

## DEPARTMENT OF BUDGET AND FISCAL PLANNING

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The Department of Budget and Fiscal Planning was established in 1969 (Acts of 1969, ch. 78). Its origins, however, date back to 1916, when the executive budget system was adopted by constitutional amendment (Acts of 1916, ch. 159, ratified Nov. 7, 1916). In 1920 the Central Purchasing Bureau was created (Acts of 1920, ch. 184); the Department of Budget and Procurement was formed in 1939 to consolidate State purchasing and budgetary functions (Acts of 1939, ch. 64). The Department of Budget and Fiscal Planning superseded the Department of Budget and Procurement in 1969. The Purchasing Bureau, formerly under the Department of Budget and Fiscal Planning, was transferred to the Department of General Services in 1970 (Acts of 1970, ch. 97).

The Department's major responsibilities include budget development, supervision of budget execution, revenue estimating, and coordination of State information processing. The Secretary, who is appointed by the Governor with the advice and consent of the the Senate, has executive jurisdiction over the Department and appoints all division chiefs. The Secretary serves as principal adviser to the Governor in fiscal matters and is a member of the Board of Revenue Estimates, the Board of Trustees for Maryland State Retirement and Pension Systems (*ex officio*), and a number of other commissions and committees. The Secretary also prepares the Department's portion of the agenda for Board of Public Works meetings (Code 1957, Art. 41, sec. 71).

By Executive Order the General Administration Program of the Board of Public Works was assigned to the Department of Budget and Fiscal Planning in September 1981.

### ADMINISTRATION

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The Division of Administration administers the internal fiscal operations of the Department, verifies budget requests and budget amendments, maintains master State position control ledgers, and prints the State Budget Book and associated publications. It prepares the Statewide Cost Allocation Plan that is filed with the federal government to obtain reimbursements for the cost of indirect State services that benefit federally funded programs. Through its Baltimore-based Central Collection Unit the Division acts upon collection of delinquent accounts receivable due the State (Code 1957, Art. 15A, secs. 19-21A; Art. 19, secs. 43-46; Art. 41, sec. 71).

### BUDGET ANALYSIS

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The Division of Budget Analysis aids the Secretary in the review, analysis, and formulation of the tentative annual State operating budget for the Governor's consideration. This includes the examination, testing, and evaluation of the requests for appropriations by all operating units of State government. The Division studies and makes appropriate recommendations on financial, revenue, and fiscal matters that affect the current State budget, including budget amendments, and on projected budgetary requirements. It considers the administration, organization, staffing, duties, and responsibilities of State agencies to ascertain if there is any duplication or overlapping of work, duties, or functions. The professional personnel of the Division are assigned certain areas of State government. They study and analyze budget requests, historical data, and other information involving State agencies within their assigned areas and make appropriate recommendations for adjustments. The Division also enforces numerous laws and regulations that ensure economical and efficient use of State fiscal, personnel, equipment (including State-owned motor vehicles), and other resources (Code 1957, Art. 15A, secs. 17-29).