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POLICY DIRECTIVE #D-2013-02

March 13, 2013

TO: All Agencies

FROM: Jeff Mohlenkamp, Director 

SUBJECT: GOVERNOR RECOMMENDS BUDGET AMENDMENT PROCESS FOR THE 2013 SESSION

As with previous legislative sessions, the Budget Office requires all Executive Budget amendments to Line Items to be entered in the Nevada Executive Budget System (NEBS) and companion Work Program Module. Each budget amendment will entail a multi-phase process before it is ultimately approved or denied.

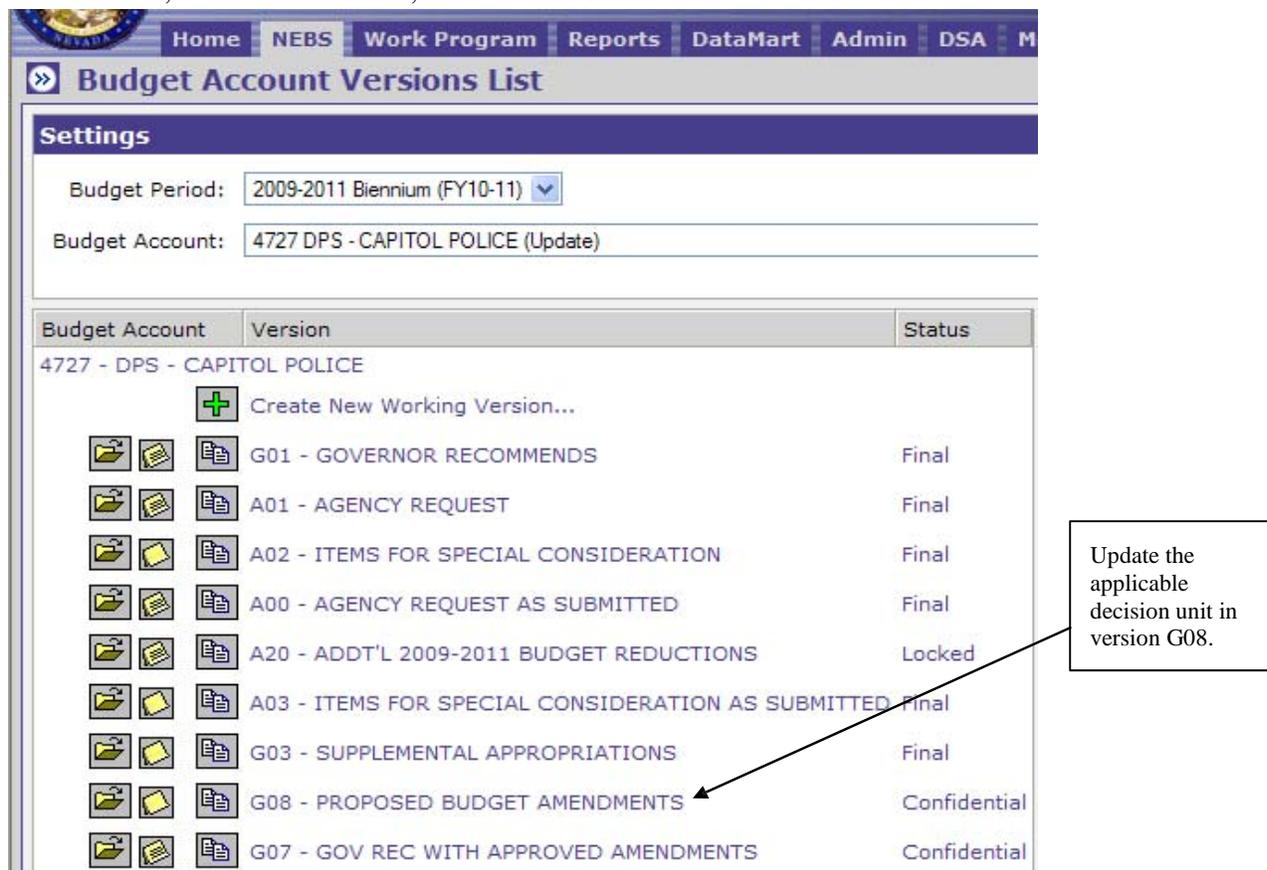
Budget amendments must qualify as both a material amount and critical in nature to the operations of the applicable budget account(s). Typically, budget amendments are prepared to revise the Executive Budget due to new information, updated revenues or to correct substantive errors.

