



RON DESANTIS
GOVERNOR

STATE OF FLORIDA

Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com
850-717-9418

Memo# 24-024

MEMORANDUM

To: The Agency Addressed

From: Brandi Gunder, Deputy Director of Budget *BG*
Office of Policy and Budget

Subject: End of Fiscal Year Budget Amendments

Date: April 4, 2024

Attached is the schedule for submitting year-end budget amendments. The dates are based on the June 30, 2024, deadline for processing budget amendments.

The first column of dates is for agencies to have all requests submitted to the Budget Management Policy Unit (BMP). Please keep in mind that all information and pertinent supporting documentation must be in receipt and a technical review must be successfully completed before a request can be processed.

The second column of dates is for the Office of Policy and Budget's (OPB) policy unit analysts to have all requests reviewed, all recommendations completed, and turned in to the BMP Unit for final processing and approval. Please note the five percent transfers must be submitted no later than the close of business on June 21st.

The due dates on the attached spreadsheet were designed for OPB to manage the heavy workload expected over the next three months. There is no guarantee that a budget amendment will be processed and transmitted to the Chief Financial Officer if the budget amendment is not received by the designated due date.

Thank you for your cooperation in this matter. If you have any questions, please contact the OPB analyst assigned to your agency.

Attachment

BYG/trs

**OFFICE OF POLICY AND BUDGET
SCHEDULE FOR PROCESSING 2023-24 BUDGET AMENDMENTS
AND IMPLEMENTATION OF 2024-25
BUDGET AMENDMENTS**

Type of Action	Statutory Reference	LBC Approval Required	Consultation or Review Period	Date Due to BMP from Agency	Date Due to BMP from Unit
Budget Amendments Requiring Legislative Budget Commission (LBC) <i>(Other than listed below)</i>	Ch. 216, F.S.	Y	14 Days	TBD	TBD
Qualified Expenditures included in FY 2023-24 and FY 2024-25 GAA	s. 216.011(1)(ss), F.S.	Y	14 Days	TBD	TBD
Reorganizations Effective July 1, 2024- Approved by the Legislature but not included in the FY 2024-25 GAA	s. 216.292(4)(d), F.S.	Y	14 Days	TBD	TBD
Trust Fund Appropriation Increases/Decreases for FY 2023-24 in Excess of \$1 million	s. 216.181(11)(b), F.S.	Y	14 Days	TBD	TBD
General Revenue and Trust Fund Appropriation Transfers for FY 2023-24 in excess of those provided in s. 216.292(2), F.S., and in excess of \$1 million	s. 216.292(4)(a)&(b), F.S.	Y	14 Days	TBD	TBD
Increase or Decrease of Salary Rate at the Department Level	s. 216.181(10)(a), F.S.	Y	14 Days	TBD	TBD
** Trust Fund Appropriation Increases/Decreases for FY 2023-24 up to \$1 million	s. 216.181(11)(a), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
Trust Fund Appropriation Transfers for FY 2023-24 in excess of those provided in s. 216.292(2), F.S., and up to \$1 million	s. 216.292(3)(a), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
** Position Transfers Between Budget Entities for FY 2023-24	s. 216.262(1)(c), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
Lump Sum Allocation for FY 2023-24	s. 216.181(6)(a)&(b), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
Lump Sum Allocation for FY 2024-25 (Effective July 1, 2024)	s. 216.181(6)(a)&(b), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
Adjustments to Nonoperating Budget Authority for FY 2023-24 (OPB Approval Required) NOTE: Nonoperating budget authority for FY 2024-25 will be handled through a separate exercise	s. 216.181(12), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
Release Request from Unbudgeted Reserve for FY 2023-24	s. 216.192(1), F.S.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
DOT Work Program with Budget Amendment for FY 2023-24 <i>(Fixed Capital Outlay appropriation)</i>	2017-71, s.50e, L.O.F.	N	14 Days	Wed-May 01, 2024	Wed-May 15, 2024
** Trust Fund Loans for FY 2024-25 to be Effective July 1, 2024	s. 215.18, F.S.	N	7 days	Wed-May 22, 2024	Wed-June 05, 2024
** Adjustments to Nonoperating Budget Authority for FY 2023-24 (OPB Approval NOT Required)	s. 216.181(12), F.S.	N	None	Wed-May 29, 2024	Wed-June 05, 2024
** Salary Rate Changes Between Budget Entities for FY 2023-24 (OPB Approval NOT Required)	s. 216.181(8), F.S.	N	None	Wed-May 29, 2024	Wed-June 05, 2024
Adjustments to Fixed Capital Outlay Releases for FY 2023-24	s. 216.192(1) & 216.177(2)(a), F.S.	N	3 Days	Mon-June 03, 2024	Mon-June 10, 2024
DOT Work Program without Budget Amendment for FY 2023-24	s. 339.135, F.S.	N	14 Days	Wed-June 05, 2024	Wed-June 12, 2024
** General Revenue and Trust Fund Appropriation Transfers for FY 2023-24 (5-day notification/Program Flexibility)	s. 216.292(2)(b), F.S.	N	5 Days	Wed-June 12, 2024	Mon-June 17, 2024
** Transfers Between Identical Funding Sources Limited to 5% or \$250,000 for FY 2023-24	s. 216.292(2)(a), F.S.	N	3 Days	Fri-June 21, 2024	N/A

****:** Most common transactions for JAC Entities