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POLICY DIRECTIVE #D-2013-04

May 10, 2013

TO: All Agencies

FROM: Jeff Mohlenkamp, Director

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

SUBJECT: SFY14 Work Program Availability and Terms

When the work program module was implemented in the Nevada Executive Budget System (NEBS), work programs could no longer be created for future state fiscal years until the file containing the legislatively approved budgets was imported into NEBS. Imposing this limitation ensured the work program's cumulative sheet was starting with the official legislatively approved budgets and documented how it was determined if Interim Finance approval was required. This file is typically not available until mid-June after a legislative session.

Waiting until mid-June to prepare work programs for future state fiscal years creates challenges, including missing the June IFC deadlines. In 2011, the Budget Office enabled work programs for non-executive budgets for SFY12 in advance of receipt of the file as the legislature does not approve budgets for these accounts. This resolved some of the challenges but did not provide any relief for executive budget accounts.

As the 2013 legislative session continues through June 3, this file is not expected until mid-June. To provide some relief to both non-executive and executive budget accounts, the Budget Office is enabling work programs for SFY14 only in advance of importing the file but must impose some limitations. In lieu of the file, the work programs will be based upon G07 Governor Recommends with Approved Budget Amendments as Proposed to the legislature. This version is not the legislatively approved version and does not reflect any approvals, rejections, or changes being made by the current legislature and is subject to additional amendment requests as may be directed by the Governor.

In basing the work programs on G07, agencies are able to create work programs for the next state fiscal year. The cumulative sheets for the work programs will indicate the initial budget

authority is based on G07. When the file with the legislatively approved budgets is imported, the cumulative sheets for all SFY14 work programs (including approved, pending, draft, new, etc.) will be updated to start with the authority as approved by the legislature, as done historically. Work programs for SFY15 will not be allowed until the file is imported.

This opportunity brings a new set of challenges. Work programs remain subject to the thresholds for Interim Finance consideration based upon the legislatively approved budgets, not the Governor Recommends budgets. While G07 may be used as a reference to determine if a work program requires Interim Finance approval, the official determination will be based upon the analysis using the legislatively approved budget. This means the determination if Interim Finance approval is required is subject to change.

The Budget Office will not approve any SFY14 work programs for executive budget accounts until the file is imported in mid-June. Upon import, all executive budget account work programs will be reviewed by the Budget Office using the updated cumulative sheets. Any request submitted for the June IFC consideration subsequently determined by the Budget Office to be non-IFC will be withdrawn from the June IFC agenda and processed as a non-IFC request. Any request not submitted for the June IFC consideration but determined by the Budget Office to require Interim Finance approval will be submitted for the next IFC meeting.

If you have any questions about this new process, please contact your agency's assigned Budget Office Analyst.