



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

OFFICE of MANAGEMENT & BUDGET
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Memorandum

To: Agency Directors

From: Jonathan Womer
Director, Office of Management and Budget

Re: FY 2016 Budgetary Controls

Date: October 13, 2015

For FY 2016, there will be several changes in the controls used in the RIFANS purchasing and accounting systems. Those agencies projected to remain within their enacted budget allotments for FY 2016, based on the quarterly reports, will have certain controls lifted or dollar limits raised. Those agencies projecting a deficit in FY 2016 will have certain controls maintained.

Agencies projecting a balanced budget for FY 2016 based on the Budget Office's First Quarter Report will see the following changes:

- Exempt from the Critical Expense Request Form (CERF) process for most expenditures. Agencies who find the use of the CERF beneficial to their internal fiscal process are free to continue to use the form, but the CERF will not be required by the system.
- Requisitions for \$50,000 or greater will still flow through the Budget Office for review; an increase from the current limit of \$5,000. A CERF will be required.
- No CERF will be required for purchase card transactions or batch payments.
- Travel will still require a CERF if general revenue funding is involved.

Agencies projecting a deficit in FY 2016 based on the Budget Office's First Quarter Report will see the following changes:

- The Critical Expense Request Form (CERF) will still be required for all restricted natural accounts if a general revenue account is involved and the total cost is \$5,000 or greater. Requisitions will flow through the Budget Office for approval. No CERF will be required for amounts less than \$5,000.

- The CERF will still be required for all purchase card transactions and batch payments for all restricted natural accounts if a general revenue account is used.

Payroll will be encumbered for all agencies, regardless of projected year-end status, on general revenue accounts. Agencies are encouraged to allocate personnel costs based on the enacted budget using the payroll cost allocation system. Adjustments for actual time and effort should be made at least quarterly, but preferably monthly.

The changes outlined above will be put into effect upon issuance of the First Quarter Report by the State Budget Office on November 16, 2015.

Please feel free to contact me, Thomas Mullaney or your assigned Budget Analyst with any questions.

Thank you for your continued efforts to constrain spending wherever possible and for maintaining a balanced budget.

cc: Chief Financial Officers