

**5% Base Budget Reduction Form**  
[17-7-111-3\(f\)](#)

**AGENCY CODE & NAME:**

		Minimum Requirement			
		General Fund	State Special Revenue Fund		
<b>TARGETED REDUCTION TO EQUAL 5% OF CURRENT BASE BUDGET</b>		\$ 208,681	\$ 45,117		
<b>Priority</b>	<b>SERVICE(S) TO BE ELIMINATED OR REDUCED</b>	<b>General Fund Annual Savings</b>	<b>State Special Revenue Annual Savings</b>	<b>Matching Federal Funds</b>	
1	Reduce Operating Costs in DO	\$ 292,153	\$ 63,164	\$ 309,428	
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	<b>TOTAL SAVINGS</b>	\$ 292,153	\$ 63,164	\$ 309,428	
	<b>DIFFERENCE</b>	\$ (83,472.00)	\$ (18,047.00)	\$ (309,428.00)	

Form A

# 5% Base Budget Reduction Form

## AGENCY CODE & NAME:

**#1 BRIEF DESCRIPTION OF SERVICE TO BE CONSIDERED FOR ELIMINATION OR REDUCTION:**

Operating Costs in DO.

**#2 THE SAVINGS THAT ARE EXPECTED:**

Savings in operating and personal services costs.

**#3 THE CONSEQUENCES OR IMPACTS OF THE PROPOSED ELIMINATION OR REDUCTION:**

Reducing operating expenses would require delays in staffing, reduced travel and standard office expenditures. Program workload would have to be shifted and reduced resources would affect the delivery of program priorities.

**#4 HOW THE IMPACT TO CONSTITUENTS AND STAFF MIGHT BE MITIGATED:**

Target reductions to operating expenditures with the smallest impact on constituents and staff.

**#5 WHETHER THE SERVICE IS SPECIFICALLY REQUIRED BY STATE & /OR FEDERAL STATUTE - YES OR NO:**

No.

**Form B**