



# OFFICE OF MANAGEMENT & BUDGET

STATE BUDGET OFFICE

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## MEMORANDUM

**To:** Cabinet Directors and Agency Heads  
Chief Financial Officers

**From:** Thomas A. Mullaney  
Executive Director/State Budget Officer

A handwritten signature in black ink that reads "Thomas A. Mullaney".

**Date:** September 11, 2020

**Subject:** Monthly Allotments/Discretionary Spending

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### Monthly Allotments

As you are aware, because of the COVID-19 pandemic and the potential of new federal stimulus funding, the General Assembly decided to postpone enactment of a FY 2021 budget beyond July 1, 2020. This triggered the provisions of 35-3-19, which authorizes the State Budget Officer to determine monthly allotments based on the same amounts appropriated in the previous fiscal year.

Because of the uncertainty surrounding both revenue projections for FY 2021 and the likelihood of additional federal aid, the Budget Officer has established monthly allotments based on the lesser of the final FY 2020 budget or the Governor's recommended FY 2021 budget by line item. In doing so, general revenue savings proposed for FY 2021 will be retained as options for the final budget, if such reductions are necessary.

Federal funds, particularly those associated with the federal stimulus funds authorized earlier this year, can be allotted at higher levels based on the needs of the program. If additional funding authorization is required to keep programs operating effectively, agencies should work with their Budget Execution analyst to determine the appropriate budget.

Except for specific appropriations contained in the final FY 2020 budget, RICAP funds have been allotted based on the lesser of the final enacted FY 2020 or the amount of encumbered funds as of the end of FY 2020. This will limit expenditures to only those projects that have active purchase orders.

### Hiring/Spending Controls

As a result of the uncertainty on the timing of a final FY 2021 Budget and the potential for any federal action on new funding, the hiring and spending controls imposed in the March 18, 2020 memo from Jonathan Womer remain in full effect. Agencies should not be requesting to fill any positions that are not for immediate health and safety, directly related to addressing the pandemic or are revenue producing. Any exceptions to these limitations must be approved by the Director of Administration.

Each agency Director and Chief Financial Officer should instruct all program staff to continue to refrain from any spending that is not directly tied to the COVID-19 emergency or to meet the critical needs for the continued operation of the respective program with a focus on health and safety, as defined in the Enterprise Budgetary Control policy.

If you have any questions concerning this memo, please feel free to contact my office.

Thank you in advance for your continued efforts to constrain spending wherever possible through these extremely challenging times.

cc: OMB Budget Staff