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|  | **Virginia** |
| **Department of Planning and Budget** |

**To: State Agency Finance and Budget Officers**

**From: Department of Planning and Budget (DPB)**

**Subject:  Submission of 2016 base adjustments and other technical budget changes**

The next step in the preparation of the Governor’s introduced budget for the 2016-2018 biennium is the submission of technical changes to your agency’s base budget. As indicated in a previous communication, your base budget has been loaded for you in the Performance Budgeting system. This base budget is equivalent to your FY 2016 appropriation per Chapter 665, 2015 Acts of Assembly at the program, service area, and fund detail level. Your technical changes will be applied to this previously loaded base budget.

Technical changes to your agency’s base budget come in two basic forms:

1. **Base adjustments**. These are required adjustments to your agency’s budget that have been identified by DPB in the form of base budget adjustment targets. DPB will provide you with a listing of targets for each base adjustment and you will spread the adjustments to the service area, fund detail, and subobject levels. These are submitted in the Performance Budgeting system via the base budget adjustment module.
2. **Technical adjustments**. These are your opportunity to request non-policy changes to your agency’s budget that are not already covered by base adjustments. These are submitted in the Performance Budgeting system via the decision package module.

Base adjustment instructions and technical adjustment instructions have been posted on the DPB website along with a listing of base adjustment targets. Both base adjustment and technical adjustment submissions are due in via the Performance Budgeting system no later than **Monday August 31, 2015**. For more information see the following links.

**DPB Website:**

<http://dpb.virginia.gov>

**Base Adjustment Instructions and Targets Listing:**

<http://dpb.virginia.gov/forms/forms.cfm?search=%202016%20Base%20Adjustments%20Instructions%20and%20Targets>

**Technical Adjustment Instructions:**

<http://dpb.virginia.gov/forms/forms.cfm?search=%202016%20Technical%20Adjustments%20Instructions>

Base adjustments and technical adjustments typically consist of items such as:

* The removal of one-time costs;
* Net zero transfers of dollars or positions;
* The annualization of partial year spending or reductions;
* The shifting of funds or positions between programs;
* The addition of nongeneral fund appropriation to reflect actions already approved administratively;
* The increase in position level to reflect actions already approved administratively; and
* The distribution of Central Appropriation amounts to agency budgets.

If you have non-technical proposals to change your agency’s budget, you will need to wait until the next round of instructions is released in the near future for non-technical decision packages.

**DPB’s Budget Calendar:**

For a complete view of the budget calendar for the remainder of the summer, please visit the [DPB Web Site](http://dpb.virginia.gov/) (or go directly to <http://dpb.virginia.gov/forms/20130426-2/BudgetCalendarAgency.pdf> ).

If you have any questions on this or any other budget development processes, please contact your DPB Budget analyst.