



MARTIN O'MALLEY
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STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

JAMES A. ADKINS
MAJOR GENERAL
THE ADJUTANT GENERAL

MEMORANDUM

Date: July 28, 2011
From: BG (R) Alberto Jimenez, State COS; & COL Mark Tracy, USPFO
To: All State & Federal Program Managers:
Subject: **Joint State/Federal Budget and Spending Plan**

Handwritten notes:
MAT 28 July 2011
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The MMD continues to review and assess the various fiscal elements of the organization. Our goal is to ensure maximum accountability and execution of the federal and state funds allocated to the department for its mission. Our assessment disclosed that a joint state/federal budget and spending plan for those areas where both funds are involved does not exist. It is imperative that this be developed on a yearly basis to ensure both state and federal managers are working in concert with one another and ensuring execution is based on a pre-approved plan. Therefore, the following actions/changes are effective immediately upon receipt of this memorandum:

Development of a Joint State/Federal budget and spending plan for the State's fiscal year is essential to the proper execution and accountability of allocated funds. The plan must delineate each program and its allocated funds for the particular fiscal year, broken by quarter. As a minimum, the Joint State/Federal budget and spending plan must include the following details:

1. A prioritized listing of all personnel and contracts (non-personnel) funded by the joint State/Federal budget and spending plan. The listing of personnel must be supported with a current organizational chart. The listing of contracts must include who will be the assigned contract monitor.
2. A line-item budget by expenditure category cross-referenced to the corresponding State accounting codes by FMIS Expenditure Object and Federal accounting codes by AMSCO number.
3. The state and federal fund totals from the line-item budget must agree to the official fund amounts included in the applicable approved Cooperative Agreement budget modification.
4. The joint State/Federal budget and spending plan must be completed NLT 1 June of each fiscal year before start of the new State's FY. Both State and Federal program managers will certify accuracy with their signature and submit to the DMIL COS and USPFO for final review and approval. The plan for the current FY12 must be completed NLT 28 August 2011
5. At the Quarterly Resource QIB, each State and Federal program manager must jointly present an updated status on their respective joint State/Federal budget and spending plan. Each update must include actual execution rates through the previous quarter, with any projected amounts of over/under execution by line-item.

I have read this memorandum and agree to comply with all of its provisions:

Printed Full Name _____ Title _____

Signature _____ Date _____