If an agency and appointing authority determine a budget amendment is necessary, the request should be communicated to the agency's assigned budget analyst. If the Director of the Department of Administration concurs, the assigned budget analyst will coordinate with the agency to submit a budget amendment.

To facilitate this process, the Budget Office created version G08 – PROPOSED BUDGET AMENDMENTS in the budget period 2013-2015 Biennium (FY14-15) as a copy of the G01 – GOVERNOR RECOMMENDS version. Version G08 has been modified to incorporate the first amendment for this session (A13001) where the SWCAP, AGCAP and EITS rates were updated. Agencies will only be permitted access to version G08 to enter pre-authorized amendment requests. Otherwise, this version will not be accessible.

The following screen prints reflect a previous biennium; however, as noted above, agencies pre-authorized to submit an amendment request must use the current budget request biennium.

The first step of a budget amendment requires updating or creating the applicable decision unit in version G08 for the relevant budget account in NEBS line item and pertinent schedules (see next page). Notes and attachments for each budget amendment are required to fully explain the change and should be complete and concise. When updating a decision unit in the line item, be sure to enter only the cumulative revised amount. For example, if you have a contract in decision unit E606 that was reduced in version G01 in the amount of (\$5,000) each year and the reduction can be increased for a total of (\$20,000) each year, you would access G08; navigate to the Vendor Services schedule and change the decision unit E606 line from (\$5,000) each year to (\$20,000) each year; process the schedule; return to line item; balance E606 and select Save.



Budget Account Versions List

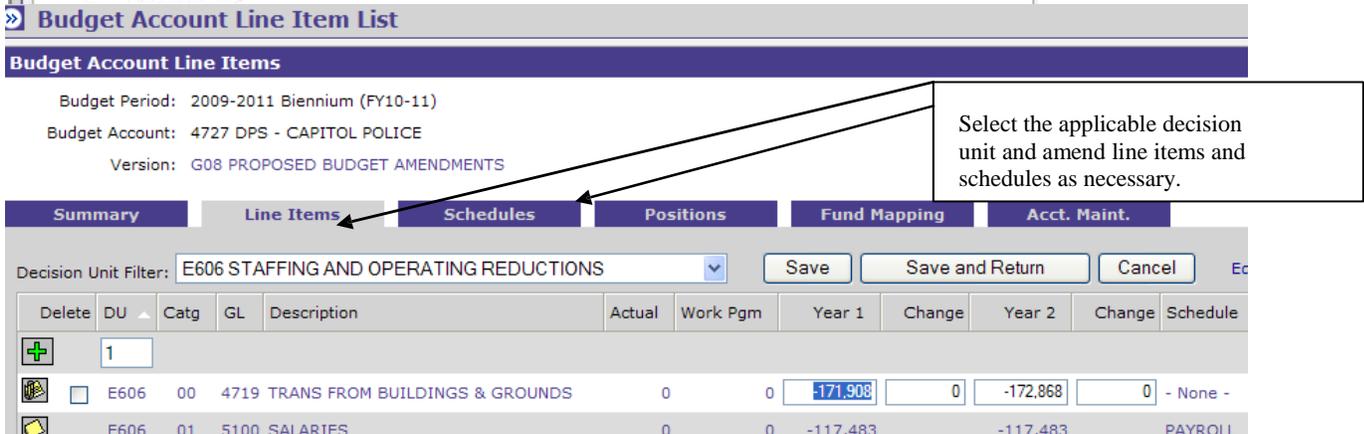
Settings

Budget Period: 2009-2011 Biennium (FY10-11) ▼

Budget Account: 4727 DPS - CAPITOL POLICE (Update)

