

nor, the Chief is assisted by the Information Technology Board.

INFORMATION TECHNOLOGY BOARD

Francis J. Knott, *Chairperson*

The Governor created the Information Technology Board in 1993 (Executive Order 01.01.1993.06). The Board advises the Chief of Information Technology on the Master Plan of Information Technology and such other matters as the Chief may request.

The Board consists of no more than nineteen members appointed by the Governor. On the Board are representatives from the Comptroller of the Treasury; Department of Economic and Employment Development; State Department of Education; Department of General Services; Department of Health and Mental Hygiene; Department of Human Resources; Department of Public Safety and Correctional Services; Department of Transportation; University of Maryland System; Maryland Higher Education Commission; Maryland Public Broadcasting Commission; Office of Planning; and members of the public. The Chief of Information Technology serves *ex officio*.

DIVISION OF FISCAL PLANNING

T. Eloise Foster, *Assistant Secretary*

45 Calvert St.
Annapolis, MD 21401 (410) 974-5253

The Division of Fiscal Planning studies economic conditions, trends, and indicators, and analyzes their impact on Maryland. The Division prepares forecasts of revenues and expenditures, State debt, and aid to local governments, and undertakes fiscal research projects as needed by the Department.

DIVISION OF ADMINISTRATION

John J. Pirro, Jr., *Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2116

The Division of Administration administers the internal fiscal operations of the Department, verifies budget requests and budget amendments, and maintains master control ledgers of State employee positions. The Division prints the *Maryland State Budget* (known as the State Budget Book) as proposed by the Governor to the General Assembly, and related publications. It also prepares the State-wide 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 (Code 1957, Art. 19, secs.

43-46; State Finance and Procurement Article, secs. 3-201 through 3-206, 7-101 through 7-121).

CENTRAL COLLECTION UNIT

John E. Hand, *Administrator*

300 W. Preston St.
Baltimore, MD 21201 (410) 225-1200

The Central Collection Unit is responsible for the collection of delinquent accounts owed to the State, any of its officials, or units. If an initial collection attempt is unsuccessful, a State agency refers unsettled debts to the Unit. Such debts may be student loans, tuition and fees; public assistance and food stamp overpayments; restitution for damage to State property; workmen's compensation premiums; reimbursement for institutional care; and payment for goods and services provided by the State (Code State Finance and Procurement Article, secs. 3-302 through 3-305).

DATA PROCESSING TRAINING CENTER

John A. Dunnigan, *Administrator*

(410) 225-1046

DIVISION OF BUDGET ANALYSIS

Raymond J. Wright, *Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2271

The Division of Budget Analysis aids the Secretary of Budget and Fiscal Planning 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 budget of State government, 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 about State agencies under their review and make recommendations regarding agency budgets.

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