

DEPARTMENT OF BUDGET AND FISCAL PLANNING

Thomas W. Schmidt, *Secretary of Budget and Fiscal Planning*

H. Louis Stettler III, *Deputy Secretary of Budget and Fiscal Planning*

Dennis H. Parkinson, *Assistant Secretary for Operations*

State Treasury Building
Annapolis 21404

Telephone: 269-2114

The Department of Budget and Fiscal Planning, which was established by Chapter 78, Acts of 1969, superseded the Department of Budget and Procurement, established by Chapter 64, Acts of 1939.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 major responsibilities include budget development, supervision of budget execution, revenue estimating, and coordination of State automatic data processing. The Secretary, who is appointed by the Governor with the advice and consent of the Senate, has executive jurisdiction over the Department and appoints all division chiefs. The Secretary serves as principal adviser 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), and a number of other commissions and committees. The Secretary also prepares the Department's portion of the agenda for Board of Public Works meetings (Code 1957, Art. 41, sec. 71).

ADMINISTRATION

Harold I. Buskirk, *Chief of Administration*

State Treasury Building
Annapolis 21404

Telephone: 269-2116

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, Art. 15A, secs. 19-21A, 24-27; Art. 41, sec. 71).

BUDGET ANALYSIS

Don O. Nave, *Chief of Budget Analysis*

State Treasury Building
Annapolis 21404

Telephone: 269-2271

This division aids the Secretary in the formulation of the tentative State budget for the Governor's consideration 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 en-

ures efficient utilization of plant operation and maintenance as well as dietary and allied institutional services (Code 1957, Art. 15A, secs. 17-23A, 24-27).

MANAGEMENT ANALYSIS AND AUDITS

Ray N. Dearborn, *Chief of Management Analysis and Audits*

State Treasury Building
Annapolis 21404

Telephone: 269-2191

The division conducts management studies, performance audits, and program analyses of the various State agencies and programs. In addition, the division provides technical assistance to State agencies in management, planning, and program evaluation and 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 regulations for the economical and efficient use of State-owned motor vehicles (Code 1957, Art. 15A, secs. 17, 20, 22-25).

MANAGEMENT INFORMATION SYSTEMS

David B. Williams, *Chief of Management Information Systems*

State Treasury Building
Annapolis 21404

Telephone: 269-2286