

From: Soura, Christian
To: Shuster, Jamie <JamieShuster@gov.sc.gov>
CC: Baker, Josh <JoshBaker@gov.sc.gov>
Date: 8/19/2011 3:44:04 PM
Subject: RE: Budget Instructions-Budget office Questions

OK, we've been going over this for the past couple hours. I think this is where we are at this point...

Budget Plans/Budget Requests would follow the historical schedule, which is to say they'd go out next week. We can probably negotiate a form with Les that is somewhere between his form and our draft one. They look different from a prettiness standpoint, but aren't really that different right now, substantively.

They've had agencies do their proviso sheets as part of this process. One change we'd like to have here is to have them do proviso sheets for ALL existing provisos (and new requests, obviously). This would be a departure from just filing forms for change requests. It means a little more paperwork, but on the other hand, it'll give agencies an incentive to get the "permanent provisos" into current law.

The other thing that would be nice to accelerate would be to bring up the Federal Project Review, and run that concurrently with the BP/BR process. Again, their form is a little different than the draft we have, but they're reconcilable.

We should be able to obtain the historical fund balances we want from SCEIS and/or the CG's Office. We'll get the FY 2012-13 projections when the Detail Budgets are turned in late in October. That's not ideal, but not a major issue. It lets us reverse the sequence, as I said on the phone a few minutes ago. So we can do the 3- or 5-year lookback on actual Other Fund expends by fund, and compare that to the FY 11-12 approps...then we can share this with agencies, so that they can ensure their FY 12-13 asks are based in reality, and not just automatically X% above whatever they asked for/received in 11-12.

So this means that the Other Funds Survey and the Federal and Other Funds Increase Disclosure forms could remain on the schedule Les lays out below. You'd get that info essentially as the Detail Budgets are due, which is also a few days from when the November BEA estimates materialize.

CLS

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From: Shuster, Jamie
Sent: Friday, August 19, 2011 11:48 AM
To: Soura, Christian
Subject: Fw: Budget Instructions-Budget office Questions

From: Boles, Les
Sent: Friday, August 19, 2011 11:14 AM
To: Shuster, Jamie; Baker, Josh
Cc: Adams, Marcia; Seigler, David; Quick, Beth; Elliott, Steve
Subject: RE: Budget Instructions-Budget office Questions

Jamie,

There have been several informational components to the budget process that previous administrations and the House and Senate Committees have used. I am going to give you the dates these were sent out for all of them.

Activity Inventory (started in the Sanford Administration)

2008- June 26 2008 Due Back August 8

2009- June 24, 2009 Due back August 9

2010- June 24, 2010 Due Back August 6

Budget Plans/Budget requests

2008- July 28, 2008 Due Back August 29

2009 - August 17, 2009 Due Back September 18

2010- July 29, 2010 Due Back September 3

Detail Budget

Detail budgets cannot be printed until the following things have occurred: the prior year budget is finalized, the CG has closed the books and provided a file of actual year expenditures, and General Fund allocations have been determined and entered into the system. Once that has been done, the detail budgets are created and printed for the OSB budget analysts. At that point, the analysts clean up the budgets and send them to agencies on their own timelines. The analysts also set the due dates for each agency. Technical mainframe training is held in September to teach the agencies how to log on and input in the Budget Mainframe System. All detail budgets must be returned and balanced by the end of October. At that point, OSB works to balance the base budget statewide.

In 2008 – detail budgets were printed for analysts on 9/2/08 and training was held the week of 9/8/08. The base budget was balanced on 11/17/08.

In 2009 – detail budgets were printed for analysts on 9/9/09 and training was held the week of 9/14/09. The base budget was balanced on 11/18/09.

In 2010 – detail budgets were printed for analysts on 9/7/10 and training was held the week of 9/13/10. The base budget was balanced on 11/16/10.

Federal Project Review (FPR) -The Federal Project Review Form (FPR) provides the Office of State Budget (OSB) with programmatic and financial information on each Federal project included as anticipated revenue in the agency's Detail Budget

2008 - October 3, 2008 Due date December 1

2009 – October 2, 2009 Due date December 4

2010 - November 15, 2010 Due date December 10

Federal and Other Funds Increase Disclosure Forms

2008- September 12, 2008 Due Back October 17

2009- September 17, 2009 Due Back October 21

2010- September, 17, 2010 Due Back October 26

Other Fund Surveys (Subfund balances, revenue sources, statutory authority) This survey was done on behalf of the House ways and Means and Senate Finance.

2008- November 6, 2008 Due Back December 8

2009- November 9, 2009 Due Back December 4

2010- November 8, 2010 Due Back December 3

From: Shuster, Jamie
Sent: Friday, August 19, 2011 9:29 AM
To: Boles, Les; Baker, Josh
Cc: Adams, Marcia; Seigler, David; Quick, Beth
Subject: Re: Budget Instructions-Budget office Questions

Les,

When have the detailed budget directions gone out in the last three years- specific dates?

Thank you,

Jamie

From: Boles, Les
Sent: Thursday, August 18, 2011 10:24 AM
To: Baker, Josh
Cc: Adams, Marcia; Shuster, Jamie; Seigler, David; Quick, Beth
Subject: Budget Instructions-Budget office Questions

Josh,

Marcia forwarded your questions to me.

1. Certification—My letter certifying that the Governor's Executive Budget recommendations to the General Assembly is in balance comes after the Governor's recommendations are completed and ready for transmittal to the General Assembly. In the past the certification letter accompanies the formal delivery of the "detail budget" portion of the Executive Budget to the General Assembly. We are certifying that the total general fund recommendations DO NOT exceed the BEA's revenue estimate including any recommendations for revenue changes that the Governor's budget may include. We need several days after you have finalized your recommendations to make this determination.
2. In the past state agencies have submitted their budget plans/budget requests to our office for distribution to the Governor's Office and to the House Ways and Means and Senate Finance Committees. We also have placed the requests on the web after the requests have been processed and distributed, however this is your call on whether to do this or not. We ask agencies to submit 8 paper copies and one electronic copy (multiple files) of the budget plans. The Governor's Office has received two paper copies and an electronic copy. This can be modified as needed.
3. Fringe Calculations- See attached. This is the table we include in our detail budget preparation manual.
4. Long and short text descriptors. I think Beth talked with you on this concerning what is available in SCEIS.

Overall I do have concerns that agencies will be able to accurately complete all the information you are asking for and within the timeframe you need. Especially problematic could be the financial statements. We have established processes currently in place that we use to capture much of the information you are seeking. The drawback is that the systems are not integrated. In the future if a new SCEIS budget module is implemented the new system would

help in this regard.

Our office will be sending out to agencies the detail budget instructions/templates as soon as the CG closes the books and we can pull FY 10-11 actual expenditures into the mainframe budget system.

Les