



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular No.: 20-04

To: Director, Bureau of Budget and Management Research

From: Director, Bureau of Budget and Management Research

Subject: FY2021 Budget Ceiling

The Governor transmitted the FY2021 Executive Budget on January 30, 2020 to *I Liheslaturan Guåhan*. It includes revenue projections, funding allocations to the various departments/agencies, and others. Accordingly, your ceiling level by fund source is part of the Governor's submittal.

Delineated below is your department/agency ceiling level by fund source, as may be annotated. Please prepare your FY2021 Budget Request based on each ceiling amount using the format and guidelines provided by the Bureau per BBMR Circular No. 20-03 dated November 26, 2019 with the following revision: Use the government rate of contribution to the Retirement Fund of 28.25% instead of 26.28% previously noted. Each ceiling amount is for operational requirements, inclusive of local match requirements for federal programs:

General Fund:	\$ 1,153,192
Special Fund:	\$ 298,787 ^{1/}

Recurring or routine miscellaneous appropriations should not be included in your agency detail budget request, as such appropriations are not part of the budget ceiling level(s).

The Bureau emphasizes the importance of following the guidelines provided in order to facilitate the budget process. It is imperative that we work together to produce a complete and accurate budget within the prescribed timeframe.

Please submit one (1) *original* Department budget request and one (1) CD or USB flash drive with copies of the electronic files (Excel for spreadsheets and Word for narratives). Upon review and clearance by the Bureau, you will be notified to reproduce the required number of copies for transmittal to *I Liheslaturan Guåhan* for their disposition.

Your department/agency budget request is due to the Bureau no later than **Friday, February 14, 2020**. This deadline must be met to ensure timely submittal to *I Liheslaturan Guåhan*. Your usual cooperation is appreciated.

Senseramente,

for Lester L. Carlson
LESTER L. CARLSON, JR.

^{1/} Indirect Cost Fund