




OFFICE OF MANAGEMENT & BUDGET

STATE BUDGET OFFICE

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MEMORANDUM

To: Agency CFOs and Finance Staff
From: Joseph Codega Jr.
Deputy Budget Officer 
Date: September 8, 2021
Subject: **FY 2023 Budget Submission Instructions**

Following the guidelines provided in the FY 2023 Annual Budget Instructions, found [HERE](#); please submit as directed below:

- Two (2) bound copies of your request should be submitted to the Budget Office; and
- One (1) copy each should be submitted directly to the House and Senate Fiscal Staff.

These should be delivered to meet the previously set forth deadlines of:

- September 24th for Small Agencies (those agencies with budgets less than \$15.0 million from all funds)
- October 1st for Large Agencies (those agencies with budgets greater than \$15.0 million from all funds)
- Please note that October 1st is the statutory budget submission deadline.

A PDF version of your FULL submission would be appreciated but is not required. If you choose to send, please email to Melanie Oxley (melanie.oxley@omb.ri.gov).

Finalizing your BFM Submission:

Additionally, please see attached for instructions to finalize your BFM submission. Following these steps as described is critical to ensure the BFM system properly advances your submission to the next stage of review. Please contact Lisa Henriques (lisa.henriques@budget.ri.gov) with any technical questions.

cc: Budget Staff

Purpose and Policy

- Agencies can now submit their entire budget at once using the Agency Submit Form (9900)
- Submitting all forms at once will save Agencies time and ensure that no forms are missed in the process

Process Steps

Forms

- Go to Budget Formulation / Agency Submit
- Click Header on the Agency you are submitting (most users will have only one form)
- Click Mass Submit
- Review the list of forms and click Submit Entire Budget
- Select OMB Analyst Review stage from Dropdown and click SUBMIT button. Form moves to stage 3 and the agency user no longer has access.

Budget Formulation | PCF | Budget M

- Program Submission Attachments (5410)
- Program Budget Impact Statements (9420)
- Capital - (9500)
- Capital Narrative (9510)
- Line Sequence Request
- Agency Submit (9900)**

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Agency Mass Submit

Quick Search: 011 Show Advanced Filters

Record Actions: Add New Create Budget Forms Screen Configuration Action Configuration

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Actions
8165	011 - GENERAL ASSEMBLY	9901	011	0	9/3/2020	lisa.henriques	Header

Records per page: 50 | Records: 1 - Page: 1

2

Stage Code: 9901 Agency Stage 1 | Header Organization: 011 GENERAL ASSEMBLY

Mass Submit

Save

3

Record Actions: **Submit Entire Budget** Screen Configuration Close

Funds	Form	Name	Stage	Status	Rank	Type	Analyst
027	9200	027 - HISTORICAL PRESERVATION AND HERITAGE COMMISSION	9201	In Progress			

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Select a Stage:*

- Select a Stage Code
- Select a Stage Code
- 9901 - Agency Stage 1
- 9902 - Agency Stage 2
- 9903 - OMB Analyst Review**

Submit

Clear

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