

BUDGET LETTER

	NUMBER: 03-16
SUBJECT: UPDATING CAPITAL OUTLAY FISCAL IMPACT WORKSHEETS FOR LEGISLATIVE CHANGES	DATE ISSUED: July 1, 2003
REFERENCES:	SUPERSEDES: BL 02-17

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

NOTE: For each department with a Capital Outlay program, the Budget Officer is requested to forward a copy of this Budget Letter to its facility manager.

The Department of Finance (Finance) tracks capital outlay projects through the Capital Outlay Project Tracking Systems (COPTS). Currently, COPTS reflects the January 10, 2003, Governor's Budget and all Finance Letters approved by the Administration based on Fiscal Impact Worksheets (FIWs) submitted by departments to date.

Updates to COPTS are required to reflect legislative changes to capital outlay projects and any vetoes. The changes include legislative augmentations for new capital outlay projects resulting from either subcommittee hearings or budget conference committee actions that are sustained by the Governor. Departments are to reflect any legislative change(s) (adjustments to, additions, or deletions of projects) in the "Net Legis. Change" column of the FIWs. In addition, Governor's vetoes (either of legislative augmentations or Administration's proposals) are to be reflected in the "Special Action" column of the FIWs.

Departments must submit to Finance an electronic version (disk or e-mail) of FIWs to reflect these changes to capital outlay projects no later than 30 days after Budget enactment.

If you have any questions regarding this requirement, please contact your Finance Capital Outlay budget analyst at (916) 445-9694.

/s/ Yoshie Fujiwara

Yoshie Fujiwara
Program Budget Manager

Upcoming Budget Letters

- Expenditure Authorization Controls
- Changes to General Statewide Sections