

BUDGET REQUEST MANUAL

Date	Subject STATEMENT OF THE COMMISSIONER OR AGENCY HEAD	Item
8/22/11		3
Supersedes	SCHEDULE A	Page
9/18/09		1

As part of the agency budget request, the commissioner or agency head should complete **Schedule A**, "Statement of the Commissioner or Agency Head." The purpose of this schedule is to provide a vehicle for the commissioner to clarify the agency's mission and highlight the key elements of the agency's budget request. This statement should cover all appropriation categories (State Operations, Aid to Localities, Capital Projects and Debt Service) for which the agency is requesting funds for the new year and relate requested appropriations to the agency's mission.

Schedule A should include:

1. a concise statement of the agency's mission;
2. a description of funding requirements; and
3. a brief synopsis of revenue, funding and programmatic changes anticipated by the budget request for the coming year.

A sample of this schedule follows.

POLICY ADVICE ON REQUEST

**New York State
Division of the Budget
All Funds Budget Request FY 20__ - __
Statement of the Commissioner or Agency Head**

Agency: