



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
BUDGET OFFICE  
One Capitol Hill  
Providence, R.I. 02908-5886

**Memorandum**

**To:** Department Directors and Agency Heads

**From:** Rosemary Booth Gallogly *RBS*  
Executive Director/State Budget Officer

**Date:** January 18, 2007

**Subject:** Quarterly Report

Chapter 35-1-5 of the general laws requires that we prepare and release to the public a consolidated quarterly report incorporating the cumulative current and projected year-end status of revenues and expenditures within 45 days of the close of each quarter. The statute requires that each quarter's report include both current actual departmental expenditures and encumbrances compared to appropriations, and the anticipated year end balances assuming current trends continue and that typical cyclical expenditure patterns prevail over the course of the year.

Each department director and agency head is requested to provide the following by January 31, 2007:

1. Analysis of the status of funding *by program*, including the projected annual expenditure vs. the appropriation under current trends. An updated plan, which can be implemented by June 30, 2007 for a resolution of shortfalls, if any are projected, is required. Agencies should clearly identify assumptions utilized in the analysis.

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2. Your second quarter projection should be based upon the working budget line items. Therefore, line items for which there is a deficit projected should have a negative number, and those with surpluses should have a positive. Do not assume that any recommended changes in the Supplemental Bill are enacted.
3. Your quarterly report should include the payroll analysis using the 13<sup>th</sup> pay period, and should adjust for any one-time retroactive payments which may be included in that pay period. Please assume that all collective bargaining contracts will be settled and paid in the current year. Any revisions to benefit rates will be included in the supplemental budget, and should not be recognized in your forecast.

Your continued cooperation is appreciated.

RBG:sm07-2

cc: Beverly Najarian  
Director of Administration

Chief Financial Officers