



# **ANNUAL OPERATING BUDGET AND AMENDMENTS**

## **POLICIES AND PROCEDURES**

### **AGENCY INSTRUCTIONS AND BUDGETNET USER MANUAL**

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**FISCAL YEAR 2017**

**GOVERNOR'S**

**OFFICE OF PLANNING AND BUDGET**

**MAY 2, 2016**

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# General Budget Information

The Official Code of Georgia establishes the state budgetary process. O.C.G.A. 45-12-80 (d) requires all state departments, agencies, boards and authorities to submit an Annual Operating Budget (AOB) to reflect the FY 2017 General Appropriations Act (HB 751) to the Office of Planning and Budget (OPB). The AOB must be in compliance with the appropriated amount by fund source within the appropriated programs and program purpose established in HB 751.

The AOB and supplementary information is due to OPB on or before May 27, 2016. The FY 2017 Agency Strategic Plan is due June 30, 2016.

## Reminders for FY 2017

- OPB publishes quarterly budget and expenditure reports for budget units. Agencies must perform a quarterly review to ensure the budget reflects current spending plans.
- Agencies must submit their proposed spending plan for the FY 2017 merit pay increase with their AOB.
- Agencies with energy performance contracts that will be responsible for debt service payments during FY 2017 must submit an amendment to recognize the full amount of debt service due using the unique object class Energy Performance Contracts.

## Program Budgeting

HB 751 appropriates funds to agencies by program. The FY 2017 AOB must be submitted by object class within programs. The object class amounts provide a detailed budget plan and should reflect the intent shown in the Governor's Budget Report as amended by the General Assembly. Once the AOB is approved, agencies may transfer funds between object classes through subsequent amendments. Transfer of state funds between programs can only be authorized by the Fiscal Affairs Committee, an Executive Order, an Amended Appropriations Act, or as allowed under Section 56: Flex of HB 751.

As a reminder, attached agencies are essentially programs of a parent agency. Therefore, the total number of authorized positions and motor vehicles for

attached agencies must be included in the total number of authorized positions and motor vehicles for the parent agency. Attached agencies that manage their BudgetNet datasets separately from their parent agency should include authorized positions and motor vehicles within the appropriate schedules submitted with their AOB.

Purpose statements for each program in HB 751 must be reflected in the AOB. Report 432-17, Program Structure by Agency will provide the current purpose statements included in BudgetNet for your agency's programs. If the purpose statements in BudgetNet do not match HB 751, please notify your OPB Analyst of the necessary changes.

This document contains clarification of specific language in HB 751, the OPB policies related to the annual operating budget, and procedures for the BudgetNet System.

Instructions can be accessed electronically on the OPB website at: [opb.georgia.gov](http://opb.georgia.gov):

1. Click on the menu item "Budget Information."
2. Mouse over "Budget Documents" in the Budget Information drop down list.
3. From the dropdown list, select 'Budget Instructions – Current Year' in the new window.
4. In the new window, click the FY 2017 AOB Instructions.

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## Budgetary Compliance

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### Special Projects

HB 751 includes Special Projects which authorize specific appropriations for an item that has its own purpose statement. If an agency spends a lesser amount, the funds must lapse and cannot be redirected. Special Projects are intended as special appropriations for a specific purpose and must be consistent with the purpose of the program. Special Projects do not alter the statutory rule that appropriations are an **authorization** to spend (O.C.G.A. 45-12-71(2)).

Agencies are expected to budget these funds in the object class schedule by program. These Special

Projects have their own purpose and reflect specific appropriations at the level of budgetary compliance. In order to demonstrate budgetary compliance, the special projects will be entered as programs with the same name as the associated program and the suffix of ‘Special Project’.

The State Auditor will audit agencies to ensure that these funds are budgeted and specifically expensed for the intended purpose.

### **Budgetary Control and Interpretation**

Section 55 expresses legislative intent regarding the structure of the appropriations bill and what the level of budgetary control is for compliance purposes.

**State Funds:** The State Funds appropriations consist of the amount stated for each line at the lowest level of detail associated with the statement of Program Name and Program Purpose. The AOB must comply with the stated appropriation for the program or Special Project at the lowest level of detail for State Funds:

- State General Funds;
- Motor Fuel Funds;
- Lottery Funds;
- Tobacco Settlement Funds;
- Brain and Spinal Injury Trust Funds;
- Nursing Home Provider Fees; and
- Hospital Provider Payments.

These state funds may be adjusted or transferred between programs only by the Fiscal Affairs Committee, an Executive Order, or an Amended Appropriations Act, or as allowed under Section 56 of HB 751. In the case of Nursing Home Provider Fees and Hospital Provider Payments, a Statutory Amendment may be submitted to amend the budget to reflect actual revenue collections.

**Federal Funds and Federal Recovery Funds:** The Federal and Federal Recovery Funds appropriations consist of the amount stated for each line at the **lowest** level of detail associated with the statement of Program Name and Program Purpose. The AOB must comply with the stated appropriation for the program or Special Project at the lowest level of detail for Federal and Federal Recovery Funds.

The Federal Funds lowest level of detail is as follows:

- CCDF Mandatory & Matching Funds (CFDA 93.596)
- FFIND CCDF Mandatory & Matching Funds (CFDA 93.596)
- Child Care & Development Block Grant (CFDA 93.575)
- FFIND Child Care & Development Block Grant (CFDA 93.575)
- Community Mental Health Services Block Grant (CFDA 93.958)
- Community Service Block Grant (CFDA 93.569)
- Federal Highway Administration Highway Planning & Construction (CFDA 20.205)
- Foster Care Title IV-E (CFDA 93.658)
- Low-Income Home Energy Assistance (CFDA 93.568)
- Maternal & Child Health Services Block Grant (CFDA 93.994)
- Medical Assistance Program (CFDA 93.778)
- Prevention & Treatment of Substance Abuse Grant (CFDA 93.959)
- Preventive Health & Health Services Block Grant (CFDA 93.991)
- Social Services Block Grant (CFDA 93.667)
- FFIND Social Services Block Grant (CFDA 93.667)
- State Children’s Insurance Program (CFDA 93.767)
- Temporary Assistance for Needy Families
- Temporary Assistance for Needy Families Block Grant (CFDA 93.558)
- TANF Transfers to Social Services Block Grant per 42 USC 604
- FFIND Temporary Assistance for Needy Families Block Grant (CFDA 93.558)
- Federal Funds Not Specifically Identified
- Federal Recovery Funds Not Specifically Identified

Federal fund sources that are not specifically listed in the appropriations bill will be summarized as “federal funds not itemized” for reporting purposes.

For the fund sources listed above that are designated as FFIND before the federal program name, agencies should enter these on the federal funds schedule using their regular CFDA name and program number. However, in the Fund Code field, these funds must be designated as Federal Funds Restricted - Indirect by using a fund source number between 30xxx and 39xxx in accordance with state policy.

