



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

PAT MCCRORY
GOVERNOR

LEE ROBERTS
STATE BUDGET DIRECTOR

January 11, 2016

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions and Agencies

FROM: Lee Roberts 
State Budget Director

SUBJECT: Budget Preparation Executive Meeting Outline

The purpose of this memorandum is to assist agencies in preparing for the upcoming executive meetings regarding budget preparation. The intent of these meetings is to better understand agency needs and align them with Governor McCrory's key priorities. In addition, the Office of State Budget and Management (OSBM) would like to use this time to understand the context around any proposed changes and why the changes are being requested at this point in time. Below is an outline of the intended format of the meetings:

- 5 minutes: Introductions and OSBM Budget Preparation Overview
- 40 minutes: Agency Presentation
- Ranking of agency priorities
 - An update on any changes in population served or changes in mandatory commitments
 - Proposed changes of expansions or reductions to priorities, and any new initiatives, including an overview of how the change will improve performance, how it relates to the Governor's focus on Economy, Efficiency, and Education, and why the agency is proposing this change now
- 15 minutes: Q&A and Next Steps

In addition, attached is the summary template referenced in the budget instructions. This template will be due to OSBM within one week following the executive meeting. Should you have any questions regarding the meeting please do not hesitate to contact your OSBM analyst. We look forward to meeting with you.

