



November 15, 2024

Pat Sullivan, Director
Office of Financial Management
P.O. Box 43113
Olympia, WA 98504-3113

Dear Director Sullivan:

Per your instructions, the Office of Financial Management is submitting the attached budget reduction options for the FY25 current year budget, as well as the 2025-27 budget. While OFM is an administrative agency, we understand our need to participate in the solution of the state's expected budget deficit. These options were developed with the agency's need to provide excellent service, while working together for an equitable future of every Washingtonian.

In addition to our immediate savings, we are implementing the following freezes*:

1. Freeze hiring for all positions.
2. Freeze all new contracts that are not already pre-approved. All existing subscriptions will be reviewed for utilization.
3. Freeze all travel and all non-required training that is not already pre-approved.
4. Freeze all new equipment purchases.

*Given its criticality to the State of Washington, One Washington and Workday Services will exercise fiscal responsibility and partner with OFM Fiscal and the Deputy Director on approach for supporting critical project activities while also aligning with budgetary expectations and constraints.

Exceptions to these freezes will be reviewed and granted on a case-by-case basis by the deputy and/or the director.

If you have any questions regarding this submittal, please contact me or OFM Budget Manager Kathy Cody at Kathy.cody@ofm.wa.gov or 360.480.7237.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Langford-Herbig".

Jamie Langford-Herbig, CPA
Jamie.Langford@ofm.wa.gov
360.870.7766