



## OFFICE OF PLANNING AND BUDGET


**Nathan Deal**  
Governor

**Teresa A. MacCartney**  
Director

May 7, 2018

### MEMORANDUM

TO: Agency Heads and Fiscal Officers

FROM: Teresa A. MacCartney 

RE: Fiscal Year 2019 Annual Operating Budget (AOB)

The Governor has signed House Bill (HB) 684, the FY 2019 Appropriations Act. Agencies should now enter their annual operating budget (AOB) in the Planning and Budget Cloud Services (PBCS) application to reflect the approved budget. Agency AOBs are due in PBCS by May 31, 2018. While in past years agencies were required to select a starting point for AOB entry, in the PBCS application, financial information from the signed version of the appropriations act will be prepopulated in your agency's budget. Agencies are responsible for verifying that the financial information is reflected correctly by fund source and subprogram and then adjusting object class information as needed to reflect their FY 2019 spending plan.

Annual Operating Budget Policies and Procedures as well as instructions for entering the Annual Operating Budget into PBCS are available on the OPB website at [opb.georgia.gov](http://opb.georgia.gov). The AOB submission must reflect the Fiscal Year 2019 Appropriations Act (HB 684). Also, please note, that while no merit increases were included in the appropriations act, any changes in salary plans for your staff must be approved by OPB as part of your AOB submission and cannot create additional budgetary needs for the fiscal year.

PBCS will be available for agencies to enter their AOB on May 9. In order to facilitate agencies in entering their AOB in PBCS, OPB will be host two open houses from 1:00 – 4:00 p.m. at our office on May 15 and 17 for agencies to use as an opportunity for one on one training and assistance.

Thank you in advance for your assistance in getting FY 2019 off to a strong start.

TAM/sbg