Fund purpose statements are published on the Worksheet I report that accompanies the Governor’s Recommended Budget document. Agencies can run the IBIS Fund Purpose Statements report, for a listing of all funds along with their titles and descriptions. Any necessary edits to these statements can be made by going to the Fund Purpose Maintenance (FPM) module in IBIS and pulling up the specific fund you wish to edit.

Agencies should review and edit their fund purpose statements before September 24, 2018. After September 24th, only OSBM will have access to edit the fund purpose statements used for publication, so work with your OSBM Analyst after that date. Fund Purpose Statements should be written in clear language with limited (or spelled out) acronyms. If your Worksheet I report includes funds that are no longer used, contain no activity and should not be published, please notify your Budget Execution analyst so they may be removed from the publication.

The Fund Purpose Maintenance form is available in IBIS. Click on “Admin” in the main left-hand navigation and select “Fund Purpose Maintenance”.

The corresponding report can be found in IBIS under Self Service Reports / Budget Development Reports/Fund Purpose Statements.

