



June 14, 2010

Senator Richard Cohen, Chair
Senate Finance Committee
Minnesota Senate
121 Capitol
75 Rev Dr Martin Luther King Jr Blvd
St Paul MN 55155-1606

Representative Loren Solberg, Chair
House Ways & Means Committee
Minnesota House of Representatives
443 State Office Building
100 Rev Dr Martin Luther King Jr Blvd
St Paul MN 55155-1206

Dear Senator Cohen and Representative Solberg:

The purpose of this letter is to notify you of the proposed budget forms and process pursuant to M.S. 16A.10 for the upcoming FY 2012-2013 biennial budget.

Minnesota Management and Budget (MMB) will be using the Budget Information System (BIS) to collect, update, review and publish information pertaining to the FY 2012-2013 biennial budget. The overall budget structure and fiscal pages will remain consistent with the FY 2010-2011 biennial budget, although there may be some changes to narrative templates and individual agencies' budget structures. This is the last time the BIS will be used for biennial budget development so system changes are not expected, rather MMB is focusing its efforts on improving narrative and background information as well as the instructions provided to agencies.

During a transition year to a new administration, legislation provides additional time to develop and publish the biennial budget, however, we are working diligently to have agencies complete as much work as possible on background narrative materials and base budgets over the summer. This year we will again be using the format of providing biennial budget instructions in three parts: 1) Part A, Preparation of Background Materials; 2) Part B, Preparing Fiscal Information in the Biennial Budget System; and 3) Part C, Governor's Budget Recommendations. Below is a tentative timeline by which MMB will provide instructions and training to agencies.

Week of June 28	Part A Instructions to Agencies
Week of July 19	Part B Instructions to Agencies
Late July & Early August	BIS System Training Provided to Agencies
Week of August 2	First Load of Financial Information into BIS
Week of August 23	Final Load of Financial Information into BIS
Late Summer/Early Fall	Part C Instructions to Agencies
August 30	Background Information due to MMB
September 30	Background Information Posted to MMB Website
October 15	Base Budget Information Complete in BIS
November 30	Submission of Agency Base Budgets to Legislature
November-January	Development of Governor's Budget

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If you or your staff have any questions regarding the information contained in this letter, please feel free to contact either Kristin Dybdal, State Budget Director, at Kristin.dybdal@state.mn.us or 651-201-8021, or Michelle Weber, Budget Systems Operation and ARRA Activities Director, at michelle.weber@state.mn.us or 651-201-8007.

Sincerely,

A handwritten signature in black ink that reads "Tom J. Hanson". The signature is written in a cursive, slightly slanted style.

Tom J. Hanson
Commissioner

cc: Senator Dennis Frederickson
Representative Lyndon Carlson
Representative Mary Liz Holberg
Chris DeLaForest
Bill Marx
Matt Massman