



Financial Management Policies and Procedures

Issued by
Office of Planning and Budget and
State Accounting Office

Policy Number	Section Name	Policy Name	Effective Date	Version
02.01.0401	Budget Amendments/Allotments	Final Year-End Amendment	June 1, 2008	1.0

I. Purpose/Scope

The purpose of this policy is to define the budget standards for closing out the annual operating budget and allotments for the fiscal year.

II. Background

Agencies are required to maintain a budget (original Annual Operating Budget [AOB] plus any amendments) throughout the fiscal year which should represent the agencies' work plan. This work plan is usually a projection of planned expenditures and should represent the agencies' best estimate of federal and other funds. At year end, agencies usually submit a final amendment that either adds revenue or reduces projected revenue for amounts not earned.

Except for the mandatory appropriations required by the Constitution, at the end of each fiscal year, the amount of each appropriation remaining unexpended and not contractually obligated shall lapse and cease to be available.

III. Policy

A. Amendments

- a. OPB will establish deadlines for final amendments (one deadline for State fund amendments and another deadline for Federal and Other fund amendments).
- b. Agencies must designate a final amendment for the fiscal year.
- c. Federal and Other Funds budgets are not required to be adjusted to match actual expenditures. Agencies should contact OPB prior to making this type of change at year end.

- d. Any changes to the budget must be documented at the applicable legal level of control in accordance with the current Appropriations Act, including how the change will affect the services provided in the program.

B. Allotment of State Funds

- a. OPB will establish deadlines for final allotment submission.
- b. Agencies should submit a final allotment, if necessary, after the final amendment is approved by OPB. Generally there will be no need for a final allotment as most agencies' state funds will not change. However, an Executive Order or Fiscal Affairs could amend an agency's state funds and necessitate an allotment

Note: Agencies should reference the current year AOB/Amendment and Allotment instructions for additional information.

IV. Procedure/Guidelines

A. Amendments

- a. Final amendments should be identified when the amendment is submitted.
- b. Agencies should reference current year AOB/Amendment instructions for additional information/requirements.
- c. Agencies are to provide OPB with a final copy of the
 - i. Program Budget Comparison Summary Report (PS ID GLS4008X)
 - ii. Current Monthly Budget Comparison Report (Report ID GLXXX045C, PS ID GLS4006X)
- d. Agencies not using the PeopleSoft application will be required to provide an equivalent report showing budgetary compliance in the agency's accounting system.
- e. Agencies must submit a signed Amendment Submission report indicating "FINAL AMENDMENT" to OPB.

B. Allotments

- a. When the final amendment is approved by OPB, agencies should submit a final allotment correcting any programs to reflect any over-allotment due to changes to the budget.
- b. Agencies should reference current year allotment instructions for additional information/requirements.

V. Authority

O.C.G.A. 45-12-91: All federal funds received by the state are continually appropriated in the exact amounts and for the purposes authorized and directed by the federal government in making the grant.

Article III. Sec IX. Par II(b): The General Assembly shall annually appropriate those state and federal funds necessary to operate all the various departments and agencies. To the extent that federal funds received by the state for any program, project, activity, purpose, or expenditure are changed by federal authority or exceed the amount or amounts appropriated in the general appropriations Act or supplementary appropriation Act or Acts, or are not anticipated, such excess, changed or unanticipated federal funds are hereby continually appropriated for the purposes authorized and directed by the federal government in making the grant. In those instances where the conditions under which the federal funds have been made available do not provide otherwise, federal funds shall first be used to replace state funds that were appropriated to supplant federal funds in the same state fiscal year. The fiscal year of the state shall commence on the first day of July of each year and terminate on the thirtieth of June following.

VI. Approval

Agency	Approval Date
Office of Planning & Budget	5-7-08
State Accounting Office	5-7-08

VII. Revision History

Version	Date
1.0	5-7-08