

Janice K. Brewer
Governor

Governor's Office of
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John Arnold
Director

May 11, 2011

Agency Directors and Budget Officers,

Thank you for your work in helping the State create a balanced budget for FY 2012 and for all you do to fulfill your agency missions despite many difficult circumstances.

As you know, agencies are required to submit cash flow and expenditure reports by the 15th of each month. These reports are invaluable in preparing annual budgets, evaluating special requests, identifying other potential cash flow issues, and displaying the sound management of an agency's finances.

In order to facilitate the collection of these reports and ensure that both Executive and Legislative staff have easy access to this information, OSPB has developed a new software application. This program will also enable us to post these reports on the OSPB website each month to improve public access as well.

To help agencies familiarize themselves with the new software, OSPB will be holding an introductory meeting in approximately two weeks time:

Monday, May 23, 2011, at 11 a.m.
2nd Floor Conference Room, Executive Tower

All state agency budget officers are strongly encouraged to attend. If for any reason you are unable to do so, please notify your OSPB analyst as soon as possible. We look forward to working with you in implementing this enhanced cash flow program.

Sincerely,



John Arnold
Director, OSPB