



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 22, 2014

**TO:** Agency Budget Officers

**FROM:** Jim Crawford, Assistant Director  
Budget Division

**SUBJECT: ACTIVITY INVENTORY RECAST OF 2014 SUPPLEMENTAL BUDGET**

Governor Inslee signed the 2014 supplemental budgets into law on April 4, 2014. It is now time for agencies to update the estimated costs of agency activities. **This recast budget version is due to the Office of Financial Management (OFM) no later than Friday, May 9, 2014.**

**Instructions**

All agencies, except those with only one activity, are required to submit an activity recast using the Budget Development System (BDS) in an Enacted Recast, First Year Supplemental version.

To accomplish a recast, please submit a bottom line total budget for each activity, by fiscal year and account, in a decision package PL-9Z. Detailed recast instructions may be found in Lesson 6 of the [BDS Tutorial](#). NOTE: In the past, two methods were offered for agency recast. The multiple RecSum method has been discontinued.

No dollars may be assigned to the activity ZZZX - *Other Statewide Adjustments*. Agencies also may not assign dollars to “inactive” activities because these will be eliminated in the biennial roll to clean up agency activity data. If there are any dollars or FTEs assigned to an activity, that activity must remain in your inventory throughout the 2015-17 biennium.

Note: No activity may contain negative values for any fund or FTEs. “Netting” between activities is not allowed.

Information on how to submit administrative costs is available in Section 2.3 of the [Operating Budget Instructions](#).

The recast version you submit must match the account-expenditure authority type, fiscal year, and FTE totals in the enacted 2014 supplemental budget, **Version 5K – Enacted 2014 Supplemental**. Agencies must use the fiscal year splits and the amounts for nonappropriated funds shown in the enacted supplemental budget even if agencies expect their allotments to vary somewhat from these amounts. This will help avoid delays in completing the recast by May 9.

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Changes to the Activity Inventory should be limited to those required in the enacted budget. Other changes should be deferred until development of the 2015-17 biennial budget. Additional instructions for updates to the Activity Inventory will be forthcoming in mid-May.

Please contact your assigned OFM Budget Analyst ([Contact List](#)) or Linda Swanson, at [Linda.swanson@ofm.wa.gov](mailto:Linda.swanson@ofm.wa.gov), if you believe an activity needs to be added to the system to accommodate the recast, or if you have any questions.

Thank you.