

April 19, 2016

To: Agency Budget Officers

Spring / Summer Budget Planning and Deliverables:

This week's weather has all of us thinking about summer. While most are gearing up for family, sun and fun, I wanted to take a minute to remind agency budget folks of the spring/summer efforts and deliverables which prepare us for the next biennial budget development cycle. This document is intended to serve as an outline of upcoming events and activities based on "what we know today" and is subject to change. Specific due dates and instructions will be provided as we proceed through the initial budget development season.

Enacted 2016 Supplemental:

With the Governor's signature on Monday April 18, the 2016 supplemental budget became law.

2015-17 Allotment updates for 2016 Supplemental Changes:

OFM published official Expenditure Authority (EA) Schedule updates and specific allotment instructions related to 2016 supplemental appropriations changes moments after the Governor signed the budgets into law. Agency allotment revisions are due no later than April 29. OFM will make every effort to complete allotment review and approval by the April AFRS close on May 13.

Recast of Enacted 2016 Supplemental to Activities:

- The beginning base for the 2017-19 budget is the enacted 2015-17 budget as represented by the 2016 supplemental(s).
- For the budget recast, all appropriated/budgeted funds and FTEs are distributed to the agency Activity Inventory. The activity view of the budget is an essential element of OFM's and the Legislature's review of agency budgets and is a statutory requirement of the Budget and Accounting Act.
- Budget recast should begin April 30 after completion of allotments with submittals no later than May 13.

Program Structure Change Requests:

By law, changes to the basic structure of an agency's budget submittal (e.g., programs, sub-program, titles, etc.) require pre-approval by both OFM and the LEAP Committee. OFM will review requests for program structure changes in mid-May in anticipation of a LEAP Committee hearing in June.

Activity Inventory Updates:

Allotments, activity recast, program structure changes and budget development efforts often reveal the need to modify or update the agency's Activity Inventory. OFM will accept Activity Inventory update requests until June 17.

Budget Systems Biennial "Roll" / Carry Forward Calculation:

- OFM and our WaTech partners will execute the budget systems biennial "roll" mid-May creating the 2017-19 biennium in the suite of applications supporting the state's budget development process.
- OFM, in collaboration with legislative staff and agencies, will create each agency's "Carry-Forward Level". Carry forward will be completed no later than June 3.

2017-19 Biennial Budget Instructions:

OFM anticipates release of the Governor's 2017-19 biennial budget instructions on or about June 10.

2017-19 Biennial Budget Requests:

By law, due dates for budget submittals may not be less than 90 days following the issuance of the Governor's budget instructions. Agency budget due dates will be staggered in early September.

Questions:

Please direct any questions to your [Assigned Budget Analyst](#).

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