MANAGEMENT AND BUDGET

Departmental Earnings System
User Guide

Contents

Departmental Earnings System User Guide

Departmental Earnings Definition and Report

Department Earnings is money collected by state agencies through service user fees, occupational license charges, regulatory charges, and other charges. In general, these fees are to be set at a level that "neither significantly over recovers nor under recovers costs, including overhead costs, involved in providing the services" (M.S. 16A.1285, Subd. 2). The departmental earnings report is a required element of the biennial budget. In the report, agency fees are matched with the cost of the activity for which they are collected to determine if departmental earnings are under or over recovering the cost of the related activities. This biennial report also serves as a comprehensive inventory of fees and charges collected by each agency.

Departmental earnings receipts are defined in the Budget Planning and Operations System (BPAS) by the account category DE-Departmental Earnings, which encompasses revenue account codes 600000 through 669999. Departmental Earnings receipts in the DE system are linked to BPAS and are updated immediately when a user saves a related revenue account entry in BPAS. Departmental earnings receipts are organized and reported in DE by Departmental Earnings Group. DE Groups are sets of one or more revenue accounts uniquely assigned to one agency: a revenue account code can only be assigned to one agency and one DE group.

System Introduction

The Departmental Earnings (DE) System is a web application that collects data for publication of the biennial Departmental Earnings Report. The system is accessed through the State of Minnesota Administrative Portal on the Budget Applications page. All state agency budget staff authorized to access the Budget Planning and Operations System (BPAS) will have a link to DE on their portal menu; however, only users from agencies that are required to submit a Departmental Earnings Report will be able to access the application. A list of the agencies required to submit a departmental earnings report are included in Appendix 2 of the Departmental Earnings Instructions on the Biennial Budget Instructions webpage (https://mn.gov/mmb/budget/budget-instructions/bibudprep/).

Agencies will enter descriptive information for each DE group, including its purpose and the statutory citation(s) authorizing the fee(s) it comprises. Agencies will also enter into the system actual, current, and budgeted expenditures for each DE group, and, if applicable, other related resources and/or resource reductions. Finally, the DE system collects narratives for each DE group, which are included along with the fiscal data in the published biennial Departmental Earnings report.
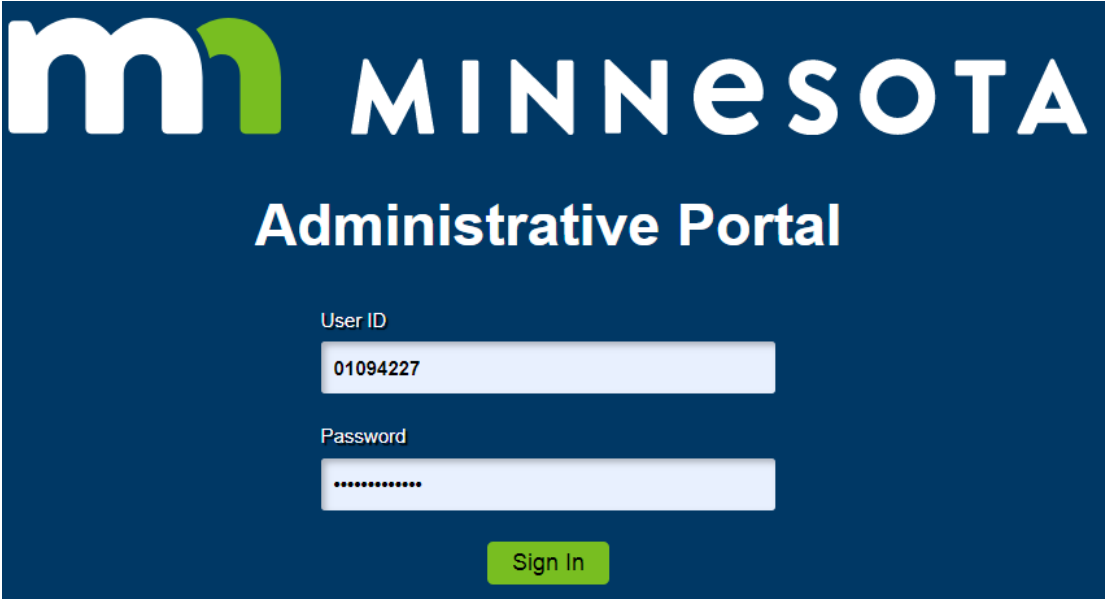
Note: The DE group purpose, legal citation, and narrative information from the agencies' 2022-23 Departmental Earnings Report remain in the DE system. Agencies must review and update.

To learn more about Departmental Earnings, see the Departmental Earnings Instructions on the Biennial Budget Instructions webpage (https://mn.gov/mmb/budget/budget-instructions/bibudprep/) and Minnesota Statute 16A.1285 (https://www.revisor.mn.gov/statutes/cite/16A.1285).

Logging In

Log into the Departmental Earnings (DE) System through the State of Minnesota Administrative Portal using your state ID (employee number) and password. The currently compatible web browsers for the DE system are indicated on the Budget Planning and Analysis System webpage (https://mn.gov/mmb/budget/statewide-budget-systems/bpas/).

1. Navigate to the State of Minnesota Administrative Portal: https://mn.gov/adminportal


2. Enter your state ID (employee number) and password. Select Sign In.

3. The State of Minnesota Administrative Portal screen opens to the user's home page. On the home page, select the Budget Applications tile.

Home Page

4. On the Budget Applications page, select the Departmental Earnings tile. All state agency budget staff who are authorized to access the Budget Planning and Analysis System (BPAS) will have a link to Departmental Earnings (DE) System on their portal menu; however, only users from agencies that are required to submit a Departmental Earnings Report will be able to access the DE System. If you have access to BPAS and your agency is required to submit a report, but you are not able to open the DE system, contact budget.finance.mmb@state.mn.us,.

