

## **SAM - BUDGETING**

### **BUDGET HEARINGS, FINAL BUDGET DOCUMENT PREPARATION**

**6830**

(Revised 5/1998)

Following review of the budget packages, DOF may conduct budget hearings on capital outlay proposals with departmental staff, and as applicable, with agency secretaries and the Governor's Office. Upon completion of these hearings, the client department must:

1. Adjust any approved COBCPs to reflect final decisions;
2. Post decisions in its capital outlay budget galley and supporting budget schedules; and
3. Distribute copies of final COBCPs to DOF and legislative staff in accordance with instructions issued by DOF in its annual Budget Letter.