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POLICY DIRECTIVE #BD-2015-02

February 11, 2015

TO: All Agencies

FROM: Julia Teska, Director 

SUBJECT: GOVERNOR RECOMMENDS BUDGET AMENDMENT PROCESS FOR THE 2015 SESSION

As with previous legislative sessions, the Executive Budget Office requires all Executive Budget amendments to Line Items 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.

To request a budget amendment, send a formal memo to your assigned Budget Office budget analyst. The request should include a detailed explanation for the amendment and the fiscal impact to the agency's budget. If the Director of the Department of Administration and the Governor's Office concur, the assigned budget analyst will coordinate with the agency to submit a budget amendment. Only at this point, once 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/uploadedFiles/budgetnv.gov/content/Documents/NEBS_Budget_Amendment_Manual.pdf

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