



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 |
|---------------|-------------------|-----------------------------------|----------------|---------|
| 02.01.0601 | Budget Amendments | De-Amending Federal & Other Funds | July 1, 2008 | 1.0 |

I. Purpose/Scope

The purpose of this policy is to define and clarify the amending and de-amending of Federal and Other funds in agency budgets.

II. Background

Agency budgets should reflect the most current, accurate estimate of Federal and Other funds available for planned expenditures in the current fiscal year. Certain agencies receive excess, changed or unanticipated Federal funds beyond those designated in their original appropriations.

III. Policy

The responsibility for compliance with the legal level of budgetary control for Federal and Other Funds, as specified in the Appropriations Act, is vested within each budgeted organization.

- A. Federal and Other funds should be amended in or de-amended out of the budget as availability and expected use change.
- B. Budgeted Federal and Other funds should reflect the best estimate of anticipated receipts and planned expenditures.
- C. Agencies should review Federal and Other funds periodically, but not less than quarterly, to determine if an amendment to the budget is necessary utilizing the Program Budget Comparison Summary Report (GLS4008X) or equivalent non PeopleSoft data.
- D. De-amending Federal and Other funds should not be used to circumvent legislative intent, including in the Appropriations Act.

IV. Procedure/Guidelines

- A. Agencies must set up PeopleSoft trees or utilize equivalent non PeopleSoft mechanisms to accommodate the legal level of control.
- B. Agencies should reference the current year AOB/Amendment 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 |
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VIII. Revision History

| Version | Date |
|----------------|-------------|
| 1.0 | 3-3-08 |