

Instructions for completing the Out-Year Cost Estimates (Form OYF)

General information

This form is required **only from agencies** that anticipate an increase or decrease in spending in the out-years (e.g., FY 2011, FY 2012, FY 2013, and FY 2014) that is not part of a decision package for the 2008-2010 biennium. An example would be a building or facility scheduled to open in FY 2011 for which additional operating expenses would be required.

Please use the Excel format provided by DPB. You can download the format for Form OYF from DPB's web site (go to www.dpb.virginia.gov, then click on the "Documents & Forms" link in the blue column at left, then type in "Decision Package" in the Search window).

Your agency should complete only one Form OYF for all of the anticipated out-year costs for your agency. Please email the form to DPB at budget@dpb.virginia.gov.

When you save your completed table, name it according to the following convention: your agency's three-digit code followed by "OYF." Example: If you were agency 999, the file would be *999OYF.xls*.

Specific information

- **Column A. Agency code:** Type in the agency's three-digit agency code. Note, you must repeat the agency code in each row for which you have a projected cost item.
- **Column B. Title.** Insert a short title starting with an action verb that describes the item for which you are reporting anticipated out-year costs.
- **Columns C-J.** For each year (FY 2011, FY 2012, FY 2013, FY 2014), record the anticipated costs of the item from the general fund and from nongeneral funds.