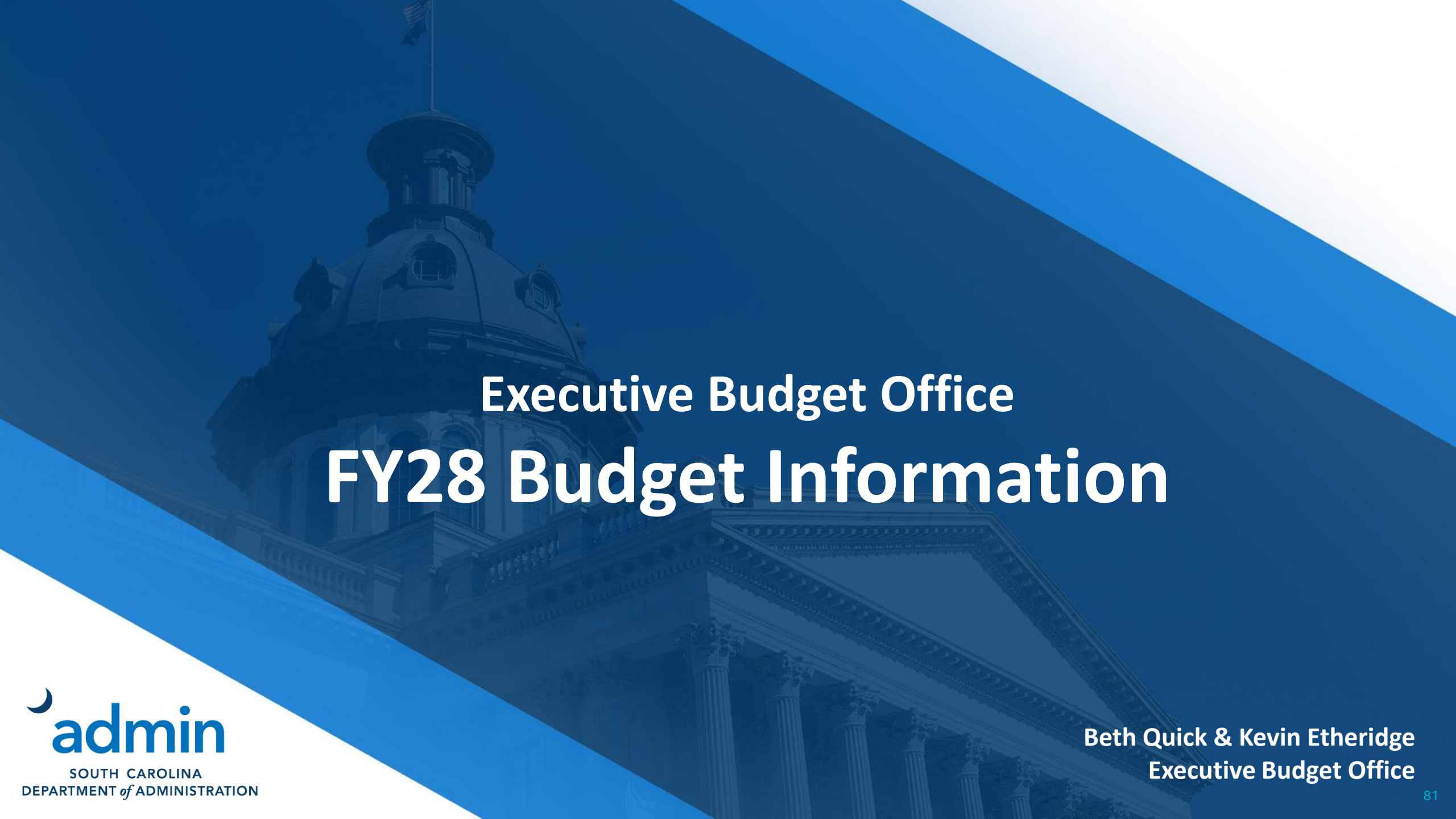




Executive Budget Office FY28 Budget Information

Timeline for FY28 Budget Requests

- ▶ Initial Agency Planning
 - ▶ **August 14** – Budget instructions released
 - ▶ **September 15** – Agency Accountability Reports due
 - ▶ **September 25** – Agency Budget Plans due
- ▶ Central Review and Coordination
 - ▶ **September 28 - October 30** – Agency Budget Meetings
 - ▶ **November 19** – BEA certifies preliminary FY 2027-28 revenue estimates
- ▶ Final Development and Publication
 - ▶ **Early January** – Release of FY 2027-28 Executive Budget
 - ▶ **January 12** – First day of 2027 legislative session