**OPB requires that all federal recovery fund sources be entered by specific CFDA number and name.**

**Federal recovery funds may not be classified as “Federal Recovery Funds Not Specifically Identified.”**

**Other Funds:** The Other Funds appropriations consist of the amount stated at the **highest** summary level of detail associated with the statement of Program Name and Program Purpose and the lower levels of detail are for information only. The highest level of detail in the appropriations bill is the level of budgetary control.

Agency funds and Intra-State Government Transfers are classified as “Other Funds” for the AOB.

Agencies may adjust appropriated federal, federal recovery, and other fund sources via:

1. Amendment of funds collected in excess of the total amount appropriated to the agency;
2. De-amendment (amend out) of funds not earned by the agency; and
3. Amendment to transfer funds between programs.

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**AOB POLICIES**

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1. All state budget units, as defined in O.C.G.A. 45-12-71(10), must submit an AOB to OPB to reflect the general appropriations act and the agency financial plan for the next fiscal year.
2. The AOB must be in compliance with the programs and fund sources established in the appropriations act. OPB may adjust the agency’s AOB so that it conforms to the appropriations act or return it to the agency for revision.
3. The AOB must reflect the program or subprogram budgets by object classes.
4. The program structure approved in the AOB must be maintained as the official structure for the duration of the fiscal year unless adjusted in the Amended Appropriations Act or by Executive Order.
5. Schedules and supplementary information are considered the AOB or financial plan and periodic work program (see O.C.G.A. 45-12-82) of the state entity and must govern expenditures.

6. Object class schedules, fund source schedules, and other supplementary information are required by OPB. This information allows OPB to ensure that expenditures conform to both the letter and the intent of the General Assembly and Governor in the approved Appropriations Act.
7. Once the AOB is approved, changes to fund sources, transfers between object classes, and transfers among subprograms within a program may occur only through the amendment process.
8. Agencies should amend the AOB to reflect the best estimate of federal funds, federal recovery funds, and other funds to be expensed during the fiscal year. OPB publishes quarterly budget and expenditure reports for budget units. Agencies must perform a review of federal funds, federal recovery funds, and other funds at least quarterly to ensure the budget reflects the current spending plan to the maximum extent possible.

**Programs and Subprograms**

9. OPB creates the Program and Subprogram names and accompanying seven-digit identifier. Should the agency require new program codes, contact OPB prior to entering the budget into BudgetNet, PeopleSoft, or the agency’s accounting system.
10. HB 751 includes Special Projects associated with specific programs. These projects have their own purpose and reflect specific appropriations at the level of budgetary compliance. In order to demonstrate budgetary compliance, the special projects will be entered as programs with the same name as the associated program and the suffix of ‘Special Project’.
11. Subprograms are established by OPB in consultation with the agency and are not published in the appropriations bill or Governor’s Budget Report. Subprograms are used to provide detailed tracking of budgets and/or expenditures within large, complex programs.
12. Changes to subprogram structure must occur in the original AOB. Once the AOB is approved, further changes to program/subprogram structure will only be permitted by an Amended Appropriations Act, Executive Order, or by written approval of the OPB Director.

**Object Classes**

13. Unless otherwise provided in the appropriations act, OPB determines the object classes assigned to an agency for budgeting purposes.
14. Budgets will be tracked by program, fund source, and object classes.
15. New unique object classes must be approved by the OPB Director. Working with the agency, the

Division Director determines the common object classes appropriate for a given program.

16. Debt service payments for Energy Performance Contracts must be accounted for in full in a unique object class at the time that the full payment for the fiscal year is known.

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# Preparing the Annual Operating Budget

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## GETTING STARTED – PROGRAM STRUCTURE AND FUND SOURCES

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The current budget structure in BudgetNet is based on the prior fiscal year's program and fund sources as stated in the appropriations act. Therefore, changes may occur in BudgetNet to accommodate program and fund sources as reflected in HB 751.

**Agencies should notify their OPB analyst to change the program or subprogram structure or to add new fund sources to the drop down menu in BudgetNet.** The OPB analyst will submit a ticket through the electronic Issues Tracking System (ITS) identifying the changes.

For agencies using TeamWorks Financials, OPB will coordinate changes to program structure with the State Accounting Office (SAO). For those agencies not using TeamWorks, program structural changes must be made in their internal accounting system. Once the correct structures are in place, the agency may begin input of the AOB into BudgetNet.

Once the AOB is approved, program changes may only occur with an Amended Appropriations Act or Executive Order. Subprogram changes must be approved by the OPB Director.

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## OBJECT CLASSES

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If object class structure changes are needed, agencies should notify their OPB analyst. The OPB analyst will submit an ITS ticket identifying the changes.

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## STANDARD PROGRAM CODES

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The program code structure in FY 2017 has been standardized to facilitate sharing of financial data by program among OPB, SAO, the House Budget and Research Office, and the Senate Budget and Evaluation Office. The first five numbers identify the program. The last two numbers (01-99) identify the subprogram (e.g., 1560100 = Agriculture Education program, 1560101 = Extended Day/Year subprogram,

1560102 = Youth Camps subprogram.)

In BudgetNet, programs without subprograms have a program code that ends in 01. In PeopleSoft, they will also have a parent program ending in 00 (e.g., BudgetNet program code = 1444501 is equivalent to PeopleSoft program codes = 1444500 and 1444501). As of the FY 2014 AOB, any new programs created in BudgetNet must have at least one subprogram.

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## STARTING DATA SET FOR BUDGETNET DATA ENTRY

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Each agency will select a starting point for entering the FY 2017 AOB into the OPB budget database, BudgetNet. There are three starting data set options:

- FY 2016 AOB;
- An FY 2016 approved amendment; or
- No data pre-loaded – all data must be entered manually.

The OPB analyst will submit an ITS ticket identifying the data set each agency will use prior to entering the AOB in BudgetNet. Once the data set has been advanced, the agency may begin making modifications to this dataset so that it conforms to HB 751.

If there are any changes to the state chart of accounts, program structures, and/or fund sources, not all schedules may be populated with prior-year data. In those cases, all data must be entered manually.

Prior-year funds will not be advanced. They must be amended into the FY 2017 budget after the AOB is approved.

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## STATUS OF DATA SETS

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To provide users with more information about the status of the AOB or an amendment, BudgetNet has a status indicator. It is displayed in the header of each screen with the date of that status and on certain status reports. The status types are as follows:

1. Working – The data set is open and being worked on by the agency. This is the only status that does not display on the screen.
2. Submitted – The data set has been submitted to OPB.
3. Reviewed – The data set has been reviewed by the OPB analyst.
4. Approved – The data set has been approved by the OPB Division Director.

A new amendment dataset cannot be requested until the current dataset is approved. Until an amendment is approved it will not be reflected in available allotment funds. **In order to assure that allotments work properly, it is essential that all agencies attached to a parent agency are on the same amendment number as the parent.**

Report 331 – AOB Amendment Status Report is available to show the status of all amendments.

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**APPROVED BUDGET IN PEOPLESOFT  
PROGRAM LEDGER**

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OPB forwards the agency appropriations from the approved AOB in BudgetNet to PeopleSoft in an overnight process. Object class or subprogram data is not provided in this process. The amounts appear in the Program Ledger in PeopleSoft the next day.

