



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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APR 22 2010

BBMR CIRCULAR 10-04

To: All Executive Branch Line Department and Agency Heads

From: Director, BBMR

Subject: URGENT - Mid-Year Budget Review

The Bureau recently completed its mid-year review of all departments and agencies' FY 2010 budget. Please have your designated POC and/or ASO contact your assigned Budget Analyst to go over the results for your department and to receive a refresher briefing on current budget restrictions as well as guidance on how potential shortfalls can or may be addressed.

As you were all briefed at a cabinet meeting back in October 2009, the FY 2010 budget is unlike the full flexibility of the lump sum budgets of past years. FY 2010 is a line item budget and restricts transfers out of each category to only fifteen percent (15%). As a result, it may not be feasible to cover anticipated shortfalls and advance planning needs to be made by agencies to avoid year-end overruns.

Due to the exigency of some of the findings, BBMR would like these briefings to be completed within the next two weeks. Your assigned Budget Analyst will be available, so please have your POCs / ASOs contact them directly for a date and time. Minutes of each briefing will be provided for your ready reference and guidance.

Your attention to this important matter is appreciated.

A handwritten signature in blue ink, appearing to read 'Bertha M. Duenas', enclosed within a blue oval.

Bertha M. Duenas

CC: Chief of Staff George Bamba