p. 86, §492; p. 87, §494
Internal Control: p. 73, §421; p. 83, §485
Other: p. 5, §141; p. 48, §350a; p. 76, §431

GRANT

Audit: p. 82, §461
Capital Outlay: p. 20, §248
Federal: p. 63, §384
Indirect Cost: p. 81, §460
Sign: p. 19, §245
Other: p. 69, §397; p. 72, §402, §403

HEALTHY MICHIGAN FUND

p. 75, §430

HEARINGS

p. 47, §347

HISTORY, ARTS, AND LIBRARIES

p. 33, §284; p. 34, §287; p. 36, §288, §289, §292

INCOME

Personal: p. 43, §302, §303; p. 48, §350a;
p. 49, §350b; p. 56, §355
Tax: p. 27, §268; p. 50, §350d; p. 56, §356;
p. 59, §367b
Technology: p. 7, §203
Other: p. 76, §435

INDIRECT COST

Defined: p. 72, §403
Other: p. 81, §460

INFORMATION

Audit: p. 84, §486; p. 85, §487
Bid: p. 27, §268
Closing: p. 88, §499
Federal: p. 63, §384
Financial: p. 64, §386; p. 66, §391; p. 76, §434
Forms: p. 8, §205
Freedom of Information Act: p. 3, §115
FTE: p. 80, §454
Higher Education/Community College: p. 45, §331
Mailing: p. 30, §277
Michigan Capitol Park Commission: p. 39, §298a
Personal Service: p. 31, §281; p. 32, §281a
Technology: p. 7, §203
Telephone Access: p. 14, §224
Racial/Ethnic Classify: p. 9, §206a

Records Management: p. 33, §284; p. 34, §287
Revenue Estimating Conference: p. 61, §367d
Risk Management: p. 8, §204
Other: p. 45, §332

INSPECT

Capital Outlay: p. 15, §237
Construction: p. 19, §244
Records: p. 36, §288
Other: p. 23, §261

INSURANCE

Risk Management: p. 8, §204
Other: p. 10, §213; p. 23, §261; p. 80, §455

INTEREST

Financial: p. 46, §344; p. 48, §350a; p. 49, §350c;
p. 52, §353c; p. 65, §389
Local Government: p. 27, §267
Public: p. 2, §114
State: p. 11, §215; p. 23, §261; p. 26, §264;
p. 68, §396

INTERNAL AUDITOR

p. 83, §485; p. 84, §486; p. 85, §487

INTERNAL CONTROL *see Control*

INVENTORY

Centralized Services: p. 29, §269
Equipment/Furniture: p. 7, §201
Forms Management: p. 8, §205
Internal Control: p. 73, §421
Motor Vehicle: p. 10, §213
Property/Facility: p. 22, §251
Records: p. 36, §288
Supplies/Material: p. 26, §263

INVESTIGATE

Audit: p. 85, §487
Internal Control: p. 83, §485; p. 84, §486
Motor Vehicles: p. 10, §213
Project: p. 20, §246
Recycle: p. 25, §261b
Risk Management: p. 8, §204
Other: p. 45, §332

INVESTMENT

p. 51, §353; p. 58, §359; p. 73, §421

JUDGES' RETIREMENT SYSTEM RETIREMENT BOARD

p. 5, §145

JUDGMENT *see Court Judgment/Settlement*

LAPSE

p. 20, §248; p. 52, §353c; p. 64, §386;
p. 66, §391; p. 68, §395; p. 78, §451, §451a

LEASE

Facility: p. 2, §113, §114; p. 12, §217
Motor Vehicle: p. 10, §213; p. 13, §221; p. 14, §222;
p. 15, §237; p. 23, §261; p. 52, §353c

LEGISLATIVE COUNCIL

Legislative Council Act: p. 12, §219; p. 40, §298b;
p. 41, §298c
Other: p. 69, §397; p. 77, §442

LEGISLATIVE BRANCH TRANSFER

p. 77, §442

LIABILITY/LIABILITIES

p. 10, §213; p. 27, §268; p. 48, §350a;
p. 50, §350d; p. 73, §421; p. 83, §485

LIQUOR PURCHASE REVOLVING FUND

p. 76, §435

LOCAL GOVERNMENT

Consulting Assistance: p. 31, §279
Federal: p. 63, §384; p. 83, §463
Mandated Programs: p. 47, §345
Meeting Facility: p. 12, §217
Payment to Locals: p. 43, §303; p. 44, §304;
p. 47, §349; p. 48, §350; p. 59, §367;
p. 64, §386; p. 65, §388; p. 87, §497; p. 88, §498
Surplus/Salvage: p. 27, §267
Unit (defined): p. 3, §115; p. 44, §305; p. 73, §404

