

# OFFICE OF MANAGEMENT & BUDGET

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## STATE BUDGET OFFICE

One Capitol Hill Providence, RI 02908-5890

### **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 <u>HERE</u>; 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 24<sup>th</sup> 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 1<sup>st</sup> 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 (<u>lisa.henriques@budget.ri.gov</u>) with any technical questions.

cc: Budget Staff

Actions

Header

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lisa.henriques

Last

Update

9/3/2020

#### 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

**Agency Mass Submit** 

Create Budget Forms

011 - GENERAL ASSEMBLY

Description

Records per page: 50 ❖

**Quick Search:** 

Record Actions:

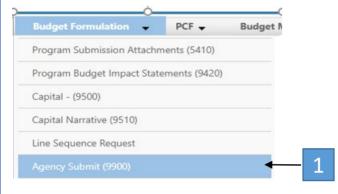
Add New

Form

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ID

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Show Advanced Filters

Stage

9901

Screen Configuration Action Configuration

Agency

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