



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 2016

DATE: July 24, 2015

In order to effectively manage implementation of the state budget, OBM tracks spending on a monthly basis in order to gauge cash flow and to assist the administration in identifying potential programmatic or budgetary issues. The purpose of this memorandum is to provide state agencies with guidance regarding the General Revenue Fund (GRF) disbursement process for fiscal year 2016. While OBM will also review disbursement estimates for the non-GRF funds for certain agencies, including those where non-GRF and GRF disbursements significantly interact, those agencies required to provide such non-GRF estimates will be contacted by OBM with additional guidance in the next few days.

Changes to the FY 2016 Disbursement Estimate Process

With the exception of the non-GRF estimate requirement for certain agencies, the disbursement estimate process for fiscal year 2016 is nearly identical to that of fiscal year 2015, however 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 2016 is the first year of the biennium and appropriation levels were not finalized until just before the start of the fiscal year, agency estimates will not be due to OBM until August 10th. As a result of this timeline, agencies should use July actual spending as their July estimates with disbursements estimated across the remaining eleven months. 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, 2015 edition of the Monthly Financial Report.

Attached to this memorandum are detailed instructions for the disbursement estimate process for FY 2016, 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 2016 disbursement estimates to OBM by August 10, 2015.**

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

c: OBM Budget Analysts
Chris Whistler, OBM Assistant Director

Attachment: FY 2016 Disbursement Estimate Guidance