Budget Account	Version	Status
4727 - DPS - CAPITOL POLICE		
	Create New Working Version...	
	G01 - GOVERNOR RECOMMENDS	Final
	A01 - AGENCY REQUEST	Final
	A02 - ITEMS FOR SPECIAL CONSIDERATION	Final
	A00 - AGENCY REQUEST AS SUBMITTED	Final
	A20 - ADD'L 2009-2011 BUDGET REDUCTIONS	Locked
	A03 - ITEMS FOR SPECIAL CONSIDERATION AS SUBMITTED	Final
	G03 - SUPPLEMENTAL APPROPRIATIONS	Final
	G08 - PROPOSED BUDGET AMENDMENTS	Confidential
	G07 - GOV REC WITH APPROVED AMENDMENTS	Confidential

Update the applicable decision unit in version G08.



Budget Account Line Item List

Budget Account Line Items

Budget Period: 2009-2011 Biennium (FY10-11)

Budget Account: 4727 DPS - CAPITOL POLICE

Version: G08 PROPOSED BUDGET AMENDMENTS

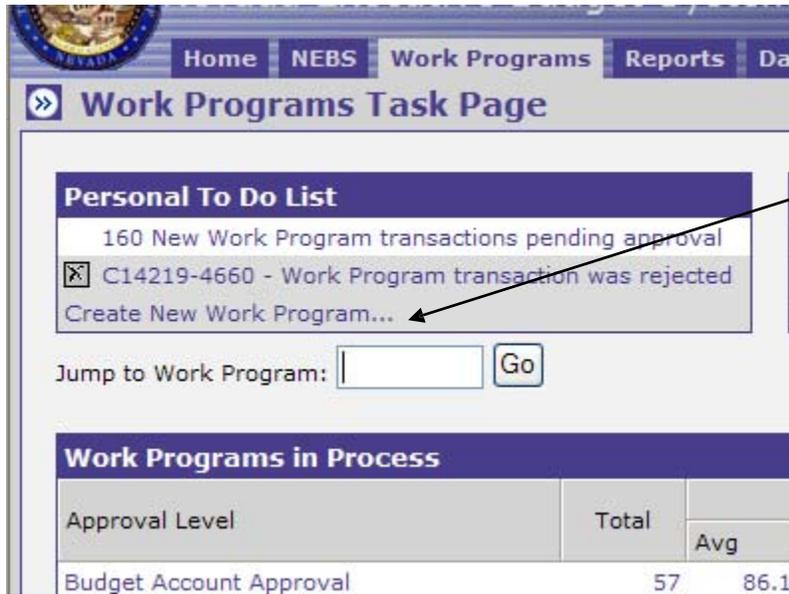
Summary | **Line Items** | Schedules | Positions | Fund Mapping | Acct. Maint.

Decision Unit Filter: E606 STAFFING AND OPERATING REDUCTIONS

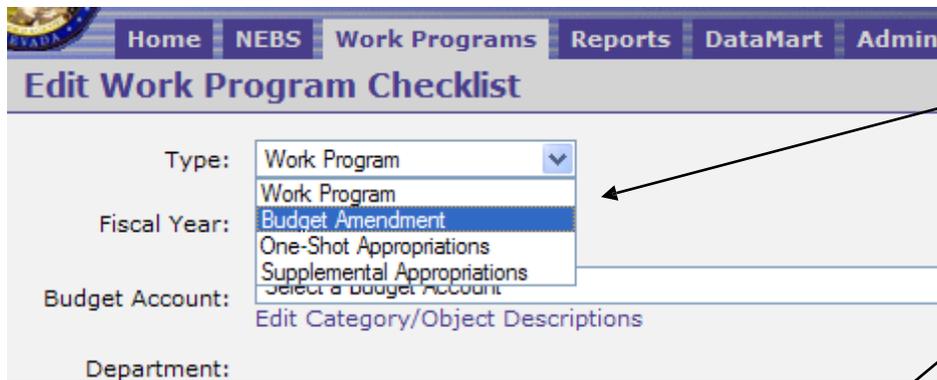
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	<input type="checkbox"/>	E606	00	4719 TRANS FROM BUILDINGS & GROUNDS	0	0	-171,908	0	-172,868	0	- None -
	<input type="checkbox"/>	E606	01	5100 SALARIES	0	0	-117,483		-117,483		PAYROLL

