

# BUDGET LETTER

	<b>NUMBER:</b> 04-38
<b>SUBJECT:</b> ANNUAL MEETINGS FOR STATE ADVISORY BOARDS AND COMMISSIONS	<b>DATE ISSUED:</b> December 13, 2004
<b>REFERENCES:</b> GOVERNMENT CODE SECTION 13337.3 (a) (1)	<b>SUPERSEDES:</b> BL 03-02

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

FROM: DEPARTMENT OF FINANCE

**Budget Officers are requested to forward a copy of this Budget Letter (BL) to Departmental advisory board and commission members.**

BL 03-02 directed all State advisory bodies to limit their meetings to one annually, if such limitation did not require statutory change. Although this limitation is no longer required, all State advisory bodies are directed to exercise fiscal prudence to limit the number of meetings held throughout the year to only those deemed absolutely necessary.

Per Government Code Section 13337.3 (a) (1), "Advisory body" means every board, bureau, commission, committee, panel, task force, or similar group created by statute or executive order whose principal function is to review, advise, plan, advocate, or promote.

If you have any questions, please contact your Department of Finance Budget Analyst.

/s/ Stephen W. Kessler

STEPHEN W. KESSLER  
Deputy Director