OFFICE OF PLANNING AND BUDGET

Nathan Deal
Governor

Teresa MacCartney
Director

July 17, 2015

MEMORANDUM

TO: Agency Heads
Fiscal Officers

FROM: Teresa MacCartney, Director
Office of Planning and Budget

RE: **Budget Instructions: Amended FY 2016 and FY 2017**

Georgia continues to experience increasingly strong economic growth during recent years; a trend that we expect to continue into future fiscal years as Georgia remains a worldwide destination for business growth and expansion. We expect that this continued economic growth will be sufficient to enable the state to meet mandatory growth obligations in education and healthcare through increases in state revenues while maintaining the current level of funding for other core state services. Therefore, Governor Deal asks that state agencies continue a conservative approach to the AFY 2016 and FY 2017 budgets by utilizing existing resources strategically to deliver services to Georgians as efficiently and effectively as possible.

Governor Deal continues to emphasize the importance of taking a Zero Based Budget (ZBB) approach to the state budget. As part of this effort, ZBB and performance management will remain central to the budget development process. Agencies should use these tools in formulating their budget requests to determine the efficiency and effectiveness of their programs.

The General Budget Preparation Procedures are set for use in preparing your agency's Amended FY 2016 and FY 2017 budget request. Each agency, department, and authority must submit a budget request that is equal to the level of funding that is appropriated for the FY 2016 budget. However, certain agencies requiring new state funding out of revenue growth may submit workload requests based on direction provided by OPB. The instructions for budget submissions may be accessed on the OPB website at opb.georgia.gov. The procedures for requesting Capital Outlay funding are included in these instructions. The BudgetTool instructions may be accessed on the same website for entering agency requests and will be available on Monday, July 27. Budget submissions are due on September 1, 2015.