



STATE OF ARKANSAS
BUREAU OF
LEGISLATIVE RESEARCH

David Ferguson, Director
Kim Arnall, Assistant Director
for Fiscal Services
Marty Garrity, Assistant Director
for Legal Services
Richard Wilson, Assistant Director
for Research Services

F

Memorandum

Date: January 11, 2012
To: Senator Key and Representative McLean, Co-Chairs PEER
From: Kevin Anderson, Administrator, Budget and Fiscal Review
Copies: David Ferguson, Kim Arnall
Subject: Fall 2012 Budget Hearings

During the Fall of 2012 the Legislative Council and Joint Budget Committee will hold hearings on the agencies' budget requests for fiscal years 2014 and 2015. As has been done in the past, we have presented guidelines for the hearings in order to accommodate the large number of people and the schedule of members of the General Assembly. The following suggested guidelines are based on those approved by the Legislative Council in February of 2010:

1. The Budget Hearings will begin in October 2012.
2. The committee hearings will begin at 9:00 a.m. and will be held in Committee Room A in the Big Mac Building.
3. The Committee will meet Tuesday through Thursday.
4. Hearings will conclude around 4:30 p.m. except on Thursdays when they will conclude at noon.
5. Monday and Friday will be reserved for subcommittee meetings, Legislative Joint Audit and Legislative Council regular monthly meetings.
6. The Committee will **not** meet in November on Election Day, Veterans Day and Thanksgiving.
7. Each agency director will appear and present his/her budget request before the whole Committee.
8. A member of the legislative staff will summarize the budget request of each agency before the agency presentation begins.
9. Special Budget Subcommittees will be appointed, as needed, to consider selected budgetary matters in more depth.
10. Each member will receive a schedule of the next week's hearings before adjournment on Thursdays.
11. Each member will receive the Summary Budget Manuals, Tax Handbook, "A" Book (Agency Expenditures for the previous 10 years) and "B" Book (Selected Statistical Data).
12. Member's seats will be permanently assigned and name plates be used.