



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

August 31, 2018

**TO:** Agency Directors  
Statewide Elected Officials  
Presidents, Higher Education Institutions  
Boards and Commissions

**FROM:** David Schumacher  
Director

**SUBJECT: INSTRUCTIONS FOR 2019 SUPPLEMENTAL BUDGET SUBMITTALS**

We look forward to working with you on Governor Inslee's budget recommendations for both the 2019-21 biennium and the remainder of the current biennium.

Here are the submittal instructions for the 2019 supplemental operating and capital budgets, which are due to OFM by **Monday, October 1**.

### Operating Budget

Due to the limited operational time between enactment of a supplemental budget and the close of the 2017-19 biennium, 2019 supplemental operating budget requests should be limited to:

- Non-discretionary changes in legally-mandated caseloads or workloads.
- Necessary technical corrections to the current enacted 2019-21 budget.

Narrative descriptions for any revisions should be as detailed as possible and fully explain why the additional costs cannot be absorbed within your existing budget. Detailed decision package instructions may be found in [Chapter 2 of the 2019-21 Budget Instructions](#).

*Additional funding from other sources.* If there is a likelihood of additional federal or private/local funding during the 2017-19 biennium, agencies should consult with their [assigned OFM budget analyst](#) about utilizing, where appropriate, the unanticipated receipt process or including those funds in a supplemental or biennial budget decision package. As always, the normal unanticipated receipt process is suspended during the legislative session.

*New fees and extensions of existing fees.* All fee increases – whether or not legislation is required – must be part of the agency budget submittal. Submit justification for new, extended or increased fees using the process described in [Chapter 8 of the 2019-21 Operating Budget Instructions](#).

*Electronic submittal only.* Proposed supplemental operating budget requests may only be submitted to OFM electronically through the new Agency Budget System (ABS). The ABS guides agencies in developing and submitting budget decision packages and associated documentation. Alternatives to ABS electronic submittals will not be accepted. When submitted, agency budget requests are available to the public at the new [Agency Budget Request](#) website (best viewed in Chrome). **Again, do not submit paper copies.**

## Capital Budget

Proposals for the 2019 supplemental capital budget should be limited to technical corrections, emergency issues, or return of projected savings.

*Electronic submittal.* All capital budget revisions must be submitted to OFM using the Capital Budget System (CBS). The justification for requests must follow the format found in Chapter 3 of the [2019-29 Capital Budget Instructions](#).

*Number of copies.* In addition to CBS data, each agency must submit five complete paper copies of its capital budget request to OFM. Three copies are retained by OFM and the remaining two are sent to the Senate Ways and Means and House Capital Budget committees.

## Mailing Address / Physical Location

Send your five copies of supplemental capital budget requests by October 1 to:

Office of Financial Management  
300 Insurance Building (3<sup>rd</sup> Floor - North)  
P.O. Box 43113  
Olympia, WA 98504-3113

Thank you for your assistance. Please direct questions to your [assigned OFM budget analyst](#).

cc: Agency Budget Officers