Budget Applications
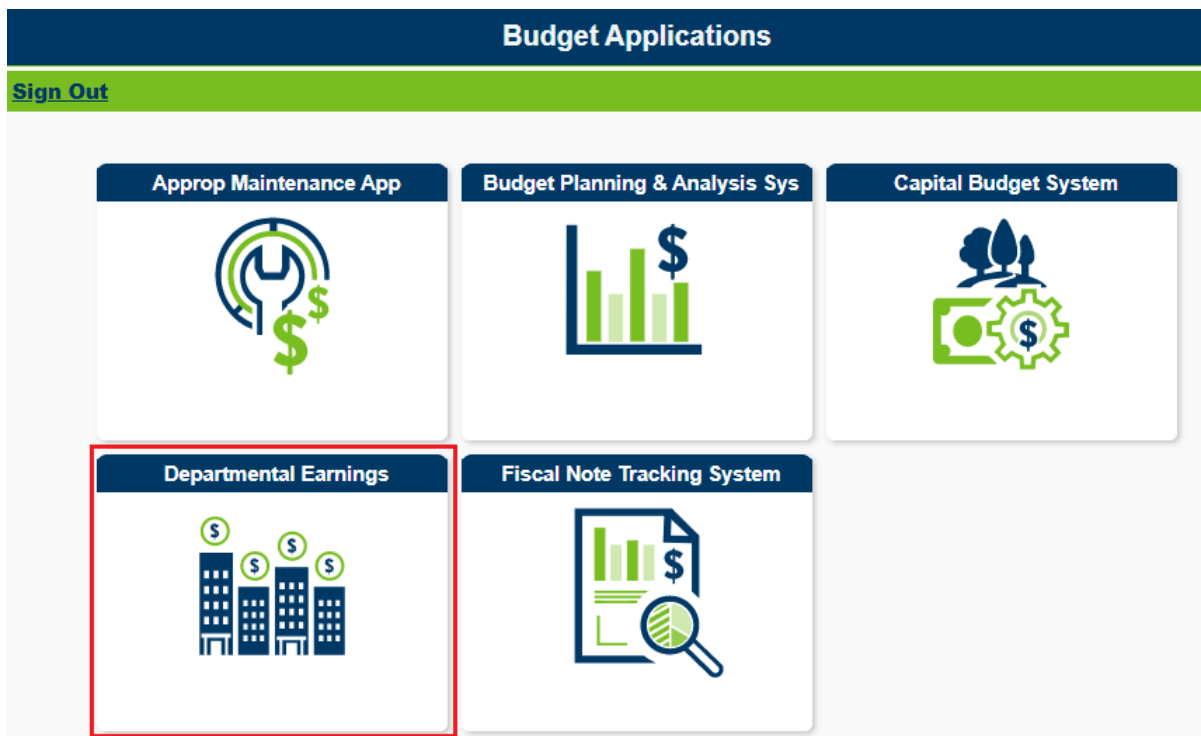
5. The Departmental Earnings Home screen opens.

Home Screen and Menu Navigation

The Home screen displays an announcement with current information about the application.

The navigation menu is found in the left margin of the Home screen and lists the following screen selection options:

- Home
- Agency
- DE Account Directory
- Reports
- Help

Click on any option in the Menu to open it.

Agency Menu

The Agency Menu consists of a Main Agency screen and four related sub-screens:

- DE Group Summary
- DE Detail View
- Data Entry
- Narrative Entry

When first selected, the Main Agency screen displays a drop-down agency selection panel.

Select an agency from the drop-down. Users whose security profile includes multiple agencies will select one agency at a time. **You must select an agency and a DE Group before you can open or navigate among the four Agency screens.** When you have selected an agency, the Main Agency screen displays a table listing the agency DE Groups and their data submission status.

The list can be sorted either by DE Group name or by Status. To enter or review data for a DE group, click on its name. This opens the DE Group Summary screen. You may now navigate to any of the other Agency screens and enter or review data for the selected DE Group. To select another DE Group, return to the Main Agency screen by clicking on "Agency," either from the Menu or the navigation "breadcrumbs" found at the top of the screen.

DE Group Data Submission Status

The Main Agency screen is also where you will update each DE Group's data submission status. Select the status from the drop-down list, then click outside of the DE Group table to save the selection.
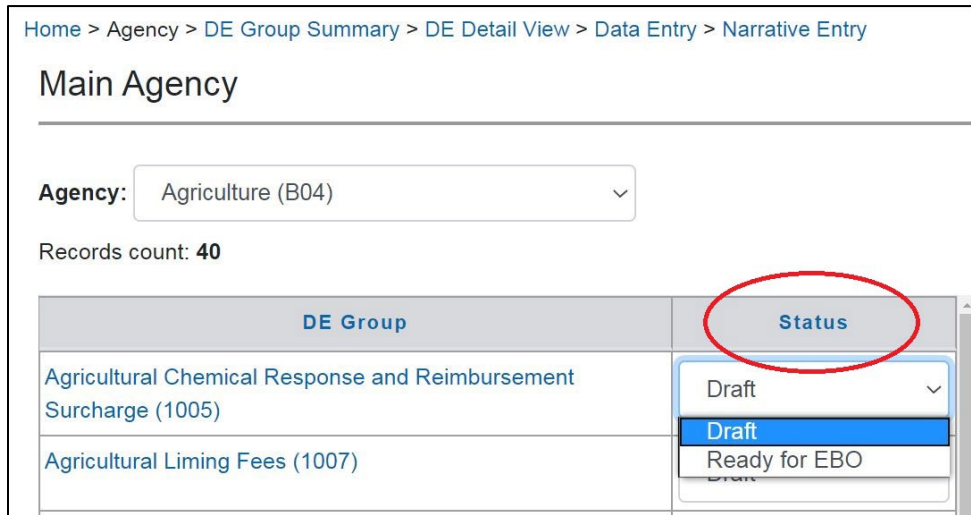
Agencies must update each DE Group's status from "Draft" to "Ready for EBO" when all required entries are complete and ready for MMB to review. The Executive Budget Officer (EBO) will update the DE Group status from "Ready for EBO" to "Complete" after they have finished their review. Only DE Groups in "Complete" status will be included in the final Departmental Earnings report.

