

BUDGET LETTER

NUMBER: BL 15-29
DATE ISSUED: December 22, 2015
SUPERSEDES: BL 14-30

SUBJECT: SUBMISSION OF BUDGET MATERIALS TO THE LEGISLATURE AND THE LEGISLATIVE ANALYST'S OFFICE
REFERENCES: BUDGET LETTER 15-28

TO: Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Budget Information. Please remember that budget decisions are confidential until after the Governor's Budget is formally released in January 2016. Accordingly, budget information must not be shared before the release of the Governor's Budget. Any interim versions of documents or information for the Governor's deliberative process must not be released at all.

Supplemental Budget Documents. Departments must submit 12 hard copies (or more if additional copies are requested by your Finance budget analyst) of the following supplemental budget documents, as well as electronic copies of the Supplementary Schedules, to the appropriate Finance budget unit. Finance will transmit these documents to the Legislative Analyst's Office and the legislative fiscal committees. The copies are due to your Finance budget analyst as soon as possible after final decisions are made, but no later than noon, Thursday, December 31, 2015, or an earlier date if specified by your Finance budget analyst. The final version of any approved Budget Change Proposals will be posted on Finance website.

- 1. Approved Budget Change Proposals (BCPs).** Departments must work with their Finance budget analysts to revise partially-approved BCPs to reflect only the approved portion.
- 2. Supplementary Schedules.** Departments must submit Supplementary Schedules of Operating Expenses and Equipment, Federal Funds/Reimbursements, and Equipment. These Supplementary Schedules must conform to the final Governor's Budget.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst to coordinate this process and/or if you have any questions.

/s/Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager