



Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

Memorandum

TO: Agency Directors and Chief Financial Officers
FROM: Timothy S. Keen, Director *TK*
RE: General Revenue Fund Disbursement Guidance for FY 2014
DATE: June 28, 2013

The purpose of this memorandum is to provide state agencies with guidance regarding the General Revenue Fund (GRF) disbursement estimate process for fiscal year 2014. To effectively manage implementation of the state budget, OBM tracks GRF spending on a monthly basis in order to gauge cash flow and to assist the administration in identifying potential programmatic or budgetary issues.

Changes to the FY 2014 Disbursement Estimate Process

While the disbursement estimate process for fiscal year 2014 is nearly identical to that of fiscal year 2013, there are several minor changes. Most notable among these changes is the timeline that agencies are being asked to adhere to in completing and submitting their estimates to OBM for review and approval. Specifically, given that fiscal year 2014 is the first year of the biennium and appropriation levels will not be finalized until the end of June, agencies will have until early-August to submit their estimates to OBM. This timeline is necessary to ensure that OBM has sufficient time to review and finalize the estimates so that they can be used as a basis of comparison to analyze August agency spending for the September 10, 2013 edition of the Monthly Financial Report.

Attached to this memorandum are detailed instructions for the disbursement estimate process for FY 2014, which includes links to useful resources to support this process. A formatted disbursement spreadsheet will be provided by your OBM budget analyst via e-mail. **Agencies must submit their FY 2014 disbursement estimates to OBM by August 2, 2013.**

Should you have questions regarding this process, please feel free to contact your assigned OBM budget analyst.

C: OBM Budget Analysts

Attachment: FY 2014 Disbursement Estimate Guidance