

---

## OFFICE OF THE SECRETARY

---

Appointed by the Governor with Senate advice and consent, the Secretary of Budget and Fiscal Planning 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 State Finance and Procurement Article, secs. 3-201 through 3-206).

The Office of the Secretary contains the Director of Financial Management Information Systems, responsible for creating a new, high-technology system for accessing the fiscal records of all State agencies.

---

## DIVISION OF ADMINISTRATION

---

John J. Pirro, Jr., *Chief*

Goldstein Treasury Building  
80 Calvert St.  
Annapolis, MD 21401-1985 974-2116

The Division of Administration administers the internal fiscal operations of the Department, verifies budget requests and budget amendments, maintains master control ledgers of State employee positions, and prints the State Budget Book and related 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 (Code 1957, Art. 19, secs. 43-46; State Finance and Procurement Article, secs. 3-201 through 3-206, 7-101 through 7-121).

### CENTRAL COLLECTION UNIT

John E. Hand, *Director*

300 W. Preston St.  
Baltimore, MD 21201 225-1200

The Central Collection Unit is responsible for the collection of delinquent accounts owed to the State, any of its officials, or units. After its initial collection attempt is unsuccessful, a State agency refers unsettled debts to the Unit. Such debts may be student loans, tuition and fees; public assistance and food stamp overpayments; restitution for damage to State property; workmen's compensation premiums; reimbursement for institutional care; and payment for goods and services provided by the State. (Code State Finance and Procurement Article, secs. 3-302 through 3-305).

---

## DIVISION OF BUDGET ANALYSIS

---

Raymond J. Wright, *Director*

Goldstein Treasury Building  
80 Calvert St.  
Annapolis, MD 21401-1985 974-2271

The Division of Budget Analysis aids the Secretary in review, analysis, and formulation of a tentative annual State operating budget for the Governor's consideration. For this purpose, the Division examines, tests, and evaluates requests for appropriations from all operating units of State government.

The Division studies and makes recommendations on financial, revenue and fiscal matters that affect the current State budget, including budget amendments. The Division also considers projected budgetary requirements. It examines the administration, organization, staffing, duties, and responsibilities of State agencies to detect any duplication or overlap of work, duties, or functions.

Professional personnel of the Division are assigned certain areas of State government to study and analyze. They evaluate budget requests, historical data, and other information involving State agencies under their review and make recommendations for adjustments.

The Division also enforces numerous laws and regulations that ensure economical and efficient use of State funds, personnel, equipment (including State-owned motor vehicles), and other resources (Code State Finance and Procurement Article, secs. 7-101 through 7-404, secs. 3-201 through 3-503).

Since 1989, the Statewide Conservation Program works to implement recycling, minimize loss and misuse of equipment and energy, and prevent inefficiency in the operations of State government.

---

## DIVISION OF FISCAL PLANNING

---

Vacancy, *Director*

Goldstein Treasury Building  
80 Calvert St.  
Annapolis, MD 21401 974-5253

The Division of Fiscal Planning studies economic conditions, trends, and indicators, and analyzes their impact on Maryland. The Division prepares forecasts of revenues and expenditures, State debt, and aid to local governments, and undertakes fiscal research projects as needed by the Department.