Agencies must ensure that their program and fund source structure in PeopleSoft is the same as BudgetNet in order for data to properly load to the PeopleSoft ledger.

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**SUBMITTING THE AOB – REQUIRED  
SUPPLEMENTARY SUBMISSIONS**

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In addition to entering the budget in BudgetNet, OPB requires agencies submit the following as part of the AOB:

- Spending plan for the merit pay increase;
- Additional information as needed.



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# Introduction To BudgetNet

The AOB will be submitted electronically using the on-line application BudgetNet. BudgetNet is a centralized repository of budget information for all state agencies and programs.

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## REQUESTING BUDGETNET ACCESS

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Each agency should have in place an “Agency Agreement” authorizing access to BudgetNet. Agencies that do not have access should contact their OPB analyst. OPB must also have a “Request for Access” on file for each individual agency user.

To add a user, agencies should:

1. Go to the OPB website at **opb.georgia.gov**.
2. Click on **BudgetNet** link under Applications on the right side of the screen.
3. Click **Accessing BudgetNet** under the **Documents** heading
4. Click **Request for Access** under the **Accessing BudgetNet** menu item. Print and complete the form for new users and user updates.
5. If this is the first time an agency is requesting access to BudgetNet an **Agency Agreement** must be completed. Click Agency Agreement under the **Accessing BudgetNet** menu item. Print and complete the form.
6. Fax form(s) to 404-656-7916.
7. Agencies/users will be notified by email when a password has been assigned.

Use an Issue Tracking System (ITS) ticket to address passwords and security questions, as well as requests regarding user access. Tickets can be submitted from the BudgetNet homepage without logging in to the application by clicking on “Generate a Support Ticket.”

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## SYSTEM OVERVIEW

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BudgetNet is designed to work at the lowest point of entry. All budget data must be entered in the object class schedule at the program or subprogram level. Fund sources are entered by program and subprogram on the fund distribution screen. Fund source detail is

entered on the respective fund source detail screens.

BudgetNet is designed to minimize data entry. This is accomplished by allowing each agency the option to advance a data set forward as the starting point for AOB data entry. Once a data set has been rolled forward, agencies make modifications to the data set until it conforms to HB 751.

### Screen Resolution

BudgetNet was designed for a screen resolution of 1024 by 768 pixels to maximize the display area on the screen. Scroll bars have been added so that users who prefer larger print can set their screen resolution anywhere from 800 by 600 pixels to the recommended 1024 by 768. To adjust the screen resolution, click on the **Windows Start button**, open the **Control Panel**, click on **Display**, select **Settings** and adjust the screen resolution.

### Logging In

1. Go to **opb.georgia.gov**.
2. Click on **BudgetNet** link under Applications on the right side of the screen.
3. Click on **BudgetNet**.
4. Click on **Login** at the top right of the screen.
5. Enter your “Log-in ID” and password.
6. Click on **Login** or press **ENTER** on keyboard.

### BudgetNet Homepage

After log-in, the BudgetNet homepage appears. This screen provides access to an options menu, a reports menu, an allotments menu, an issue tracking system menu, a documents menu, and several links to other applications and websites.

To work on the FY 2017 AOB:

1. Under AOB/Amendment Options, click on Annual Operating Budgets/Amendments.
2. You may also choose the following actions under AOB/Amendment Options: Submit to OPB / Pre-check, or Add Next Amendment.

To work on an amendment for FY 2017:

1. Under AOB/Amendment Options, click on BudgetNet FY 2017. You will enter information as you have done previously.

## Agency AOB Homepage

This screen appears after the user selects **Annual Operating Budget/Amendments** from the BudgetNet Homepage. It is the starting point for data entry.

### To begin data entry:

1. From the drop-down box in the top left corner, select **budget year**. FY 2017 will be pre-populated in this filter. (Users must have security rights to access certain agencies.)
2. Select the **agency**. (Users must have security rights to access certain agencies.)
3. Select a **data set**.
4. Select a **program or sub-program**. Remember that data entry occurs at the lowest level; if a program has subprograms, data entry will only be possible at the subprogram level. (Note: The Fund Distribution screen is the only screen that allows a user to load the fund sources for all subprograms associated with a specific parent program.)
5. Tabs appear across the top of the screen. To begin data entry, select the **Fund Distribution**. This tab has not changed.
6. Next select the **Object Classes** tab. Data for each class will be entered here. Account data is no longer required. Position and motor vehicle counts will be added here as well.
7. Next select the **Federal Funds** and **Other Funds** tabs. These tabs have not changed.

Links to the BudgetNet Homepage (Main Menu), Reports, Views, and Manual are in the top right corner of the page under the status bar. The Manual box will direct you to the AOB/Amendment instructions for the current year.

On-screen views allow users to see real-time snapshots of their summary data. The **Agency Program** View is new. The object class views provide Current Total (“Current”), Change, and New Total. For the AOB, users will see changes they make in the “Current” column. The “Change” column will be activated for

amendments. There are four on-screen views available for the AOB:

- **Agency Program View (V9018)** – shows changes at the agency level by program, subprogram, fund source, position count, and motor vehicle count.
- **Budget Changes by Fund Source View (V9021)** – Shows agency, program or subprogram amount changes by agency fund sources and data set (Data is pulled from the Fund Distribution screen by program or sub-program)
- **Agency Object Class View (V9019)** – shows changes at the agency level by object class, fund source, position count, and motor vehicle count.
- **Program Object Class View (V9020)** – shows changes at the program and subprogram level by object class, fund source, position count, and motor vehicle count.

On-screen views open in separate browser windows. Use the **minimize/maximize/close buttons** in the top corner of the screen to customize the view. You can keep a view open during data entry. To see updated numbers in the view, **save** your data, and then click on the **refresh button** on the Internet Explorer navigation bar.

Views can be copied into Microsoft Excel.

1. Click **Edit** (on the Internet Explorer toolbar)
2. **Select All (Ctrl+A) and then Copy (Ctrl+C)**
3. Open an Excel worksheet
4. Click **Edit**
5. Select **Paste Special**
6. Select **HTML**

### Help/Reporting Problems

Report problems with your log-in process or screen/data entry errors to OPB using the electronic **Issues Tracking System (ITS)**. ITS can be accessed from the ITS Menu on the BudgetNet Homepage.

When you click on **Generate a Support Ticket**, a screen pops up allowing you to generate a ticket where you provide details about the problem you encountered. The OPB development team will manage all issues reported through ITS. See the Issues Tracking System section of these instructions for more information.

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# AOB Schedules

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## ACCESSING THE SCHEDULES

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### Logging In

1. Go to **opb.georgia.gov**.
2. Click on **BudgetNet** link under Applications on the right side of the screen.
3. Click on **Login** at the top right of the screen.
4. Enter your “Log-in ID” and password.
5. Click on **Login** or press **ENTER** on keyboard.

