



OFFICE OF PLANNING AND BUDGET

Nathan Deal
Governor

Teresa A. MacCartney
Director

April 29, 2014

MEMORANDUM

TO: Agency Heads and Fiscal Officers

FROM: Teresa A. MacCartney *TAM*

RE: Fiscal Year 2015 Annual Operating Budget (AOB)

The Fiscal Year 2015 Annual Operating Budget Procedures and Instructions are available on the OPB website at opb.georgia.gov for you to prepare your AOB. Your AOB submission must reflect the Fiscal Year 2015 Appropriations Act (HB 744) and must be submitted to this office by May 30, 2014. Upon submitting your AOB to your OPB analyst, please also submit a spending plan for the merit pay increase included in HB744.

Included in the instructions are OPB Policies and Procedures for preparing the AOB, guidelines for submitting the AOB in the BudgetNet System, and for preparing amendments to your budgets. Please note updated information on quarterly reporting requirements and budgeting requirements for agencies with energy performance contracts. Instructions on the allotment process will be available at a later date.

Please contact your OPB analyst to set up your agency in BudgetNet to begin loading the FY 2015 AOB and if you have any questions or require any assistance.

TAM/hz