Date: February 2023

To: Agency SABR Coordinator

From: Shawn Miller, Manager

Statewide Audit and Budget Reporting Section (SABRS)

Subject: Reports for 2025-27 Governor’s Budget (GB) Binders

Congratulations on completing your 2025-27 Governor’s Budget reconciliation!

Attached are the ORBITS and ORPICS reports for your agency’s 2025-27 GB binders. The ORBITS reports are in PDF format. Please refer to pages 37 through 55 of the 2025-27 Budget and Legislative Concepts Instructions for guidance on the location of reports, narratives, and other documents to be included within the binder.

**Instructions for delivering your binders:**

The Chief Financial Office and Legislative Fiscal Office are requiring submission of electronic copies (.pdf version) of your agency Governor’s Budget binder. Please name the file with your Agency Number and Agency name (65500-Agency Name). The .pdf file should be limited to 20 MB. Please save your electronic file to the content storage website “Box” by selecting the link below and then dragging your file onto the upload icon or choosing the “Select Files” button. Choose Submit when done. Both LFO and DAS will retrieve the document from this single site:

<https://oregondasit.app.box.com/f/4bf047e928ad494db304233dfaae8d4b>

Your Governor’s Budget binder document should also be posted on your agency website. Please email the URL for the website Budget Binder location to both your agency CFO Analyst and LFO Analyst.

**Information regarding the ORBITS/ORPICS reports:**

The following ORBITS and ORPICS reports are grouped by budget binder tab. The report number is noted in **boldface** type below and on the lower right corner of ORBITS and ORPICS reports. Please note that some reports are produced at both the Agencywide and Summary Cross Reference (SCR) level.

# 🗀Agency SummarY TAB

* Summary of 2025-27 Biennium Budget – **BDV104**
* ORBITS Agencywide Program Unit Summary – **BPR010**

# 🗀Revenues TAB

* ORBITS Detail of Lottery Funds, Other Funds, and Federal Funds Revenue – **BPR012** (Agencywide level) *PLEASE NOTE: Please include form 107BF07 per page 55 of budget instructions.*

# 🗀Program Unit and CAPITAL BUDGETING TABs

The following reports should be included under each Program Unit Tab (including Capital Improvement/Capital Construction under the Capital Budgeting Tab):

* ORBITS Essential and Policy Package Fiscal Impact Summary – **BPR013**
* ORBITS Detail of Lottery Funds, Other Funds, and Federal Funds Revenue – **BPR012** (SCR level) *PLEASE NOTE: Please include form 107BF07 per page 60, item 5 of BLCI.*

CAPITAL BUDGETING & FACILITIES MAINTENANCE TAB – Capital Improvements and Major Construction/Acquisition sections only

* ORBITS Essential and Policy Package Fiscal Impact Summary – **BPR013**
* ORBITS Detail of Lottery Funds, Other Funds, and Federal Funds Revenue – **BPR012** (SCR level) *Note: Please include form 107BF07 per page 60 of BLCI.*

SPECIAL REPORTS TAB

The following reports are placed behind all other reports under the Special Reports tab. ORBITS will print a “blank” report even if there is not data. Typically, all reports will contain some data unless the report is related to policy packages and the agency does not have these packages.

*ORBITS Reports:*

* **BSU003A** Summary Cross Reference Listing and Packages
* **BSU004A** Policy Package List by Priority
* **BDV103A** Budget Support – Detail Revenues and Expenditures (Agencywide/SCR levels)
* **ANA100A** Version/Column Comparison - Detail (Base budget by SCR)
* **ANA101A** Package Comparison – Detail (Essential and Policy Packages by SCR)

*PICS Reports:*

* Position Budget Report list by DCR –**PIC100**