

State Budget Office

Mission

The State Budget Office acts as the staff agency for the Governor in the exercise of his or her powers and duties under the state constitution in providing budgetary information and control to all branches of state government in order to assist in making accurate budget decisions and ensure compliance with department and government policies.

Operations

- Prepares the annual executive budget for the Governor, producing the Budget Bill, Account Detail, Budget Report, and Operating Detail documents.
- Prepares the annual Consolidated Report of Federal Funds for the Governor.
- Writes appropriation bills for presentation to the Legislature.
- Maintains control of the cash flow of the State's General Revenue Fund and Special Revenue Funds through the establishment of quarterly/monthly allotments on expenditure schedules in *wv*OASIS.
- Maintains the Position Information Management System (PIMS), a computerized database that tracks salaried positions in state government to ensure that agencies do not overcommit their annual personal services budget.
- Approves electronic signature authority for state elected officials, appointed officers, and employees.
- Prepares monthly revenue reports and cash flow reports.
- Administers the Public Employees Insurance Reserve Fund.

Goals/Objectives/Performance Measures

Provide useful budgetary information for the Governor to present to the Legislature to enhance the decision-making process.

- Produce the Governor's Executive Budget FY 2016 that continues to meet the GFOA criteria and provides improved reporting of the State's budget.
 - ✓ The State Budget Office has earned the Distinguished Budget Presentation Award from the GFOA for 19 consecutive years—FY 1997 through FY 2015.
- Maintain and monitor the General Revenue cash flow to help ensure that the State's obligations are paid in a timely manner.
 - ✓ Maintained positive cash control that ensured timely payments of the State's obligations from FY 1990 through FY 2014.

Provide valuable customer service to the state agencies.

- Conduct expenditure schedule and/or appropriation request training classes as needed (or on request).
 - ✓ Provided expenditure schedule training for FY 2015 during April 2014.
 - ✓ Provided training on the budget development module for *wv*OASIS during July 2014.

Continue implementation of a statewide enterprise resource planning system that will provide for better management and reporting of West Virginia's budget.

- ✓ Met the projected go live date of August 5, 2013, for the Budget Development Module (Phase A) of the *wv*OASIS project.

Programs

PUBLIC EMPLOYEES INSURANCE RESERVE FUND

Funds remitted from state agencies (except Higher Education) based on budgeted annualized expenditures for filled full-time equivalents (excluding federal funded positions) as of April first of each fiscal year to support the Public Employee Insurance Agency or Bureau for Medical Services as appropriated by the Legislature.

FTEs:	0.00	Annual Program Cost:	\$6,800,000		
Revenue Sources:	0% G	0% F	100% S	0% L	0% O

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STATE BUDGET OFFICE

The office prepares, maintains, and distributes budgetary data while overseeing the expenditures of monies for the State of West Virginia.

FTEs:	11.00	Annual Program Cost:	\$752,116		
Revenue Sources:	100% G	0% F	0% S	0% L	0% O

Governor's Recommendation

- ❖ \$36,488 General Revenue decrease and deleted .50 FTE from vacant positions and salary reserves and related employee benefits.

State Budget Office
Expenditures

Expenditure by Agency	Total FTE 11/30/2014	Actuals FY 2014	Budgeted FY 2015	Requested FY 2016	Governor's Recommendation
STATE BUDGET OFFICE	11.00	\$14,536,087	\$8,767,476	\$7,552,116	\$7,515,628
Less:Reappropriated	0.00	(140,463)	(1,215,360)	0	0
Total	11.00	14,395,624	7,552,116	7,552,116	7,515,628

Expenditure by Fund	Actuals FY 2014	Budgeted FY 2015	Requested FY 2016	Governor's Recommendation
General Funds				
FTE Positions	10.00	11.00	11.00	10.50
Total Personal Services	415,571	538,516	539,116	509,366
Employee Benefits	116,181	149,580	149,580	142,842
Other Expenses	3,204,335	1,279,380	63,420	63,420
Less:Reappropriated	(140,463)	(1,215,360)	0	0
Subtotal: General Funds	3,595,624	752,116	752,116	715,628
Special Funds				
FTE Positions	0.00	0.00	0.00	0.00
Total Personal Services	0	0	0	0
Employee Benefits	0	0	0	0
Other Expenses	10,800,000	6,800,000	6,800,000	6,800,000
Less:Reappropriated	0	0	0	0
Subtotal: Special Funds	10,800,000	6,800,000	6,800,000	6,800,000
Total FTE Positions	10.00	11.00	11.00	10.50
Total Expenditures	\$14,395,624	\$7,552,116	\$7,552,116	\$7,515,628