

1.6.4 ADJUSTMENTS TO CURRENT YEAR SPECIAL FUND AND FEDERAL FUND APPROPRIATION

In August, OBA will send agencies 1) a list of all the budget amendments that should be included in the FY 2017 budget book appropriation column (statewide increments, etc.) and 2) a copy of a report that shows how the amendments affect the starting balance for the working appropriation.

Any other special fund or federal fund appropriation adjustments that increase total agency FY 2017 budgeted funds must be requested through a DA-28 form no later than the budget submission deadline or October 2 (whichever occurs first), and **should NOT be included in the FY 2017 budget book appropriation in the budget request.** In determining funding adjustment requests to submit to DBM, agencies should consider the following:

- 1) Has the agency expended all of its appropriation authority and thus needs additional appropriation authority?
- 2) Does the agency have a history of underutilized special fund and/or federal fund appropriation authority? If so, can appropriation be realigned across programs instead of being increased through the budget amendment process?

Requests will be evaluated by DBM, with decisions made by early October. **Agencies should be aware that only a small number of requests will be processed as a budget amendment in the first half of the fiscal year.**