



Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

Administrative Circular 25-11 – 2026-27 Budget Instructions

Date: August 1, 2025

By Direction of: 
Uri Monson, Secretary of the Budget

Contact Agency: Office of the Budget
Governor's Budget Office
Telephone: 717.787.2542

The 2026-27 Budget Instructions will be available on August 15, 2025 on the Office of the Budget websites at [Office of the Budget](#) or [OBConnect](#).

Agency heads, program managers, policy directors, and fiscal officers should closely coordinate the development of their agency budget request with the Office of Budget Operations and the Governor's Policy Office to align the request with the Governor's overarching policy goals and objectives. All data and analysis required to adequately explain and support requests must be included.

As we plan for the 2026-27 fiscal year, agencies should continue to prioritize sound budget planning. It is important for all departments to continue to think critically about the services they provide, and how we can collectively achieve additional efficiencies without compromising the Commonwealth's core responsibilities to residents.

Guidelines for 2026-27 include:

- **Agency budget submissions should only contain cost to carry budget requests.** The Governor's Office, the Office of the Budget, and the Governor's Policy Office will work with agencies through the budget preparation process to determine where Program Revision Requests and initiatives will be included.
- As noted above, agencies should use their agency performance reports to carefully evaluate and review existing programs to ensure that they continue to serve an important purpose and consider phasing out programs which are duplicative or no longer serve their purpose.

All 2026-27 budget submissions must be prepared in accordance with the instructions provided at the weblinks above. The instructions should be reviewed carefully to ensure that budget preparers have a thorough understanding of what is required to complete the submission.

Business Planning and Consolidations (BPC) input forms will be made available to agency staff mapped to budget preparation roles. Agencies must make every effort to meet the deadlines specified on the Budget Submission Calendar at the weblinks above. Agencies should contact their budget analyst in the Office of Budget Operations, Bureau of Budget Analysis, when the BPC version and supporting information are completed and ready for submission.

Electronic copies of the agency budget request must be sent to their Office of Budget Operations, Bureau of Budget Analysis contacts.