MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions and Agencies

FROM: Andy Willis, State Budget Director

SUBJECT: Transfer of Funds Withheld in Fiscal Year 2010-11

June 13, 2011

In order to accomplish the legislative objectives set forth in the 2010 Appropriations Act (S.L. 2010-31) and Senate Bill 109 (S.L. 2011-15) and to be consistent with guidance from the Office of State Budget and Management (OSBM) throughout the year to manage year-end expenditures and cash requirements, general fund appropriations have been withheld from agency allotments. As we approach June 30th and the close out of Fiscal Year 2010-11, it is now time to move these funds from agency budgets to a statewide reserve.

Agencies are hereby directed to submit Type 12 budget revisions to transfer appropriations to budget code 19035-GF Management Flexibility Reserve. An example of a completed budget revision where the holdback amounts were budgeted in a reserve account has been attached for your assistance. By executing the movement of funds in this manner, an allotment revision is not needed.

Budget revisions should be received by OSBM no later than Friday, June 17. If you have any questions about the specific amount of your agency’s required transfer or any other information in this memorandum, please contact your OSBM budget analyst at (919) 807-4700.

Thank you for your continued attention to this matter and your assistance throughout this fiscal year.

AW

Attachment