

# Administrative Circular

Commonwealth of Pennsylvania  
Governor's Office

12-10  
Number

**Subject:**

Revenue Estimates, 2012-13 & 2013-14 Fiscal Years

**Date:**

July 13, 2012

**By Direction of:**

  
Daniel Meuser, Secretary of Revenue

**Expiration Date:**

July 13, 2013

**Contact Agency:**

Department of Revenue, Bureau of Research, Telephone 717.787.6300

**The Department of Revenue is preparing revenue estimates for use in the Governor's Budget for the 2013-14 fiscal year.**

Forms STD-234, Documentation of Estimates and STD-235, Preparing Estimates, are attached only to copies sent to the budget officer or other appropriate official in each agency.

Form STD-235, Preparing Estimates, lists items by GL code and classification which will be received and transmitted to the Treasury Department by each agency during fiscal year **2013-14**. Deletions, additions, or corrections to this list must be made by title and commitment item. Estimates should be for the fiscal year beginning July 1, 2013, and ending June 30, 2014. Explanations for estimates presented on Form STD-234, Documentation of Estimates, are to include full documentation of the methods of calculation or other justification of the estimate.

Revenue estimates for fiscal year **2012-13** should be reviewed at this time and changes forwarded to the Department of Revenue. Justifications for revisions should include full documentation of the methods of calculation.

The forms are to be completed in duplicate. Agencies should retain one copy and forward the original within six weeks of the date of this circular to the:

Department of Revenue  
Bureau of Research  
1147 Strawberry Square  
Attn: Shane Sanders  
or  
email: [ssanders@pa.gov](mailto:ssanders@pa.gov)