MAILING

p. 29, §269; p. 30, §277

MICHIGAN ADMINISTRATIVE INFORMATION NETWORK

(MAIN) *see Financial Management System*

MAINTAIN/MAINTENANCE

Appropriation: p. 62, §371; p. 68, §395
Bid: p. 27, §268
Capital Outlay: p. 18, §242; p. 20, §248
Construction: p. 19, §244
Economic Analysis: p. 46, §342
Equipment/Furnishings: p. 7, §201
Executive Budget: p. 45, §323
Facility: p. 12, §219; p. 22, §252
Forms Management: p. 8, §205
Internal Control: p. 83, §485; p. 73, §421
Inventory: p. 26, §263
Lease/Rent: p. 13, §221
Michigan Capitol Park Commission: p. 41, §298c
Motor Vehicle: p. 10, §213
Parking: p. 14, §227
Payroll: p. 33, §283
Public Information: p. 14, §224
Records: p. 22, §251; p. 34, §285, §287
Recycle: p. 25, §261b; p. 24, §261a
State Agency: p. 58, §366
Technology: p. 7, §203

MANAGE/MANAGEMENT

Capital Outlay: p. 15, §237, §237a
Cash: p. 58, §359
Energy: p. 23, §254
Executive Budget: p. 45, §323; p. 46, §341
Facility: p. 12, §219
Financial System: p. 74, §421a
Forms: p. 8, §205
Information: p. 45, §332
Internal Control: p. 73, §421; p. 83, §483
Michigan Capitol Park Commission: p. 41, §298c
Property: p. 69, §397
Records: p. 34, §287
Risk: p. 8, §204
Services: p. 5, §141

MANDATED/MANDATORY

p. 17, §241a; p. 47, §345

MATCH/MATCHING

p. 21, §249; p. 55, §353f; p. 68, §395;
p. 79, §453; p. 83, §463

MEETING(S)

p. 12, §217; p. 39, §298a; p. 61, §367d;
p. 66, §391

MICHIGAN CAPITOL PARK COMMISSION

p. 12, §219; p. 39, §298; §298a; p. 40, §298b;
p. 41, §298c, 298d; p. 42, §298e

MICHIGAN PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM RETIREMENT BOARD

p. 5, §145

MICHIGAN STATE PARKS ENDOWMENT FUND

p. 51, §353

MICHIGAN STRATEGIC FUND

p. 52, §353c

MICHIGAN VETERANS' TRUST FUND BOARD

p. 5, §145

MINERAL RIGHTS

p. 52, §353c

MOTOR VEHICLE *see Vehicle***MOTOR TRANSPORT REVOLVING FUND**

p. 10, §213

MUNICIPAL/MUNICIPALITY

Defined: p. 65, §389
Other: p. 5, §145; p. 80, §455

MUNICIPAL EMPLOYEES' RETIREMENT BOARD

p. 5, §145

NEW/EXPANDED PROGRAM

p. 46, §344; p. 63, §381; p. 67, §393

OATH

p. 45, §333; p. 75, §424

OBLIGATION

Capital Outlay: p. 19, §244; p. 20, §246, §248;

Municipality: p. 65, §389

Other: p. 2, §112; p. 43, §302; p. 48 §350a;

p. 62, §371; p. 67, §393; p. 68, §396;

p. 72, §403

OFFICE SERVICES REVOLVING FUND

p. 29, §269

PARKING

p. 11, §215; p. 14, §227

PAY/PAID/PAYMENT

Appropriation: p. 52, §353c;