Select the applicable decision unit and amend line items and schedules as necessary.

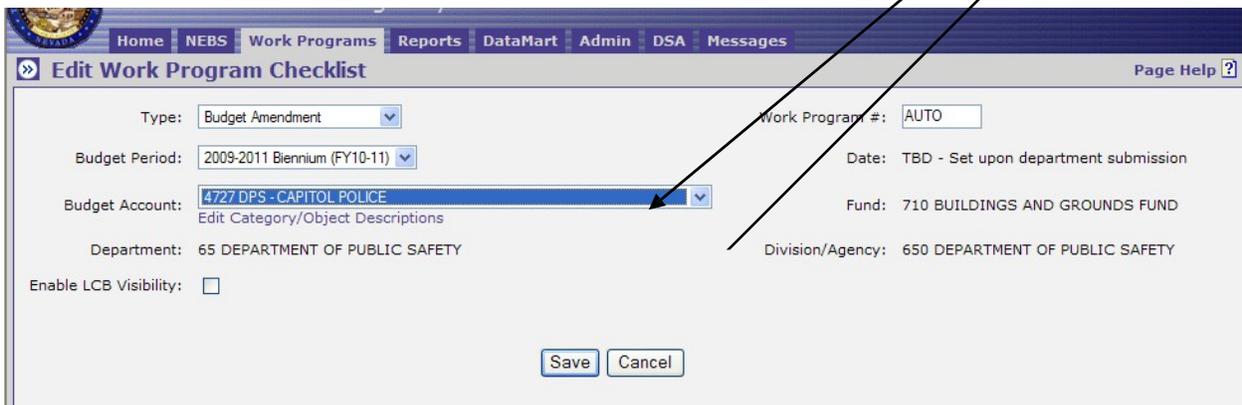
Once the update is complete and the decision unit is balanced and saved, the agency needs to create the budget amendment document in the NEBS Work Program module in version G08 (see below). The budget amendment document(s) are very similar to those created for work programs with the exception of the Cumulative sheet, which is displayed at the expenditure object code level instead of rolling to the category level.



Select the "Create New Work Program" link.



Select the Budget Amendment option from the Type drop-down menu; select the Budget Account from the pull-down menu and Save.



Welcome to NEBS
Nevada Executive Budget System

Home NEBS Work Programs Reports DataMart Admin DSA Messages

Edit Work Program Detail

Work Program #: A00004
 Budget Period: 2009-2011 Biennium (FY10-11) Date: TBD - Set upon submission
 Department: 65 DEPARTMENT OF PUBLIC SAFETY Division/Agency: 650 DEPARTMENT OF PUBLIC SAFETY
 Budget Account: 4727 DPS - CAPITOL POLICE Fund: 710 BUILDINGS AND GROUNDS FUND
 Type: Budget Amendment

Continue to enter the applicable decision unit and revenue GL (s) and expenditure object codes to coincide with the previous entries made in NEBS line item screens.

