



MEMORANDUM

TO: Fiscal Officers and Controlling Board Designees for State Agencies, Boards and Commissions

FROM: J. Pari Sabety, Director

A handwritten signature in blue ink that reads "J. Pari Sabety".

RE: Controlling Board Request Planning

DATE: January 22, 2007

A recent review of historical Controlling Board requests by agency and category shows that we can raise the quality of submissions and streamline operations of the Controlling Board, resulting in fewer appearances by agencies before the Controlling Board. To facilitate such coordination (including the agency's internal planning, preparation and review of Controlling Board Requests), the Office of Budget and Management requests that each agency submit a Controlling Board Request Plan for the remainder of fiscal year 2007 and fiscal year 2008. Details regarding this plan are provided below.

The attached planning spreadsheet is to be used by agencies to summarize general request information for fiscal years 2007 and 2008 (both those requests for consideration by the full Controlling Board and those designated as eligible for the director's sign-off). OBM will use this document for **planning purposes only** and we recognize that agencies' needs may change as the fiscal year progresses. That is, we expect agencies may need to make additional requests that are not summarized on the spreadsheet, while others that are summarized may not be pursued.

The Controlling Board Request Plan will focus on the following elements:

- Timing of request
- Type of request
- Funding to support the request
- Description of the request

Timing of Request

Agencies are asked to indicate when they propose consideration of their various Controlling Board requests **by quarter, month and meeting date** to the best of their ability. Again, this document is for planning purposes. Agencies are asked to contact their budget analyst with significant changes to the plan.

Type of Request

The attached spreadsheet will summarize the various types of Controlling Board requests (waiver of competitive selection, appropriation increase, building lease, etc.). Please indicate the request type for each anticipated submission. Agencies may need to select multiple request types for a single request.

Funding to Support the Request

For each proposed submission, include the following information regarding funding:

- Fiscal year impacted by the request
- Fund and line item
- Projected amount of the request: For waiver requests, distinguish the total amount of the request from amounts for which waiver requests are required. Often these amounts are different.
- Type of vendor or entity for which funding is sought, if applicable

Description of the Request

Please provide a general description of the proposed Controlling Board request. The description should explain the purpose and need for the request. It should supplement information provided under the other spreadsheet categories; it need not repeat information provided elsewhere on the document.

Additional Comments

In addition to the information summarized above, agencies may summarize the information for their agency **by agency division**. Agencies may use their judgment to determine the value of summarizing at this level.

Due Date for Submission

Please submit your completed Controlling Board Request Plan to your assigned OBM analyst by **Thursday, February 6, 2007**. Given the timing of this request for information, agencies are only responsible to provide information for February 2007 – July 2008. Be sure to include requests that have a future year or biennium impact. *Please note that you are asked to provide information for through fiscal year 2008.* (A separate worksheet is provided for each fiscal year.)

Fiscal Year 2008 Plan Update

Agencies will submit an updated plan for fiscal year 2008 to your assigned OBM analyst by **Monday, August 6, 2007**. The plan should cover the period of August 2007 – June 2008.

Available Resources and Additional Guidance

- Controlling Board Agenda Schedule: [Link](#)
- General/Specific Designations: [Link](#)

Additional guidance for the completion of the attached summary is noted directly on the spreadsheet. If you have any questions regarding this request or completion of the spreadsheet, please contact your assigned OBM budget analyst.

Your attention to this important activity is appreciated. The plans will serve both as a helpful planning tool for each agency as well as ensuring a smooth Controlling Board process.

Controlling Board Request Plan (FY 2007)

Agency Name

Agency Division (If Appropriate)

(Please expand all fields as necessary.)

Quarter	Month	Target Agenda Date	Request Type	Fiscal Year Impacted	Fund & Line Item	Projected Amount	Vendor Type	Description of Request & Comments
First Quarter	July							
	August							
	September							
Second Quarter	October							
	November							
	December							
Third Quarter	January							
	February							
	March							
Fourth Quarter	April							
	May							
	June							

Request Types:

(Can be a Combination)

- Waiver of Competitive Selection
- Appropriation Increase
- Create Appropriation
- Appropriation Transfer
- Create Fund
- Cash Transfer
- Release of Funds
- Change of Intent
- Property Purchase
- Property Lease
- Other

Request Type Codes:

- W
- App Inc
- New App
- App Xfer
- New Fund
- Cash Xfer
- Release
- COI
- Prop Purch
- Prop Lease
- Other

Examples of Vendor Types:

- Electrical Contractor
- Consultant (Specify Type, if Possible)
- Equipment Vendor
- Building Lessor
- Other (Specify Type, for example, school district, university, etc.)