



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Approved Operating Budget and Budget Amendments Procedures

Related Policy: FDJJ – 1104.02

I. DEFINITIONS

Actual Salary Rate - Salary rate is the sum total annual salary (bi-weekly gross rate of pay times 26.1 pay periods) of all established positions within each budget entity. Salary rate includes the base salary plus salary additives, if applicable, but does not include benefits paid on behalf of the employee by the State.

Administered Funds Appropriations - Appropriations contained in the GAA for allocation by the Executive Office of the Governor on a statewide basis. Examples include pay package appropriations, casualty insurance premium rate increases, and rent increases.

Approved Operating Budget (AOB) - The AOB is a management tool that clearly displays the amount of funds appropriated, operating reserves, and the net amount of funds available to spend during a state fiscal year.

Approved Salary Rate - The monetary compensation authorized to be paid a FTE position on an annualized basis. The term does not include moneys authorized for benefits associated with the position. In calculating salary rate, a vacant position shall be calculated at the minimum of the pay grade for that position.

Budget Amendment - Requests by agencies to the Governor's Office of Policy and Budget (OPB) for changes in the Approved Operating Budget (AOB). Florida law provides flexibility to the agencies for the utilization of the funds approved in the GAA. There are three types of budget amendments categorized by the level of approval as required by Florida Statutes:

- (1) Agency approval
- (2) Office of Policy and Budget (OPB) approval
- (3) Legislative Budget Commission (LBC) approval

Budget Entity - A unit or function at the lowest level to which funds are specifically appropriated in the appropriations act.

5% Budget Transfers - Transfer of appropriations, which may be approved by the Agency Head. Such actions are limited to transfers between appropriation categories or budget entities as long as no category is increased or decreased by more than 5 percent of the original approved budget or \$250,000, whichever is greater.

Full Time Equivalent (FTE) - Positions authorized by the GAA for the entire normally established work period, daily, weekly, monthly, or annually.

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General Appropriations Act (GAA) - Law passed annually authorizing the expenditure of funds by an agency, the judicial branch, and the legislative branch for stated purposes in the performance of the functions it is authorized by law to perform.

Appropriations for each fiscal year are granted effective July 1 of the fiscal year. The General Appropriations Act (GAA) specifies the number of authorized positions, salary rate associated with authorized positions, amount of funds allocated to each budget entity, the source of funds (General Revenue or Trust Funds), and the appropriation categories. These appropriated amounts are distributed to Executive Leadership Team (ELT) members and Regional Directors in the Approved Operating Budget (AOB).

Legislative Budget Commission (LBC) - A standing joint committee of the Legislature composed of 14 members as follows: seven members of the Senate appointed by the President of the Senate, to include the Chairman of the Senate Budget Committee or its successor, and seven members of the House of Representatives appointed by the Speaker of the House of Representatives, to include the Chairman of the Fiscal Responsibility Council or its successor.

The LBC reviews, approves, or disapproves budget amendments recommended by the Governor or the Chief Justice of the Supreme Court as provided in Chapter 216, F.S. Additionally, the LBC develops the long-range financial outlook for the State of Florida.

Certain budget amendments, as specified in sections, 216.011, 216.181, 216.216, 216.241, 216.262(1)(a), 216.292, 216.1815, 252.37(2), and 288.1088(3)(c), F.S., will require approval by the LBC.

Original Approved Budget - The approved plan of operation of an agency or of the judicial branch consistent with the GAA or special appropriations acts. The Original Approved Budget is provided to each agency by the Governor's Office of Policy and Budget (OPB) on July 1 of each fiscal year.

Program Component - The aggregation of generally related activities which, because of their special character, related workload, and interrelated output, can logically be considered an entity for purposes of organization, management, accounting, reporting, and budgeting.

Proviso - Language that qualifies or restricts a specific appropriation and which can be logically and directly related to the specific appropriation.

II. STANDARDS/PROCEDURES

A. Approved Operating Budget:

The GAA is distributed by the Legislature to all state agencies prior to the commencement of each fiscal year. The GAA lists line item appropriations by budget entity and detail fund source. At the beginning of the fiscal year, the Executive Office of the Governor will prepare and submit to all state agencies an Original Approved Budget, which may place some restrictions on certain appropriations based on proviso included in the GAA, gubernatorial vetoes of specific appropriations contained in the GAA, or additional appropriations contained in substantive legislation, which has become law.

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1. Following the guidelines established in the GAA, the Bureau of Budget will prepare the AOB under the direction of the Executive Leadership Team (ELT).
2. The AOB will specify the amounts appropriated and allotted by category and fund, the number of established FTE, and approved salary rate. At a minimum, the AOB will be prepared for each budget entity, each office within the Office of the Secretary, and each Bureau within Administration.
3. Budget staff will review the AOB with the appropriate ELT member and/or Deputy Secretary, or their designee.
4. Each ELT member or his/her designee will review, provide input, and approve the final AOB for their respective budget entities.
5. The Deputy Secretary or his/her designee will review and approve the AOB for the Executive Direction budget entity.

