

**BUDGET AMENDMENT PROCEDURES FOR REQUESTING A 5% or \$250,000 (WHICHEVER IS GREATER) MOVEMENT OF BUDGET AUTHORITY**

When an office determines that a movement of budget authority is necessary, the Unexpended Release Balance in the appropriation category that you will be moving budget authority from should be checked in the Department of Financial Services (DFS) State Accounts File by your office (if you have access) or the JAC Budget Office to ensure that there is sufficient budget available that can be transferred as requested. All invoices that have been sent to the JAC Accounting Office for payment processing but have not yet been paid and posted to the State Accounts File by DFS, should be taken into consideration when checking the Unexpended Release Balances.

**Please note that you cannot move budget authority between funds via a budget amendment.** That type of transfer requires the movement of expenditures and is processed via a request made by your office directly to the JAC Accounting Office.

If there is an adequate Unexpended Release Balance in order to process a budget amendment, go to the following link to fill out the Budget Amendment Request Form:

<http://www.justiceadmin.com/ClientAgencies/Budget%20Deficit%20Procedures/5PercentForm.pdf>

**Step 1.** Begin by selecting your agency and circuit/region (as applicable) from the drop down boxes.

**Step 2.** Select the appropriate fund (Example: General Revenue, Grants and Donations Trust Fund, etc.)

**Step 3.** Select the type of budget movement you are requesting-[between different appropriation categories within the same budget entity and fund, **or** between budget entities within the same appropriation category and fund].

If you are initiating budget movement between budget entities then the budget entity you are moving funds to must be listed under the section entitled "Move to Entity."

**Step 4.** Determine the impact [recurring or non-recurring]. Budget amendments are only good for the current fiscal year, therefore if you would like the exact amount of the budget transfer to be recurring in subsequent years then mark "Yes" in the Recurring Impact section of the Budget Amendment Request Form. Otherwise mark "No".

When the budget amendment is approved and if it is in the time frame during the fiscal year to submit a Legislative Budget Request (LBR) or Amended LBR; the JAC Budget Office will input the necessary LBR issue (known as a 1600 level issue) into your Office's LBR to reflect a request for re-approval of the budget amendment.

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**Step 5.** Type “GR” in the Revenue Source column if the movement is for General Revenue. If the movement is for a trust fund, the fund name and source must be listed. An example trust fund name is GDTF. Revenue source examples are Article V-Traffic Fines, Restitution, Cost of Prosecution, County Information Technology contract, VOCA, VAWA, etc. A numeric organizational code from your account code listing may also be noted to further identify the desired cost center to post to in FLAIR after the budget transfer transaction is approved by OPB.

**Step 6.** Enter the amounts “from” and “to” onto the form on the desired appropriation category or categories lines. **Enter whole dollars only.** PLEASE DO NOT enter cents or use any type of punctuation marks whatsoever. This data is being placed into the Budget Amendment Processing System (BAPS) which does not recognize or accept these characters. The form will automatically convert the amount “from” to a negative number and the amount “to” will automatically show as a positive number. Therefore do not insert plus or minus signs in front of the dollar amounts.

**Step 7.** Provide a brief reason why the transfer is being requested.

**Example Statement:** The \_\_\_ Office in the \_\_\_ Judicial Circuit does not have sufficient budget authority in the Other Personal Services (OPS) category to meet this fiscal year’s remaining obligations.

**Step 8.** Date and sign the completed form.

The form must be signed by the person in your Office who has signature authorization for budget transactions and not the person who is actually submitting the budget transfer document unless that person has been duly given signature authorization for this purpose. The JAC Budget Office should be notified in writing as such.

**Step 9.** Print and transmit the form electronically to the JAC budget Office using the following email address:

[Budget@justiceadmin.org](mailto:Budget@justiceadmin.org)  
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**SPECIAL NOTE REGARDING 5% or \$250k BUDGET AMENDMENTS**

When there is a consistent need to request the same movement of budget authority between the same categories every fiscal year; please consider a realignment of budget authority in your LBR or Amended LBR using Issue Code numbers 2000100[Add] and 2000200[Deduct]. This action will help to ensure that your operating budget is properly aligned where best and most needed to accommodate expenditures. Additionally it will decrease the number of requests made to OPB during the fiscal year.

**FY 2015-2016 BUDGET AMENDMENT REQUEST FORM  
[USE FOR 5% OR \$250,000 BUDGET MOVEMENT]**

**Requesting Agency:**

**Fund:**

**Type of Movement:**

Between categories of appropriations **within a budget entity** ([s. 216.292\(2\)\(a\)1., F.S.](#))

**Between budget entities** within identical appropriation categories ([s. 216.292\(2\)\(a\)2., F.S.](#))

Move to entity:

**Recurring Impact:**  Yes  No

**NOTE:** When entering dollar amounts in the "Amount From" and "Amount To" columns, do not use dollar signs, negative signs, commas or other punctuation marks. Please enter whole numbers only. (no cents).

CATEGORY	REVENUE SOURCE	AMOUNT FROM	AMOUNT TO
Salaries and Benefits (010000)			
Lease or Lease Purchase Equipment (105281)			
(Amount totals are automatically calculated. Totals MUST balance out to 0.)	<b>TOTALS:</b>		

Provide a brief justification for this request:

Date:  Authorized Signature:

PLEASE RETURN COMPLETED FORM TO JAC BUDGET OFFICE: [BUDGET@JUSTICEADMIN.ORG](mailto:BUDGET@JUSTICEADMIN.ORG)