



The State Budget Process

The 2024 Session Budget Timeline

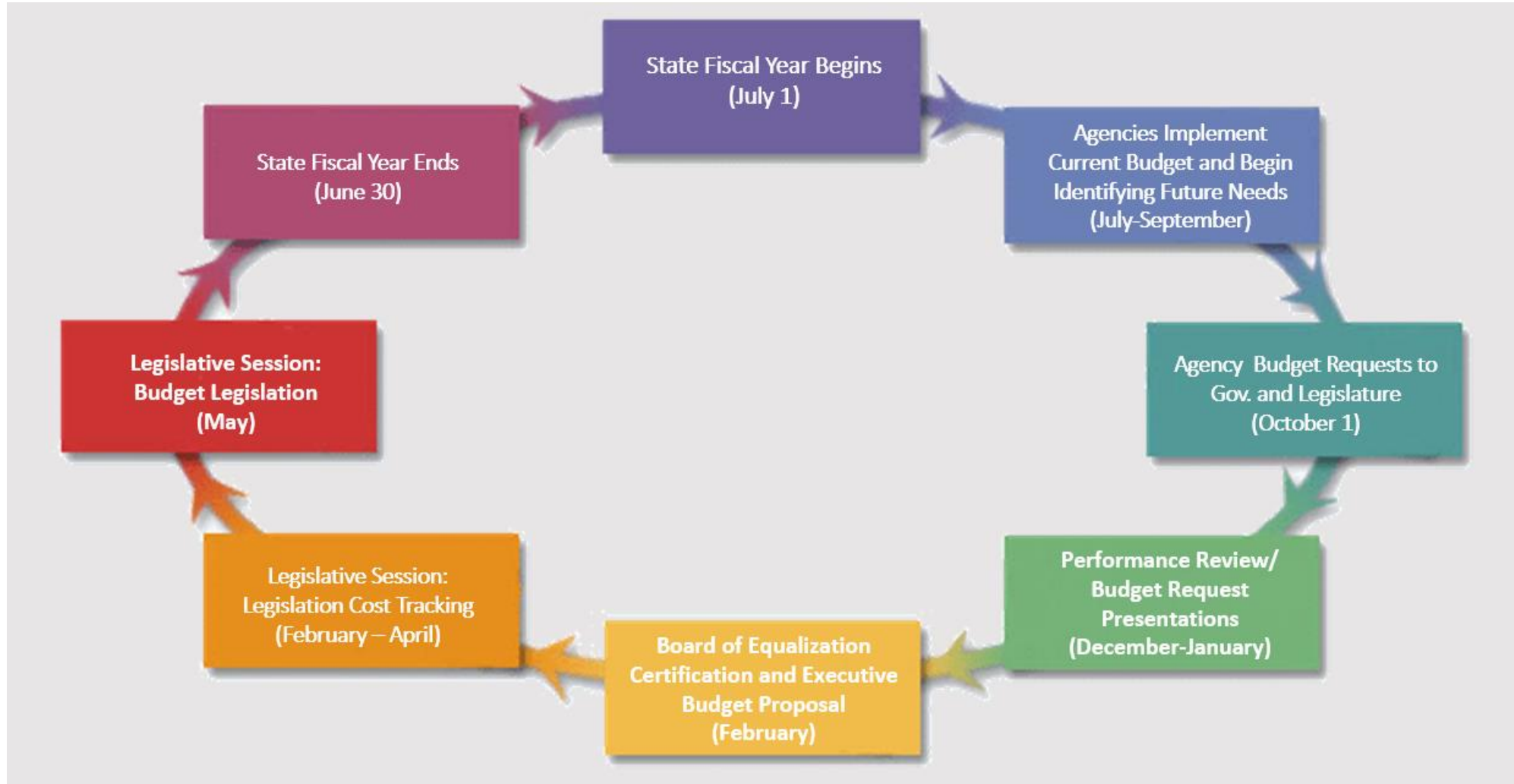


The Budget Cycle

- October 1, 2023: Deadline for agency submission of budget requests for FY-25 State Fiscal Year;
- December/January: Agency budget hearings and performance reviews conducted by Legislative subcommittees;
- **Mid-December: Initial revenue certification by the State Board of Equalization (SBOE) is released;**
- February 5, 2024: Session begins;
- **Mid-February: SBOE Final economy-based revenue certification is released;**
- February-May: Legislation cost tracking and ongoing budget discussions;
- May 31, 2024: Legislative session ends;
- **Mid-June: SBOE certification adjustment to reflect effects of enacted legislation is released;**
- June-July: Agencies develop and implement Budget Work Programs (BWPs), which will serve as their official total budget for the year.



The State Budget: FY-25 State Budget Cycle





The State Budget: The Budget Cycle: July to September

Agencies

- Implement Budget Work Program (BWP) as approved by the Office of Management and Enterprise Services (OMES), and
- Develop upcoming fiscal year budget requests.

Members

- Attend Interim Studies, conferences and seminars.

Staff

- Monitors Agency budget expenditures,
- Reviews Agency Budget Work Programs,
- Produces annual Appropriations Publications and Dashboards, and
- Provides fiscal analysis, historical background and logistical support for Interim Studies.



The State Budget: The Budget Cycle - October

Agencies

- Submit Budget Requests for the upcoming fiscal year to the Governor and to the Legislature.

Members

- Continue to attend Interim activities, and
- Consider legislative proposals.

Staff

- Assists members with fiscal aspects of proposed legislation, and
- Begins analysis of agency Budget Requests:
 - Supplemental Funding Requests, and
 - Program/Operations Funding Proposals.



The State Budget: The Budget Cycle - November to December

Agencies

- Present Budget Request to OMES in Budget Hearing.

Members

- Continue to attend Interim Studies and develop proposed legislation.

Staff

- Attends OMES Agency Budget Hearings if invited, and
- Compiles Performance Review and Budget Request materials for member review and study.



The State Budget: The Budget Cycle - December to January

