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**STATE OF NEVADA
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ALL AGENCY MEMO - 2021-03

February 8, 2021

To: All Agencies
From: Susan Brown, Director 
Subject: Governor Recommends Budget Amendment Process for the 2021 Session

As in previous legislative sessions, the Executive Budget Office requires all proposed amendments to the Executive Budget be entered into 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 Branch Budget Officer. The request should include a detailed explanation of the amendment and the fiscal impact on the agency's budgets. If the Budget Director and the Governor's Office approve of the concept, the assigned Executive Branch Budget Officer will coordinate with your agency to submit the budget amendment. Once the amendment request has been approved, your agency may then enter the information into NEBS and in the Work Program Module.

The Budget Amendment Manual is available on the Budget Division website to guide agencies through the amendment entry process in NEBS. This manual can be found at <https://budget.nv.gov/Manuals-Instructions/>.

Please do not hesitate to contact your assigned Budget Officer if you have any questions.