



OFFICE OF PLANNING AND BUDGET

Nathan Deal
Governor

Teresa A. MacCartney
Director

March 28, 2013

MEMORANDUM

TO: Agency Heads and Fiscal Officers

FROM: Teresa A. MacCartney *JM*

RE: Fiscal Year 2013 Year End Budget Close Out

As we approach the final quarter of Fiscal Year 2013, OPB will again be working with agencies to ensure that we close the current fiscal year in a strong position to begin FY 2014. Through your assistance in previous years, we have been able to maximize agency surpluses in order to begin rebuilding the Revenue Shortfall Reserve (RSR), which is an important tool in ensuring Georgia is able to withstand any future economic downturns and in maintaining our AAA bond rating.

Governor Deal signed HB 105, the Amended FY 2013 Appropriations Act on March 27. Accordingly, agencies now need to submit an Amended Fiscal Year (AFY) amendment to OPB in BudgetNet that complies with the changes reflected in the approved bill. Agencies should submit their Amended Fiscal Year amendment to OPB no later than the close of business on Wednesday, April 17. Should you have any questions in processing the AFY 2013 amendment, please contact your OPB analyst for assistance.

As your agency implements the Amended budget, please once again make sure that your agency is prioritizing expenditures in order to optimize surplus at fiscal year end. As you did last year, please work closely with your OPB analyst to assess the need for any one-time expenditures on items such as equipment or technology purchases, contractual services, capital outlay, or other initiatives. One-time expenditures should be limited to essential items only. Funds not needed for essential expenditures should be lapsed at year end.

Additionally, as in years past, OPB and the State Accounting Office will work with agencies to identify purchase orders established prior to FY 2012 with little to no recent activity in order to determine any need to keep certain purchase orders open, or where appropriate, to close remaining purchase orders and remit the funds to Treasury.

AN EQUAL OPPORTUNITY EMPLOYER

Finally, we are aware that many agencies may be experiencing the initial impact of federal sequestration reductions during these final months of FY 2013. As a reminder, any reductions in federal funding must be met by finding efficiencies within programs or by making necessary reductions within programs to meet the federal cuts. State funds should not be used to supplant lost federal revenues. Any excess state funds available must be lapsed to the Treasury.

Any surplus funds should be remitted to the Treasury no later than June 30, 2013. If funds are available in your allotment balance account at Treasury, agencies should use the ARIS system and click the "Return of Surplus" button to remit payment. If funds are not available in your allotment account, please contact Lisa Hoover or Donna Bowman at the Office of the State Treasurer, otfsacct@treasury.ga.gov, to make arrangement to send the funds.

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 2014.

TAM/sb

c: Bart Gobeil, Chief Operating Officer
Alan Skelton, State Accounting Officer
Steve McCoy, State Treasurer