

# MAINE STATE LEGISLATURE

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EXECUTIVE DEPARTMENT

Memorandum

February 12, 1969

TO: All General Fund Departments and Agencies

I am certain that each of you is aware of the economic factors now existing that indicate the probability that General Fund Undedicated Revenues will experience some difficulty in reaching anticipated levels for the balance of the current fiscal year. During the month of January (the month that reflects Christmas sales tax receipts) our total actual receipts were below estimates by \$431,186. For the seven-month period ending January 31, 1969, our actual revenues have exceeded estimates by \$216,269, or by .31%.

It is fully realized that the State Budget Officer, in accordance with law, has already asked each of you in the General Fund to establish in each account under your control an Unallotted Reserve equalling 2% of your total appropriation. However, in view of the current possibilities in regard to the revenue situation, it seems prudent to also establish for the balance of the current fiscal year the following restrictions on the expenditure of State funds:

1. All reserves - allotment and unallotted - are temporarily frozen.
2. Make every effort to reduce both "in" and "out" of state travel.
3. No approval will be given for the purchase of capital items - desks, chairs, adding machines, etc. - unless you can definitely prove that it would impair your program.
4. Establish limits on long distance telephone calls.
5. Maintain all inventories at the minimum level required for efficient operation.
6. All overtime payments must be held to an absolute minimum.

I am also suggesting today that the Personnel Board take various steps to help us in our overall efforts. I shall ask that they institute a moratorium on all actions relative to:

1. The filling of new positions.
2. The filling of vacancies.
3. Range changes.
4. Special merit increases.
5. Reclassifications.

I am requesting the State Budget Officer to take all appropriate action and to cooperate with the Personnel Department to the end that the intent of this memorandum is carried out.

EXECUTIVE DEPARTMENT

Memorandum

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February 12, 1969

TO: All General Fund Departments and Agencies

These directives are not intended to curtail essential programs or services, and it is not envisioned that any layoffs of present employees will result. It is intended to bring to your attention the actual situation and to seek the support and cooperation of all General Fund agencies in holding down and deferring all expenditures to the fullest extent possible.

If you believe that an extreme emergency situation exists, you should immediately bring it to the attention of the Budget Officer.

/s/ Kenneth M. Curtis

Governor