Funds Available

DU: GL:  

Decision Unit	GL	Description	Year 1				Year 2			
			Current	Pending	Amount	Total	Current	Pending	Amount	Total
All other GL lines			2,877,975	0	0	2,877,975	2,893,314	0	0	2,893,314
Totals (*includes all GLs in this account)			2,877,975	0	0	2,877,975	2,893,314	0	0	2,893,314

Expenditures

DU: Catg: GL:  

Decision Unit	Category	GL	Description	Year 1				Year 2			
				Current	Pending	Amount	Total	Current	Pending	Amount	Total
All other Categories				2,877,975	0	0	2,877,975	2,893,314	0	0	2,893,314
Totals (*includes all Categories in this account)				2,877,975	0	0	2,877,975	2,893,314	0	0	2,893,314

Continuing with the E606 example, enter E606 for the decision unit for the Funds Available section and the Expenditures section as well as the same revenue GL and expenditure object code in the NEBS line item. The amounts entered for the budget amendment are the *differences* between versions G01 and G08, which are (\$15,000) each year for this example (G01 = (\$5,000) and G08 = (\$20,000) for a difference of (\$15,000). A NEBS225 Version-to-Version Comparison report will confirm your entries are correct. The report should match the budget amendment amounts.

The budget amendments require certain forms to be completed and attachments provided before the system will allow the user to submit a budget amendment (see below).

Welcome to NEBS
Nevada Executive Budget System

Home NEBS Work Programs Reports DataMart Admin DSA Messages

Edit Work Program Checklist

Note: this work program failed the following validations - these must be resolved before final submission

- The work program form is not complete
- The Cover Sheet is not complete
- Supporting Before/After Reports are not attached
- Fund Map is not attached

The system requires specific forms and attachments before it will allow the user to submit the budget amendment.

Type: Budget Amendment Work Program #: A00004
 Budget Period: 2009-2011 Biennium (FY10-11) Date: TBD - Set upon department submission
 Budget Account: 4727 DPS - CAPITOL POLICE Fund: 710 BUILDINGS AND GROUNDS FUND
 Department: 65 DEPARTMENT OF PUBLIC SAFETY Division/Agency: 650 DEPARTMENT OF PUBLIC SAFETY

Required forms and attachments are as follows:

Budget Amendment Form (still titled the Work Program Form) – identical to the form used for work programs

Cover Sheet - identical to the form used for work programs

Supporting Before/After Reports – the before reports are the NEBS210A Line Item Detail & NEBS210B Summary reports from version G01, and the after reports are the NEBS210A Line Item Detail & NEBS210B Summary reports from version G08 for the applicable budget account (see below).

Version-to-Version Comparison report – NEBS225 report comparing version G01 to version G08.

Fund Maps - identical to the requirement for work programs

The screenshot displays the 'Report Settings' interface for 'NEBS210 Line Item Detail & Summary'. The settings are as follows:

- Budget Period:** 2009-2011 Biennium (FY10-11)
- Budget Account Method:** Single (selected), Multiple, By Analyst
- Decision Unit(s):** All Types (selected), B000 BASE, M100 INFLATION - STATEWIDE, M101 INFLATION - AGENCY SPECIFIC, M102 INFLATION - AGENCY SPECIFIC, M103 INFLATION - AGENCY SPECIFIC
- Budget Account:** 4727 DPS - CAPITOL POLICE (Inquiry)
- Version(s):** G01 GOVERNOR RECOMMENDS (selected), None, None
- Summary Level:** Object (selected), Category
- Include Sections:** A - Detail by Object/Category (checked), B - Summary by Object/Category (checked), C - Summary by Object/Category and Decision Unit (unchecked)
- Additional Detail:** Program Description (unchecked), Expanded Program Narr (unchecked), Decision Unit Synopsis (unchecked), Decision Unit Narrative (unchecked)

A callout box with a black border and white background points to the 'Decision Unit(s)' dropdown menu. The text inside the box reads: 'The before and after reports are the NEBS 210's for versions G01 and G08. Make sure to include sections A and B.'

Security access to NEBS and Work Programs has not changed unless requested. If access needs to be updated, please email the relevant for to your agency's assigned budget analyst. The security access forms are available on the Budget Office website at: <http://budget.nv.gov/Forms/>

Please contact your agency's assigned budget analyst if you have any questions regarding this process or with NEBS.