Performance Reviews – A statutorily required examination of Agency expenditures and operations during the previous fiscal year. The results of these meetings are filed in a formal report with the Office of the Chief Clerk:

- **Agencies**
 - Explain and defend previous fiscal year activities.
- **Members**
 - Participate in Performance Review Hearings.
- **Staff**
 - Provides fiscal analysis and historical information .

Budget Hearings – An examination of Agency Budget Requests for the upcoming fiscal year:

- **Agencies**
 - Present and justify additional funding requests.
- **Members**
 - Participate in Budget Hearings.
- **Staff**
 - Provides fiscal analysis and historical information.



The State Budget: The Budget Cycle - December to February

Agencies

- Available to members and staff for budget-related questions.

Members

- Propose legislation.

Staff

- Utilizes State Board of Equalization certified revenue estimates to calculate Agency base funding levels, and
- Utilizes information gained from Performance Reviews and Budget Hearings to assist members in the assessment of Agency Budget Requests.



The State Budget: The Budget Cycle - February to April

Agencies

- Continue to advocate for funding requests, and
- Answer legislation-related questions in Committees.

Members

- Present proposed legislation in Committees,
- Hear substantive legislation in Committees and on the Floor, and
- Consider, discuss, and establish budget priorities.

Staff

- Completes calculation of agency base level budgets for consideration during House/Senate negotiations,
- Prepares fiscal impact statements for substantive bills, and
- Tracks all legislation with budget implications.



The State Budget: The Budget Cycle - May

Agencies

- Continue to advocate for funding requests, and
- Available for clarification of budget-related issues.

Members

- Participate in conferences to develop final legislation,
- Take final actions for substantive legislation,
- JCAB meets to determine final agency budgets for upcoming fiscal year, and
- Vote on State Budget for upcoming fiscal year.

Staff

- Drafts Appropriation bills for JCAB and floor consideration,
- Calculates revisions to Agency budget levels when applicable,
- Sets Budget Limits based on legislative priorities,
- Continues to provide Fiscal Impact Statements, and
- Provides a detailed analysis of the budget as adopted.