Important Note: when the DE Group status is "Complete," agencies will not be able to change the status, but until the Agency User Role system access has been updated to Read-Only, agencies can continue to modify the record. If changes are required to a DE Group in "Complete" status, please notify the EBO to change its status to "Draft."

DE Group Summary

Select a DE Group from your agency list and click on the DE Group Name. This opens the first of four Agency screens, the DE Group Summary Screen. The DE Group Summary Screen has read-only data from BPAS, purpose and legal citation narrative entry, radio button selections, and read-only data that is entered on the DE Data Entry screen.

Agencies enter information in text fields within this section. You may enter text directly into the textbox fields or copy and paste from Word. Use the "Clean HTML" button to erase any code

characters that display after pasting copied text. **Important Note: execute the "Save" button at the bottom of the screen frequently to ensure that your entries are saved in the system.**

Read-Only: DE Group and Revenue Account Code(s)

The top section of the Summary screen displays the name of the DE Group and its system-assigned code in parentheses, and the list of Revenue Account Code(s) belonging to the DE Group. The DE groups are currently established as they were in the last published report and MMB Budget Operations will work with agencies to make sure all account codes are assigned to a group. If you have questions about your agency departmental earnings groups, send an email to Budget Operations at budget.finance.mmb@state.mn.us. The account names displayed on the Summary screen are from BPAS. Use the scroll bar at the right edge of the field to view any account codes that exceed the size of the textbox.

Data Entry: DE Group Purpose

This is a required field. You may copy and paste from Word. Save after entering or copying/pasting text to ensure that data is saved before navigating away from the screen. Note: The DE Group purpose is populated from the last published Departmental Earnings report. The purpose should be reviewed and updated.

Data Entry: Legal Citation(s)

This is a required field. You may copy and paste from Word. Save after entering or copying/pasting text to ensure that data is saved before navigating away from the screen. Note: DE Group legal citation is populated from the last published Departmental Earnings report. The legal citation should be reviewed and updated.

Scroll down to view the middle section of the DE Group Summary screen.

Data Entry: Dedicated and Non-Dedicated Receipts Radio Buttons

Select Yes or No for each set of radio buttons, as best describes the departmental earnings belonging to the selected DE Group.

Data Entry: Recommending Fee Change

Select the Yes radio button, if the agency is recommending a change in the fee rate or adding a new fee as part of its biennial budget request, otherwise, select No. Remember all proposed fee rate changes or new fees must have an entered change item in BPAS.

Data Entry: Accumulated Balance Forward

Enter the DE Group's amount of unexpended departmental earnings, or deficit recorded from the actual year in the last published Departmental Earnings report into the first Accumulated Balance Forward field. The other Accumulated Balance Forward and Accumulated Ending Balance amounts are auto calculated. Typically for DE groups with non-dedicated receipts the accumulated balance forward for the first actual fiscal year will be zero.

Scroll down to view the entire fiscal data table.

Fiscal Information Section	Actual FY 20XX	Actual FY 20XX	Current FY 20XX	Budget FY 20XX	Budget FY 20XX
Accumulated Balance Forward		0	40	82	124
Departmental Earnings 🔗		40	42	42	42
Other Resources					
Earnings Transferred In					
Revenue Collected by Another Agency					
Other Receipts					
Total					
Resource Reductions					
Earnings Transferred Out					
Revenue Collected for Another Agency					
Total					
Total Resources Available	0	40	42	42	42
Expenditures					
Direct					
Indirect					
Total Expenditures					
Current Fiscal Year Difference	0	40	42	42	42
Accumulated Ending Balance	0	40	82	124	166

Read-Only: Departmental Earnings

This section of the table displays the amount of departmental earnings from BPAS for the accounts assigned to the DE Group. Click on the "Departmental Earnings" label link in the first column of this row to open the DE Detail View screen, where the appropriations-level data by account code from BPAS are displayed.

Fiscal Information Section	Actual FY 20XX	Actual FY 20XX	Current FY 20XX	Budget FY 20XX	Budget FY 20XX
Accumulated Balance Forward		0	40	82	124
Departmental Earnings 🔗		40	42	42	42

Read-Only: Other Resources, Resource Reductions, Total Resources Available

These sections summarize data the agency enters on the Data Entry screen. Other Resources is the sum of total Other Receipts (Non-Departmental Earnings) and total Other Resources amounts. Total Resources is the difference between Other Resources and Resource Reductions.

Read-Only: Expenditures

This section summarizes data the agency enters on the Data Entry screen for Direct and Indirect Expenditures.

Read-Only: Current Fiscal Year Difference

This row displays a calculation of the difference between Total Resources Available and Total Expenditures.

Read-Only: Accumulated Ending Balance

This row displays a calculation of the Current Difference plus the amount of the Beginning Balance.

DE Detail View Screen

The DE Detail View Screen is read-only and displays appropriation-level departmental earnings receipts for the revenue accounts that are tied to the selected DE Group. The top of the screen summarizes receipts by dedicated and non-dedicated appropriation types. The bottom half of the screen displays appropriations-level data.

