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May 5, 2021

## **MEMORANDUM**

TO: All State Agencies

FROM: Jon Martin, Director of Office of Budget Analysis

SUBJECT: FY2021 Year End Budget Amendment Submission Deadline – June 15, 2021

Please note that any amendment that is submitted to the General Accounting Division after June 1, 2021 will need to be processed as a budget amendment in process (BAP) in your FY 2021 closing statements. In accordance with statutory requirements, current year budget amendments are to be submitted to DBM by June 15, 2021.

DBM will not require agencies to submit the closing amendments through BARS. However, the following guidance is provided.

### **Agency-Facing Process - Budget Amendments In Process (BAP) (Approved in FMIS after June 1)**

Agencies are encouraged to focus on completing FMIS end-of-year closeout. Due to their complexity and timing, BAP closing amendments will be processed outside of BARS using the former paper-based methodology. In most cases, these amendments should only be for realigning appropriation.

1. Agencies should use the attached amendment forms:
  - a. Non-Reimbursable Fund Budget Amendment Form
  - b. Reimbursable Fund Budget Amendment Form.
2. Agencies are encouraged to limit the number of budget amendments (GF, SF and FF) by combining the amendments across fund types. Only RF amendments must be separate.
3. Agencies are reminded to follow the DBM guidance regarding documenting federal fund expenditures related to COVID 19 related expenses (attached for reference)

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4. Common issues with agency amendment submissions:
  - a. Use whole numbers and do not include cents.
  - b. Please submit BAs to DBM in agency order.
  - c. Include the fund source for non-general fund types.
  - d. First tab- the starting and ending column totals should reconcile.
  - e. First tab- the increase and decrease column totals should reconcile.
  - f. Federal award letters should be included with federal funds in order for DLS review.
  - g. MOUs should be included for reimbursable funds.
5. When agencies are ready to submit their BAs, but before they finalize with signatures, they should submit their BAP for DBM review to assure starting balances are correct.
6. Submit the BA thru email to BPT ([dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov)), and cc your assigned budget analyst.
7. Once BPT confirms that the amendment is ready, agencies should complete the forms and can use electronic signatures.
8. While agencies are encouraged to submit BAPs ASAP, **agencies should submit BPAS no later than 7 business days after their closing package is submitted to GAD.**
9. DBM would like to wrap-up the FY 2021 budget amendment processing **by September 30th** so we will be following up with agencies to monitor your closing status.
10. DBM will be processing a high volume of amendments at the end of the fiscal year. Therefore, agencies are encouraged to combine amendments as reasonably possible to reduce the number of amendments to be processed.

Please feel free to reach out to the [DLBudgetHelp\\_DBM@maryland.gov](mailto:DLBudgetHelp_DBM@maryland.gov) or your assigned analyst for any assistance.