(On Agency Letterhead)

**2023-2025 Biennial Budget Certification Letter**

The <Dept.>/<Agency> submitted our agency requested budget(s) in accordance with the 2023-2025 Budget Building Manual.

Budget Accounts included:

<List Accounts>

By signing below, I certify that:

1. Narrative Information for all budget accounts under the department/agency listed above, including the program description, budget highlights, decision unit synopsis, and line item justification has been updated and/or added as necessary to properly reflect the budget being requested.

[ ] Yes [ ] No [ ] N/A

1. All fiscal information, including Base, Maintenance and Enhancement Decision Units has been added, updated and reconciled for all budget accounts under the department/agency listed above, to properly reflect the agency budget being requested.

[ ] Yes [ ] No [ ] N/A

1. We have complied with the Budget Request Limit per All Agency Memo.

[ ] Yes [ ] No [ ] N/A

1. Enhancement decisions units have been prioritized and include maintenance items to continue operations.

[ ] Yes [ ] No [ ] N/A

1. Supporting documentation, such as caseload statistics, is attached where appropriate and calculations have been provided where necessary to show how figures were derived.

[ ] Yes [ ] No [ ] N/A

1. Inter-departmental transfers (E-9xx) and intradepartmental transfers (M-8xx/E-8xx), including any cost allocations, have been reconciled to insure the sending and receiving accounts balance to one another.

[ ] Yes [ ] No [ ] N/A

1. Fund Mapping has been completed at the:
	* Line Item, and

[ ] Yes [ ] No [ ] N/A

* + Activity.

[ ] Yes [ ] No [ ] N/A

1. Activity Budget has been updated to include:
	* Updated metrics for performance measures.

[ ] Yes [ ] No [ ] N/A

* + Update population information.

[ ] Yes [ ] No [ ] N/A

1. Organizational Charts are attached or have been submitted separately:
	* By Position, and

[ ] Yes [ ] No [ ] N/A

* + By Program.

[ ] Yes [ ] No [ ] N/A

1. Requests for supplemental appropriations have been completed and include adequate justification, supporting documentation and calculations detailing how the amount was derived.

[ ] Yes [ ] No [ ] N/A

1. Budgetary Bill Draft Requests necessary to implement the requested budget have been submitted in NEBS and are properly referenced in the notes of the related decision unit(s).

[ ] Yes [ ] No [ ] N/A

1. Decision units submitted to address previously passed legislation, letters of intent from the 2019 Legislative Session, and/or to implement recommendations from LCB Audit or GFO’s Division of Internal Audits have been included along with sufficient narrative explaining the issue being addressed.

[ ] Yes [ ] No [ ] N/A

Authorized Signature Date

(Director or Commission Chairman)