



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**  
**Enterprise Policy**

**Office of Management and Budget – Quarterly Reports- 2018**

**Office of Management and Budget**

**Quarterly Report Policy**

**Date of The Last Revision:** N/A- New Policy

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**1. Purpose**

RI General Laws § 35-1-5 states that the Director of Administration shall “direct the State Budget Officer to project on a quarterly basis the anticipated year-end balance assuming current trends continue and the typical cyclical expenditure patterns prevail over the course of the year. A consolidated quarterly report incorporating the current status and projection shall be released to the public, with copies provided to the chairperson of the House Finance Committee, chairperson of the Senate Finance Committee, house fiscal advisor, and senate fiscal advisor, within forty-five (45) calendar days of the end of each quarter”. Quarterly reports are expected not only to consolidate the current status of state agencies but also to alert those agencies and the State Budget Office to spending patterns that are abnormal and that may need adjustment or corrective actions.

**2. Applicability**

This policy applies to all agencies of state government for which appropriations are enacted in Article 1 of the annual appropriations act.

**3. Procedures for Compliance**

1. Five days prior to the close of each of the first three quarters of the fiscal year, the Budget Office shall inform departments and agencies of the quarterly report due date and requirements.
2. Each agency is responsible for submitting a quarterly report that analyzes each program by funding source within the agency. This report must include a projection of annual expenditures under current trends, versus the enacted appropriation for the first and second quarters, as well as the Governor’s recommended revised appropriation in the third quarter, with year to date expenditures, and projected new expenditures through year-end, resulting in projected total expenditures, with a surplus or deficit projection. Departments must identify all transfers, adjustments, re-appropriations, assumptions, from or to federal, restricted, and other sources.
3. Each agency must conduct an analysis of trends and provide rationale for projected ending conditions.

4. If the agency is projecting overspending as compared to the enacted budget it must also provide to the State Budget Office, either as part of the quarterly report or under separate cover, a plan that lists the activities the agency can and/or will pursue to eliminate the projected deficit. If the projection involves programs for which expenditure estimates were determined by the Caseload Estimating Conference, as established by RIGL 35-17-1 et seq, this should be noted in the quarterly report.

5. Each agency should also conduct an analysis of non-general revenue funds, including federal, restricted, other funds and Rhode Island Capital Plan funds, noting any necessary changes in budget authorizations.

6. Upon submission of the quarterly report to the State Budget Office, the agency's assigned Budget Analyst will review the accuracy of the submission and make any necessary adjustments based on their own independent review of the agency budget and year-to-date spending. Adjustments may include new positions that have been approved but not yet filled, other pending personnel transactions and adjustments for cost allocations across department programs or fund sources.

7. Analysts will compare their analysis with those of the department/agencies to note and investigate material differences. These variances will be discussed with department/agency C.F.O.'s and program staff to reach an understanding of the underlying activity and its impact on the closing position.

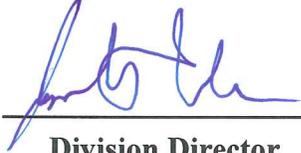
8. The State Budget Office will compile a final quarterly report to be sent to the Governor, the Director of Administration, the House and Senate Finance Committee chairs, and the House and Senate fiscal advisors. The reports for the first and third quarters will also include the outcome of the Revenue and Caseload Estimating Conferences. The final report for each quarter shall also be posted on the OMB website.

#### **4. Repercussions for Noncompliance**

Noncompliance by any agency with the requirements of the quarterly report procedure will result in the State Budget Office holding personnel and/or purchasing requests until the agency comes into compliance.



5. Signatures



**Division Director**



**Date**



**Director of Administration**



**Date**