Advance: p. 75, §422; p. 77, §437

Bid: p. 27, §268

Budget Stabilization Fund: p. 52, §353c

Construction: p. 19, §244

Employee: p. 80, §455

Energy: p. 22, §253

Indirect Cost: p. 81, §460

Internal Control: p. 73, §421

Lapse/Encumber: p. 78, §451

Mailing: p. 30, §277

Michigan Capitol Park Commission: p. 42, §298e

Municipality: p. 65, §389

Office Services Revolving Fund: p. 29, §269

Paid/Payment to Locals: p. 43, §303; p. 44, §304;

p. 47, §349; p. 48, §350; p. 59, §367;

p. 65, §388; p. 87, §497; p. 88, §498

Personal Services: p. 31, §281

Report: p. 64, §386

Sheltered Workshop: p. 38, §296

Surplus/Salvage: p. 27, §267

Other: p. 14, §222; p. 43, §302; p. 44, §305;

p. 48, §350a; p. 49, §350c; p. 54, §353e;

p. 59, §367b; p. 63, §372; p. 67, §393;

p. 68, §396; p. 72, §402, §403; p. 79, §452, §453

PAYROLL

p. 31, §281; p. 33, §283; p. 80, §454

PERSONAL SERVICE

p. 31, §281; p. 32, §281a; p. 80, §455

POLICE PENSION BOARD

p. 5, §145

POPULATION

Estimates: p. 46, §343

Ethnic Classification: p. 9, §206a

PRIVATE

Form: p. 8, §205

Motor vehicle: p. 10, §213

Rent/Lease: p. 13, §221

Sheltered Workshop: p. 38, §297

Technology: p. 7, §203

Other: p. 23, §261; p. 44, §305; p. 69, §397

PROBATE JUDGES' RETIREMENT SYSTEM RETIREMENT BOARD

p. 5, §145

PROHIBIT

Audit: p. 84, §486; p. 85, §487

Expenditure: p. 49, §350c; p. 62, §371

Legislature: p. 66, §392

Purchase: p. 23, §261

Space Assignment: p. 12, §219

Tax: p. 49, §350b

Transfer: p. 67, §393; p. 68, §395

PROPERTY

Appropriation: p. 69, §397

Capital Outlay: p. 2, §113; p. 20, §248

Construction: p. 16, §240; p. 17, §241a

Federal Surplus: p. 27, §265

Grounds: p. 2, §114

Lease: p. 14, §222

Michigan Capitol Park Commission: p. 40, §298b;

p. 41, §298c, §298d

Mineral Rights: p. 52, §353c

Payment to Locals: p. 44, §304

Real: p. 22, §251

Real/Personal: p. 73, §421

Records: p. 34, §287

Sale: p. 30, §275

State Administrative Board: p. 5, §145

Surplus/Salvage: p. 27, §267

Veterans' Memorial Park: p. 40, §298b

PROPOSAL

Annual: p. 46, §344

Budget: p. 45, §323; p. 46, §342; p. 75, §430;

p. 62, §368

Consulting: p. 31, §279

New/Expand Program: p. 63, §381

Payroll: p. 33, §283

Risk Management: p. 8, §204

PROPOSE(D)

Budget: p. 47, §345, §347

Construction/Lease: p. 13, §221

Executive Order: p. 66, §391

Grant: p. 63, §384

Records: p. 34, §287; p. 36, §289

State Spending: p. 65, §388

Work Projects: p. 78, §451a

Other: p. 47, §348; p. 59, §367; p. 73, §421

PUBLIC OFFICER

p. 60, §367c; p. 89, §551

PUBLISH/PUBLICATION

Comprehensive Annual Financial Report: p. 72, §402;
p. 73, §421; p. 87, §494

Economic Forecast: p. 61, §367e

Mailing: p. 30, §277

Payment to Locals: p. 87, §497

Other: p. 29, §269; p. 30, §273; p. 50, §350e;
p. 88, §499

PURCHASE

Capital Outlay: p. 15, §237; p. 20, §248

Mineral Rights: p. 52, §353c

Motor Vehicle: p. 10, §213

Recycle: p. 24, §261a; p. 25, §261b

Sheltered Workshop: p. 37, §294, §295;
p. 38, §296, §297

Technology: p. 7, §203

Travel: p. 12, §217

Other: p. 2, §113; p. 23, §261; p. 26, §263;
p. 37, §293

QUALIFIED/QUALIFICATIONS

p. 16, §237b; p. 19, §244; p. 26, §262;
p. 37, §295; p. 39, §298; p. 83, §485

RACIAL/ETHNIC CLASSIFICATION

p. 9, §206a

RATE

Annual Growth: p. 43, §302; p. 51, §352; p. 56, §355

Building Occupancy: p. 13, §221

Capital Outlay: p. 15, §237a

Centralized Services: p. 29, §269

Indirect Cost: p. 81, §460

Motor Vehicle: p. 10, §213

Personal Services Contract: p. 32, §281a

State Unemployment: p. 51, §353

Tax: p. 57, §357

Other: p. 76, §434

RECEIPT

p. 23, §261; p. 66, §391; p. 68, §395;
p. 72, §403; p. 75, §422; p. 76, §434;
p. 77, §441; p. 78, §443; p. 85, §487

