

## DEPARTMENT OF BUDGET AND FISCAL PLANNING

R. KENNETH BARNES, *Secretary of Budget and Fiscal Planning*

THOMAS W. SCHMIDT, *Deputy Secretary of Budget and Fiscal Planning*

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The Department of Budget and Fiscal Planning, which was established by Chapter 78, Acts of 1969, superseded the Department of Budget and Procurement, established by Chapter 64, Acts of 1939. Its mission includes budget development, supervision of budget execution, revenue estimating, and coordination of State automatic data processing as major responsibilities. The Secretary, who is appointed by the Governor, with the advice and consent of the Senate, has executive jurisdiction over the Department. The Secretary serves as principal advisor to the Governor in fiscal matters and is a member of the Board of Revenue Estimates, the Employees' Retirement System (ex officio), the State Police Retirement System (ex officio), the State Office Space Committee, the Governor's Task Force on Fleet Management (Chairman), and a number of other coordinating commissions and committees. The Secretary also prepares the Department's portion of the agenda for Board of Public Works meetings (Code 1957, 1971 Repl. Vol., 1975 Supp., Art. 41, sec. 71).

### ADMINISTRATION

Harold I. Buskirk, *Chief of Administration*

State Treasury Building,

Annapolis 21404 Telephone: 269-2116

The Secretary appoints the Chief of Administration. This division administers the internal fiscal operations of the Department, verifies budget requests and budget amendments, maintains master State position control ledgers, prints the State Budget Book and associated publications and records monthly expenditure reports of all State agencies. Through its Baltimore-based Central Collection Unit, established by Chapter 355 of the Acts of 1973, the division acts upon collection of delinquent accounts receivable due the State (Code 1957, 1968 Repl. Vol., 1975 Supp., Art. 15A, secs. 19-21A, 24-27; 1971 Repl. Vol., 1975 Supp., Art. 41, sec. 71).

### BUDGET ANALYSIS

Jay W. Bixby, *Chief of Budget Analysis*

State Treasury Building,

Annapolis 21404 Telephone: 269-2307

The Secretary appoints the Chief of Budget Analysis. This division aids the Secretary in the formulation of the tentative State budget for the Governor's considera-

tion and continually reviews and analyzes the budget execution process. The division promulgates and enforces rules and regulations that ensure economical expenditures of State fiscal resources, and also maximizes the benefits derived from use of State-owned vehicles, and ensures efficient utilization of plant operation and maintenance as well as dietary and allied institutional services (Code 1957, 1968 Repl. Vol., 1975 Supp., Art. 15A, secs. 17-23A, 24-27).

### MANAGEMENT ANALYSIS AND AUDITS

Thomas M. Thomas, *Chief, Management Analysis and Audits*

State Treasury Building,

Annapolis 21404 Telephone: 269-2191

The Secretary appoints the Chief of Management Analysis and Audits. The division conducts management studies, performance audits, and program analysis of the various State agencies and programs. In addition, the division provides technical assistance to State agencies in management, planning and program evaluation; provides for the development and monitoring of the executive planning process and the executive evaluation system. The division also is responsible for the promulgation of rules and regula-