### Accessing Schedules

1. Under **AOB/Amendment Options** on the BudgetNet homepage, click on **Annual Operating Budget/ Amendments**.
2. Select the **Budget Year, Agency, Data Set (AOB), and Program** in which you wish to work.
3. Click on the **fund distribution, object class, or federal or other funds** tabs on the top of the screen to begin data entry.
4. All required data entry fields have a red asterisk. Hold your mouse over the blue triangle next to a data entry field and the name of the field will appear.
5. To access the object class, federal funds, or other funds schedules for a different program or subprogram, you must first select that program or subprogram from the program list. If a program has sub-programs you can only select a sub-program from the list.

### Action Buttons/Boxes

Most schedules contain the following “action buttons” that serve important functions:

- **Remove All** – Check the removal all box to delete all detail records from the schedule. Click “Save” and then “Confirm” to delete the data.
- **Remove** – Click the box in front of the row you want to delete. Click “save” and then “confirm” to delete the data.

(Remove and Remove All do not appear on the Object Class schedule.)

- **Recalculate** – Click to update calculated data on the screen. Note that *clicking the Recalculate button does not save the data*.
- **Save** – Click to recalculate and save data. *If you do not click the “save” button prior to accessing another screen/schedule, you will lose your data.* Always remember to frequently save your data.

Note that availability of action buttons varies from schedule to schedule. Once a data set is submitted to OPB, the “save” button no longer appears on the screen when viewing that particular data set.

### REMINDER

***The server will time-out your session and log you off within 45 minutes if you do not communicate with it.*** Communication with BudgetNet means:

- Clicking “Save”, “Recalculate,” or one of the schedule tabs across the top of the screen
- Selecting a data set, program, or subprogram

Clicking any of these resets the 45 minute clock. If the server logs you off, you will not be notified that you have been logged off until you communicate with the server again. ***If the server logs you off, you will lose any data added since your last communication, so be sure to save your work often.***

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## Entering Budgeted Amounts

Agencies will use the “Current” column in the object class schedule to load the *total funds* for each object class or to load the total amount for each type of federal or other fund. For amendments, the “Current” column will be locked, and any changes to the current approved AOB will be entered in the “Change” column.

BudgetNet will automatically add five rows once the existing rows are populated and saved.

**All sub-totals and totals are calculated fields. Click Recalculate or Save to display updated amounts.**

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### PROGRAM FUND SOURCE

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#### Policy

Initially, all fund sources are loaded when data sets are advanced; however, the AOB must reflect both program structure and fund sources as captured in HB 751. Submit an ITS ticket to add or remove any fund sources to comply with HB 751. Fund sources by program are captured on the program fund source screen.

OPB requires that all detail fund sources in the appropriations act be identified by agency and program in the agency budget. If you anticipate receiving federal funds not appropriated to your agency in HB 751, it is highly recommended that they be set up at the beginning of the fiscal year. (**Note:** Agencies using the enterprise PeopleSoft Financials system should be sure to also set these up in their trees prior to loading their budgets to avoid errors in BudgetNet data transfers to PeopleSoft.)

You can turn off fund sources not used by your agency by submitting an ITS Ticket. This will simplify your entry, views, and reports.

#### Data Entry

The **Program Fund Source** screen may be **accessed** by selecting the agency, data set, and program. Select a parent program that is comprised of sub-programs from the drop-down list. Click the **Fund Distribution** tab. Load fund source data on this screen for all sub-programs. Totals will appear at the program level.

Click on Recalculate to view updated totals and click on **Save** to save your data to the database.

**Note:** After completing the fund source entries for the AOB, run Report 317 to determine if the fund source entries are in balance with the appropriations bill by program and fund source. Next, complete all detailed entries for federal funds, federal recovery funds, and other funds. Run Report 316 to determine if the federal funds, federal recovery funds, and other funds detail match the appropriations bill at the legal level of budgetary control. Finally, enter your object class detail by program.

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### POSITION COUNTS

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Although the Governor’s Budget Report and HB 751 do not reflect an authorized position count, agencies must update the authorized position count to reflect the intent of HB 751 and anticipated staffing levels for FY 2017. Agencies should work with their OPB analyst to determine appropriate adjustments to authorized position count for FY 2017.

For budgetary purposes, attached agencies are essentially programs of a parent agency. Therefore, the total number of authorized positions for attached agencies must be included in the total number of authorized positions for the parent agency. Attached agencies that manage their BudgetNet datasets separately from their parent agency should include authorized positions within the personal services schedule submitted with their AOB.

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### MOTOR VEHICLE COUNTS

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A motor vehicle is defined as any motorized vehicle that carries an operator, and in most cases can carry passengers, regardless of price. Included in the motor vehicles definition are airplanes, helicopters, water craft, golf carts, ATVs, and other small motorized transportation.

For purposes of the Motor Vehicle Count, only road worthy, motorized vehicles that are licensed and carry passengers are included in the vehicle count and considered part of the state fleet. All leased vehicles that meet the above criteria are included in the motor vehicle count.

Any vehicle purchased and used by a state agency, regardless of the fund source used to purchase that vehicle, should be included in the Motor Vehicle Count.

Before the agency may purchase a vehicle, they must show sufficient funds in the Motor Vehicle Purchases object class under the program(s) for which the vehicle will be used.

On the object class schedule in BudgetNet, agencies should enter the total number of motor vehicles assigned to the program/sub-program as approved in the Governor's Budget Report and changed by the appropriations bill. If motor vehicles are not authorized enter "0."

For budgetary purposes, attached agencies are essentially programs of a parent agency. Therefore, the total number of authorized motor vehicles for attached agencies must be included in the total number of authorized motor vehicles for the parent agency. Attached agencies that manage their BudgetNet datasets separately from their parent agency should include authorized motor vehicles within their motor vehicle schedule submitted with their AOB.

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## UNIQUE OBJECT CLASSES

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### Policy

Capital outlay, transfers, grants and benefits, and other unique object classes are identified on the object class schedule. Contact your OPB analyst to add or delete any unique object classes. Additional information may be requested on the detailed budget plan for unique object classes.

### Data Entry

**Current** – Enter the amounts budgeted for each object class listed on the schedule: Capital outlay, transfers, grants and benefits, or other unique object classes.

### **Capital Outlay, Major Maintenance and Repairs - 309**

Enter the amount of cash funded capital outlay on the schedule provided. Complete a supplemental schedule to provide a description of each project funded. Each project should be identified as either Capital Outlay or Major Maintenance and Repairs.

### **Transfers (314)**

Enter the expenditures that are budgeted for the purpose of being transferred to another state entity.

### **Grants and Benefits (315)**

Enter the expenditures for payments outside of state government to individuals, communities, or other organizations.

### **Unique Object Classes**

Enter the budgeted amount for each other unique object class. Complete a supplemental schedule for each unique object class to provide a brief description of the unique object class.

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## SCHEDULE OF FEDERAL FUNDS

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The top half of the Federal Funds screen is for regular federal funds and has a drop-down menu of the federal fund sources and CFDA numbers that have typically been used by the agency in the past. If the CFDA number and name are not in the agency list, submit a ticket to request to add CFDA codes and names. The sum of all federal funds listed must balance with the total federal funds entered on the Funds Distribution screen.