RECEIVABLES

p. 68, §396; p. 78, §444

RECORD(S)

Archival: p. 33, §284

Defined: p. 3, §115

Equipment/Furnishings: p. 7, §201

Form: p. 8, §205

Internal Control: p. 73, §421; p. 83, §485

Lapse: p. 78, §451

Management: p. 34, §287

Michigan Capitol Park Commission: p. 40, §298b

Real Property: p. 22, §251

Recycle: p. 25, §261b

Work Activities Center: p. 37, §293

Other: p. 5, §145; p. 34, §285;

p. 36, §288, §289, §292; p. 45, §332, §333;

p. 75, §424, §426

RECYCLE

p. 23, §261; p. 24, §261a; p. 25, §261b;

p. 30, §273

REFUND/REBATE

p. 48, §350, §350a; p. 50, §350d; p. 51, §353;

p. 56, §356; p. 73, §404, §421

RELEASE OF

Allocation: p. 20, §246

Audit: p. 82, §462

Information: p. 27, §268

RENT

Michigan Capitol Park Commission: p. 41, §298d;

p. 42, §298e

Other: p. 13, §221; p. 48, §350a

REPAIR

Contract: p. 16, §240; p. 17, §241, §241a

Energy: p. 17, §241b

Facility: p. 12, §219; p. 15, §237

Motor Vehicle: p. 10, §213

Other: p. 20, §248; p. 22, §252

REPEAL

Executive orders and acts and parts of acts:

p. 89, §591; p. 91, §592, §594

REPORT *see Report Index***RESIDENCY**

p. 17, §241a

RESTRICTED REVENUE

Transfer: p. 44, §305; p. 67, §393; p. 68, §395;

p. 69, §397

Other: p. 79, §453; p. 88, §499

RETIREMENT BOARDS

p. 5, §145

REVENUE

Budget Stabilization Fund: p. 51, §351, §352;

p. 55, §354; p. 56, §355, §356; p. 57, §357

Closing: p. 88, §499

Defined: p. 73, §404

Encumbrance/Receivable: p. 78, §444

Estimating: p. 46, §342

Executive Budget: p. 45, §323; p. 47, §348;

p. 59, §367

Executive Order: p. 66, §391

Expenditure: p. 62, §371

Federal: p. 63, §384; p. 78, §443
Indirect Cost: p. 81, §460
Internal Control: p. 83, §485
Limit: p. 49, §350b, §350c
Matching: p. 21, §249
Motor Vehicle: p. 10, §213
Payment to Locals: p. 48, §350
Refund: p. 50, §350d
Report: p. 50, §350e; p. 64, §386
Restricted: p. 79, §453
Revenue Estimating Conference: p. 59, §367a, §367b;
p. 61, §367e
Revolving Fund: p. 76, §434
Special Funds: p. 75, §430
Supplemental: p. 69, §397
Total State: p. 48, §350a
Other: p. 52, §353c; p. 68, §396; p. 72, §403;
p. 87, §494

REVENUE ESTIMATE(S)

p. 46, §342; p. 55, §354; p. 64, §386; p. 66, §391

REVENUE ESTIMATING CONFERENCE

p. 59–61, §367a–§367f

REVOLVING FUND

Advance: p. 77, §437
Crediting: p. 76, §434
Defined: p. 73, §404
Liquor Purchase: p. 76, §435
Michigan State Fair: p. 76, §435
Motor Transport: p. 10, §213
Office Services: p. 29, §269
State Water Pollution Control: p. 55, §353f

RISK MANAGEMENT

p. 8, §204

RULES

Administrative Procedures Act: p. 4, §131
Capital Outlay (Federal): p. 20, §248
Civil Service: p. 15, §237
Michigan Capitol Park Commission: p. 41, §298c
Parking: p. 14, §227
Records Media Act: p. 34, §287