Budget Development System (BDS)

- ▶ What is BDS?
 - ▶ OnBase System (similar to IT Data Collection and CPIP) which is separate from SCEIS
- ▶ Agency Functions:
 - ▶ [Enter Budget Requests](#) – Form Packets
 - ▶ [Enter Detail Budgets](#) – Executive Requests
 - ▶ [Enter Federal and Other Funds Surveys](#) – Additional Funding
 - ▶ Revise Budget Requests
- ▶ [BDS Tips, Tricks, FAQs](#)
- ▶ Upcoming BDS training - September

Changes to Form E

- ▶ Form E will now require agencies to submit a detail budget in addition to the narrative page
 - ▶ The actual form has not changed, an additional detail budget submission is required similar to allocations or realignments
- ▶ Agencies should show the specific items in the budget that will be cut in the event of a budget decrease
 - ▶ “The Executive Budget Office will provide agencies with their 3% General Fund reduction amount. Agencies will be required to submit technical detail budget entries in BDS that itemize the 3% General Fund reduction amount by dollars and FTEs. These savings must break out the administrative costs associated with the programs.”
- ▶ Additional information regarding Form E changes can be found in the [Budget Guidelines](#) on the EBO website

IT Budget Requests (BAG Meeting August 2024)

- ▶ Things to consider for IT budget requests:
 - ▶ Shared Services
 - ▶ Alignment with Statewide Strategic IT Plan
 - ▶ Alignment with Statewide IT Standards
 - ▶ Details about what is being purchased
 - ▶ Specificity around IT within the larger amount requested – is there more than IT included in the request?
- ▶ Detailed Example:
 - ▶ [Anatomy of an IT Budget Request](#)
- ▶ All IT budget requests should go through DTO
 - ▶ DTO and Admin must approve IT requests before EBO receives them

Personnel Budget Requests (BAG Meeting August 2024)

- ▶ Information required for personnel budget request form:
 - ▶ Agencies should provide DSHR with information regarding personnel budget requests, such as additional FTE requests or funds related to employee salary adjustments
 - ▶ Additional documents related to the request, such as external market data relative to proposed salary increases or evidence of recruitment and retention difficulties should be included
 - ▶ Excel form to be completed using Program Management Office's (Admin) IT Data Collection System
- ▶ Timeline for personnel budget requests:
 - ▶ [Agency deadlines](#)
- ▶ All personnel budget requests should go through State HR
 - ▶ State HR and Admin must approve personnel requests before EBO receives them

