



June 15, 2022

Representative Rena Moran, Chair
House Ways and Means Committee

Senator Julie Rosen, Chair
Senate Finance Committee

Dear Senator Rosen and Representative Moran:

In accordance with M.S. 16A.10, this letter provides notification of the proposed budget forms and format for the 2024-25 biennial budget.

MMB has worked closely over the last several biennia with the Governor's Office, the legislature and agencies to expand the information that is included in both the budget narratives and fiscal reports that comprise the biennial budget document. For the 2024-25 biennial budget document we are not proposing any substantive changes to the budget document forms or format. The goals for the document continue to be the following:

1. To provide a description of the work of agencies and convey the public good or outcome that is a result of the investments being made in a way that decision-makers and the public can easily understand.
2. To demonstrate how well programs and activities are doing with performance measures that show how much is provided (the **quantity**), how well it is done (the **quality**) and whether or not anyone is better off (the **result**).
3. To provide accurate reporting of agency historical and budget fiscal information.

The proposed form and format for the 2024-25 biennial budget document continues to focus on performance information in the context of an agency budget. It will include the "at-a-glance" box for a snapshot view of the agency, as well as expanded background context and budget information. The budget document will also include a Change Item Summary for each Governor's budget proposal. Agency presentations of budget information will continue to be organized by programs and activities. Attached to this letter are:

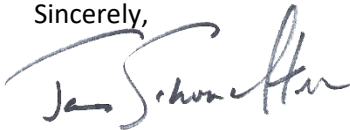
- Budget Narrative Templates
 - Agency Profile
 - Small Agency Profile
 - Program/Activity Summaries
 - Change Item Summary
 - Federal Funds Summary
- A sample budget document, including budget narratives and fiscal reports.

The biennial budget will be prepared throughout the rest of this calendar year with base budget information provided to the legislature, including legislative fiscal staff access to reports in the Budget Planning and Analysis System (BPAS), on November 30. Below is the 2024-25 biennial budget timeline:

Activity	Date
Agency Narratives Published to MMB Website	October 3
Base Budget Data Due in Budget Planning and Analysis System (BPAS)	October 15
Agency Budget Proposals due to MMB	October 15
Base Budget Data Submitted to the Legislature	November 30
Governor's Budget Submitted to the Legislature or if a new Governor is elected	January 24, 2023 February 21, 2023

If you or your staff have questions or feedback on the proposed 2024-25 budget forms and format, please contact either Ahna Minge, State Budget Director, at ahna.minge@state.mn.us or 651-201-8032, or Robyn Rupp, Budget Operations Director, at robyn.rupp@state.mn.us or 651-201-8098.

Sincerely,



Jim Schowalter
Commissioner

Attachments

cc: Senator John Marty
Representative Pat Garofalo
Emily Adriaens, House Chief Fiscal Analyst
Eric Nauman, Senate Lead Fiscal Analyst