



OFFICE OF PLANNING AND BUDGET

Nathan Deal
Governor

Teresa MacCartney
Director

August 1, 2017

MEMORANDUM

TO: Agency Heads
Fiscal Officers

FROM: Teresa A. MacCartney *TAM*

RE: **Budget Instructions: Amended FY 2018 and FY 2019**

Georgia has continued to maintain solid economic growth year over year, and through continued conservative fiscal management, we have used that growth to regrow a depleted revenue shortfall reserve to record levels, restore funding for education, meet the needs of a growing population, and continue to lay the foundation for long-term economic growth through investments in infrastructure and industry. We will continue to put investing in our citizens and the long-term fiscal health of our state first and foremost in looking ahead to the Amended FY 2018 and FY 2019 budgets. This includes fully funding our pension obligations, continuing to invest in transportation infrastructure, and fully funding growth needs in our education and human services/mental health systems. To ensure we are able to fund these priorities, agencies are to maintain FY 2018 spending levels for agency programs.

Additionally, the Office of Planning and Budget is continuing to roll out the Planning and Budget Cloud Services (PBCS) system for budget development. Training for budget development will be held on August 2 and 3 from 9:00 – 12:00. Agencies are strongly encouraged to attend one of these two sessions. Additionally, in order to assist you in entering and submitting your budgets, OPB will hold four additional open house sessions for agencies to work on their budget or performance measure entry onsite with OPB staff. The open house sessions are scheduled for August 15, 17, 22, and 24 from 1:00 – 4:00. Sign up for each of these opportunities can be coordinated through Stephanie Beck at Stephanie.Beck@opb.georgia.gov or 404-656-6507.

The General Budget Preparation Procedures are set for use in preparing your agency's Amended FY 2018 and FY 2019 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 2018 budget. The instructions for budget submissions may be accessed on the OPB website at opb.georgia.gov. The Planning and Budget Cloud Services (PBCS) instructions may be accessed on the same website. Budget submissions are due on Friday, September 1, 2017.

TAM/sbg