

BUDGET SUBMITTAL COMPONENTS CHECKLIST

Submittal requirements for all agencies

Agency information

- Agency Head transmittal letter
- Agency organization chart
- Agency activity inventory report
- Performance measure incremental estimates report
- Indirect cost allocation to activities description
- Agency strategic plan
- Agency descriptive text review and update if needed

Recommendation summary

- Recommendation summary at agency level
- Recommendation summary at program level

Decision packages

- Decision package summaries
- Individual decision packages

Agency supporting details

- Summarized revenues
- Proposed fee changes
- Working capital reserve
- Revenue transfer reconciliation statement
- Federal fund estimates/state match
- Additional federal receipts reporting requirements
- Nonbudgeted local fund summary (submittal [form](#))
- Puget Sound Action Agenda: list of DPs and capital project requests
- JLARC audit responses

Other supporting documents

- Fee inventory, required annually if your agency sets and collects fees (submittal [form](#))
- Central services fund split information
- Extraordinary risk management DP and enterprise risk management updates

Additional submittal requirements for transportation agencies

- Summary of goal-oriented initiatives and investments, expected outcomes
- Financial plan (for fund administrators)
- Backlog reduction plan

Additional submittal requirements for the Washington State Patrol

- Updates to recruitment and retention issues, projected retirements
- Academy class schedule
- Vehicle/aviation fleet life-cycle analysis and replacement plan

Additional submittal requirements for the County Road Administration Board

- Supporting statistical information: rural roads, rural bridges, all-weather road programs
- Grant awards table – RAP, CAPP, CFCIP

Additional submittal requirements for the Transportation Improvement Board

- Supporting statistical information: sidewalks, urban arterials, small city arterial programs
- Grant awards table: SCAP, SCSP, SCPP, UAP, SP, APP

Additional submittal requirement for the Freight Mobility Strategic Investment Board

- Grant awards table, Freight Mobility Program

Additional submittal requirements for the Department of Transportation

- Reappropriations and new awards tables for grant programs
- Ferry-specific information (operating), vehicle passenger ridership forecast data, level-of-service information
- Capital program 10-year investment plan narratives, contingency cost/risk reserve spreadsheet
- Summary of "section 601" changes (OFM-approved cost changes)
- Nickel, TPA, and Connecting Washington status reports
- Capital facilities TEIS project list
- Funding plan summaries for mega-projects
- Ferry capital, vessel rebuild and replacement plan, project lists

Additional submittal requirements for higher education agencies

Higher education budget forms 2023-25

- Attachment A-1 locally authorized salary increases
- Attachment A-2a non-faculty exempt CBA template
- Attachment A-2b classified CBA summary

- Attachment A-3 faculty collective bargaining summary
- Attachment B-1 waivers, state supported
- Attachment B-2 waivers, non-state supported
- Attachment B-3 financial aid from non-state sources
- Attachment B-4 student loan debt
- Maintenance and operations for new buildings coming online in 2023-25 (C form)

Other items

- Local fund summaries (report)
- Fund balance management (report)
- Tuition and enrollment change model data (due to LEAP post-budget submittal)