

MEMORANDUM

TO: Agency Heads and Chief Financial Officers
FROM: Brenda Hart
DATE: August 29, 2016
RE: General Fund Reduction Analysis for FY 2017-18

This memorandum serves as a supplement to the Budget Guidelines for FY 2017-18 that were released to your agency on July 25, 2016. Please find attached a letter from Governor Haley explaining the need for this additional budget information and a new budget request form (Form E) containing the format in which you must submit the information. This information must be submitted by every agency to the Executive Budget Office at the same time as your normal budget plan, Friday, September 30, 2016.

The Governor's Office is requesting that you conduct a General Fund Reduction Analysis whereby you identify areas in your budget that you would reduce or eliminate if you received a 3% General Fund budget reduction from your FY 2016-17 budget. A spreadsheet identifying the General Fund reduction amount by agency is attached. One-time expenditures from the FY 2016-17 budget will not be considered savings for the purpose of this analysis. In completing this form, please identify as many funding areas as you deem necessary, and provide the corresponding information for each applicable column. Agencies are expected to identify savings with the smallest possible impacts on services to South Carolina's citizens.

Understanding this is a new process, and recognizing that your staff may need assistance, you are encouraged to work with your Executive Budget Office analyst when completing this request.

If you have any questions, please contact your Executive Budget Office analyst or me at 803-734-2280.

