

MAINE STATE LEGISLATURE

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PROCEDURES FOR PREPARING BUDGET RECOMMENDATIONS AND LEGISLATION FOR 105TH
LEGISLATURE

This Executive Order explains the procedure that will be followed in reviewing budget requests of dedicated and undedicated accounts and statutory proposals prior to their submission to the 105th Legislature. The procedure anticipates a close working relationship between the State agencies and the review conducted by the Department of Finance and Administration and the Governor's office assisted by the State Planning Office.

A. Current Services (Part I) Budget of all accounts will be reviewed by the Budget Office. Exceptions from requests will be discussed with the agencies. As adjusted, Part I should be submitted for the Governor's approval by November 1 so that it may be sent to the printers.


B. By October 1 Supplemental Program Requests (Part II) will be summarized by the staff of the Department of Finance and Administration with a copy for the Executive Department. Other supplemental requests not included in the individual agencies presentations will be prepared.

During October, November and December, the Supplemental requests will be reviewed in light of required State revenue and State priorities as reflected in the preliminary comprehensive State Policies Plan, the Public Investment Plan, Agency priorities, and other considerations. At that time, discussions of requests with agency representatives will be arranged before the final submission of the Governor's recommended biennial financial plan by the end of December.

C. The major Capital Budget requests will be summarized and reviewed in the customary way by the Bureau of Public Improvements. The Bureau will visit each agency on their Capital requests to review their priority arrangements. Representatives from the Budget Office, Executive Department, and the Legislative Finance Office will be kept informed. Before submission to the Legislature by the Governor, the Capital requests will be reviewed in the context of total State needs and priorities. If changes are made in the order of priorities after B.P.I.'s review, the Governor's office will notify the agency involved.

D. By October 15, State agencies are requested to submit to the Governor a copy of any suggested statutory changes, either drafted or in preparation. These suggested legislative changes will also be reviewed in accordance with overall State policy priorities. Prior to the convening of the Legislature, the agencies will be consulted on the disposition of the proposed legislation and the selection of Legislative sponsors.

This order shall become effective immediately.


KENNETH M. CURTIS
Governor