

TO: Executive Branch Budget

FROM: Department of Planning and Budget

SUBJECT: Fall 2013 Savings Plans

Last week, your agency head should have received guidance from the Governor's Chief of Staff pertaining to the submission of savings plans. As referenced in the Chief of Staff's memo, instructions for the submission of Fall 2013 Savings Plans have been posted on the Department of Planning and Budget (DPB) Web Site. The deadline for submission is October 21, 2013.

Please familiarize yourself with the instructions on the DPB Web Site prior to attempting submission. Please note that the Budget Savings Strategy module in the Performance Budgeting system will be used to submit your savings strategies. The savings targets that your agency must meet can be obtained by running the [BD5.50 - Savings Strategy Targets](#) report in the PB system. Alternatively, you may view the status of your savings targets at any time within the PB system Budget Savings module.

If you have any questions, please contact your DPB budget analyst.

LINKS:

DPB Web Site: <http://dpb.virginia.gov/>

Savings Plan Instructions:

<http://dpb.virginia.gov/forms/forms.cfm?search=Fall%202013%20Savings%20Plan%20Submissions>