### Data Entry

**CFDA and Federal Grant Title** – Database Required Entry – Select the CFDA code from the drop-down menu.

**Fund Code** – Enter the five-digit PeopleSoft/Fund Source Code. Multiple entries may be made against the same CFDA/Fund Source.

**Purpose/Description** – Describe the purpose of the federal fund.

**Current** – Data entry for the AOB. Enter the amount of the fund.

**Change** – Data entry for amendments only. Enter the change amount.

**New Total** – Calculated field (Current + Change = New Total).

**Total** – Displays the total federal funds entered on the Schedule of Federal Funds.

**Accumulated Total** - Displays the federal funds from the Program Fund Source screen.

**Difference Between Total and Accumulated Total** - “Total” should match “Accumulated Total.” If not, the system will alert the user by displaying the difference in red. BudgetNet will not allow the agency to submit the AOB until the difference is resolved.

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## SCHEDULE OF FEDERAL RECOVERY FUNDS

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The bottom half of the Federal Funds screen is for Federal Recovery Funds. The Federal Recovery Funds screen will have a drop-down menu of the federal recovery fund sources and CFDA number used by the agency. If the CFDA number and name are not in the agency list, submit a ticket to request to add CFDA codes and names. The sum of all federal recovery funds listed must balance with the total federal recovery funds entered on the Funds Distribution screen.

**Note:** OPB requires that all federal recovery fund sources be entered by specific CFDA number and name. Federal recovery funds may not be classified as “Federal Recovery Funds Not Specifically Identified.”

Federal fund sources reflected in the Appropriations Act and not otherwise designated as ARRA in the fund source name but which will be received as a result of the American Recovery and Reinvestment Act of 2009 should be reflected under the Schedule of Federal Recovery Funds by their specific CFDA number and name. In some instances, a federal fund may be reflected partially under the Schedule of Federal Funds and partially under the Schedule of Federal Recovery Funds. The sum of both of lines for the federal program should equal the total shown in the Appropriations Act.

### Data Entry

**CFDA and Federal Grant Title – Database Required Entry** – Select the CFDA code from the drop-down menu.

**Fund Code** – Enter the five-digit PeopleSoft/Fund Source Code. Multiple entries may be made against the same CFDA/Fund Source.

**Purpose/Description** – Describe the purpose of the

federal recovery fund.

**Current** – Data entry for the AOB. Enter the amount of the fund.

**Change** – Data entry for amendments only. Enter the change amount.

**New Total** – Calculated field (Current + Change = New Total).

**Total** – Displays the total federal recovery funds entered on the Schedule of Federal Recovery Funds.

**Accumulated Total** - Displays the federal recovery funds from the Program Fund Source screen.

**Difference Between Total and Accumulated Total** - “Total” should match “Accumulated Total.” If not, the system will alert the user by displaying the difference in red. BudgetNet will not allow the agency to submit the AOB until the difference is resolved.

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## SCHEDULE OF OTHER FUNDS

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### Policy

The Schedule of Other Funds should be completed before all expenditures are allocated on the object class schedules.

### Data Entry

**Appropriations Category – Database Required Entry** - Select the appropriate category that complies with HB 751 from the drop-down menu. To conform to HB 751 one of the following categories must be selected from the drop-down menu for each “Other Fund”:

- Agency Funds
- Other Funds – Not Specifically Identified
- Research Funds
- Records Center Storage Fee
- Indigent Care Trust Fund - Public Hospital Authorities
- INGOV-Health Insurance Payments
- INGOV-Other Intra-State Government Transfers
- INGOV-Retirement Payments
- INGOV-Self Insurance Trust Fund Payments
- INGOV-Medical Services Payments - Other Agencies

Some fund sources may contain an INGOV prefix to identify the other fund sources that are intra-state government transfers in HB 751.

Note that Other Funds are composed of ‘Total Agency Funds’ and ‘Total Intra-State Government Transfers’. As per the Appropriations Act the budgetary level of compliance for these funds is at the summary level.

**Fund Code** – Enter the five-digit PeopleSoft/Fund Source Code. Multiple entries may be made against the same fund source using the fund code to distinguish the nature of the fund.

Use “Name of Other Fund” and “Purpose/Description” to provide further clarification.

**Name of Other Fund** – If Other Funds or Agency funds is selected under Category, enter the name of the fund source.

**Purpose/Description** – Enter any additional information about the fund source.

**Current** – Data entry for the AOB. Enter the amount of the fund.

**Change** – Data entry for amendments only. Enter the change amount.

**New Total** – Calculated field

**Total** – Displays the total other funds entered on the schedule of other funds.

**Accumulated Total** - Displays the other funds from the Program Fund Source screen.

**Difference Between Total and Accumulated Total** - When the other funds schedule is complete, “Total” should match “Accumulated Total.” If not, the system will alert the user by displaying the difference in red. BudgetNet will not allow the agency to submit the AOB until the difference is resolved.

BudgetNet users may submit the “pre-check” at any time to determine if programs are in balance. The “pre-check” validation process compares the total amounts on the Program Fund Source screen to the total amounts entered on the object class schedules and the federal funds, federal recovery funds, and other fund detail schedules. See Submitting the AOB section for instructions on running a pre-check.

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# Reports

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## ACCESSING AOB REPORTS

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Reports can be accessed from the Reports menu on the BudgetNet Homepage and from the top right corner of the Agency AOB/Amendments data entry page. Reports associated with the Annual Operating Budget and Amendments are available from the “Reports Menu.” Additionally, instead of using the menu, the user can also type in a report number and click the “Get Report” button. The filters screen then opens for the selected report.

Reports are typically available in three formats – PDF, Excel Spreadsheet - Report format, or Excel Spreadsheet - Raw format. To export data to Excel, use the Excel Spreadsheet – Report format. To manipulate data in the reports, select excel Spreadsheet – Raw format.

To access reports from the BudgetNet Homepage or the Agency AOB/Amendment data entry page:

1. Click **BudgetNet Reports**.
2. **AOB Reports** menu appears.
3. Select the desired report from the menu. Click (+) sign if a report has multiple options. Click on the desired report.
4. A filter screen appears. Please note that the filter screens can vary by report. What follows is a representative example. Each filter has a drop-down list. Follow the instructions and select the desired options from the drop-down lists:
  - **Select a Report Format** – Choose from PDF, Excel Spreadsheet - Report Format, or Excel Spreadsheet – Raw Format.
  - **Select an Agency** – If applicable, choose an agency. Note that this option only appears for users who work with multiple agencies.
  - **Select a Process (Budget Year)** – Select FY17 AOB/Amendment.
  - **Select a Data Set** – Select FY17 AOB.
  - **Select a Program** – Select the desired program from a list of the department’s programs. (If applicable)
  - **Include Attached Agencies?** – If applicable, check the box.

