

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memoranda

Chapter 19. Changes in Approved Budget C PPM Number 52

§1901. Procedures

A. Pursuant to the above authority, in order to discharge my duty and responsibility as directed by the statutes, it is hereby ordered that all state budget units shall abide by the statutes and the following rules and regulations.

1. All requests shall be fully documented to include the following information.

a. What is the source of funding [if other than General Fund (Direct)]? Specifically identify any grant or public law and purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriations must accompany the BA-7. What are the expenditure restrictions of the funds? Include the date the grant was applied for, the date approval from the federal granting authority was received, and the duration of the grant.

b. What is the financial impact in the current year and the next four fiscal years? That is, if the funds are being used to start a new program or enrich an ongoing program, what will the impact be in future years? Will the grant decline either in funds available or in ratio of participation?

c. What programmatic impact (positive or negative) will occur as a result of the approval of this request? In other words, who will benefit, how, and to what extent? If expenditure authority is being moved from one program to another, what is the impact on the program giving up the expenditure authority? List performance indicators affected.

d. What strategy will be used in accomplishing your agency's mission and goals? Include your resource allocation plan (i.e., how, and on what, will money be spent?).

e. Will this action require additional personnel? Explain in detail.

Failure to answer all questions completely will be cause to return this document without action.

2. All requests for appropriation changes initiated after over-expenditures have been made will be summarily denied unless certification is made to the Division of Administration and the Joint Legislative Committee on the Budget, attesting that the change was of an emergency nature. Emergency is defined as being a condition detrimental to the protection of employees and/or the general public and to state property.

3. All requests shall also comply with the current appropriation bill restrictions.

AUTHORITY NOTE: Promulgated in accordance with Act 14, 1973, R.S. 39:7.

HISTORICAL NOTE: Revised by the Office of the Governor, Division of Administration, December 18, 1974, promulgated LR 1:132 (February 1975), amended LR 17:758 (August 1991).

FORM BA-7 Revised 7/91	STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF PLANNING AND BUDGET REQUEST FOR CHANGES IN APPROPRIATION		
DEPARTMENT NAME: _____	DATE: _____		
AGENCY NAME: _____	AGENCY BA-7 NO: _____		
SCHEDULE NUMBER: _____			
HEAD OF BUDGET UNIT: _____			
TITLE: _____			
OPB LOG NO.			
CATEGORY OF MEANS OF FINANCING OR EXPENDITURE	BUDGETED 19____19____	ADJUSTMENT (+) / (-)	REVISED 19____19____
MEANS OF FINANCING			

GENERAL FUND BY:								
DIRECT								
INTERAGENCY TRANSFERS								
FEES AND SELF-GENERATED								
STATUTORY DEDICATIONS								
INTERIM EMERGENCY BOARD								
FEDERAL								
TOTAL MEANS OF FINANCING								
EXPENDITURES BY PROGRAM	DOLLARS	POSITIONS	DOLLARS	POSITIONS	DOLLARS	POSITIONS		
PROGRAM NAME:								
PROGRAM NAME:								
PROGRAM NAME:								
PROGRAM NAME:								
PROGRAM NAME:								
PROGRAM NAME:								
PROGRAM NAME:								
PROGRAM NAME:								
TOTAL								
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Policy and Procedure Memorandum No. 52, Revised, requires that all Request for Changes in Appropriations be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. Failure to answer all questions completely will be cause to return this document without action.

What is the source of funding [If other than General Fund (Direct)]? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the fund?

What is the financial impact in the current year and the next four fiscal years?

MEANS OF FINANCING	CURRENT YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4
GENERAL FUND BY:					
DIRECT					
INTERAGENCY TRANSFERS					
FEES & SELF- GENERATED					
STATUTORY DEDICATIONS					
INTERIM EMERGENCY BOARD					
FEDERAL					
TOTAL MEANS OF FINANCING					

What programmatic impact (positive or negative) will occur as a result of the approval of this request?

What strategy will be used in accomplishing your agency's mission and goals?

Will this action require additional personnel? Explain in detail.