

**MEMORANDUM**

**TO:** Agency Heads and Chief Financial Officers  
**FROM:** Brenda Hart  
**DATE:** August 20, 2015  
**RE:** Budget Guidelines for FY 2016-17

Please find attached the budget request instructions and templates for submitting FY 2016-17 Budget Plans. Your budget plan must be submitted to the Executive Budget Office by Friday, October 2, 2015. Please read over the instructions carefully as there are new requirements.

Your Executive Budget Office analyst will be sending you your FY 2015-16 allocations within the week. Additionally, an updated Employer Contributions Rate Table and the renumbered proviso list and provisos will be available in the first part of September. Your analyst will contact your agency 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.admin.sc.gov/budget/agency-budget-plans/budget-planning-documents>.

PBF training and ready rooms will be available August 31 – September 2. As these plans are finalized you will be forwarded the information.

The electronic files to be submitted Friday, October 2, 2015 may be e-mailed to Bonny Anderson ([Bonny.Anderson@admin.sc.gov](mailto:Bonny.Anderson@admin.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 or me at 803-734-2280.