- Email Notification – should default to your email address on file in BudgetNet but can be changed to send the report notification to someone else.
- Enter **desired finish date** and **desired finish time**.
- Click **Schedule Batch Report** button.

5. The offline report submission confirmation screen appears. From this screen click on links to the report queue, report filters, BudgetNet Homepage or select a different report from the left-hand side of the screen.

You will be notified by email when the report is available in the **Report Queue**. You can access your report by clicking the link in the email notification or by going to the **Report Queue Status** on the BudgetNet Homepage. Click on the (+) sign and the following information about the report is displayed in a drop-down:

- Report Format, Agency, and Amendment Type (The last item can vary by report)

To return to the Agency AOB/Amendment data entry page from reports, you will need to go back to the BudgetNet homepage (“Click **HERE** to return Home”), go to AOB/Amendment Options, and select Annual Operating Budget/Amendment.

### List of Reports

The following reports are available for the FY 2017 AOB:

#### Schedule Reports:

- Federal Funds Schedule (321); Agency Federal Funds Data Export (340)
- Object Class Schedule (751); Agency Object Classes Data Export (752)
- Other Funds Schedule (322); Agency Other Funds Data Export (341)
- Agency Other & Unique Object Class Data Export (342)
- Motor Vehicle Funds by Programs (429)



**Confirmation Reports**

- AOB Data Set Confirmation Report (327)

**Management Reports**

- AOB Amendment Status Report – (331)
- Agency Program Purpose, Goals, and Measures (318)
- Program Structure by Agency (432)

**Statewide Reports**

- AOB Amendment Federal and Other Funds - Detail – (316)
- AOB Amendment -All Funds – (317)
- Statewide Fund Source Detail – (315)

**Summary Reports**

- Agency Program Report – (345)

**Amendment Analysis Worksheet**

- Agency Summary - Amend Analysis - AOB Agency

Summary - Amendment Analysis Worksheet – Appropriation Bill Format (329)

- Program Summary - Amend Analysis - AOB Amendment Analysis Worksheet – Summary by Program (330)
- Changes by Object Class - Excel Data Export – (343)
- Fund Source Excel Data Export – (344)
- Appropriated Federal Funds Transfer – (328)

The number in parenthesis at the end of each report name is a unique report identifier. Use that number in the (parentheses) to communicate your questions regarding reports with OPB technical staff. The report numbers did not change from FY 2016.

All available views can be copied into Excel.

These and additional reports are also available for the amendment process.

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# Submitting The AOB

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## SUBMITTAL PROCESS

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Before you submit your AOB, run a pre-check to verify that all schedules were completed accurately. Only BudgetNet users authorized to submit data sets, usually the fiscal officer, can do so.

The pre-check verifies that:

1. Federal funds, federal recovery funds, and other funds totals from the fund distribution screen match totals on the federal funds, federal recovery funds, and other funds detail schedules.
2. Fund distribution totals by program/subprogram match the sum of total funds on all the object class schedules by program/subprogram; and.
3. Alerts you if there are any negative fund balances. However, it will not prevent you from submitting the AOB.

A message will appear to notify you that one or all of the verifications listed above are in error after you run a pre-check.

### To run a pre-check:

1. Go to the **BudgetNet Homepage**.
2. Click **Submit to OPB/Pre-Check**.
3. A filter screen appears. Select the budget year.
4. Select your **agency**.
5. Select the **data set**.
6. From the option drop-down select **“Pre-Check”**.
7. Click **“Run Submission/Pre-Check”**

The pre-check will result in one of the following two messages:

- “All programs have passed the validation process. Your data set may now be submitted to OPB; or
- “The programs listed below did not pass the “submit to OPB” validation. Please correct the problems and run this again. The submit process will not function if these discrepancies are not corrected. All errors must be corrected before the data set can be submitted to OPB.”

If you receive the first message, you are ready to submit or if you receive a message that reads, “The

following programs have negative fund source balances” and those balances are correct you are ready to submit.

If you receive the second message, correct the problem and repeat steps 1-7.

### To submit your AOB to OPB:

1. Go to the **BudgetNet Homepage**.
2. Click **Submit to OPB/Pre-Check**.
3. A filter screen appears. Select your **agency**.
4. Select the **data set**.
5. Select “Submit” from the drop-down.
6. Click on “Run Submission/Pre-Check”
7. Once the Pre-Check runs again a comment box appears. Use this space to annotate your AOB. Additional documentation may also be sent via email or regular mail.
8. Click **“Run Submission.”** If a pop-up blocker is enabled in your Internet browser, you must disable it at this time. In many cases, you can disable the pop-up blocker by holding down the control key at the same time as you click “Submission.” button.
9. A signature page appears. Print the **signature page** and keep for your records.

The signature page will not appear if your fund sources from the object class schedules and the federal, federal recovery funds, and other funds schedules do not match. In that case, you must correct the problem before you submit. The signature page will not appear if you have a pop-up blocker enabled. The signature page can also be accessed through the reports menu under AOB → Confirmation Reports → AOB Data Set Confirmation Report (327).

BudgetNet will send an email to the agency’s fiscal officer and OPB analyst stating that the AOB has been submitted. The status will change to Submit and the submission date is entered.

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## APPROVAL PROCESS

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After your OPB analyst has been alerted via email that your agency’s AOB has been submitted, the analyst reviews the submittal. Final approval is given by the

OPB Division Director. The agency's fiscal officer will receive an email when the AOB has been approved. The House and Senate budget offices will also be notified by email each time a data set is approved in BudgetNet.

The approved AOB and Amendments are transmitted to the SAO nightly after 10:00 p.m. to update the PeopleSoft program ledger.

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**ACCESS TO YOUR NEXT DATA  
SET/AMENDMENT**

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Once the AOB is approved, the agency may request access to their next data set, amendment one. The

request form is located on the BudgetNet Homepage. Under **AOB/Amendment Options**, click **Add Next Amendment**. Select your agency. You get the following message, "Your request for another amendment has been sent. You will be notified when the amendment is open and ready for agency use."

However if there is an outstanding amendment in BudgetNet that has not been approved you will get the following message: "Your agency still has an open unapproved amendment! You are not allowed a new amendment until (blank) dataset is approved."

Only one open dataset can exist in BudgetNet for an agency at a time.

# Issues Tracking System (ITS)

## OPB ISSUES TRACKING SYSTEM

The Issues Tracking System (ITS) allows all users to create tickets to file trouble reports, ask questions, submit comments or raise issues about the BudgetNet System. When users click on the General a Support Ticket button they are taken directly to the Ticket screen. Enter the pertinent data and click the save

button. Tickets are initially assigned to one of three teams: design, development, or support. As tickets go through this process an ITS internal log is used to record what is done. Once a ticket has been addressed, the history of the ticket is maintained in the database.

To create a ticket click on the “Generate a Support Ticket” link on the BudgetNet Homepage or on the Agency AOB Homepage.