SALE/SELL/SOLD

Accident Fund: p. 51, §353
Centralized Services: p. 29, §269
Furnishings/Equipment: p. 30, §275
Goods/Services: p. 38, §297
Records Management: p. 36, §289
Scrap/Salvage: p. 27, §267
Technology: p. 7, §203
Other: p. 73, §404; p. 76, §434

SALVAGE *see Surplus*

SCHOOL AID FUND (SAF)

Durant: p. 54, §353e
Other: p. 52 §353c; p. 56, §356; p. 59, §367b;
p. 64, §386; p. 87, §493

SECRETARY OF STATE

p. 5, §145; p. 66, §391

SECURE/SECURITY

Facilities: p. 12, §219
Michigan Capitol Park: p. 41, §298c
Motor Vehicle: p. 11, §215
Records Management: p. 34, §287
Other: p. 5, §141

SELECT

Audits: p. 82, §461; p. 86, §492
Race/Ethnicity: p. 9, §206a
Records: p. 33, §284
Risk Management: p. 8, §204
Other: p. 15, §237, §237a; p. 16, §237b;
p. 38, §297

SETTLEMENT *see Court Judgment/Settlement*

SEVERABILITY

p. 89, §501

SHELTERED WORKSHOP/WORK ACTIVITY CENTER

p. 37, §293, §294, §295; p. 38, §296, §297

SIGN

p. 19, §245

STATE ADMINISTRATIVE BOARD

p. 2, §112; p. 5, §145

STATE AGENCY

Audit: p. 46, §344; p. 82, §462; p. 85, §487
Bid: p. 27, §268
Capital Outlay: p. 15, §237; p. 18, §242; p. 20, §246
Centralized Services: p. 29, §269
Closing Schedule: p. 88, §499
Construction: p. 19, §244
Consulting: p. 31, §279
Defined: p. 3, §115
Encumbrance/Receivable: p. 78, §444
Energy: p. 22, §253; p. 23, §254
Equal Employment Opportunity: p. 81, §458
Equipment/Furnishings: p. 7, §201
Executive Budget: p. 47, §348
Federal: p. 63, §384
Finance/Maintain: p. 58, §366
Forms Management: p. 8, §205
Indirect Cost: p. 81, §460
Information: p. 14, §224; p. 45, §331, §332
Internal Control: p. 73, §421; p. 83, §483
Lapse/Encumbrance: p. 78, §451
Motor Vehicle: p. 10, §213; p. 11, §215

New/Expand Program: p. 63, §381
Payroll: p. 33, §283
Personal Services: p. 31, §281
Printing: p. 30, §273
Property: p. 14, §222
Racial/Ethnic Classify: p. 9, §206a
Receipts: p. 77, §441; p. 78, §443
Records: p. 33, §284; p. 34, §285, §287;
p. 36, §288, §289; p. 75, §426
Recycle: p. 24, §261a
Rent/Lease: p. 13, §221
Risk Management: p. 8, §204
Special Maintenance: p. 22, §252
Supplies: p. 26, §263
Surplus: p. 27, §267
Technology: p. 7, §203
Transfer: p. 67, §393
Travel: p. 12, §217
Other: p. 2, §114; p. 5, §141; p. 23, §261;
p. 63, §372; p. 68, §395, §396; p. 73, §404;
p. 75, §423, §430; p. 76, §431, §432; p. 86, §492

STATE BUDGET DIRECTOR

p. 44, §321; p. 45, §323, §331, §332, §333;
p. 46, §341, §342, §343, §344; p. 47, §347, §348;
p. 52, §353c; p. 55, §353f; p. 59, §367b;
p. 62, §368, §371; p. 63, §372, §381; p. 64, §386;
p. 65, §388; p. 67, §393; p. 68, §395;
p. 75, §430; p. 78, §443; p. 87, §494

STATE BUILDING AUTHORITY

p. 2, §113; p. 5, §145; p. 15, §237, §237a;
p. 18, §242

STATE EMPLOYEES' RETIREMENT SYSTEM RETIREMENT BOARD

p. 5, §145

STATE FAIR

p. 76, §435

STATE POLICE PENSION BOARD

p. 5, §145

STATE SPENDING (TOTAL)

p. 44, §305; p. 87, §497

STATE SPENDING TO LOCAL GOVERNMENTS

p. 43, §303; p. 44, §304; p. 47, §349;
p. 48, §350; p. 59, §367; p. 65, §388;
p. 87, §497; p. 88, §498

