

# BUDGET LETTER

	<b>NUMBER:</b> 18-33
<b>SUBJECT:</b> SUBMISSION OF FINAL 2019-20 GOVERNOR'S BUDGET MATERIALS	<b>DATE ISSUED:</b> December 17, 2018
<b>REFERENCES:</b> BL 18-32	<b>SUPERSEDES:</b> BL 17-31

TO: Departmental Budget Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

**Budget Information.** Budget decisions are confidential until after the Governor's Budget is formally released in January 2019. Accordingly, budget information must not be shared before the release of the Governor's Budget. Any interim versions of documents or information for the Governor's deliberative process must not be released at all.

**Copies of Final Budget Documents.** Departments must submit one signed hard copy and an unsigned electronic copy via email of the approved Budget Change Proposals (BCPs) and Supplementary Schedules as stated below to the appropriate Finance budget unit. Finance will share these documents with the Legislative Analyst's Office and the legislative fiscal committees. The copies are due to your Finance budget analyst as soon as possible but no later than noon, Friday, December 28, 2018, or an earlier date if specified by your Finance budget analyst. The final version of approved BCPs will be posted on Finance's website after the release of the Governor's Budget.

1. **Approved Budget Change Proposals (BCPs).** Departments must work with their Finance budget analysts to revise partially-approved BCPs to reflect only the approved portions.
2. **Supplementary Schedules.** Departments must submit Supplementary Schedules of Operating Expenses and Equipment (DF-300), Federal Funds/Reimbursements (DF-301), and Equipment (DF-302). These Supplementary Schedules must conform to the final Governor's Budget. See instructions per BL 18-32.
3. **Approved Enrollment, Caseload, and Population Estimates (ECPs).** Departments must work with their Finance budget analysts, as applicable, to (1) revise partially-approved ECPs to reflect only the approved portions, and (2) determine the number of hard-copy binders required for Finance to deliver to the Legislative Analyst's Office and legislative fiscal committees with other Governor's Budget materials.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst to coordinate this process and/or if you have any questions.

/s/ Thomas Todd

Thomas Todd  
Program Budget Manager