



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 25, 2022

TO: Agency Directors
Statewide Elected Officials
Presidents of Higher Education Institutions
Boards and Commissions

FROM: David Schumacher
Director

SUBJECT: INSTRUCTIONS FOR 2023 SUPPLEMENTAL BUDGET SUBMITTALS

We look forward to working with you on Governor Inslee's budget recommendations for both the 2023-25 biennium and the 2023 supplemental budget that covers the remainder of the current biennium.

This memorandum provides instructions for the 2023 supplemental operating, transportation, and capital budget requests that are due on **Monday, October 3, 2022**.

Operating and Transportation Budgets

The 2023 supplemental operating and transportation budget requests should be limited to:

- Required updates and changes due to legally mandated caseloads, workloads or other legally required changes.
- Necessary technical corrections to the enacted 2021-23 budget.

Narrative descriptions for any revisions should be as detailed as possible and fully explain why the additional costs are necessary. Detailed decision package instructions may be found in [Chapter 2 of the 2023-25 Budget Instructions](#).

Additional funding from other sources. If additional federal or private/local funds, including from the federal Infrastructure Investment and Jobs Act (IIJA), are likely available during the 2021-23 biennium, you should consult with your [assigned OFM budget analyst](#) about utilizing the unanticipated receipt process or including those funds in a supplemental or biennial budget decision package. As always, the normal unanticipated receipt process is suspended during the legislative session.

New fees and extensions of existing fees. All fee increases, whether or not legislation is required, must be part of the agency budget submittal. Submit justification for new, extended or increased fees using the process described in [Chapter 8 of the 2023-25 Operating Budget Instructions](#).

Electronic submittal only. Proposed supplemental operating budget requests may only be submitted to OFM electronically through the Agency Budget System (ABS). The ABS guides agencies in developing and submitting budget decision packages and associated documentation. Alternatives to ABS electronic submittals will not be accepted. When submitted, agency budget requests are available to the public at the new [Agency Budget Request](#) website (best viewed in Chrome). **Again, we do not accept paper copies.**

Capital Budget

Proposals for the 2023 supplemental capital budget should be limited to technical corrections, emergent issues that cannot wait until the 2023-25 biennial budget, or return of projected savings.

Electronic submittal in CBS. All capital budget requests must be submitted to OFM using the Capital Budget System (CBS). The justification for requests must follow the format found in [Chapter 3 of the 2023-25 Capital Budget Instructions](#).

PDF E-binder. In addition to CBS data, each agency must submit a combined PDF “E-binder” of its capital budget request to OFM. This PDF will be posted to OFM’s website, and links will be shared with legislative staff and made available to the public. There are three options for submitting the E-binder:

- If your submittal is below the 20Mb restriction for email, email it to ofm.budget@ofm.wa.gov.
- For agencies *within* the SGN, larger files should be copied to our FTP site by pasting the following address into File Explorer (not a browser): <ftp://ftp.ofm.wa.gov/OFM/Capital Budget Submittals>.
- If *not within* the SGN, mail a thumb drive to OFM at the following address:

Office of Financial Management
300 Insurance Building
P.O. Box 43113
Olympia, WA 98504-3113

Thank you for your assistance. Please direct questions to your [assigned OFM budget analyst](#).

cc: Agency Budget Officers