The State Budget: The Budget Cycle - June

Agencies

- Develop BWP based on guidelines set in Appropriation bills, and
- Prepare and submit BWP for approval to OMES by June 30.

Members

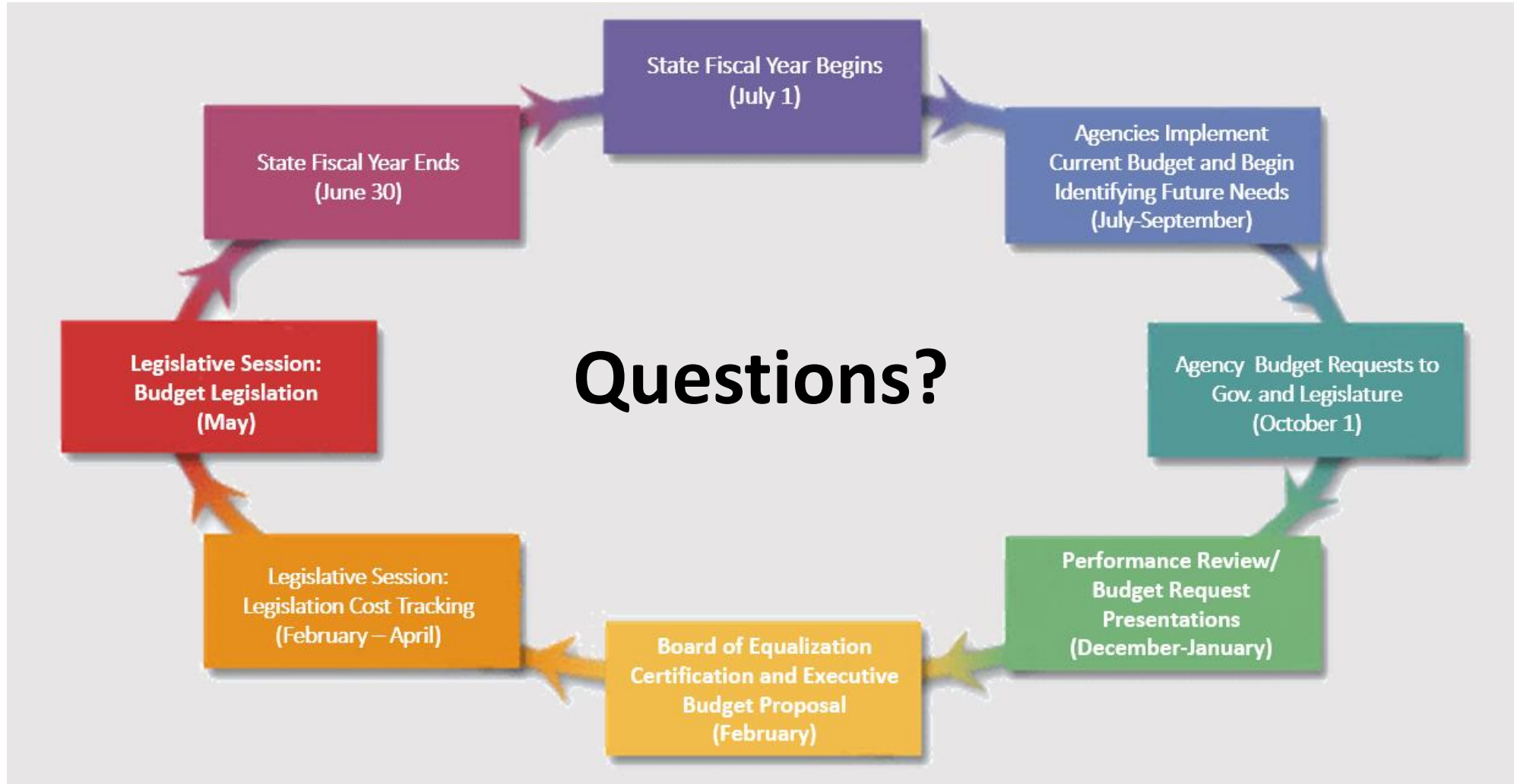
- Return to their Districts, and
- Report details of session budget-related activities to constituents.