Departmental earnings receipts in the DE system are linked to BPAS and are updated as soon as a revision to a departmental earnings revenue account amount is saved in BPAS.

Home > Agency > DE Group Summary > DE Detail View > Data Entry > Narrative Entry

DE Detail View

Agency   Agriculture (B04)

DE Group   Wholesale Produce Dealers Fees (1039)

Summary	Actual FY 20XX	Actual FY 20XX	Current FY 20XX	Budget FY 20XX	Budget FY 20XX
Dedicated subtotal		40	42	42	42
Non-Dedicated subtotal	0	0	0	0	0
Total		40	42	42	42

Revenue Account Detail

Account	Fund	Appropriation	Non-Ded?	Actual FY 20XX	Actual FY 20XX	Current FY 20XX	Budget FY 20XX	Budget FY 20XX
600378 - Whlsl Prod Dlrs	2018	Wholesale Produce Dealers (B042A28)			40	42	42	42

Data Entry Screen

Fiscal data that is not updated from BPAS is entered on the Data Entry Screen. Select the Data Entry Screen option from the menu to display this screen, which consists of five tables:

- Departmental Earnings (READ ONLY TOTAL)
- Other Receipts (Non-Departmental Earnings)
- Other Resources
- Resource Reductions
- Expenditures.

Click on the blue arrowhead to the left of each section title to close or open it. Except for the Departmental Earnings section, which is read-only, each section includes a table for entering fiscal data and below it a text field for entering comments. ***All data must be entered in thousands; enter amounts in all columns, including the two Gov Rec columns.***

All fiscal data entered on the Data Entry screen is summarized (read-only) in the fiscal table on the DE Summary Screen and in the published Departmental Earnings Group Summary report. Comments and descriptions are not published but may be read by Executive Budget Officers and MMB Budget Operations. There is limited space in the description field so they should be kept short. The Comments fields have more space available to provide more detail regarding each section.

Home > Agency > DE Group Summary > DE Detail View > Data Entry > Narrative Entry

Data Entry

Agency   Agriculture (B04)

DE Group   Wholesale Produce Dealers Fees (1039)

⌄ Departmental Earnings

Title	Actual FY 20XX	Actual FY 20XX	Current FY 20XX	Budget FY 20XX	Budget FY 20XX
Summary		40	42	42	42

⌄ Other Receipts (Non-Departmental Earnings)

⌄ Other Resources

⌄ Resource Reductions

⌄ Expenditures

Direct/Indirect	Description	Actual FY 20XX	Actual FY 20XX	Current FY 20XX	Budget FY 20XX	Budget FY 20XX
Direct						
Indirect						
	Total	0	0	0	0	0

Comments: Expenditures

[Save] [Cancel]

Read-Only: Departmental Earnings

This read-only table displays the amount of receipts in thousands from BPAS for the revenue account codes tied to the DE Group. This table displays by default when the Data Entry Screen is open but can be closed by clicking on the blue arrowhead.

Data Entry: Other Receipts (Non-Departmental Earnings)

This table collects the amount(s) of any receipts from other sources supporting the costs of providing the goods or services for which departmental earnings are collected. There are two lines for entering other receipts data; enter a descriptive label in the "Description" column for each. ***All data must be entered in thousands; enter amounts in all columns, including the two Gov Rec columns.***

Other Receipts (Non-Departmental Earnings)					
Description	**Actual FY 20XX**	**Actual FY 20XX**	**Current FY 20XX**	**Budget FY 20XX**	**Budget FY 20XX**
Other receipts 1	4	5	5	6	6
Other receipts 2	1	2	2	2	2
Total	5	7	7	8	8

Comments: Other receipts (non departmental earnings), e.g., interest earnings

Data Entry: Other Resources

The Other Resources table has two lines for entering the amount of transfers in from another agency and the amount of departmental earnings collected by another agency. The Description field may be used to enter more detailed labels for each line; additional remarks may also be entered in the Comments textbox. ***All data must be entered in thousands; enter amounts in all columns, including the two Gov Rec columns.***

Other Resources						
Transferred/Collected	**Description**	**Actual FY 20XX**	**Actual FY 20XX**	**Current FY 20XX**	**Budget FY 20XX**	**Budget FY 20XX**
Transfers In	Transfer in from Agency Z	2	4	5	5	5
DE Collected by Another Agency	DE collected by Agency X	10	11	15	15	15
	Total	12	15	20	20	20

Comments: Other Resources

Data Entry: Resource Reductions

The Resource Reductions table has two rows for entering the amount of transfers out to another state agency and the amount of any departmental earnings collected for another agency. The Description field may be used to enter more detailed labels for each line; additional remarks may also be entered in the Comments textbox. ***All data must be entered in thousands; enter amounts in all columns, including Gov Rec FY 2024 and FY 2025.***

Data Entry: Expenditures

The Expenditures table displays by default when the Data Entry Screen is open but can be closed by clicking on the blue arrowhead. Agencies are required to enter actual, current, and budgeted expenditures for the DE Group in this table. The table has separate lines for direct and indirect expenditures. The Description field may be used to enter a more detailed label; additional remarks may also be entered in the Comments textbox. **All data must be entered in thousands; enter amounts in all columns, including the two Gov Rec columns.**

Narrative Screen

The narrative screen consists of four rich text fields:

- Background Information
- Forecast Basis
- Recent Changes
- Agency Analysis/Comments

Agencies must enter a brief narrative for all text fields. You may enter text directly into the textbox fields or copy and paste from Word. Use the "Clean HTML" button to erase any code characters that display after pasting copied text. ***Important Note: execute the "Save" button at the bottom of the screen frequently to ensure that your entries are saved in the system.***

***The narrative information from the last published Departmental Earnings report* remains in the system. Agencies must review and update.**

Narrative Entry

Agency   Agriculture (B04)

DE Group   Wholesale Produce Dealers Fees (1039)

Background Information

This program licenses wholesale purchasers of farm perishable agricultural products so that farmers are paid for what is purchased or the required bond or financial instrument on file with their license is used.

