

## D.8 ADJUSTMENTS TO CURRENT YEAR APPROPRIATION

✎ To assist in DBM’s transition of budget amendment management to the new BARS enterprise budget system, **agencies are asked exclude all budget amendments from the FY 2018 budget book appropriation in the budget submission.**

### Guidance for Current Year Appropriation Adjustments

Type of Adjustment	Include in FY 2018 Budget Book Appropriation?	Submit DA-28 Detail?	Submit Line-Item Detail to DBM Outside of DA-28 Process?
Reimbursable Fund	NO	NO	YES
Special Fund	NO	YES	NO
Federal Fund	NO	YES	NO
Reorganization	NO	NO	YES

All agencies are asked to submit a [DA-28](#) with line-item detail for special fund or federal fund appropriation adjustments that increase total agency FY 2018 budgeted funds.

✎ The DA-28 is due no later than the budget submission deadline or October 2 (whichever occurs first). **Adjustments requested through the DA-28 process should NOT be included in the FY 2018 budget book appropriation in the budget request.**

Agencies are encouraged to consider the following before submitting any DA-28 special or federal funding adjustment requests to DBM:

- 1) Has the agency expended all of its appropriation authority and thus needs additional appropriation authority? Does the agency project it will expend its full appropriation authority before April 2018?
- 2) Does the agency have a history of underutilized special fund and/or federal fund appropriation authority? If so, can appropriation be realigned across programs instead of being increased through the budget amendment process?

DBM will evaluate [DA-28](#) requests on a rolling basis and share decisions with agencies by early November. **Agencies should be aware that only a small number of DA-28 requests will be processed as a budget amendment in the first half of the fiscal year.** After the Governor’s budget allowance is introduced, agencies will be asked to continue to use the DA-28 process in an attempt to include adjustments in the supplemental budget when possible.