STATE TRUNKLINE FUND

p. 57, §358

STATISTICS

p. 43, §303; p. 46, §343

SUBPOENA

p. 45, §333

SUPPLIES

p. 23, §261; p. 24, §261a; p. 26, §263;
p. 72, §402; p. 73, §421

SURPLUS

p. 7, §201; p. 22, §251; p. 27, §265, §267;
p. 49, §350c

TAX

Bids: p. 27, 268
Credits: p. 48, §350a; p. 51, §353; p. 58, §361
Income: p. 27, §268; p. 50, §350d; p. 56, §356;
p. 59, 367b
Limits: p. 47, §348
Prohibited: p. 49, §350b
Property: p. 14, §222
Sales: p. 59, §367b
Withholding: p. 33, §283
Other: p. 48, §350a; p. 49, §350c; p. 57, §357;
p. 64, §386; p. 73, §421

TELECOMMUNICATION

p. 7, §203; p. 29, §269

TESTIMONY

p. 45, §333; p. 61, §367d; p. 75, §424

TRANSFER

Administrative Transfer: p. 67, §393
Annual Growth Rate: p. 51, §352
Budget Stabilization Fund: p. 51, §351, §353;
p. 55, §354; p. 56, §355; p. 57, §357, §358;
p. 58, §359
Closing: p. 88, §499
Functions: p. 4, §124
Legislative Branch: p. 77, §442
Limitation: p. 78, §443
Michigan Capitol Park Commission: p. 39, §298
Prohibited: p. 68, §395
Records: p. 34, §285, §287; p. 36, §289
Revenue Estimating Conference: p. 59, §367b
Revolving Fund: p. 76, §435
School Aid Fund: p. 54, §353e
Surplus: p. 27, §267
Type I: p. 5, §145
Water Pollution Control Revolving: p. 55, §353f
Other: p. 43, §302; p. 44, §305; p. 48, §350a;
p. 69, §397; p. 73, §404

