



## OFFICE OF PLANNING AND BUDGET

Nathan Deal  
Governor

Debbie Dlugolenski  
Director

May 17, 2011

### MEMORANDUM

TO: Agency Heads and Fiscal Officers

FROM: Debbie Dlugolenski *dd*

SUBJECT: **Fiscal Year 2012 Annual Operating Budget (AOB)**

The Fiscal Year 2012 Annual Operating Budget Procedures and Instructions are available on the OPB website: [opb.georgia.gov](http://opb.georgia.gov) for you to begin working on your AOB. Your AOB submission must reflect the Fiscal Year 2012 General Appropriations Act (HB 78) and must be submitted to this Office by June 3, 2011.

Included in the instructions are OPB Policies and Procedures for preparing the AOB, guidelines for submitting the AOB in the BudgetNet System and for preparing Amendments to your budgets. The Budgetary Control and Interpretation section on page 4 explains the budget level at which agencies are required to track and report revenues and expenditures. Therefore, agencies are encouraged to review this section thoroughly. Instructions on the allotment process will be available at a later date.

Please contact your OPB Policy Analyst to set up your agency in BudgetNet to begin loading the FY 2012 AOB and if you have any questions or require assistance.

DD/lS