Staff

- Provides overview and summaries of legislative budget actions,
- Answers member budget-related questions, and
- Consults with members regarding specific funding decisions.



The State Budget: Timeline





The State Budget: Legislative Staffing

House of Representatives: Fiscal Division



The State Budget: Legislative Staffing

Fiscal Staff Mission:

To assist all 101 Representatives in the representation of their constituencies and advancement of their policy goals, by providing analysis and assistance in all matters relating to the fiscal position and direction of the State.

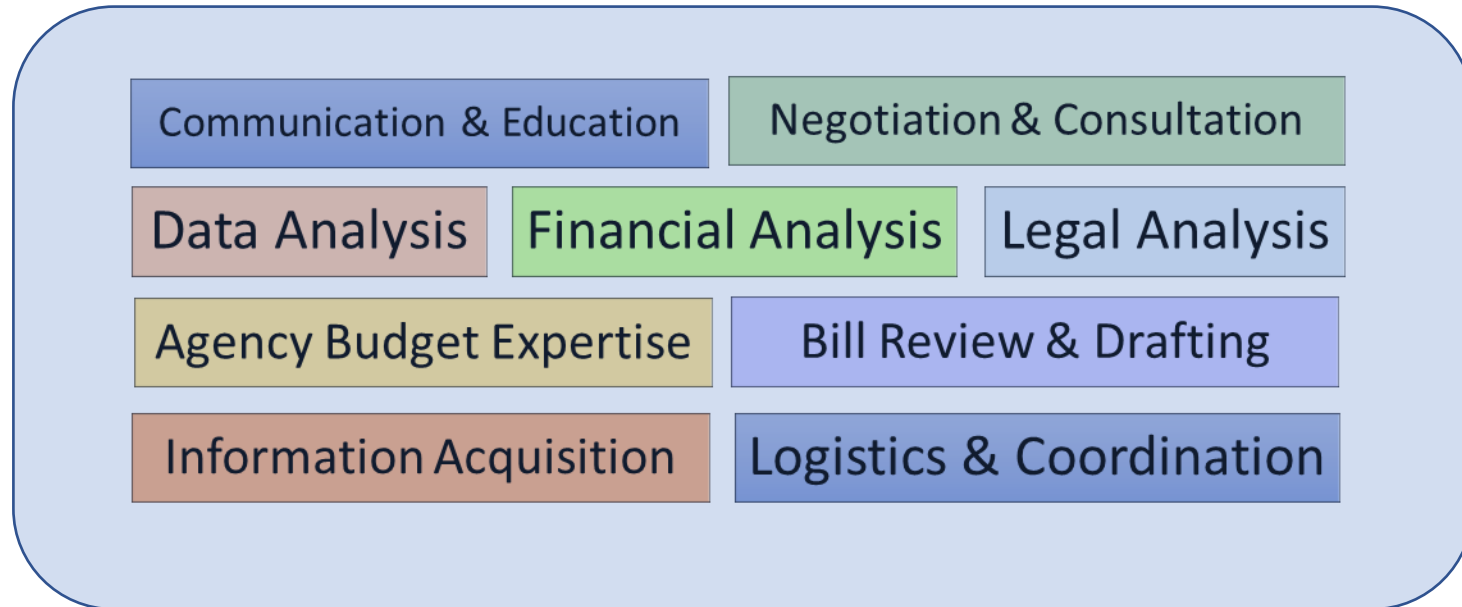
General Duties:

- Understanding the State Budget Process;
- Understanding Individual Agency Budget and Program Details;
- Analyzing the Fiscal Impact of Legislation on the State and its Citizens;
- Crafting, Overseeing, and Reviewing Legislation to achieve Policy Goals;
- Analyzing and Communicating Information/Data in Consumable Formats;
- Coordinating, Staffing, and Presenting in Public Meetings.



The State Budget: Legislative Staffing

Fiscal Staff Skills and Services:





The State Budget: Legislative Staffing

Links:

[House Fiscal Publications](#)