



## OFFICE OF PLANNING AND BUDGET

**Nathan Deal**  
Governor

**Teresa MacCartney**  
Director

July 11, 2013

### **MEMORANDUM**

**TO:** Agency Heads  
Fiscal Officers

**FROM:** Teresa MacCartney, Director *JM*  
Office of Planning and Budget

**RE:** **Budget Instructions: Amended FY 2014 and FY 2015**

Thanks to your leadership and support, Georgia has weathered the recent economic downturn. As we look forward to FY 2015, we are cautiously optimistic. The past several years have presented significant fiscal challenges for the State, but Georgia is beginning to see a slow and steady recovery. While revenues are expected to grow at a modest pace, we must continue to focus on meeting the basic needs of a growing state. Governor Deal is asking state agencies to continue to be conservative by focusing available resources strategically on the core roles of the state. After 6 straight years of budget reductions, we are able to maintain the current level of funding in most areas and still provide for specific growth in education and health care.

Governor Deal continues to emphasize the importance of taking a Zero Based Budgeting (ZBB) approach to the state budget. As part of this effort, ZBB and performance management will remain central to the budget development process. Agencies should use these tools in formulating their budget requests to determine the efficiency and effectiveness of their programs.

The General Budget Preparation Procedures are set for use in preparing your agency's Amended FY 2014 and FY 2015 budget request. Each agency, department and authority must submit a budget request that is equal to the level of funding that is appropriated for the FY 2014 budget. However, certain agencies requiring new state funding out of revenue growth may submit workload requests limited to education formulas, and Medicaid and PeachCare growth. Those agencies are noted in the Budget Procedures and will be contacted by Office of Planning and Budget (OPB). The instructions for budget submissions may be accessed on the OPB website at [opb.georgia.gov](http://opb.georgia.gov). The procedures for requesting Capital Outlay funding are included in these instructions. The BudgetTool instructions may be accessed on the same website for entering agency request and will be available on Monday, July 22. Budget submissions are due on September 3, 2013.

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