TRAVEL

p. 12, §217

UNCLASSIFIED EMPLOYEE

p. 11, §215; p. 12, §217; p. 80, §455

UNIVERSITY

see College

VEHICLE

p. 10, §213; p. 11, §215; p. 14, §227

VENDOR

Debar: p. 26, §264

Personal Service: p. 31, §281; p. 32, §281a

Prequalified: p. 26, §262

VETERANS' MEMORIAL PARK

p. 40, §298b

VETERANS' TRUST FUND BOARD

p. 5, §145

VETO

p. 62, §368, §369

WITNESS

p. 45, §333; p. 75, §424

WORK ACTIVITY CENTER *see Sheltered Workshop*

WORK ORDER

p. 23, §254

WORK PROJECT

Criteria: p. 78, §451a

Defined: p. 73, §404

Energy: p. 23, §254

Lapse: p. 52, §353c

Transfer: p. 67, §393

Other: p. 69, §397

WORK STATION

p. 11, §215

WORKER'S COMPENSATION

p. 8, §204; p. 69, §397



DEFINITIONS

| | | | |
|--|--------------|--|--------------|
| Adjusted personal income | p. 43, §302 | Internal accounting and administrative control system..... | p. 83, §483 |
| Allocation of state financial resources..... | p. 43, §302 | JCOS..... | p. 3, §115 |
| Allotment schedule..... | p. 43, §302 | Motor vehicle | p. 10, §213 |
| Annual growth rate | p. 43, §302 | | p. 11, §215 |
| Appropriation..... | p. 2, §112 | Multiracial | p. 9, §206a |
| Appropriations committees..... | p. 2, §112 | Municipality..... | p. 65, §389 |
| Archival value..... | p. 33, §284 | Open-end appropriation..... | p. 43, §303 |
| Board..... | p. 2, §112 | Operating fund..... | p. 72, §403 |
| Budget act | p. 2, §112 | Personal income..... | p. 43, §303 |
| Capital outlay | p. 2, §113 | Personal income of Michigan | p. 48, §350a |
| Committee | p. 37, §293 | Petty cash..... | p. 72, §403 |
| Community college..... | p. 2, §113 | Principal..... | p. 59, §367a |
| Comprehensive annual financial report | p. 72, §402 | Program..... | p. 43, §303 |
| Conference..... | p. 59, §367a | Proportion | p. 43, §303 |
| Current calendar year | p. 51, §351 | Public Law 104-156 | p. 82, §461 |
| Department | p. 2, §113 | Receipt | p. 72, §403 |
| Department head | p. 83, §483 | Record..... | p. 3, §115 |
| Detroit consumer price index | p. 43, §303 | | p. 33, §284 |
| Directives..... | p. 2, §113 | Recycled materials | p. 24, §261a |
| Director | p. 2, §113 | Recycled paper | p. 25, §261b |
| Disbursement | p. 72, §402 | Revenues | p. 73, §404 |
| Encumbrance..... | p. 72, §402 | Revolving fund..... | p. 73, §404 |
| Energy conservation measure | p. 2, §113 | Sheltered workshop..... | p. 37, §293 |
| Expenditure | p. 72, §402 | State agency | p. 3, §115 |
| Facility..... | p. 2, §114 | State budget | p. 44, §304 |
| Fiscal agencies..... | p. 2, §114 | State operating fund..... | p. 44, §304 |
| Form | p. 8, §205 | State spending paid to units of local government..... | p. 44, §304 |
| Forms management program | p. 8, §205 | Total state revenues | p. 48, §350a |
| FTE | p. 2, §114 | Total state spending | p. 44, §305 |
| Fund..... | p. 10, §213 | Total state spending from state sources..... | p. 44, §305 |
| | p. 51, §351 | Transfer payments | p. 44, §305 |
| Grounds..... | p. 2, §114 | Type I transfer | p. 5, §145 |
| Imprest cash..... | p. 72, §403 | | |
| Indirect cost | p. 72, §403 | | |
| Institution of higher education..... | p. 3, §115 | | |

Unencumbered balancep. 73, §404
Unexpended balance.....p. 73, §404
Unit of local governmentp. 3, §115
p. 44, §305
p. 73, §404

Wastepaperp. 25, §261b
Work activities centerp. 37, §293
Work project.....p. 73, §404
Writingp. 9, §206a

REPORTS

| | |
|--|--|
| <p>Accounting Principle p. 73, §421</p> <p>Allotment Adjust p. 63, §372</p> <p>Audit Compliance p. 82, §462</p> <p>Auditor General..... p. 86, §489</p> <p>Budget Detail..... p. 58, §363</p> <p>Capital Outlay Cost p. 13, §221</p> <p>Closing Schedule..... p. 88, §499</p> <p>Comprehensive Annual Financial (CAFR) .. p. 73, §421 p. 87, §494</p> <p>Encumbrance/Receivable p. 78, §444</p> <p>Executive Budget Bills..... p. 59, §367</p> <p>Expenditure/Allotment.....p. 62, §371(1)(2)</p> <p>Federal Funds Audit..... p. 82, §461</p> <p>Federal Match.....p. 68, §395(3)(4)</p> <p>Federal Revenuesp. 63, §384(2)(3)</p> <p>Financial – Monthly p. 64, §386</p> <p>Financial Statements – Preliminary p. 87, §493</p> <p>Financial Statements Submission..... p. 86, §492</p> <p>FTEp. 80, §454(2)(3)</p> <p>Funds – Amounts/Sources..... p. 75, §430</p> <p>Indirect Cost Rate p. 81, §460</p> <p>Internal Audit..... p. 85, §487</p> <p>Internal Control System p. 83, §485</p> | <p>Judgment/Settlementp. 68, §396(2)(3)</p> <p>Michigan Capitol Park Commissionp. 41, §298c</p> <p>Municipality, Withhold Payment p. 65, §389</p> <p>Personal Servicesp. 31, §281(1)(2) p. 32, §281a(1)(2)</p> <p>Program Service Level p. 62, §371</p> <p>Records p. 36, §289</p> <p>Recycle..... p. 24, §261a(2)(5)</p> <p>Reporting System..... p. 83, §484</p> <p>Revenue – Limitp. 49, §350b p. 50, §350e</p> <p>Revolving Funds..... p. 76, §434</p> <p>Sheltered Workshop p. 38, §296</p> <p>State Spending to Locals.....p. 87, §497(1)(2)</p> <p>Tax Credit, Deduction, Exemption p. 58, §361</p> <p>Technologyp. 7, §203(2)(7)</p> <p>Transfer Notificationp. 67, §393(1)(2)</p> <p>Travel p. 12, §217</p> <p>Violations of Act p. 89, §551</p> <p>Water Pollution Control Revolving Fund... p. 55, §353f</p> <p>Work Project p. 78, §451a(2)(3)(4)</p> <p>Zero Balance p. 52, §353c(11)(14)</p> |
|--|--|