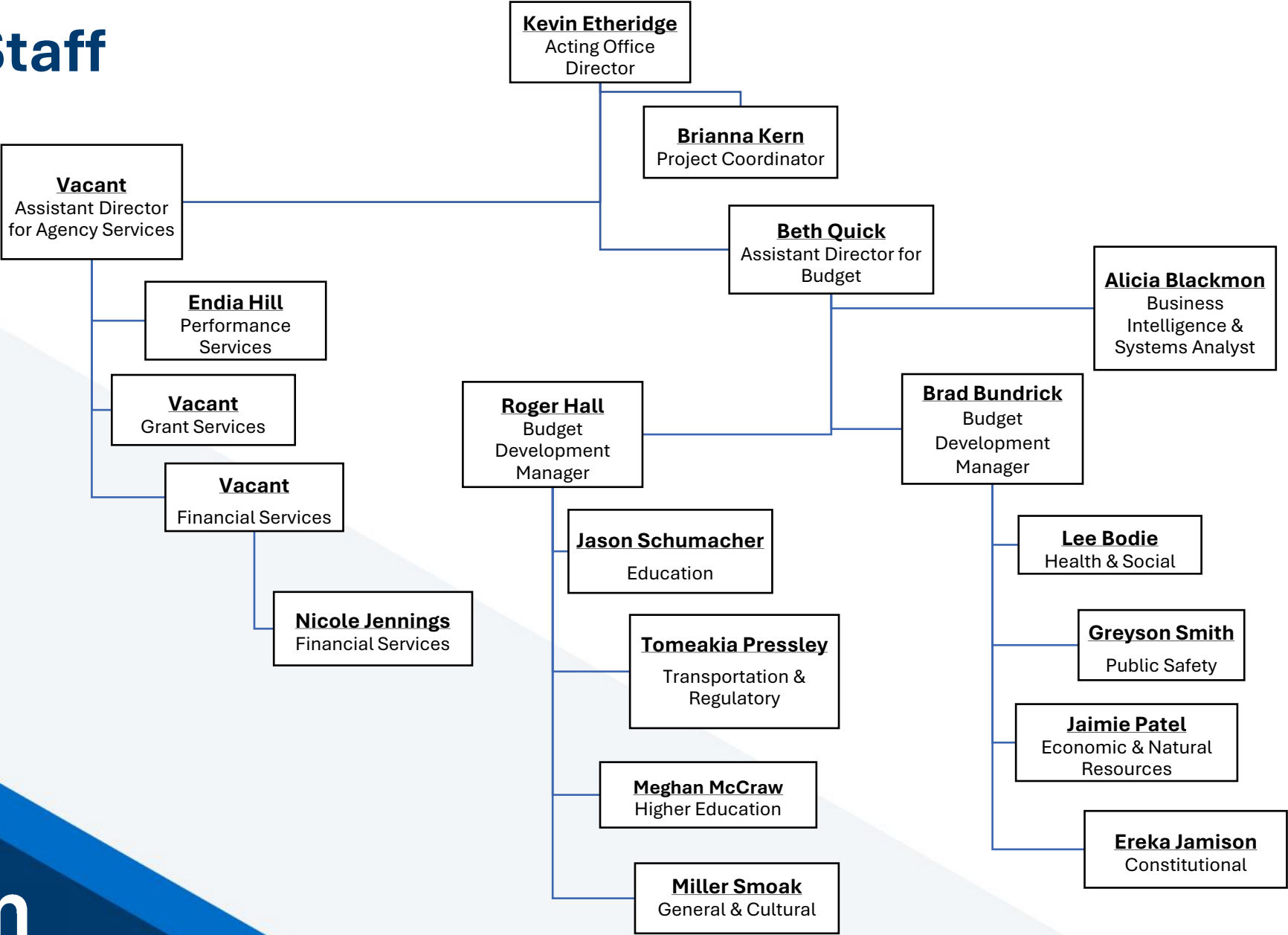
Facilities Budget Requests (BAG Meeting August 2024)

- ▶ Things to consider if **you own your facilities**:
 - ▶ Maintenance contracts, energy increases, upcoming capital replacements
- ▶ Things to consider if **you are a tenant in an Admin owned space**:
 - ▶ Billable work orders, excess energy increases
- ▶ Things to consider if **you are commercially leasing a space**:
 - ▶ Does your lease contain base rent and/or operating expense escalations?
 - ▶ Is your lease expiring in the next FY? What can you expect in terms of new market rates for commercial space?
- ▶ Facilities Provisos:
 - ▶ [117.118 - Statewide Real Estate Plan Implementation](#)
 - ▶ [118.2 - Titling of Real Property](#)

Other Resources

- ▶ General Budget Information
 - ▶ [Executive Budget Office Website](#)
 - ▶ [Interactive Budget Dashboards](#)
 - ▶ [BAG Seminar Presentations](#)
- ▶ Resources for Agency Budget Requests
 - ▶ [BDS: Agency User Training Manual](#)
 - ▶ [Budget Request Packet Demonstration Video](#)
 - ▶ [Detail Budget Demonstration Video](#)
 - ▶ [Federal and Other Funds Survey Demonstration Video](#)
 - ▶ [Budget Planning Documents for Agency Use](#)
 - ▶ [Budget Guidelines FY 2027-28](#)

EBO Staff



Questions?