




## OFFICE OF PLANNING AND BUDGET

**Brian P. Kemp**  
Governor

**Richard Dunn**  
Director

May 8, 2024

### **MEMORANDUM**

TO: Agency Heads and Fiscal Officers  
FROM: Richard Dunn   
RE: FY 2025 Annual Operating Budget and Strategic Plan

The Governor signed HB 916, the Fiscal Year (FY) 2025 Appropriations Act, on May 7, 2024. 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 Friday, May 31, 2024.** 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 Office of Planning and Budget (OPB) analyst during the legislative session. Agencies are responsible for verifying that the financial information is reflected correctly by fund source and program, and then they may adjust subprogram and object class information as needed to reflect their FY 2025 spending plan in accordance with legislative intent. The FY 2025 Budget Policies and Procedures document is attached for your convenience and is also available on the OPB website at [opb.georgia.gov](http://opb.georgia.gov).

As part of the Annual Operating Budget process this year, OPB requests that agencies review and update their strategic plans as needed to reflect agency priorities for the upcoming year. Strategic plans are an important tool in establishing the direction for your agency to guide financial and operational decision-making in both the near- and long-term. For the FY 2025 cycle, there are no substantive or structural updates to the guidance or template documents, and detailed instructions have been included in the attached FY 2025 Budget Policies and Procedures document for your reference. In reviewing your strategic plans, agencies should also review corresponding performance measure to ensure they are accurate reflections of your agency's current activities, functions, and goals. Agencies may propose changes to performance measures currently tracked in PBCS in advance of next year's budget development cycle to better support your strategic plan. OPB will review any requested changes in conjunction with the House Budget and Research Office and Senate Budget and Evaluation Office and notify agencies of agreed upon changes to performance measures prior to opening PBCS for fall budget submissions. Please provide proposed performance measure updates to OPB by Friday, June 14<sup>th</sup>, 2024 and FY 2025 strategic plan updates by Friday, June 28<sup>th</sup>, 2024. Both updates should be submitted to OPB's Planning and Strategy Division Director Gus Elliott ([gus.elliott@opb.georgia.gov](mailto:gus.elliott@opb.georgia.gov)) and your OPB analyst.

Thank you for your support as we have worked together and with our legislative partners to build a FY 2025 budget that will keep Georgia the best state in which to live, work, and raise a family.

RD/sb

*AN EQUAL OPPORTUNITY EMPLOYER*

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