



# STATE OF INDIANA

**Mitchell E. Daniels, Jr.**  
Governor

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## OFFICE OF MANAGEMENT & BUDGET

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**Charles E. Schalliol**  
Director

August 15, 2006

Dear Colleagues,

Attached are 2008-2009 Budget Instructions for your organization. While it may appear daunting, the formats and procedures will be familiar to your staff with the following exceptions:

1. The "base" will be relatively easy to prepare because the spending will be generally limited to current year numbers.
2. This year's submissions will include your responses to the PROBE results that have been shared with most agencies. We look forward to seeing the programs you recommend for elimination or reduction.
3. We anticipate requests for expanded services and/or new programs. Please keep these requests to critical needs in your opinion. These "back page" requests will be prioritized along with other requests and available funds, which will be limited.

As you make your submissions, I urge you to keep in mind the Governor's and Legislature's direction of making your organization more responsive and cost-effective. The objective is, as Governor Daniels says, to improve services and lower costs.

Sincerely,

Charles E. Schalliol  
Director

cc: Governor Mitchell E. Daniels