



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

BEVERLY EAVES PERDUE
GOVERNOR

CHARLES E. PERUSSE
STATE BUDGET DIRECTOR

August 3, 2010

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers

FROM: Charles E. Perusse *Charles E. Perusse*

SUBJECT: Instructions for Preparation of the 2011-13 Recommended State Budget

As fiscal year 2010 is closed out and the budgetary actions of the 2010 legislative session are certified, it is time to focus on the next major budgeting task: preparing the Governor's 2011-13 recommended state budget.

Biennial budget development will begin with the release of the 2011-13 budget instructions. The instructions provide detailed guidelines on budget development requirements, a schedule of deadlines for completing key steps in the budget preparation process, and a section that highlights changes between this set of instructions and those from the previous biennium. Some of the major changes include:

- Implementation of North Carolina's new integrated budget information system (NC IBIS).
- Creation of a Worksheet I/Base Continuation Budget and revised Worksheet II/Change Budget Process.
- Additional focus on fully integrating program, budget and performance information.

Copies of the budget instructions can be obtained from the OSBM web site (www.osbm.state.nc.us).

Please review these instructions and if you have questions, feel free to contact your budget analyst in our office at (919) 807-4700.