

The Department's major responsibilities concern the budget of State government. They include budget development, supervision of budget execution, revenue estimating, and coordination of State information processing.

By Executive Order the General Administration Program of the Board of Public Works was assigned to the Department of Budget and Fiscal Planning in September 1981.

OFFICE OF THE SECRETARY

Appointed by the Governor with Senate advice and consent, the Secretary of Budget and Fiscal Planning 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 Board of Trustees for Maryland State Retirement and Pension Systems (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 State Finance and Procurement Article, secs. 3-201 through 3-206).

DIVISION OF ADMINISTRATION

John J. Pirro, Jr., *Chief*

Goldstein Treasury Building
60 Calvert St.
Annapolis, MD 21401-1985

974-2116

The Division of Administration administers the internal fiscal operations of the Department, verifies budget requests and budget amendments, maintains master control ledgers of State positions, and prints the State Budget Book and related publications. It prepares the Statewide Cost Allocation Plan that is filed with the federal government to obtain reimbursements for the cost of indirect State services that benefit federally funded programs. Through its Baltimore-based Central Collection Unit, the Division acts upon collection of delinquent accounts receivable due the State (Code 1957, Art. 19, secs. 43-46; State Finance and Procurement Article, secs. 7-101 through 7-121, secs. 3-201 through 3-206).

DIVISION OF BUDGET ANALYSIS

Raymond J. Wright, *Director*

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974-2307

The Division of Budget Analysis aids the Secretary in review, analysis, and formulation of a tentative annual State operating budget for the Governor's consideration. For this purpose, the Division examines, tests, and evaluates requests for

appropriations from all operating units of State government.

The Division studies and makes recommendations on financial, revenue, and fiscal matters that affect the current State budget, including budget amendments. The Division also considers projected budgetary requirements. It examines the administration, organization, staffing, duties, and responsibilities of State agencies to detect any duplication or overlap of work, duties, or functions.

Professional personnel of the Division are assigned certain areas of State government to study and analyze. They evaluate budget requests, historical data, and other information involving State agencies under their review and make recommendations for adjustments.

The Division also enforces numerous laws and regulations that ensure economical and efficient use of State funds, personnel, equipment (including State-owned motor vehicles), and other resources (Code State Finance and Procurement Article, secs. 7-101 through 7-404, secs. 3-201 through 3-503).

DIVISION OF MANAGEMENT ANALYSIS AND AUDITS

John C. DuChez, *Chief*

Attman-Glazer Building
45 Calvert St.
Annapolis, MD 21401-1985

974-2191

The Division of Management Analysis and Audits conducts management studies, performance audits, and program analyses of the various State agencies and programs. It oversees the State Travel Management Office and the State Fleet Management Unit. In addition, the Division provides technical assistance to State agencies in management, planning, program evaluation, and systems development (Code State Finance and Procurement Article, secs. 7-101 through 7-121, secs. 3-501 through 3-503).

DIVISION OF MANAGEMENT INFORMATION SYSTEMS

Robert M. Bassford, *Director*

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974-2280