Forecast Basis

Review of recent activity

Recent Changes

No major recent changes.

Agency Analysis/Comments

The current forecast is for stable activity. A small amount of General Fund dollars is also appropriated to support this activity.

[Save] [Cancel] [Clean HTML]

DE Account Directory

The DE Account Directory Screen is a read-only table listing all revenue accounts that are assigned to an active DE Group. The Directory also includes a data entry field to record the legal citation authorizing the fee being collected. The legal citations from the last biennial report process and/or

historical data files for revenue accounts exist in the directory. **Agencies must review and update them, as needed.** Agencies can only enter legal citations for revenue accounts belonging to their own DE Groups; legal cites of other agencies' revenue accounts will be read-only.

Home > DE Account Directory

DE Account Directory

Records count: **2229**

Revenue Account	DE Group	Class	Resp Agency	Legal Cite
600001 - Accountancy Licensure Discpl.	Accountancy Professional Licensing and Fees	Licenses & Fees	B7P	M.S. 326A.04
600002 - Accounting - Firm Licenses	Accountancy Professional Licensing and Fees	Licenses & Fees	B7P	M.S. 326A.04
600003 - Professional Accountancy Lics	Accountancy Professional Licensing and Fees	Licenses & Fees	B7P	M.S. 326A.04
600004 - Accountancy: Examinations	RFA Aggie Bond Fees	Licenses & Fees	B04	M.S. 326A.04
600100 - Private Events Coordinator Fee	Capitol Events	Departmental Services	G02	
600114 - MDA Cooperative Agreements	MDA Coop Agreements	Departmental Services	B04	
600122 - LMIC Service Bureau	G46 Inactive	Departmental Services	G46	
600145 - Administrative Law Judge Fees	Office of Administrative Hearings	Departmental Services	G9K	M.S. 14.53
600146 - Workers Comp Transcript/Appeal	Worker's Compensation Transcript	Departmental Services	G9K	M.S. 176.421, Subd. 4
600147 - Filing Fee-Campaign Complaints	Campaign Complaints and Municipal Board	Departmental Services	G9K	M.S. 211B.37, Subd 5
600148 - Campaign Complaints Penalties	Campaign Complaints and Municipal Board	Departmental Penalties	G9K	M.S. 211B.37, Subd. 5
600149 - Municipal Board-Filing Fees	Campaign Complaints and Municipal Board	Licenses & Fees	G9K	M.S. 414.01, Subd. 11
600150 - Capitol Event Fees	Capitol Events	Departmental Services	G02	

Clear Search   Save   Cancel

Sort and Filter Functions

The directory default sort is Revenue Account, in ascending order. Double-click on the Revenue Account title to re-sort the list in descending order; click again to restore the default order. The list may be re-sorted similarly by clicking on the DE Group, Category, or Responsible Agency fields.

To filter the list, type a search string value into the textbox below any title, then click on the title link or outside the textbox. The picture below illustrates search results when P07 was entered into search field below Responsible Agency and DVS was entered in the DE Group. You can continue to filter the list by any of the other fields to narrow the search results. Click on the "Clear" button to restore the default statewide list.

Statutory Cite Field

Agencies can update the Statutory Cite field for revenue accounts belonging to their own agency's DE Group(s). Enter your agency's three-digit agency code in the textbox beneath the Agency field to filter the Directory list to the revenue accounts assigned to your agency. Review the legal citations for accuracy and update them as needed. Enter citations for revenue accounts without a legal cite. **Important note: you must click on the "Save" button at the bottom of the screen to save your legal cite entries.** Click the "Cancel" button to discard entries that have not been saved.

Reports

The DE System has two different PDF reports:

- DE Group Summary report contains the same information and format as the published biennial Departmental Earnings Report (Appendix 2);
- Agency Revenue Detail report lists departmental earnings receipts by DE Group, revenue account and appropriation, with totals by DE Group and agency (Appendix 3).

Users select the report and parameters and generate reports from the Run a Report Screen. The user's report requests are listed on the Retrieve Reports Screen, where they can be opened and printed or saved electronically to your local directory or desktop.
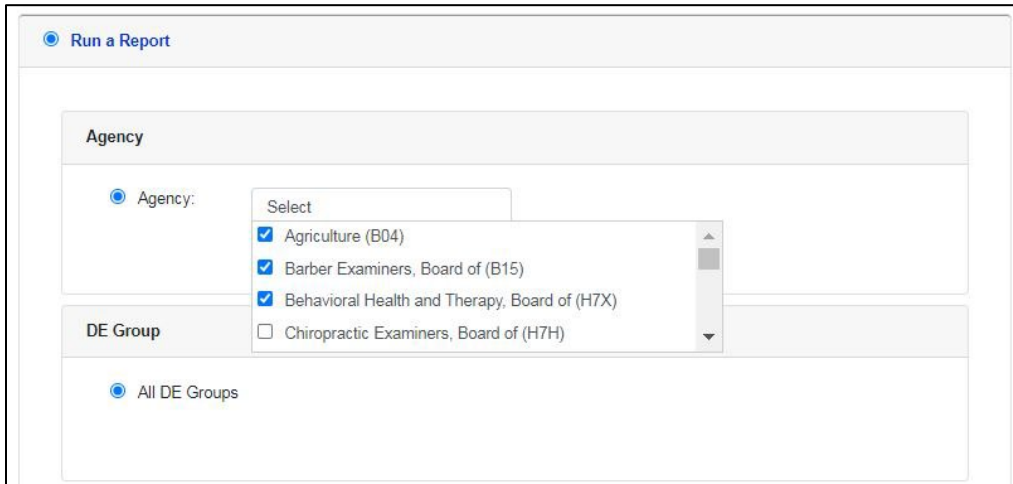
Select Agency