B. Budget Amendments:

1. For the purposes of this procedure there are three types of Budget Amendments:
 - a. Agency Approval, including 5% budget transfers (approved by the Director of Administration or his/her designee).
 - b. Office of Policy and Budget Approval (approval of the Director of the Office of Policy and Budget after consultation with the Legislature); and
 - c. Legislative Budget Commission (LBC) Approval (made up of members of both the House and Senate).
2. Conditions Requiring a Budget Amendment for the three types of Budget Amendments are provided below.

B. 1. Agency Approval

1. Whenever there is a transfer of General Revenue Appropriations between appropriation categories or between budget entities which is less than 5 percent of the smaller appropriation category involved, or \$250,000, whichever is greater. 216.292(2)(a)1. and 2., F.S.

B. 2. Office of Policy and Budget (OPB) Approval

1. Whenever there is a request to allocate a lump sum appropriation, s. 216.181(6)(a) and (b), F.S.;
2. Whenever there is a request for consolidation of Fixed Capital Outlay appropriation, s. 216.181(7), F.S.;
3. Whenever there is a request for a Release plan change, s. 216.192(1), F.S.;
4. Whenever there is a request for a change in Nonoperating appropriation, s. 216.181(12), F.S.;

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5. Whenever there is a request for justified changes in state Trust Fund appropriations under \$1 million, s. 216.181(11) and s. 216.212, F.S.;
6. Whenever there is a request to authorize positions in excess of the number fixed by the Legislature (this requires a public hearing), s. 216.262(1)(a), F.S. (subject to LBC approval);
7. Whenever there is a request for a justified transfer of Trust Fund appropriations with restrictions (Program Flexibility), s. 216.292(3)(a), F.S. (subject to LBC approval);
8. Whenever there is a request for a justified transfer of salary rate between budget entities, s. 216.181(10)(a), F.S.;
9. Whenever there is a request for a justified change to positions and rate, s. 216.262(1)(c)1, F.S.;
10. Whenever there is a request to establish budget from budget reserve or place budget in budget reserve, s. 216.192(5), F.S.; or
11. Whenever there is a request to transfer positions between budget entities, s. 216.292(3)(b), F.S.
12. Whenever there is a deficiency request, s. 216.231(2), F.S.
13. Whenever there is an emergency classified by the Governor, s. 216.231(1)(a), F.S.

B. 3. Legislative Budget Commission Approval

1. Whenever transferring appropriations from the General Revenue fund in excess of \$250,000 or 5% agency transfer authority provided in s. 216.292(2)(a)1. and 2., F.S.;
2. Whenever transferring Trust Fund appropriation in excess of \$1 million, s. 216.292(3)(a), F.S.;
3. Whenever requesting changes in Trust Fund appropriations in excess of \$1 million, s. 216.181(11), F.S.;
4. Whenever requesting implementation of Reorganizations approved by the Legislature, s. 216.292(4)(d), F.S.;
5. Whenever requesting establishment of a new program or changes in current programs requiring additional funding, s. 216.241(1) and (2), F.S.;
6. Whenever submitting a Deficiency request, s. 216.231(2), F.S.;
7. Whenever requesting the transfer of Fixed Capital Outlay (FCO) appropriations from one project to another project for which there has been an appropriation in the same fiscal year and from the same fund, s. 216.292(4)(c), F.S.; or
8. Whenever requesting adjustments to approved annual salary rate, s. 216.181(10)(a) F.S.

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C. Submission of Budget Amendments:

1. Budget amendment requests, in memorandum form or electronic mail (Email), shall be directed to the Bureau of Budget and signed by the ELT member or their designee.
2. The ELT member or their designee shall also include in their request a detailed spreadsheet showing the basis of all calculations.
3. Formal notification of approval or disapproval will be returned to the requester after review by the Bureau of Budget.

III. RESPONSIBILITY AND DUTIES

A. Bureau of Budget:

1. Develops Approved Operating Budget (AOB) for each budget entity, each office within the Office of the Secretary, and each Bureau within Administration. The AOB is developed based on the funds, proviso, and mandates contained in the GAA and any substantive legislation.
2. Prepares budget amendments, which may require Agency approval, Office of Policy and Budget approval, and/or Legislative Budget Commission approval.

B. Deputy Secretary, ELT Members:

1. Each ELT member or his/her designee shall review and approve the AOB for his/her respective branch. The Deputy Secretary or his/her designee shall review and approve the AOB for the Executive Direction budget entity.
2. Each ELT member shall submit budget amendment requests, for their respective branches, in memorandum form or electronic mail (E-mail).

IV. ATTACHMENTS N/A