

# BUDGET LETTER

		<b>NUMBER:</b> 24-01
<b>SUBJECT:</b>	CURRENT YEAR EXPENDITURE FREEZE REPORTING INSTRUCTIONS AND TEMPLATE	<b>DATE ISSUED:</b> January 22, 2024
<b>REFERENCES:</b>	BL 23-27	<b>SUPERSEDES:</b> N/A

TO: Agency Secretaries  
Department Directors  
Department Budget and Accounting Officers  
Departmental Human Resources and Labor Relations Officers  
Departmental Business Services Officers  
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) and the attached reporting template provide reporting guidance for [BL 23-27](#), the Current Year Expenditure Freeze issued on December 12, 2023. BL 23-27 directed all entities under the Governor's direct executive authority to take immediate action to reduce current-year General Fund expenditures. Departments were further directed to take measures to ensure more prudent spending from other state funds given the state's fiscal outlook. Statewide Constitutional Officers were strongly encouraged to comply with the provisions of BL 23-27.

## Reporting Instructions

Each entity under the Governor's direct executive authority shall report all exemptions granted pursuant to BL 23-27 utilizing the attached reporting template. If an entity has no exemptions to report during a reporting cycle (see below for reporting timeframes), please enter "nothing to report" on the first row of the template in the "Category Code" column.

## Reporting Timeframes

The first reporting period will cover the timeframe of December 12, 2023, through January 31, 2024, with the report due to Finance by February 15, 2024. Subsequent reporting periods will be for each calendar month, with the report due by the 15<sup>th</sup> of the following month or the following business day if the 15<sup>th</sup> falls on a weekend or holiday.

The final reporting period will be for the month of June 2024, unless a subsequent BL is issued extending the freeze and/or reporting timeframe.

## Reporting Process

Entities within an agency shall submit their reports to the agency for transmittal to Finance. Agencies shall submit one monthly report to Finance on behalf of all of their entities. The transmittal shall come from the Undersecretary or a Deputy Secretary and shall be sent electronically to [exemption.reports@dof.ca.gov](mailto:exemption.reports@dof.ca.gov) with the subject line clearly indicating which agency is submitting (for example, March BL 24-01 report—XYZ Agency). Exemption reports submitted by the agency are deemed to have been approved by the Secretary.

Cabinet level entities shall report directly to Finance. The transmittal shall come from the Chief Deputy Director, Chief Operating Officer, or Deputy Director for Administration and shall be sent electronically to [exemption.reports@dof.ca.gov](mailto:exemption.reports@dof.ca.gov) using the same subject line convention noted above. Exemption reports submitted by the department are deemed to have been approved by the Director (or equivalent).

All fields of the form must be completed and contain all of the information requested.

As previously noted, Statewide Constitutional Officers are strongly encouraged to comply with the provisions of BL 23-27 and the reporting requirements of this BL.

If you have any questions regarding this BL, please contact your assigned Program Budget Manager.

/s/ Joe Stephenshaw

JOE STEPHENSHAW  
Director

Attachment