



# Administrative Circular

## Commonwealth of Pennsylvania

### Governor's Office

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## Administrative Circular 23-13 – Revenue Estimates, 2023-24 & 2024-25 Fiscal Years

Date: July 26, 2023

*Patrick M. Browne*

By Direction of: Patrick M. Browne, Secretary of Revenue

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 2024-25 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 2024-25. 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, 2024 and ending June 30, 2025. 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 2023-24 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 email an electronic copy within six weeks of the date of this circular to the:

Department of Revenue  
Bureau of Research  
Kyle Grybos  
email: [kgrybos@pa.gov](mailto:kgrybos@pa.gov)

**This circular replaces, in its entirety, Administrative Circular 22-09, dated July 18, 2022.**