



OFFICE OF PLANNING AND BUDGET

Nathan Deal
Governor

Teresa A. MacCartney
Director

April 25, 2017

MEMORANDUM

TO: Agency Heads and Fiscal Officers

FROM: Teresa A. MacCartney *gm*

RE: Fiscal Year 2018 Annual Operating Budget (AOB)

As you are aware, the Office of Planning and Budget will be rolling out a new budgeting system with the FY 2018 budget. While BudgetNet will continue to be the system of record for closeout of FY 2017, beginning with the FY 2018 Annual Operating Budget (AOB) and beyond, the new Planning and Budget Cloud Services (PBCS) application will be the system of record. In future years, financial information for the AOB will be imported from the signed version of the appropriations act; however, for FY 2018, we will need assistance from agencies in establishing the initial dataset for the new system. In order to make populating the new system as straightforward as possible, we will be using BudgetNet to create the AOB and then move that data from BudgetNet to PBCS.

BudgetNet is now open for entering your FY 2018 AOB. Agencies will need to request a starting dataset from their analyst for the AOB. Agencies should enter the AOB in BudgetNet as you have done in prior years. However, rather than submitting the AOB in BudgetNet, once you have completed entry, please notify your analyst that you are ready for the data to be loaded into PBCS. Once the data has been loaded into the new system, agencies must validate that all data loaded properly and then submit the AOB request officially to OPB. In order to ensure that both agencies and OPB have sufficient time to validate both the AOB and the data load to PBCS, agencies must have their initial data entered into BudgetNet by May 5, 2017.

Annual Operating Budget Policies and Procedures as well as instructions for entering the Annual Operating Budget into BudgetNet and validating the data in PBCS are available on the OPB website at opb.georgia.gov. Your AOB submission must reflect the Fiscal Year 2018 Appropriations Act (HB 44); however, if there are unique object classes or subprograms that your agency will not use in FY 2018, please take this opportunity to remove those to prevent erroneous information from being loaded in the new system.

In order to facilitate agencies in validating their AOB in PBCS and additionally to assist agencies in entering initial amendment and allotment requests, OPB will be hosting a series of open houses from 1:00 – 4:00 p.m. at our office for agencies to use as an opportunity for one on one training and assistance from our staff.

Annual Operating Budgets – May 9, 11, 16, and 18

Amendments and Allotments – June 13, 15, 20, and 22

Merit Pay Increases

As part of the AOB, agencies must also submit a spending plan for the merit pay increase included in HB 44. As in previous years, merit increases should target high performing employees or be used strategically for recruitment or retention of certain job classifications and not be used for across the board cost of living adjustments nor for one-time lump sum incentives. Agency heads have flexibility to define the levels of performance that will be eligible for merit-pay increases, the amount of the increase, and the implementation date for such increases. Agency heads also have flexibility to define any positions eligible for base pay adjustments to address retention and recruitment needs.

Cyber Insurance Billings

HB 44 includes funding for cyber insurance billings from agencies to the Department of Administrative Services. In order to ensure that we are able to accurately calculate any future budget needs for this item, agencies should budget these billings to regular operating expenses and then expense them using account code 623001 which has been created specifically for these expenditures.

Motor Vehicle and Position Counts

As we start the new fiscal year, agencies should take the opportunity to review the motor vehicle information in BudgetNet/PBCS and ARI and ensure that all vehicles are properly reflected in both systems. Additionally, agencies should review assignment of personal vehicles in ARI to verify that any personnel assigned a vehicle are properly reflected in the system and any personnel changes for your agency that would impact vehicle assignments have been updated accordingly. Agencies should document the continued eligibility of each staff member assigned a vehicle using the Motor Vehicle Assignment and Use Authorization (MV-1) process.

Additionally, your AOB submission must reflect changes in position counts as intended in HB 44. Your OPB analyst will work with you to further assess your position count to ensure that it accurately reflects your budgeted workforce and to recommend any changes to that count that should be included in a future clean-up amendment.

Thank you in advance for your assistance in getting FY 2018 off to a strong start.

TAM/sbg