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January 27, 2017

TO: All Agencies

FROM: James R. Wells, Director 

SUBJECT: GOVERNOR RECOMMENDS BUDGET AMENDMENT PROCESS FOR THE 2017 SESSION

As in previous legislative sessions, the Executive Budget Office requires all proposed amendments to the Executive Budget be entered in the Nevada Executive Budget System (NEBS). Each budget amendment will undergo a multi-phase review before it is ultimately approved or denied.

Budget amendments must qualify as both a material amount and be critical in nature to the operations of the applicable budget account(s). Typically, budget amendments are prepared to revise the Executive Budget due to new information, updated revenues or to correct substantive errors.

To request a budget amendment, submit a written memo to your assigned Executive Budget Office analyst. The request should include a detailed explanation of the amendment and the fiscal impact to the agency's budgets. If the Director and the Governor's Office approve of the concept, the assigned analyst will coordinate with the agency to submit the budget amendment. Only after the amendment request has been approved will the agency be requested to enter the information in NEBS and in the Work Program Module.

An Amendment Instructions Manual has been added to the Budget Office's website to guide agencies through the amendment entry process in NEBS. This manual can be found at: <http://budget.nv.gov/Manuals-Instructions/>

Please do not hesitate to contact your agency's assigned analyst if you have any questions.