

MAINE STATE LEGISLATURE

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EXECUTIVE ORDER
GOVERNOR KENNETH M. CURTIS
PROCEDURE FOR PREPARING THE STATE FINANCIAL PLAN

Maine law recognizes the principle that a strong executive budget is essential for effective management. According to Maine law the budget of the State Government shall present a complete financial plan for each fiscal year of the ensuing biennium. "It shall set forth all proposed expenditures for the administration, operation and maintenance of the departments and agencies of the State Government..." (Tit. 5, §1663 M.R.S.A.).

The process for preparing the budget is for agencies to first prepare "in a manner prescribed by and on blanks furnished them by the State Budget Officer, and submit to said Officer estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium contrasted with the corresponding figures of the last completed fiscal year and the estimated figures for the current fiscal year" (§1665). Then, "the Governor, with the assistance of the State Budget Officer, shall review the budget estimates, altering, revising, increasing or decreasing the items of said estimates as may be deemed necessary in view of the needs of the various departments and agencies and the total anticipated income of the State Government during the ensuing biennium" (§1666).

The Governor's budget message is expected by statute to be "the financial policy of the State Government for the ensuing biennium..." (§1665). This budget is expected to be "balanced" -- i.e., any revenue legislation necessary to support the level of expenditures recommended by the Governor is to be included with the budget.

Obviously, appropriations materially increased or decreased over the amounts recommended by the Governor would "unbalance" the budget and necessitate new revenues or a new pattern of allocation of available money.

It should be clear from this discussion that agencies make budget requests of the Governor and he in turn makes budget recommendations to the Legislature.

I further hope that the budget as recommended will sufficiently meet our needs and receive your support and justification at the appropriate legislative hearings.

I am, therefore, asking departments to confer with me and my staff and the staff of the Budget Office as any revisions of departmental budget estimates are made. I am also requiring that significant legislative proposals, especially those with known fiscal implications, be submitted and reviewed by my office to assure compatibility with the Governor's legislative program and budget.

If an appointment has not been made for your agency to review plans with my staff, please forward written materials to my office and make a request that you be given an opportunity to discuss them.

s/Kenneth M. Curtis
Governor