

Request Type: (Check the appropriate type of action requested and under what authority.)

Legislative Budget Commission Approval Required

- Deficiency request with budget amendment [F.S. 216.231\(2\)](#)
- Authorize positions in excess of the number fixed by the Legislature [F.S. 216.262\(1\)\(a\)](#)
- Increase salary rate (for purposes other than implementing GAA or special appropriations acts) [F.S. 216.181\(10\)\(a\)](#)
- Transfer of General Revenue appropriations in excess of those provided in subsection 2 (5% transfer authority) [F.S.216.292\(4\)\(a\)](#)
- Increase in General Revenue appropriations [F.S. 252.37](#)
- Transfer of trust fund appropriations in excess of those provided in subsection [216.292\(2\)](#) (5% transfer authority) and in excess of \$1,000,000 [F.S. 216.292\(4\)\(b\)](#)
- Changes to trust fund appropriations in excess of those in approved operating budget which are in excess of \$1,000,000 [F.S. 216.181\(11\)](#)

General Revenue

- Early / additional release of operating General Revenue funds [F.S. 216.192\(1\)](#)
- Justified transfer of General Revenue appropriations with restrictions [F.S. 216.292\(2\)\(b\)1 and 2](#)
- Lump sum allocation of General Revenue appropriations [F.S. 216.181\(6\)\(a\) and \(b\)](#)
- Establish General Revenue budget from unbudgeted reserve [F.S. 216.192\(1\)](#)
- Place General Revenue budget in unbudgeted reserve [F.S. 216.192\(1\)](#)

Positions and Rate

- Transfer positions and associated rate between budget entities [F.S. 216.292\(3\)\(b\)](#)
- Transfer positions only between budget entities [F.S. 216.262\(1\)\(a\)1](#)
- Transfer rate only between budget entities [F.S. 216.181\(8\)\(b\)](#)
- Add positions to reserve or authorize positions in reserve within a budget entity [F.S. 216.262\(1\)\(c\)1](#)
- Add positions to reserve or authorize positions currently in reserve and transfer between budget entities [F.S. 216.262\(1\)\(c\)1](#)
- Increase salary rate for implementing the GAA, special appropriations acts, and actions pursuant to [F.S. 216.181\(8\)\(a\)](#)

Trust Funds

- Changes in trust fund appropriations for operating budget up to \$1,000,000 [F.S. 216.181\(11\)](#) and [216.212](#)
- Transfer of appropriations for operations from trust funds in excess of those provided in subsection [216.292 \(2\)](#), up to \$1,000,000 [F.S. 216.292\(3\)\(a\)](#)
- Justified transfer of trust fund appropriations with restrictions [F.S. 216.292\(2\)\(b\)1 and 2](#)
- Early / additional release of operating Trust Fund appropriations [F.S. 216.192\(1\)](#) and [216.177\(2\)\(a\)](#)
- Lump sum allocation of trust fund appropriations [F.S. 216.181\(6\)\(a\) and \(b\)](#)
- Establish trust fund budget from unbudgeted reserve [F.S. 216.192\(1\)](#)
- Place trust fund budget in unbudgeted reserve [F.S. 216.192\(1\)](#)

Non-operating Budget

- Refunds, Payments to U.S. Treasury, Payments of service charge to General Revenue [F.S. 216.181\(12\)](#)
- All other non-operating requests (including transfers specifically authorized by law, investment authority, etc.) [F.S. 216.181\(12\)](#)

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Other Requests:

- Reorganizations [F.S. 20.04\(7\)\(b\)](#)
- Vehicle purchase letter [F.S. 287.14](#)
- Service charge to General Revenue exemption letter [F.S. 215.22 and 215.24](#)
- Legislative Intent requests [F.S. 216.177\(1\)\(b\)](#)
- Temporary trust fund loan [F.S. 215.18](#)
- Proviso requirements (e.g. agency submittal of program plan to EOG and Legislature for review and approval)
- Performance Measures/Standards adjustments (LRPP) [F.S. 216.1827](#)
- Activity adjustments [F.S. 216.1827\(3\)\(a\)](#)

Criteria for Approval:
(Check all applicable items. Should a request not be consistent with the following criteria, this may be the basis for disapproval.)

- The amendment is consistent with legislative policy and intent.
- The amendment does not eliminate an existing program or commence a new program without specific legislative authority.
- The amendment does not exceed amounts provided by the Legislature for items funded in an amount less than requested.
- The amendment does not restore amounts vetoed by the Governor.
- Trust fund usage is consistent with Florida law and is supported with appropriate receipts and reserves.
- The amendment is consistent with General Policy Guidelines for reserving 5 percent of trust funds.
- The amendment is consistent with provisions of Florida law.
- The amendment does not provide funding for any issue which was requested by the agency but not funded by the Legislature.
- The amendment does not provide any general salary increases which were not authorized in law or the General Appropriations Act.

Budget Amendment Summary Form

BASF-0812
Rev. 7/10/18

Fiscal Impact / Fund Source:

(For trust funded amendments state the source of funds being affected within the trust fund and the type of receipts, fees, federal funds, etc. Provide cash analysis and explanation to show that a 5 percent trust fund reserve is maintained. For multiple sources, list each specific source name, type of receipt and attributable amount in dollars.)

Other Considerations:

(When applicable include copies of the grant award, contract, etc. Include any appropriate documentation to support the request.)