



OFFICE OF PLANNING AND BUDGET

Brian P. Kemp
Governor

Kelly Farr
Director

May 18, 2023

MEMORANDUM

TO: Agency Heads and Fiscal Officers
FROM: Kelly Farr *KF*
RE: FY 2024 Annual Operating Budget and FY 2023 Year End

The Governor signed HB 19, the FY 2024 Appropriations Act, on May 5, 2023. Agencies may now enter their annual operating budget (AOB) in the Planning and Budget Cloud Services (PBCS) application to reflect the approved budget. Agency AOBs are due in PBCS by Wednesday, May 31, 2023. As a reminder, in the PBCS application, fund source information for the AOB is prepopulated for your agency from the signed version of the appropriations act as tracked by your OPB analyst during the legislative session. Agencies are responsible for verifying that the financial information is reflected correctly by fund source and subprogram and then adjusting object class information as needed to reflect their FY 2024 spending plan. The Annual Operating Budget Policies and Procedures as well as instructions for entering the Annual Operating Budget into PBCS are attached for your convenience and are also available on the OPB website at opb.georgia.gov.

Additionally, as we approach the final month of FY 2023, OPB will be working closely with you and your staff to ensure we end the year in good fiscal order. Agencies should notify their budget analysts of the need for any large or one-time year-end expenditures in addition to reviewing open purchase orders with little to no recent activity to determine if these should be closed. As a reminder, per OPB-SAO policy 4-9-1, agencies should spend federal and other funds first before state funds and must spend retained other fund revenues in the year in which they are earned. State and other funds remaining unspent at year end will be lapsed to Treasury unless OPB approves an agency's request to reserve those funds. Reserve requests will only be considered for specific initiatives directed through the appropriations act where extenuating circumstances prevented the agency from fully expending or encumbering those funds prior to the year-end or where other funds are legally prohibited from being lapsed to the general fund. Attached, please find the OPB-SAO Joint Year End Calendar with deadlines for the financial close of TeamWorks and PBCS to assist you in your year-end planning.

Thank you for your continued leadership and commitment to strong fiscal stewardship as we close out the current fiscal year and look forward to Fiscal Year 2024.

KF/sb