

OpenAI

Leveraging ChatGPT for State Budget Director

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. state government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the State Budget Director: support agency budget submissions, executive budget materials, and reporting. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Financial Managers

USAGov — State and local governments

OpenAI — Use ChatGPT

Budget instructions

Agency call instructions

Best used with: Chat.

Prepare a agency call instructions for the State Budget Director in [Jurisdiction], focused on budget instructions. Use the pasted [Approved state budget calendar and submission guidance] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Submission checklist

Best used with: Chat.

Prepare a submission checklist for the State Budget Director in [Jurisdiction], focused on budget instructions. Use the pasted [Approved state budget calendar and submission guidance] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget calendar digest

Best used with: Chat.

Prepare a budget calendar digest for the State Budget Director in [Jurisdiction], focused on budget instructions. Use the pasted [Approved state budget calendar and submission guidance] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget instructions

Agency training outline

Best used with: Chat.

Prepare a agency training outline for the State Budget Director in [Jurisdiction], focused on budget instructions. Use the pasted [Approved state budget calendar and submission guidance] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Submission question log

Best used with: Chat.

Prepare a submission question log for the State Budget Director in [Jurisdiction], focused on budget instructions. Use the pasted [Approved state budget calendar and submission guidance] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency budget review

Narrative completeness review

Best used with: Chat.

Prepare a narrative completeness review for the State Budget Director in [Jurisdiction], focused on agency budget review. Use the pasted [Agency narrative excerpts and verified budget tables] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency clarification questions

Best used with: Chat.

Prepare a agency clarification questions for the State Budget Director in [Jurisdiction], focused on agency budget review. Use the pasted [Agency narrative excerpts and verified budget tables] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Cross-agency terminology check

Best used with: Chat.

Prepare a cross-agency terminology check for the State Budget Director in [Jurisdiction], focused on agency budget review. Use the pasted [Agency narrative excerpts and verified budget tables] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency budget review

Review meeting agenda

Best used with: Chat.

Prepare a review meeting agenda for the State Budget Director in [Jurisdiction], focused on agency budget review. Use the pasted [Agency narrative excerpts and verified budget tables] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Submission status brief

Best used with: Chat.

Prepare a submission status brief for the State Budget Director in [Jurisdiction], focused on agency budget review. Use the pasted [Agency narrative excerpts and verified budget tables] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Executive budget materials

Executive summary draft

Best used with: Chat.

Prepare a executive summary draft for the State Budget Director in [Jurisdiction], focused on executive budget materials. Use the pasted [Approved budget recommendations and verified summary figures] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget address fact sheet

Best used with: Chat.

Prepare a budget address fact sheet for the State Budget Director in [Jurisdiction], focused on executive budget materials. Use the pasted [Approved budget recommendations and verified summary figures] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget book introduction

Best used with: Chat.

Prepare a budget book introduction for the State Budget Director in [Jurisdiction], focused on executive budget materials. Use the pasted [Approved budget recommendations and verified summary figures] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Executive budget materials

Program narrative review

Best used with: Chat.

Prepare a program narrative review for the State Budget Director in [Jurisdiction], focused on executive budget materials. Use the pasted [Approved budget recommendations and verified summary figures] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget message source check

Best used with: Chat.

Prepare a budget message source check for the State Budget Director in [Jurisdiction], focused on executive budget materials. Use the pasted [Approved budget recommendations and verified summary figures] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget execution reporting

Execution narrative

Best used with: Chat.

Prepare a execution narrative for the State Budget Director in [Jurisdiction], focused on budget execution reporting. Use the pasted [Verified budget-to-actual summaries and agency explanations] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Variance follow-up questions

Best used with: Chat.

Prepare a variance follow-up questions for the State Budget Director in [Jurisdiction], focused on budget execution reporting. Use the pasted [Verified budget-to-actual summaries and agency explanations] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency reporting checklist

Best used with: Chat.

Prepare a agency reporting checklist for the State Budget Director in [Jurisdiction], focused on budget execution reporting. Use the pasted [Verified budget-to-actual summaries and agency explanations] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget execution reporting

Leadership budget brief	Best used with: Chat. Prepare a leadership budget brief for the State Budget Director in [Jurisdiction], focused on budget execution reporting. Use the pasted [Verified budget-to-actual summaries and agency explanations] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.
Reporting discrepancy log	Best used with: Chat. Prepare a reporting discrepancy log for the State Budget Director in [Jurisdiction], focused on budget execution reporting. Use the pasted [Verified budget-to-actual summaries and agency explanations] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Legislative support

Hearing briefing

Best used with: Chat.

Prepare a hearing briefing for the State Budget Director in [Jurisdiction], focused on legislative support. Use the pasted [Approved budget information and hearing requests] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Question response outline

Best used with: Chat.

Prepare a question response outline for the State Budget Director in [Jurisdiction], focused on legislative support. Use the pasted [Approved budget information and hearing requests] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget terminology guide

Best used with: Chat.

Prepare a budget terminology guide for the State Budget Director in [Jurisdiction], focused on legislative support. Use the pasted [Approved budget information and hearing requests] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Legislative support

Agency testimony coordination

Best used with: Chat.

Prepare a agency testimony coordination for the State Budget Director in [Jurisdiction], focused on legislative support. Use the pasted [Approved budget information and hearing requests] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Hearing follow-up tracker

Best used with: Chat.

Prepare a hearing follow-up tracker for the State Budget Director in [Jurisdiction], focused on legislative support. Use the pasted [Approved budget information and hearing requests] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public budget information

State budget explainer

Best used with: Chat.

Prepare a state budget explainer for the State Budget Director in [Jurisdiction], focused on public budget information. Use the pasted [Published budget summaries and approved public guidance] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public budget FAQ

Best used with: Chat.

Prepare a public budget faq for the State Budget Director in [Jurisdiction], focused on public budget information. Use the pasted [Published budget summaries and approved public guidance] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget process timeline

Best used with: Chat.

Prepare a budget process timeline for the State Budget Director in [Jurisdiction], focused on public budget information. Use the pasted [Published budget summaries and approved public guidance] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public budget information

Agency funding fact sheet

Best used with: Chat.

Prepare a agency funding fact sheet for the State Budget Director in [Jurisdiction], focused on public budget information. Use the pasted [Published budget summaries and approved public guidance] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Plain-language budget review

Best used with: Chat.

Prepare a plain-language budget review for the State Budget Director in [Jurisdiction], focused on public budget information. Use the pasted [Published budget summaries and approved public guidance] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.