

# Department of Finance's Expectations of Departments

## All Departments

### **Communication:**

- Proactively work with the Department of Finance (Finance) to resolve problems and issues and discuss potential solutions
- Define and document any need/problem well
- Provide analysis of problem/proposal and offer a recommendation and viable alternatives
- Clearly state assumptions and methodology
- Be creative in proposing the solution
- Be clear and succinct
- Target material to appropriate audience
- Keep Finance informed of changes, including those which could commit the State to a higher level of expenditure or to a major change in program
- Be timely and ensure quality, completeness, and accuracy for all information, materials, reports, etc. provided

### **Budget Planning and Preparation:**

- Understand statewide fiscal constraints and submit only the most critical proposals
- Subscribe to Audit Memos, Budget Letters, and CALSTARS Operations Memos (see BAG's Budget Letters Subscription)
- Follow instructions
- Coordinate with staff from departmental programs, accounting, budgeting, and other units within your department (as necessary) to ensure accuracy and accountability
- Coordinate with other departments (when applicable)
- Maintain confidentiality of budget discussions and decisions until budget or other product is released

### **Fiscal (Budgeting and Accounting):**

- Establish proper fiscal internal controls
- Ensure that fiscal staff are involved in decision-making with fiscal impacts
- Staff fiscal offices (budgeting and accounting offices) with qualified personnel
- Ensure fiscal staff receive adequate training
- Fulfill fund administrator's and fund user's responsibilities
- Reconcile budget documents with accounting's year-end financial statements submitted to the State Controller's Office

### **Program Oversight and Implementation:**

- Implement programs in the most fiscally efficient and effective manner
- Collaborate with other entities to achieve maximum results with limited resources
- Administer budget in accordance with all laws, budget control provisions, statewide policies in the State Administrative Manual, and the Governor's policies
- Make available qualified managers and staff who can represent the department officially (make commitments, testify in front of the Legislature during hearings) and can answer Finance questions (know the program and numbers)

### **Departments within the Administration:**

- Comply with and advocate the Administration's mission, decisions, and policies
- Work as a team and prevent wasteful duplication among departments
- Work with Agency before communicating with Finance (when appropriate)
- Don't work with legislative staff independent of your Agency and Finance
- Make sure to keep your Agency and Finance involved in any discussions with the federal government that have fiscal ramifications