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Subject: FY 2015-16 Budget Plan Instructions and Templates

Attachments: FY 2015-16 Budget Instructions (2).pdf

FY 2015-16 Budget Templates - Form A - Summary.doc

FY 2015-16 Budget Templates - Form B - Program Revision Request.doc

FY 2015-16 Budget Templates - Form C - Capital or Non-Recurring Request.doc

FY 2015-16 Budget Templates - Form D - Proviso Revision Request.doc

EBO Budget Analyst Agency Assignments.pdf

Dear Agency Head and Chief Financial Officer,

Please find attached the budget request instructions and templates for submitting FY 2015-16 Budget Plans. Your budget plan must be submitted to the Executive Budget Office by Wednesday, October 1, 2014. Please read over the instructions carefully as there are new requirements.

Your Executive Budget Office analyst will be sending you your FY 2014-15 allocations within the week along with an updated Employer Contributions Rate Table. Please read the guidelines carefully for further instructions.

Additionally, the renumbered proviso list and provisos will be available in the first part of September. Your analyst will contact you when this is available on our webpage.

The PBF system should be available for agency users the first part of September with detailed instructions being provided as the system becomes available. The detailed PBF instructions as well as the attached guidelines will also be made available on our website at: <http://www.budget.sc.gov/EBO-index.phtm>. PBF training will be available in September. As these plans are finalized you will be forwarded the information.

The electronic files to be submitted Wednesday, October 1, 2014 may be e-mailed to Bonny Anderson (BAnderson@budget.sc.gov). With the exception of Form A, all files must be submitted in the original MS Word format – not in PDF format. Please remember to send a printed copy of Form A.

If you have any questions, please contact your Executive Budget Office Analyst.

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Interim Director, Executive Budget Office

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