

D.8 ADJUSTMENTS TO CURRENT YEAR APPROPRIATION

✎ Agencies are asked to submit Current Year Appropriation requests through BARS using the Budget Amendment adjustment type or a Deficiency adjustment type.

Agencies are encouraged to consider the following before submitting any BARS special or federal fund 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 the appropriation be realigned across programs instead of being increased through the budget amendment process?

DBM will evaluate budget amendment and deficiency requests on a rolling basis and share decisions with agencies by early November (for budget amendments) and with the Governor's Allowance (for deficiencies). **Agencies should be aware that only a small number of current year appropriation adjustment requests will be processed as a budget amendment in the first half of the fiscal year.**