The State Budget is more than the bill that gets passed at the end of each legislative session. The Budget is a process, one that involves many steps and every state agency. The following budget bulletin will describe each step of that process.

**AGENCY BUDGETS**

**JULY**

- **State Budget Office issues appropriation request**

**SEPTEMBER**

- **State Agencies submit budget requests**

- **State Budget Office reviews requests**

**OCTOBER**

- **State Budget Office hearings with state agencies**

**A**

- A letter is sent to each agency with detailed instructions for preparing their budget
- Informs agencies of due date for budget requests (typically in early Sept.)

**E**

- Each state agency must prepare a series of documents for the budget office, such as a list of ongoing projects
- Agencies work from their previous year’s budget and then submit requests for improvements from previous year

**C**

- Agencies appear before representatives from the Budget Office
- They provide an accounting of monies spent in the previous year
- They also justify any improvements (increased funding from previous year) for their upcoming budget
The Department of Revenue estimates total revenue collections for the upcoming fiscal year.
The total amount of money appropriated in the budget bill cannot exceed this estimate.

The State Budget Office recommends agency budget actions to the Governor.

Governor presents at annual “State of State” address to legislature.
Proposed Budget recommends various cuts/improvements to agency budgets.
This is the starting point for the annual Budget Bill.

Agencies appear before legislators.
They provide an accounting of monies spent in the previous year.
They also justify any improvements to their upcoming budget.

Each chamber has different priorities based on legislation passed during the session.

Sometimes, a conference committee made up of members of both chambers is convened to work out differences.
Other times, leadership from the two chambers reach a compromise.

Governor has the authority to veto specific lines in the budget without vetoing the entire bill.
The Budget Office issues guidelines for state agencies to prepare expenditure schedules.

Expenditure schedules allow the agencies to receive the money they need to pay for their appropriations.

wvOASIS is the state’s system for tracking the flow of money to and from agencies.

By the end of fiscal year on June 30th, all budgets and expenditure schedules have been set.

The cycle starts again.

Expenditure Schedules:

- **April**: Budget Office issues Expenditure Schedule Guidelines
- **May**: Agencies submit Expenditure Schedules
- **June**: State Budget Office reviews Expenditure Schedules
  - Revenue Cabinet Secretary approves schedules
  - Schedules entered into wvOASIS
- **July**: New Fiscal Year begins July 1st