You must first select an Agency checkbox from the dropdown list. If you are assigned to multiple agencies, you may select one or multiple agencies. Click outside the drop down to commit your selection.
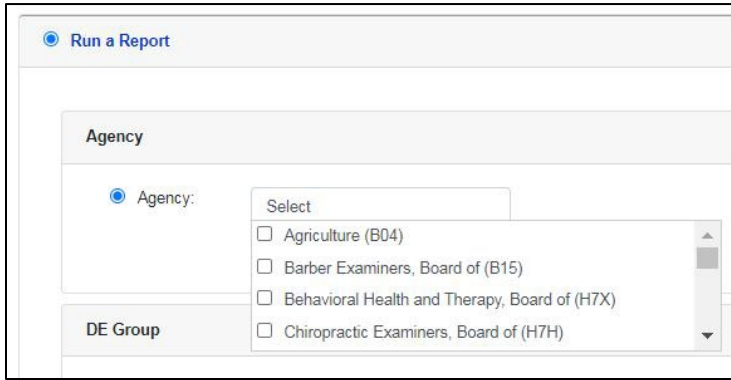
The count of agencies selected displays below the agency selection drop down box.

To view your agency selection(s), click inside the drop-down box.

Select DE Group

When one agency is selected, you may select either the "All DE Groups" radio button, which is the default, or select one or multiple DE Groups from the drop-down list checkbox.

The Select DE Group report filter option is not available when more than one agency is selected.
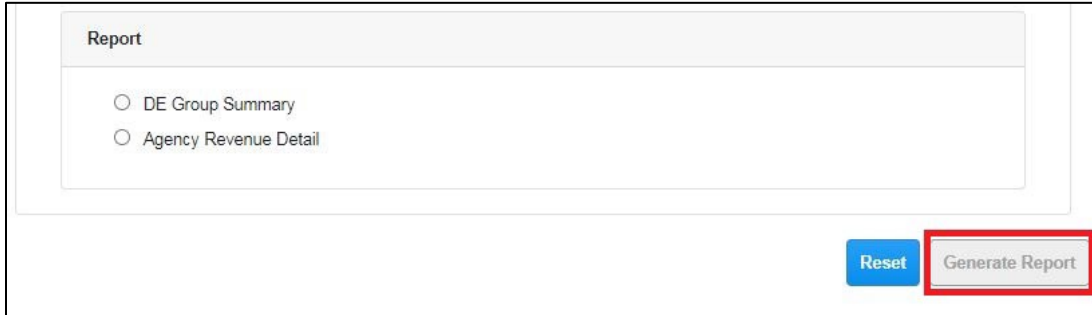
Select a Status

You may select from "All Statuses," which is the default selection, or filter your report by one or more status values. If there are no DE Groups with the selected status, a warning message displays when the report is executed.

Select a Report

The last step is to select either the DE Group Summary or the Agency Revenue Detail Report. Report samples are found in Appendix 2 and Appendix 3. Until all parameters have been selected, the "Generate Report" button in the bottom right corner of the screen remains disabled.
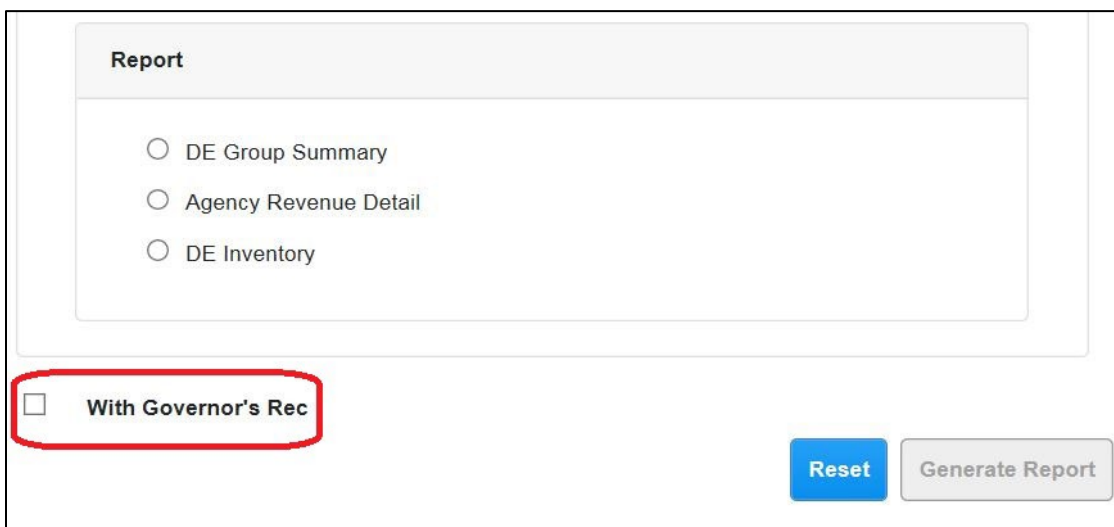
The Generate Report button is enabled after a report is selected:

With Governor's Rec Checkbox

This checkbox option will not be displayed on the Reports screen for agency and legislative users until after the Departmental Earnings report is published. Select this checkbox to include the Governor's Recommendation columns in the selected report. The checkbox is displayed in the illustration below.

