

## B.2 Checklist of Submission Requirements

Because of the level of budget detail captured by the BARS budget system, State agencies are no longer required to submit hard copies of the budget submission. Please use this checklist for reference of what budget submission requirements are still required to be submitted electronically outside of the BARS system. **New this year:** The list also includes data checks that BARS does not validate but agencies should review themselves prior to submitting.

**Even if the OBA analyst is handling submission for the agency in BARS, agencies must send an email to [dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov) and the OBA budget analyst to confirm the agency's submission of the FY 2024 budget request, and attach the listed documents and forms in that message.**

Email Attachment Requirement		Applicable To
<input type="checkbox"/>	Organizational Chart	All agencies
<input type="checkbox"/>	<b>NEW:</b> MOUs or Emails documenting proof of (see Section I.1.1) planned Reimbursable Funds (RFs)	Agencies requesting RFs
<input type="checkbox"/>	DA-8: Motor Vehicle Operation & Maintenance. Please also ensure that the form matches BARS data (0701) at the subprogram/fund type level.	Agencies requesting replacement or new vehicles
<input type="checkbox"/>	DA-25A and DA-25B: Pay Plan Adjustment or New Classification Request: <u>Justification</u> , and <u>Details &amp; Summary</u>	Agencies requesting ASRs
<input type="checkbox"/>	DA-27: Indirect Cost Recovery and Reversion Reporting	All agencies
Data Checks		Applicable To
<input type="checkbox"/>	Actuals. Ensure that agency actuals Expenditure data matches FMIS (the DAFR 6000) at the program/fund type level.	All agencies
<input type="checkbox"/>	Actuals. Ensure that there are no negative expenditures at the object level.	All agencies
<input type="checkbox"/>	Mandates. Make sure that they are fully funded.	All agencies
<input type="checkbox"/>	Scheduled Subobjects. These subobjects have a schedule outlined in instructions or provided separately by the Treasurer's Office: 0698, 0704, capital leases (1021, 1041, 1121, or 1141), 1302, and 1303. Please budget in line with the provided schedules.	All agencies
<input type="checkbox"/>	Turnover. Review agency budget data to make sure that it is reasonable. For example, if positions were moved that the negative turnover (0189 or 0289) values moved with them.	All agencies
<input type="checkbox"/>	Reclassification (0112). Agencies should have a specific plan for included funding, as OBA analysts will ask for such a plan.	All agencies

**REMINDER:** the DA-1, DA-2, DA-3A, DA-20, DA-21A, DA-21B, DA-22, DA-23, DA-24, and DA-28 supporting detail forms are no longer necessary as this information is now captured in the BARS budget system.

**Managing for Results has a separate submission deadline of September 2, and should be emailed to [oba.mfr@maryland.gov](mailto:oba.mfr@maryland.gov) and the OBA analyst by that date.**