



OFFICE OF MANAGEMENT & BUDGET

State Budget Office

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MEMORANDUM

To: Agency CFOs and Finance Staff
From: Joseph Codega Jr., Budget Officer
Date: September 22, 2022
Subject: FY 2024 Budget Submission Instructions

A handwritten signature in black ink, appearing to read "Joseph M. Codega Jr.", positioned to the right of the "From:" field.

Following the guidelines provided in the FY 2024 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) 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:

- **September 23rd** for Small Agencies
(those agencies with budgets less than \$15.0 million from all funds)
- **September 30th** 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, 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 9th 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 (Lisa.Henriques@budget.ri.gov) or Hector Casanova (Hector.J.Casanova@omb.ri.gov) 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 (melanie.oxley@omb.ri.gov)

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

