Prepare a written report which answers the following questions. Submit it to Kylie Falk at Kylie.falk@dhr.idaho.gov by May 12, 2017. Type your name, agency, and track at the top of the page. There is no minimum page requirement, just make sure you include all of the required information below:

1. **Contact your manager or someone in your agency who can provide you with the information below. (Note: if you work at a large agency, try to get together with your fellow participants when you talk with your budget officer. Don’t forget your co-participants in the East when you do this).**
   - Who prepares your agency budget? Use titles, not actual names.
   - What is the amount of the budget your agency requested for FY2018? Was it more, less, or about the same as last year?
   - What percent of your agency budget comes from:
     - General Funds
     - Dedicated Funds
     - Federal Funds
     - Other Funds (explain)

2. **Listen to your agency’s budget hearing and answer the questions below. Agency budget hearings will be in January or February 2017.**
   *Note: if you are an employee of Health and Welfare or another large agency, you only need to listen to the budget hearing for your specific area/division.*
   - Who presented your agency budget request? Include name & title.
   - Describe your overall impression of the hearing

3. **When the Legislature completes their budget setting, provide the following information. This information is available mid to late March, 2017.**
   - What was the outcome of your agency’s budget request?

Get the schedule of agency budget hearings by accessing http://legislature.idaho.gov/budget/JFAC/BudgetHearing.pdf. The schedule may change, so make sure you keep an eye on it. On the date and time of your agency’s budget hearing, go to http://idahoptv.org/insession/leg.cfm and click on ‘JFAC’ to listen to it live.
If you’re unable to do this, access the digital recordings from Idaho Public Television at http://lso.legislature.idaho.gov/MediaArchive/MainMenu.do after the hearing to get the information.