

Date: 3/15/2010 9:40 AM
Subject: Appropriations reduction account

We appreciate the timely submission of your 5 percent reduction plans for the 2010-11 biennium. The next step in this process is to work with the Comptroller's Office to set aside the fiscal year 2010 amounts you intend to lapse as a portion of your total biennial reduction into an appropriations reduction (or lock box) account. This needs to happen not later than August 2010, and it will assist Comptroller staff in monitoring and crediting lapses for the current fiscal year.

Within the next two weeks, you will receive instructions from the Comptroller's Office regarding the procedures for transferring the fiscal year 2010 appropriations savings to a reduction account. If you have questions or updates regarding your reductions plans, please contact your assigned LBB and GOBPP analysts. Questions regarding the appropriations reduction account should be addressed to your Appropriations Control Officer.

We appreciate your continued cooperation during this process.

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