When an office determines that a movement of budget authority is necessary, the Unexpended Release Balance in the appropriation category that you will be transferring 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 with a budget amendment.** That type of transfer requires the movement of expenditures and is processed with 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**](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 (within the 1600 level issue code series) in your Office’s LBR to reflect a request for re-approval of the budget amendment.

**Step 5.** If you are requesting a 5-Day Unlimited Transfer, a budget amendment summary form must be completed with full justification for the budget action. Section 216.292 (2) (b) 1. Florida Statutes limits the appropriation categories that can be utilized in this type of transfer.

**Step 6.** Type “GR” in the Revenue Source column if the transfer is for General Revenue. If the transfer is for a trust fund, the source of funds must be listed (i.e., 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 is approved by OPB.

**Step 7.** 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. 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 8.** Provide a brief reason why the budget amendment 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 9.** Date and sign the completed form. An employee who is authorized to sign

budget transaction requests may type their name in the authorized signature field

without having to print and sign the form.

**Step 10**. Transmit the form electronically to the JAC budget Office using the following

 email address:

 Budget@justiceadmin.org

**SPECIAL NOTE REGARDING 5% or $250k BUDGET AMENDMENTS**

When there is a consistent need to request the same transfer 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.