**SUBMIT A NEW TICKET**

**YOU ARE REPORTING AN ISSUE WITH THE FOLLOWING APPLICATION:** \*Mandatory field  
BUDGETNET - AOB/AMENDMENTS

<p><b>REPORTED BY:</b> <input type="text" value="John Smith"/></p> <p><b>YOUR EMAIL:</b> <input type="text" value="john.smith@agency.georgia.gov"/></p> <p><b>PHONE NUMBER:</b> <input type="text"/></p>	<p><b>SUBJECT:</b> <input type="text" value="FY 2017 AOB Dataset"/></p> <p><b>DESCRIPTION OF ISSUE:</b> <input style="height: 60px;" type="text" value="Please advance my agency's FY 2016 Amendment 2 to FY 2017 for AOB entry."/></p>
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**Table 1 contains a short explanation for each field in the ticket:**

Field Name	Explanation
Reported By	Please enter your name, if not already populated, so that you can be contacted regarding this ticket if necessary.
Your email:	Enter your email address. It is a required field.
Subject (mandatory field)	Enter the subject of the ticket. For example – “Report 328-17.”
Description of Use	Type in your question, suggestion, or issue. Please provide the necessary information and explain the issue giving as many details as possible. If an error message appeared, please be sure to include it in its entirety. Required details include: agency name, budget year, dataset, and report number.
Attachments	Use the ‘Browse’ button (top right corner of the ticket box) to attach any reports or files that may help illustrate the problem being reported.

**TABLE 1 - TICKET FIELDS**

**Table 2 contains a short explanation about the buttons:**

Button Name	Action
Save/Exit	Saves the ticket and closes the window.
Cancel	Closes the ticket without saving it.

**TABLE 2 - BUTTONS**

As soon as 'Save/Exit' is clicked, a ticket number is assigned and an email is generated. The email will reference your ticket number and include a link that you can click on to see the current status of your ticket. You can also contact the Help Desk via email at

(Helpdesk@opb.state.ga.us). Be sure to include your ticket number in the email. Please submit a separate ticket for each issue, question, or suggestion you may have.

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# Amendments to the AOB

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## GENERAL INFORMATION

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Throughout the fiscal year, agencies may amend their AOB to reflect changes in Federal Funds, Federal Recovery Funds, and Other funds, the Amended Appropriations Act as passed by the General Assembly, Fiscal Affairs transfers, Executive Orders, or to realign object classes and subprograms.

Amendments are submitted to OPB for approval. Proposed changes to an approved AOB must be made through an amendment submitted via BudgetNet. Agencies may amend in additional federal and other funds as needed. Instructions for preparing and submitting amendments using BudgetNet are available on the OPB website (opb.georgia.gov).

Once the AOB is approved, agencies may request access to the first amendment. Under **Annual Operating Budget/Amendments**, click on **Add Next Amendment**, select the agency and click **OK**.

The following message appears, “Your request for another amendment has been sent. You will be notified when the amendment is open and ready for agency use.”

If your AOB has not been approved, you will get a message informing you that only one open dataset can exist in BudgetNet at the same time.

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## OPB POLICY FOR AMENDMENTS

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1. The official approved version of the agency budget is the latest approved AOB as amended in the OPB BudgetNet system. BudgetNet is the system of record for all agency budgets.
2. Amendments that reconcile the budget in the agency’s financial system with the official approved budget in the OPB BudgetNet system should be submitted on, at least, a quarterly basis.
3. Agencies must maintain an annual operating budget that reflects the best estimate of federal funds, federal recovery funds, and other funds for the fiscal year. Agencies can adjust their estimate

by amendment for funds that are currently and/or will be available during the fiscal year. The final amendment should reflect the final spending plan to the extent possible.

4. Agencies must explain the impact of each amendment on the programs that are involved. The explanation should detail why the amounts are changing and how the additional or reduced funding will impact program services, performance and goals.
5. Transfers of state funds between programs must be authorized only through the fiscal affairs process, an amended appropriations act, Executive Order, or as allowed under Section 56 of HB 751.
6. Agencies are responsible for ensuring that documentation is maintained to support the requested amendment.
7. Agencies are required to ensure that the amendment does not contain any misleading information or untrue statement of material fact.
8. OPB may periodically request documentation in support of the amendment.
9. An electronic signature by the agency head or fiscal officer or his or her designee is required to authorize submission of an amendment.

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## AMENDMENT TYPES

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The following is a list of various amendment types and associated codes. Each amendment must be submitted as a stand alone amendment. Additionally, for any given amendment, both parent agencies and all attached agencies must submit the same type of amendment.

- Fiscal Affairs (FAA)
- Governor’s Executive Orders (EXO)
- Prior Year (PYR)
- Amended Fiscal Year Appropriations (AFY)
- Federal and Other Funds (FOF)

- Internal Budget Transfers (ITN)
- Statutory
- Flex Transfer (FLX)

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**OPB POLICY FOR SPECIFIC  
AMENDMENT TYPES**

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**Fiscal Affairs (FAA)**

The agency must submit an amendment that reflects the approved fiscal affairs transfer. These amendments must net to zero.

**Governor’s Executive Orders (EXO)**

***Governor’s Emergency Funds (EXO)***

The Governor’s Emergency Funds are state funds managed by the Governor and are used for unanticipated expenses. The Governor may allocate the funds in any manner except for the following three restrictions:

- Funds must be allocated to a state agency or budget unit;
- Funds may not replace otherwise budgeted funds; and
- Funds may not create a continuing obligation for the state.

Once the Governor has authorized the allocation of emergency funds, the funds are transferred from the Governor’s Emergency Funds program to the specified receiving agency as a Governor’s Emergency Funds fund source.

***Transfers Between Agencies (EXO)***

The transfer of programs and related funds between agencies must be accomplished through an Executive Order.

OPB will ensure that all agencies affected by the Executive Order process the amendments in a timely manner.

Note: When possible Executive Order Amendments should be included in the base for the next budget cycle.

**Prior Year (PYR)**

State agencies are allowed to carry over State funds to spend in the next fiscal year only if they are authorized to be reserved by the State Accounting Officer or if the agency has constitutional or other statutory authority to carry over State funds (i.e., motor fuel funds). Funds carried over must be used for the intended purpose of the approved reserve or constitutional/statutory authority.

State funds carried over from a prior fiscal year should be amended into the current fiscal year budget in the original program that reserved the funds. The following is a list of Prior Year options:

State General Funds – Prior Year

- Motor Fuel Funds – Prior Year
- Tobacco Settlement Funds – Prior Year
- Lottery Proceeds – Prior Year
- Brain and Spinal Injury Trust Fund – Prior Year
- Governor’s Emergency Funds – Prior Year

See statewide policies issued by OPB and SAO on the budgeting and accounting of prior year funds.

**Federal Funds Amendments (FOF)**

Federal funds and federal recovery funds are identified in the appropriations bill by program. Changes in Federal funds throughout the fiscal year are amended in or de-amended out of the budget. This amendment type should be used to increase or decrease the amount of federal funds or federal recovery funds reflected in the budget.

Federal direct funds are those funds that are received directly from federal agencies. Use the fund source identifier 10xxx - 29xxx as defined in the State Accounting Procedures Manual.

