



## OFFICE OF PLANNING AND BUDGET

Nathan Deal  
Governor

Teresa MacCartney  
Director

July 26, 2016

### MEMORANDUM

TO: Agency Heads  
Fiscal Officers

FROM: Teresa A. MacCartney *SM*

RE: **Budget Instructions: Amended FY 2017 and FY 2018**

As we close out another successful fiscal year, we are looking ahead to the Amended FY 2017 and FY 2018 budgets. The strong economic growth we have seen across Georgia in recent years has allowed us to meet the needs of the growing population we serve while making strategic long-term investments for future robust growth for our state. We expect revenues for the current and next fiscal years to be sufficient to continue meeting the needs of our growing citizenry, but we are monitoring uncertainties in the global economy. Therefore, Governor Deal will maintain a conservative fiscal management budget strategy in order to plan for any economic contingencies by asking agencies to maintain FY 2017 spending levels for agency programs.

Governor Deal continues to emphasize the importance of taking a Zero Based Budget (ZBB) approach to the state budget. As part of this effort, ZBB and performance management will remain central to the budget development process. Agencies should use these tools in formulating their budget requests to determine the efficiency and effectiveness of their programs.

The General Budget Preparation Procedures are set for use in preparing your agency's Amended FY 2017 and FY 2018 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 2017 budget. The instructions for budget submissions may be accessed on the OPB website at [opb.georgia.gov](http://opb.georgia.gov). The procedures for requesting Capital Outlay funding are included in these instructions. The BudgetTool instructions may be accessed on the same website for entering agency requests and will be available on Monday, August 1. Budget submissions are due on September 1, 2016.

TAM:sb