



One Capitol Hill Providence, RI 02908-5890

# State Budget Office

Office: (401) 222-6300 Fax: (401) 222-6410

# MEMORANDUM

To: Agency CFOs and Finance Staff

From: Joseph Codega Jr., Budget Officer

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Date: September 22, 2022

### Subject: FY 2024 Budget Submission Instructions

Following the guidelines provided in the FY 2024 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) bound 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:

- <u>September 23<sup>rd</sup></u> for Small Agencies (those agencies with budgets less than \$15.0 million from all funds)
- <u>September 30<sup>th</sup></u> 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, which happens to fall on a Saturday this year.

#### Please note a minor change to this year's instructions:

As previously communicated, Executive Branch agencies will not be submitting performance measure proposals through BFM this year. As a result, we have removed the **Performance Measures, Report 401** from the system. This year, please email your agency's Excel file to your budget analyst on the day you submit your agency's budget. There is no need to include a printed version of the Excel file in the budget binders.

For more information, please refer to the **FY 2024 Budget Performance Measure Reporting Tool Instructions** issued by Kevin Simpson per the September 9<sup>th</sup> memo sent via your Budget Analyst.

#### 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>) or Hector Casanova (<u>Hector.J.Casanova@omb.ri.gov</u>) with any technical questions.

A PDF version of your FULL submission would be appreciated but is not required. If you choose to submit a PDF this shall be in addition to your physical submission (not as a substitute). If you choose to send, please email to Melanie Oxley (<u>melanie.oxley@omb.ri.gov</u>)

cc: Budget Staff

# **Agency Submit Form**

# **BFM – Quick Reference**

#### **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

# Budget Formulation PCF Budget M Program Submission Attachments (5410) Program Budget Impact Statements (9420) Capital - (9500) Capital Narrative (9510) Line Sequence Request

#### Agency Mass Submit

**Process Steps** 

Click Mass Submit

Forms

3.

#### **Ouick Search:** ÷ Show Advanced Filters 011 Record Actions: Add New Create Budget Forms Screen Configuration Action Configuration Form Last Form Last Description Stage Agency Actions ID Update Rows User 2 011 - GENERAL ASSEMBLY 8165 9901 011 0 9/3/2020 lisa.henriques Header Records: 1 - Page: 🙌 📢 1 Records per page: 50 😵 H 14

2. Click Header on the Agency you are submitting (most users will have only one form)

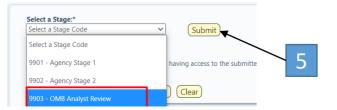
5. Select OMB Analyst Review stage from Dropdown and click SUBMIT button. Form

1. Go to Budget Formulation / Agency Submit

4. Review the list of forms and click Submit Entire Budget

moves to stage 3 and the agency user no longer has access.





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