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MANDATED REPORTS

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- Annual Draft to Governor of general construction projects section of consolidated loan budget.*
- Annual Report to Governor on Equal Employment Opportunity Program due Jan. 1.*
- Annual Report to Governor & General Assembly on specified procurement contracts due Sept. 30.*
- Annual Report to Governor, Senate President, House Speaker, Senate Budget & Taxation Committee, House Appropriations Committee, & Department of Fiscal Services on Catastrophic Event Fund due Jan. 1.*
- Annual Report to General Assembly on regulations & problems concerning State-owned motor vehicles.*
- Annual Report to General Assembly & Board of Public Works on each class of procurement for which noncompetitive negotiated procurement has been approved due Sept. 30.*
- Annual Report to Joint Budget & Audit Committee on indirect cost recovery.*
- Annual Report to Joint Budget & Audit Committee on use of nonbudgeted or dedicated funds for capital construction projects due Jan. 10.*
- Annual Report to Joint Budget & Audit Committee & Department of Fiscal Services on anticipated federal aid & requested increases due Aug. 15.*
- Annual Report to appropriate standing committees of General Assembly on additional staff positions approved by Board of Public Works since previous session due first day of regular legislative session.*
- Annual Report to Board of Public Works, Office of Minority Affairs, & Legislative Policy Committee on procurement contracts awarded to certified minority business enterprises due Sept. 30.*
- Annual Report to Records Management Division of Department of General Services on forms management due July 31.*
- Annual Report to Secretary of General Services on personal records.*
- Quarterly Report to Secretary of Personnel on part-time positions.*
- Report to Governor on changes recommended to improve economy or efficiency in Executive Branch units of State government (based on studies of those units) due periodically.*
- Semi-annual Report to State Treasurer on anticipated debt during next seven-month period due Jan. 1 & July 1.*

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ORIGIN & FUNCTIONS

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The Department of Budget and Fiscal Planning was established in 1969 (Chapter 78, Acts of 1969). Its origins, however, date back to 1916, when, by constitutional amendment, Maryland became the first state to adopt the executive budget system (Chapter 159, Acts of 1916, ratified Nov. 7, 1916). Under that system, primary responsibility for the State budget is assigned to the Governor. Prior to 1916, government agencies, private institutions, and citizens all submitted requests for appropriations directly to the General Assembly, a piecemeal approach which made fiscal planning difficult. In the executive budget, the Governor is required to analyze the needs of State agencies and balance expenditures against anticipated revenues. To assist the Governor in preparing the budget, and to consolidate State purchasing and budgetary functions, the Department of Budget and Procurement was formed in 1939 (Chapter 64, Acts of 1939), absorbing the Central Purchasing Bureau created in 1920 (Chapter 184, Acts of 1920). The Department of Budget and Fiscal Planning superseded the Department of Budget and Procurement in 1969. The Purchasing Bureau, formerly under the Department of Budget and Fiscal Planning, was transferred to the Department of General Services in 1970 (Chapter 97, Acts of 1970).

The major responsibilities of the Department of Budget and Fiscal Planning concern the budget of State government. They include budget development, supervision of budget execution, revenue estimating, and coordination of State information processing. The Department ensures that current fiscal needs are met, strives for efficiency in State government, and through evaluation and study of economic conditions, makes plans to meet future needs.

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. The Office of Capital Budgeting of the Department of Planning was transferred to the Department of Budget and Fiscal Planning in 1989 and renamed the Division of Capital Budgeting.