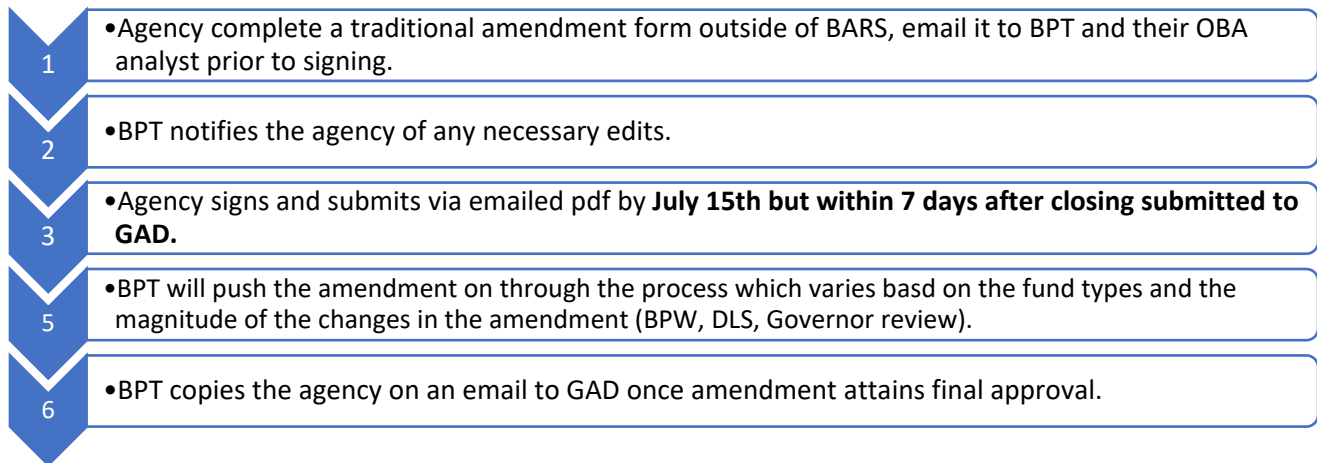


This document outlines the process for submitting June 2022 closing budget amendments

I. Closing Amendments (June 1 and After)

The following graphic outlines the overall process for budget amendments in process (BAP) (i.e. closing amendments), and the text that follows provides further detail on each step.



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 a paper (i.e. pdf) based methodology. In most cases, these amendments should only be for realigning appropriation.

1. Agencies should use the traditional budget amendment template forms provided by Angela Miller. If you do not have this file, please contact Angela at DLBudgetHelp_DBM@maryland.gov.
2. Agencies are encouraged to limit the number of budget amendments (general, special, and federal funds) by combining the amendments across fund types. Only reimbursable fund amendments must be separate.
3. Common issues with 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.
4. 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. Submit the amendment thru email to BPT (dlbudgethelp_dbm@maryland.gov), and cc your assigned budget analyst.
5. Once BPT confirms that the amendment is ready, agencies should complete the forms and can use electronic signatures.
6. While agencies are encouraged to submit BAPs asap, agencies should submit BAPs no later than 7 business days after their closing package is submitted to GAD.

7. DBM would like to wrap-up the FY 2022 budget amendment processing **by September 30th** so we will be following up with agencies to monitor your closing status.

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.

Appendix – Rules for Amendment Approval

Department of Legislative Services (DLS) Review

DLS review is required if:

1. Special, Federal, and/or higher education funding increases by \$100,000 or more.
2. There is a net decrease in R00A02 (Aid to Education).
3. Reimbursable funding from the Governor’s Office of Crime Control and Prevention or Maryland Emergency Management Agency (MEMA) increases by \$100,000 or more.

Board of Public Works (BPW) Review

BPW review is required for reimbursable fund amendments with:

1. Zero starting balance or
2. No enrolled budget bill language.

NOTE that it is not required for intra-agency funding (i.e. within a single agency).