Fourth Floor, North Tower, Anderson Building
124 North Capitol Avenue, Lansing, Michigan 48933

Mail to: P.O. Box 30014, Lansing, Michigan 48909-7514
Phone: 517-373-8080 FAX: 517-373-5874
www.house.mi.gov/hfa



Mitchell E. Bean, Director
Bill Fairgrieve, Deputy Director

ECONOMIC AND REVENUE FORECAST–TAX ANALYSIS **Rebecca Ross, Senior Economist**
Jim Stansell, Economist

EDUCATION AND REGULATORY **Mary Ann Cleary, Associate Director**
Community Colleges Kyle I. Jen, Senior Analyst
Education Mary Ann Cleary, Associate Director; Laurie Cummings, Senior Analyst
Higher Education Kyle I. Jen, Senior Analyst
Labor and Economic Growth Steve Stauff, Senior Analyst
School Aid Mary Ann Cleary, Associate Director; Laurie Cummings, Senior Analyst
Transportation William E. Hamilton, Senior Analyst

FISCAL OVERSIGHT, AUDIT AND LITIGATION **William E. Hamilton, Senior Analyst**

GENERAL GOVERNMENT **Al Valenzio, Associate Director**
Agriculture ▪ Clean Michigan Initiative ▪ Environmental Quality ▪ Federal Funds Monitoring ▪
Natural Resources ▪ Natural Resources Trust Fund Kirk Lindquist, Senior Analyst
Attorney General ▪ Auditor General ▪ Civil Rights ▪ Civil Service ▪ Executive Office ▪
Information Technology ▪ Legislature ▪ Lottery ▪ Management and Budget ▪ State Robin Risko, Senior Analyst
Capital Outlay ▪ Retirement ▪ Supplementals Al Valenzio, Associate Director
Corrections ▪ Judiciary Marilyn Peterson, Senior Analyst
History, Arts, and Libraries Steve Stauff, Senior Analyst
Legislative Transfers Margaret Alston, Senior Analyst
Military and Veterans Affairs ▪ State Police Hannah Lee, Fiscal Analyst
Treasury Jim Stansell, Economist

HUMAN SERVICES **Bill Fairgrieve, Deputy Director**
Community Health: Medicaid Bill Fairgrieve, Deputy Director
Community Health: Mental Health ▪ Substance Abuse Margaret Alston, Senior Analyst
Community Health: Public Health ▪ Aging Susan Frey, Senior Analyst
Family Independence Agency: Administration ▪ Grants ▪ Staffing Richard Child, Senior Analyst
Family Independence Agency: Child and Family Services ▪ Juvenile Justice Erin Black, Senior Analyst

LEGISLATIVE ANALYSIS **Chris Couch, Associate Director**
Joan Hunault, Sue Stutzky, Mark Wolf, Legislative Analysts; Edith Best, Secretary

SUPPORT STAFF
Office Manager Sharon Risko, Administrative Assistant
Publications and Data Jeanne Dee, Administrative Assistant
Community Health ▪ Corrections ▪ Family Independence Agency ▪ Judiciary ▪
HFA Library Tumai Burris, Budget Assistant
Community Colleges ▪ Education ▪ Higher Education ▪ School Aid ▪ Transportation ▪
Transfers ▪ HFA Internet ▪ Bill Analysis Barbara Graves, Budget Assistant
Agriculture ▪ Capital Outlay ▪ Environmental Quality ▪ General Government ▪
History, Arts, and Libraries ▪ Labor and Economic Growth ▪ Military and Veterans Affairs ▪
Natural Resources ▪ Retirement ▪ State Police ▪ Supplementals Kim O’Berry, Budget Assistant
Facilities Coordinator Ericah Caughey, Receptionist

May 2004



Additional copies of this report can be obtained from:

House Fiscal Agency
P.O. Box 30014
Lansing, MI 48909-7514
(517) 373-8080
FAX (517) 373-5874
www.house.mi.gov/hfa