



# OFFICE OF PLANNING AND BUDGET

**Brian P. Kemp**  
Governor

**Kelly Farr**  
Director

August 6, 2020

## **MEMORANDUM**

**TO:** Agency Heads  
Fiscal Officers

**FROM:** Kelly Farr *KF*

**RE:** **Budget Instructions: Amended FY 2021 and FY 2022**

Thank you for you and your staff's hard work over the last five months to help Georgia respond to and combat the COVID-19 pandemic. Throughout the spring and summer, we have been waging a war on two fronts. One for the physical health of our citizens and one for the economic health of our families and communities. Georgia, like all states saw an economic drop during the spring, but the economic foundations of our state have remained strong, and we are seeing an encouraging resiliency over the summer.

Georgia has historically been, and remains, a strong, fiscally conservative state. That means living within our means and making the tough choices that avoid kicking the can down the road. During the legislative session in June, the Governor recommended and the General Assembly enacted 10 percent budget reductions for state agencies to proactively balance our budget in these trying economic times. Because of the difficult decisions we made during the spring, we are well-positioned to weather the economic challenges we may face. Therefore, given our proactive steps taken to start the year with a structurally balanced budget and resilient economic activity, Governor Kemp is instructing agencies to submit budgets equivalent to their current FY 2021 appropriation for Amended FY 2021 and FY 2022.

The General Budget Preparation Procedures are available on the OPB website at [opb.georgia.gov](http://opb.georgia.gov) for use in preparing your agency's Amended FY 2021 and FY 2022 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](http://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. In some instances, agencies may be permitted to request enrollment or workload driven growth items. OPB will notify your agency of those items. Budget submissions, performance measures, and strategic plans are due on Tuesday, September 1, 2020.

In selecting a cutoff amendment, agencies should ensure that the base budget accurately reflects the known or planned expense of federal and other funds for the year. However, one-time federal funding associated with the federal CARES Act should not be included in the base budget. Agencies may submit amendments to recognize CARES Act funds after they have completed any necessary base budget adjustments for the cutoff amendment. In budgeting CARES Act funds, Governor Kemp has directed agencies to prioritize spending other federal COVID-19 response funds first before requesting to recognize Coronavirus Relief Funds.

Again, thank you for the incredible job that you and each of our state employees have done during these trying times to continue to provide critical services to our citizens to keep Georgia the best state to live, work, and play.

KF:sb