Generate a Report

Click on the "Generate Report" button at the bottom of the screen to run the report you've selected. A notification displays as shown below:

You may now select a different report with the same parameters or select Reset and clear all parameter selection. To open or download your report jobs, select Retrieve Reports from the left navigation menu or breadcrumbs.
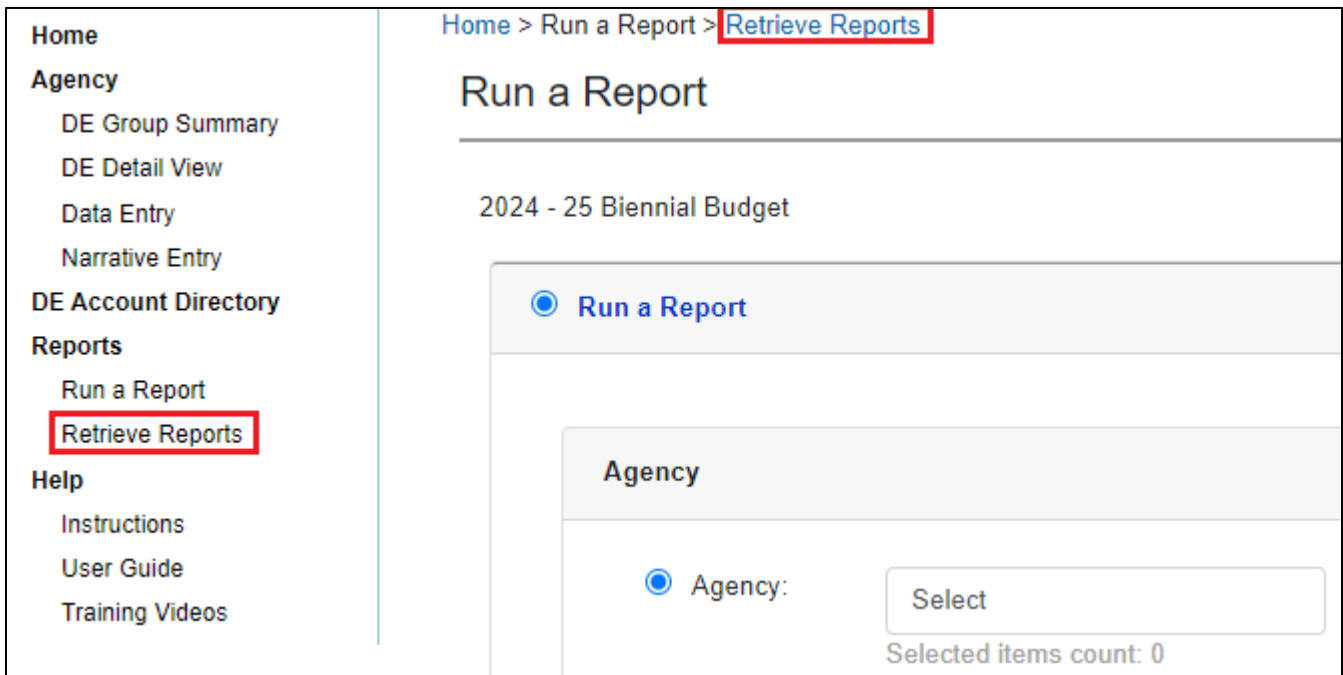
Retrieve Reports

The Retrieve Reports repository displays a scrollable list of all reports the login user has run in the past 30 days. Reports are listed by Name, Status and Last Run date and time.

When a report with a large amount of data is not immediately completed, its Status will be "In Process" and display a bar showing the percentage completion. Select the Refresh button in the bottom left corner of the screen to update the progress bar.

You can delete reports in "Completed" or "In Process" status. Reports will be cleared from the list automatically after 30 days. Select the icon in the "Download" column to open or save a completed report.

When using Chrome as your internet browser, the report will be automatically saved in the Downloads folder of your computer, and an icon of the report will appear in the bottom left-hand corner of the screen:

If you are using Microsoft Edge as your internet browser, a pop-up at the top of the screen will ask whether you want to open the pdf report, as show in the picture below:

Exiting the System

You may exit the Departmental Earnings system at any time by selecting the Logout button in the upper right corner of the screen. A confirmation pop-up will display. Select OK to logout or cancel to return to DE. After logging out, you will see the DE login screen.

Appendices

Appendix 1 – DE Group Summary Report

Agency:	Chiropractic Examiners, Board of	20XX-XX Departmental Earnings
Earnings Group:	Chiropractic Examiners Licensing Fees	

Purpose:	To recover the costs of regulating the chiropractic examiners profession.
Legal Citation:	M.S. 148.07, M.S.148.08, M.S. 148.10, M.S. 214, M.S. 319B and M.R. 2500
Dedicated Receipts: Yes	Non-Dedicated Receipts: Yes
Fund:	Health Related Boards (1201); Restrict Misc Special Revenue (2000)
Appropriation:	Chiro Non Dedicated Receipts (H7H1000); Criminal Background Check Rece (H7H9210)
Fee Change?	No

Group Summary (Dollars in Thousands)	Actual FY 20XX	Actual FY 20XX	Estimated FY 20XX	Current Law FY 20XX	Gov Rec FY 20XX	Current Law FY 20XX	Gov Rec FY 20XX
Accumulated Balance:	1,214	1,086	1,018	791	791	648	648
Resources:							
Departmental Earnings	817	826	846	8	8	878	878
Other Resources:							
Earning Transferred In							
Revenue Collected by Another Agency							
Other Receipts							
Resource Reductions:							
Earnings Transferred Out							
Revenue Collected for Another Agency							
Total Resources	817	8	46	862	862	878	878
Expenditures:							
Direct Expenditures	4	553	715	647	647	647	647
Indirect Expenditures	3		358	358	358	358	358
Total Expenditures		894	1,073	1,005	1,005	1,005	1,005
Current Difference	(12	(68)	(227)	(143)	(143)	(127)	(127)
Accumulated Earning Balance	1,086	1,018	791	648	648	521	521

State of Minnesota   1   20XX-XX Biennial Budget
                                                           January 20XX

| Agency: | Chiropractic Examiners, Board of | 20XX-XX Departmental Earnings |
| Earnings Group: | Chiropractic Examiners Licensing Fees | |

Background Information:

The mission of the Minnesota Board of Chiropractic Examiners is to protect the public through effective licensure and enforcement of the statutes and rules governing the practice of chiropractic to ensure a standard of competent and ethical practice in the profession.

