

BUDGET REQUEST MANUAL

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Chapter 10 of the Laws of 2006 requires the Governor to provide information relating to contracts for consulting services made for state purposes in the Executive Budget. The information to meet this request will be collected from agencies through their Budget Requests.

Schedule SC-Fiscal is to be completed for **all** contracts for consulting services for state purposes currently in effect and/or for which the agency requests appropriations and/or reappropriations. This schedule will support the reporting requirements mandated by Chapter 10 of the Laws of 2006. For the purposes of this report, a consulting contract for state purposes includes contracts funded through State Operations as well as Capital. Intergovernmental contracts should not be included in this report.

Contracts for consulting services are defined in §8 (17) of the State Finance Law. The definition has been expanded to include any contract entered into by a state agency for: Analysis, Research, Training, Data Processing, Computer Programming, Engineering, Environmental Health Services, Mental Health Services, Accounting, Auditing, Paralegal, Legal, and similar services.

INSTRUCTIONS FOR PREPARING SCHEDULE SC-FISCAL, SERVICE CONTRACTS FOR STATE PURPOSES FOR THE CURRENT AND NEXT FISCAL YEAR

General Heading Entries

"FY 20__-__" Enter the fiscal year for which the budget request is being submitted. Identify the agency for which consulting service contracts are in effect or are expected to be entered into.

Column A

Identify the fund type, or fund types, for which consulting service contracts for state purposes are in effect for the current fiscal year and expected to be in effect for the upcoming budget year.

Columns B and C

For each fund type, specify all appropriations in effect for the current fiscal year and estimated for the upcoming budget year for consulting service contracts for state purposes.

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Columns D and E

For each fund type, specify all reappropriations in effect for the current fiscal year and estimated for the upcoming budget year for consulting service contracts for state purposes.

Columns F and G

For each fund type, specify the estimated total disbursements for the current fiscal year and the upcoming budget year for consulting service contracts for state purposes.

Columns H and I

For each fund type, specify the estimated total number of full time equivalent contract employees hired for the current fiscal year and anticipated to be hired in the upcoming budget year for consulting services contracts for state purposes.

A sample of Schedule SC-Fiscal is available [here](#).

