

OSBM Services for State Agencies

Preparing and executing the state budget requires cooperation among many state agencies, and one of the key ingredients of that cooperation is the setting of standards, requirements, and recommended best practices in many areas. Another ingredient of cooperation is the consulting and technical assistance provided to agencies through the Office of State Budget and Management.

Staff Directory -- [Staff](#) contact information and areas of responsibility are kept current for the benefit of agencies needing to share information or ask questions related to any of the functions of OSBM.

Memorandums -- Alerts to agencies concerning approaching deadlines, changes in policies, new information releases, and other issues are released to agencies (and the public) in a series of [memorandums](#) from the State Budget Officer.

Instructions – To guide agencies in preparing and executing the budget, the [budget manual](#) is updated to serve as the set of general instructional guidelines. In addition, OSBM releases a new set of [budget instructions](#) specific to each upcoming biennial budget preparation process. Special [forms](#) required for budget preparation and execution are grouped for ease in access and download.

Data Entry -- On-line, mainframe systems (each of which has an alternative Web-based interface) are maintained by OSBM and used to develop, monitor, and revise the state's budget through agency input and approval processes. The functions of these systems are transaction-based and are divided into four modules: the Budget Preparation System, the Budget Revision System, the Allotment System, and the Salary Control System. Web-based systems for agency data entry have been developed for information relating to results-based budgeting. Other data entry software developed by OSBM for gathering agency information includes annual [fee](#) reporting and the Community Resource Information System (CRIS) for collecting and reporting information on state grants and services available to non-state entities.

Management Services – OSBM provides [management and organizational analysis](#) for agencies as directed by the Legislature, the Governor's Office, or the State Budget Officer, and as requested by state agencies. It also helps agencies with analysis and budget services regarding salary and benefits, administers state grants to non-state entities; approves agency costs of collecting fines and civil penalties and coordinates reporting of "home as a duty station."

Coordination of Statewide Information Technology -- OSBM provides services to agencies for [statewide information technology management](#) and analysis.

Staff to Council of Internal Audit – OSBM conducts internal audits for state agencies requesting shared [internal audit services](#) and supports the Council of Internal Audit.

Revenue and Population Projections – To assist agencies and for consistency in budget preparation, OSBM prepares [revenue projections](#) and [population projections](#) for the state and counties by age, race, and sex for several decades ahead.

Other Statistical Data – In its role of coordination of the collection and dissemination of all state agency statistics related to budgeting, OSBM provides many historical data items including [population estimates for counties](#) and [municipalities](#), [census](#) counts, and [other socio-economic data](#) at the state, county, and lower geographic levels.

Training and Workshops – In addition to an annual [budget conference](#) geared primarily for state agencies, OSBM hold various other workshops and special [events](#) for edification and information sharing. A semi-annual Statistics Forum, coordinated by OSBM, highlights data developments and applications among state agencies. The State Data Center sponsors a variety of workshops available to the public on finding and using census and state agency statistical information.

Disaster Recovery – OSBM has taken the lead to coordinate a guidebook for [disaster recovery](#) efforts among and between the agencies, federal and state, following a major disaster.

Regulatory Analysis – To inform decisions, OSBM economists review and [approve](#) the agency-described economic impact of proposed permanent agency rule changes, based on the legal requirements set forth in the Administrative Procedures Act of the General Statutes and the instructions of the [State Budget Manual](#).