Fees charged to applicants, prospective applicants, licensees, members of the public, and sponsors of continuing education programs approved by the board are set to recover the board's services as shown below:

- Issue initial licensure and renew licenses for qualified professionals.
- Ensure that only applicants who meet licensure requirements are granted a license.
- Review applicant's education and training and licensee's continuing education to ensure educational and competency standards are met and maintained.
- Respond to public and agency inquiries, complaints, and reports regarding licensure and conduct of applicants and licensees.
- Take disciplinary or corrective action against an applicant or licensee or misconduct.
- Enforce standards of practice and professional conduct for licensees.
- Provide information about licensure requirements and standards of practice citizens and other interested persons or agencies.

Fees are also responsible for covering the Board's prorated share of support functions provided outside of the Board itself:

- Legal support (Attorney General)
- Centralized administrative support (Health Boards Administrative Services Unit) (SmART)
- Funding for services to health professionals (Health Professionals Services Program)
- Statewide e-licensing system development and operations (MN.IT)
- Criminal Background Check program

Forecast Basis:

Revenues are forecasted based on a number of factors, including actual revenue collected in the previous year, the number of applicants seeking initial licensure, and any fee changes set in current law. There are no significant changes anticipated in the amount of revenue generated in the upcoming biennium.

Recent Changes:

The number of licensees regulated by the Board continues to rise, as do the number of complaints and the complexity of the cases. The Board has not raised fees since January 1993 a result of sound fiscal management, and creative solutions for reducing costs.

Agency Analysis/Comments:

None

State of Minnesota 2 20XX-XX Biennial Budget
January 20XX

Appendix 2 – Agency Revenue Detail Report

| 7/14/20XX | | | | | | | | | | | | | Page 1 |

State of Minnesota
20XX-XX Biennium Departmental Earnings Report
Agency Revenue Detail
(Dollars in Thousands)

Revenue Account Code	Revenue Account Name	Revenue Class	Legal Citation	Fund	APPR ID	Description	Non-Ded?	FYXX Actual	FYXX Actual	FYXX Current	FYXX Budget	Gov Rec	FYXX Budget	Gov Rec
Agency: Chiropractic Examiners, Board of														
DE Group: Chiropractic Examiners Licensing Fees														
608254	H7H Firm Initial Report	Licenses & Fees		1201	H7H1000	Chiro Non Dedicated Receipts	Y		3	4	4		4	
609245	Chiropractic Exam Fee	Licenses & Fees	M.R. 2500.1000 & 1150	1201	H7H1000	Chiro Non Dedicated Receipts		39	34	35	35		35	
609247	Chiro Graduate Preceptorship	Licenses & Fees	M.R. 2500.1150	1201	H7H1000	Chiro Non Dedicated Receipts	Y	3	3	3	3		3	
609248	Chiro Active Lic Renewal	Licenses & Fees	M.R. 2500.1100	1201	H7H1000	Chiro Non Dedicated Receipts		624	631	635	635		635	
609249	Chiro Renewal Penalty	Licenses & Fees	M.R. 2500.1100	1201	H7H1000	Chiro Non Dedicated Receipts	Y	6	8	8	8		8	
609250	Chiro Inactive Lic Renewal	Licenses & Fees	M.R. 2500.2030	1201	H7H1000	Chiro Non Dedicated Receipts	Y	21	19	21	21		21	
609251	Chiro Inactive Reinstmnt	Licenses & Fees	M.R. 2500.2040	1201	H7H1000	Chiro Non Dedicated Receipts	Y	0	0	0	0		0	
609252	Chiro LE Registration	Licenses & Fees	M.R. 2500.1150	1201	H7H1000	Chiro Non Dedicated Receipts	Y	0	1	0	0		0	
609253	Chiro LE Renewal	Licenses & Fees	M.R. 2500.1150	1201	H7H1000	Chiro Non Dedicated Receipts	Y	4	4	4	4		4	
609254	Chiro Acupuncture Rgstrtn	Licenses & Fees	M.R. 2500.3000	1201	H7H1000	Chiro Non Dedicated Receipts	Y	2	2	2	2		2	
609255	Chiro Acupuncture Rnwl	Licenses & Fees	M.R. 2500.3100	1201	H7H1000	Chiro Non Dedicated Receipts	Y	33	33	34	34		34	
609256	Chiro Disiplin/Civil Pen	Departmental Penalties	M.R. 2548.1	1201	H7H1000	Chiro Non Dedicated Receipts	Y	13	16	12	12		12	
609258	Chiropractic CE Approval	Licenses & Fees	M.R. 2500.1150	1201	H7H1000	Chiro Non Dedicated Receipts	Y	2	2	3	3		3	
609259	Chiropractic: Cert. of Standin	Licenses & Fees	M.R. 2500.1150	1201	H7H1000	Chiro Non Dedicated Receipts	Y	1	1	1	1		1	
609261	Chiropractic Lists	Departmental Services	M.R. 2500.1150	1201	H7H1000	Chiro Non Dedicated Receipts	Y	4	3	4	4		4	