Federal indirect funds are those funds that are received from organizations both within and outside of State government, and are accounted for using the fund source identifier 30xxx – 39xxx as defined in the State Accounting Procedures Manual. Federal indirect funds are amended into the receiving agency’s budget as Federal Funds if the receiving agency is responsible for reporting as required by the federal grantor on the

use of those funds.

Before approving agency allotments, OPB will analyze expenditures and revenues by fund source by program to assure alignments with budgets. If the expenditures from federal funds appear to be significantly out of line with the budget, the agency may be required to submit an amendment to update the approved budget.

### **Other Funds Amendments (FOF)**

Funds received by an agency as payment for services provided to a second agency should be amended to the receiving agency's budget as "other funds." All intra-agency transfers (intra governmental transfers) are considered a type of Other Funds.

Federal indirect funds where no specific requirement exists to provide federal reporting are considered non-Federal, and are amended in as "Other Funds" on the Other Funds schedule and are accounted for using the 'unrestricted' funding source (60xxx – 89xxx) when such funds are from an organization outside of State government, or the 'intra state organization – non-federal' funding source (90xxx – 97xxx) when such funds are from organizations within State government, as defined in the State Accounting Procedures Manual.

An agency must submit an amendment to its budget to reflect actual or estimated receipt of other funds.

### **Internal Transfers (ITN)**

The agency should maintain an approved budget that reflects the agency spending plan by program and object class (subprogram, if applicable). This amendment type should be used to realign object classes within programs or to realign funds between subprograms within programs. The sum of this amendment type should be zero.

### **Statutory (STA)**

The agency must use the Statutory Amendment type to amend any state fund sources that may be changed under statute without further authorization from an appropriations act.

These are typically limited to amendments reflecting changes to Nursing Home Provider Fees and Hospital

Provider Payments if actual collections of these fund sources during the fiscal year do not match the amounts appropriated in the Appropriations Act.

No non-state funds amendments may be submitted using this amendment type.

### **Amended Appropriations Bill (AFY)**

The agency must submit an amendment that reflects only the approved changes in the amended appropriations bill as a stand-alone amendment. Amendments reflecting the amended appropriations bill must be processed prior to any amendments for fiscal affairs transfers that are approved after the bill passes and is signed.

Amended appropriations amendments for the current year must be processed before the OPB deadline for the final state funds amendment.

### **General Assembly and Judicial Branch**

Amendments for the legislative and judicial branches must be approved as submitted unless they violate OCGA 45-12-78 (b).



# APPENDIX A

## Standard Cost Data for FY 2017 Personal Services

### FICA - Tax rate 7.65%:

- 6.2% (OASDI rate) - maximum amount of annual earnings in 2016 subject to tax - \$118,500
- 1.45% (Medicare rate) - no salary cap

### Health Insurance

- \$945 for K-12 teachers funded through the State Board of Education and \$846.20 for all non-certificated personnel.
- 30.454% of salary amounts for all other state employees. This includes regular semi-monthly pay, overtime, night pay, incentive pay and termination pay for accrued annual leave and compensatory time earned under the Fair Labor Standards Act (FLSA) provision.

### Retirement - Employer Contribution Rates

The rates listed apply to regular salary amounts of members of the Employees' Retirement System. Do not include night pay differential or overtime payments in the retirement fringe benefit calculation.

1. Old Plan members – 20.06%. Exceptions are as follows:

Department	Reporting Unit	Retirement	GTLI	Total Rate
Natural Resources - Conservation Rangers	462	19.65%	.0%	19.65%
Natural Resources – Deputy Conservation Rangers	462	19.65%	.0%	19.65%
Public Safety - Uniform Division	466	19.65%	.0%	19.65%
Georgia Bureau of Investigation - Officers and Agents	471	19.65%	.0%	19.65%
Revenue - Alcohol & Tobacco Officers/Agents	474	19.65%	.0%	19.65%
Corrections - Probation Officers	467	19.65%	.0%	19.65%
Pardons and Paroles – Parole Officers	465	19.65%	.0%	19.65%
Community Supervision – Probation and Parole Officers	477	19.65%	.0%	19.65%

2. New Plan Members – 24.81% - Exceptions are as follows:

Department	Reporting Unit	Retirement	GTLI	Total Rate
Natural Resources - Conservation Rangers	462	28.18%	.0%	28.18%
Natural Resources - Deputy Conservation Rangers	462	24.45%	.0%	24.45%
Public Safety - Uniform Division	466	28.18%	.0%	28.18%
Georgia Bureau of Investigation - Officers and Agents	471	28.18%	.0%	28.18%
Revenue - Alcohol & Tobacco Officers/Agents	474	28.18%	.0%	28.18%
Revenue - Special Investigators	474	28.12%	.0%	28.12%
Corrections - Probation Officers	467	24.45%	.0%	24.45%
Pardons and Paroles - Parole Officers	465	24.45%	.0%	24.45%
Community Supervision – Probation and Parole Officers	477	24.45%	.0%	24.45%

3. Other

Department	Reporting Unit	Retirement	GTLI	Total Rate
Court of Appeals – Judges	432	50.02%	0%	50.02%
Supreme Court – Justices	438	50.02%	0%	50.02%

4. Teachers' Retirement System – 14.27%.

5. Full-time employees eligible for ERS membership, hired on and after January 1, 2009 (as well as current employees who wish to “opt-in” to Georgia State Employees’ Pension and Savings (GSEPS) Plan on or after that same date), must be enrolled in the GSEPS Plan. This Plan consists of a *defined benefit* structure and a *401(k) Savings Plan* structure.

For the *defined benefit* portion, members will contribute 1.25% of their salary to the plan and the employer will contribute to the plan an amount defined as the Employer Rate which is set by the ERS Board of Trustees annually. The employer rates approved by the Board of Trustees for the *defined benefit* portion of the Plan for FY 2017 are as follows:

Department	Total Rate For Retirement
Non-law enforcement state employee (GAR)	21.81%
Georgia Bureau of Investigation -#471 Officers/Agents (GOA)	23.56%
Community Supervision - #477 Probation and Parole Officers (DCS)	21.47%
Corrections - #467 Probation Officers (GCO)	21.47%
Natural Resources – #462 Conservation Rangers (GNR)	23.56 %
Natural Resources – #462 Deputy Conservation Rangers (GDR)	21.47%
Pardons and Parole – #465 Parole Officers (GPP)	21.47%
Public Safety – #466 (GPS)	23.56%
Revenue – #474 Agents (GRA)	23.56%
Revenue – #474 Special Investigators (GRI)	23.48%
State Courts (GSC)	21.81%
Tax Officials (GTO)	21.81%
Solicitors Office Staff (GPCT)	21.81%

The employer rate for the 401(k) Savings Plan portion of the plan is computed on an individual participant basis. As of July 1, 2014, new employees are automatically enrolled in the plan at 5% of compensation. Participants are permitted to change this amount at any time. The employer is required to match the first 1% and to pay 50% of the next 4% of employee contributions. The highest percentage an employer will pay for any individual employee is 3% of compensation.