



OFFICE OF PLANNING AND BUDGET

Brian P. Kemp
Governor

Kelly Farr
Director

August 6, 2019

MEMORANDUM

TO: Agency Heads
Fiscal Officers

FROM: Kelly Farr 

RE: **Budget Instructions: Amended FY 2020 and FY 2021**

Earlier this month, Governor Kemp met with many of you to discuss his vision and goals for Georgia. He is committed to fundamentally reforming state government to make it more responsive and accessible to our citizens, improve program outcomes, and reduce costs to taxpayers. Governor Kemp has challenged agency leaders to think critically about their organizations and to identify ways to streamline processes, better leverage technology, reduce duplication of efforts, and innovate in order to improve how we do business as a state. To this end, OPB has moved the strategic planning process to coincide with the budget development process to ensure that agency priorities and initiatives align with available resources. I expect the goals and strategies for efficiencies that you will identify in your strategic plans will be reflected in your budget submissions.

Georgia ended FY 2019 with revenues exceeding estimates, and our economy remains strong as we move into FY 2020 and look ahead to FY 2021. Yet, even while state revenues grow, agencies should be continuously looking for ways to carry out their responsibilities more efficiently. Growing revenues does not mean growing the size of government. Instead, we should seek to keep as many dollars in taxpayer hands as possible to grow our economy instead of state government. Therefore, the Governor is asking each agency to find efficiencies within their organizations and to submit budget reduction proposals for Amended FY 2020 of four percent and FY 2021 of six percent.

Additionally, in order to mitigate the need for larger reductions in the latter half of this year, agencies should expect to begin withholding the estimated four percent Amended FY 2020 reduction from their standard monthly allotments beginning on October 1. OPB staff will work with you to determine operational impacts of these reductions and any programs or activities that will be exempt from the withhold.

The General Budget Preparation Procedures are available on the OPB website at opb.georgia.gov for use in preparing your agency's Amended FY 2020 and FY 2021 budget request. Planning and Budget Cloud Services (PBCS) instructions are also accessible on the OPB website. Information on Strategic Planning is available at opb.georgia.gov/strategic-planning. Each agency, department, and authority must submit a budget request that is in

accordance with the Governor's budget instructions. There may be some enrollment or formula driven programs that will be exempted from the reduction requests. OPB will notify you as to those exclusions. Budget submissions and strategic plans are due on Friday, September 6, 2019.

Thank you for your leadership in helping transform Georgia's government, and I and my staff look forward to working with you this fall to ensure that Georgia is providing the highest levels of service to our citizens as efficiently as possible.

KF:sb