
FY 2020 Year-End Close Budget Instructions



**Virginia Department of
Planning and Budget**

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Introduction

About these budget execution year-end close instructions

This package provides instructions to close out FY 2020 from a budget execution perspective, as offered by the Department of Planning and Budget (DPB). Instructions for the start-up of FY 2021 will be included in a separate document.

It should be noted that the Department of Accounts (DOA) will be distributing a separate memorandum detailing accounting procedures and payroll information for year-end close. Do not confuse these instructions as a substitute for DOA's instructions.

The following are definitions of key terms used in these instructions:

- **FY 2020** means the fiscal year beginning July 1, 2019, and ending on June 30, 2020.
- **FY 2021** means the fiscal year beginning July 1, 2020, and ending on June 30, 2021.
- **Chapter 1283** means the Act to amend and reenact Chapter 854 of the 2019 Acts of Assembly, and is now the Appropriation Act for the 2018-2020 biennium, as passed by the 2020 Session of the General Assembly.

If you encounter any problems or need specific advice or assistance, please contact your budget analyst.

Budget execution year-end close dates

The significant budget deadlines for year-end close are as follows:

<i>Date</i>	<i>Action</i>
June 1, 2020	Deadline for the submission of “pledged GF balances” for non-higher ed executive branch agencies. See the “Designating Year-End GF Balances” section in these instructions for more information.
June 15, 2020	Deadline for agencies to submit execution transactions for FY 2020
June 15, 2020	Deadline for agencies to submit capital project review work items in the Performance Budgeting system

Final FY 2020 Appropriation and Allotment Actions

Deadline for FY 2020 execution transactions

The deadline to submit budget execution adjustments in the Performance Budgeting system to DPB for FY 2020 appropriation and allotment actions, both operating and capital, is:

5:00 p.m., June 15, 2020

Upon receipt and approval, DPB will process the final FY 2020 actions and transmit them to the Department of Accounts (DOA). Agency pending budget execution adjustments that no longer need processing should be voided in the PB system before the closing date. After this date, agencies will no longer be able to submit FY 2020 budget execution adjustments in the PB system. You will, however, have access to Performance Budgeting system reports after the deadline to allow you to view voided or completed transactions.

Designating Year-End GF Balances

On April 27, 2020, DPB sent the following information to executive department agencies regarding the pledging of year-end GF discretionary balances. This information does not apply to non-executive branch agencies and higher education institutions due to the fact that GF balances for these agencies are required to be reappropriated (mandatory carryforward).

FY 2020 Discretionary Spending and Year-end Balances

On April 2, 2020, the Chief of Staff, Clark Mercer, issued a memorandum directing Executive Department agency heads to eliminate discretionary spending and to prepare for budget reductions in the coming biennium in response to likely reductions in revenue collections due to the COVID-19 pandemic. Specifically, the memo stated:

Eliminate discretionary spending for the remainder of the current fiscal year. DPB will issue guidance for you to identify the amount of unexpended general fund appropriations that will remain in your agency as a result of doing this. If economic circumstances permit, the Governor's intent is to allow a portion of the unexpended discretionary general fund balances that you identify from the current fiscal year to be pledged toward general fund budget reductions in FY 2021.

The Chief of Staff has directed DPB to collect information on the estimated amount of general fund balances that will remain unexpended at year end. To accomplish this, agencies with general fund appropriations are directed to complete an Excel survey identifying such estimated amounts by program.

As the Chief of Staff indicated, if economic circumstances permit, the Governor may allow at least a portion of these reported balances to be pledged against FY 2021 general fund reductions. Pledged balances should not include any amounts that would otherwise be considered a mandatory carryforward nor should the estimated balances include any nongeneral fund amounts. Further, agencies should not expect that these balances will be available for discretionary carryforward.

The Excel form to identify estimated unspent FY 2020 balances can be found on the DPB website (see links below). Instructions for completing the Excel form are included in the Excel file. Agencies should submit their forms to budget@dpb.virginia.gov with a copy to their DPB analyst prior to **June 1, 2020**. When submitting these forms, please include your agency code in the file name of the Excel spreadsheet. **Any submissions that occur after June 1, 2020, will not be considered for a potential offset against FY 2021 reductions.**

DPB Website: <https://dpb.virginia.gov/>

Direct Link for Excel Form and other Documents:

<https://dpb.virginia.gov/forms/forms.cfm?search=Designation%20of%20FY%202020%20Year-End%20Discretionary%20balances>

Capital Projects

Review of Active Projects

All active capital outlay projects, including projects authorized in prior biennia or under §4-4.01 I. of the General Provisions of the Appropriation Act, must be reviewed to identify projects that either i.) have been completed and can be closed out with all remaining appropriation balances reverted, or ii.) are active projects with unobligated appropriation balances that can be reverted. As a result of this review, agencies are required to submit a report through the PB System for **only those projects that are ready to be closed out or for which some unobligated balances can be reverted.**

Entries must be submitted by **June 15 2020**, for each project identified to be closed or have unobligated balances reverted using the Capital Project Review module.

Using the Capital Project Review Module:

To submit entries in PB, find the Capital Project Review module in the PB System by placing your cursor over the “Capital Budget” tab. Then, from the drop-down list of tasks displayed, place the cursor over “Capital Project Review” and, click on “Capital Project Review” from the list of tasks displayed. Use the following steps to complete a submission **for each project to be closed or with unobligated balances to be reverted:**

1. Enter agency code.
2. Select project from drop down list.

3. Project title field should automatically fill.
4. Year field should default to 2020.
5. Carryforward type field:
 - a) Select “B” if the project is to remain active, but some balances can be reverted.
 - b) Select “C” if the project is to be closed and all balances reverted.
 - c) Note that if type “A” (remain active and no balances reverted) is applicable, no action is needed. You do not need to complete a capital project review work item for carryforward type “A” projects.
6. Entries in the “Total Amount to be Reverted” Section should include a separate row for each fund detail applicable to the project for the following two fields:
 - a) “Current Project Budget” field: Reflect the current available appropriation amount for each fund detail. Note that this field will auto-populate with the amount of appropriation the project had *at the beginning of FY 2020*, by fund detail, and is not necessarily reflective of the current appropriation balance . Therefore, you will need to identify the current appropriation in either Cardinal or the project’s [operating plan](#) by fund detail and make any necessary changes in order to reflect the current available appropriation amount by fund detail.
 - b) “Amount” field:
 - (1) If you selected “B” (active, partial reversion) in the Carryforward type field, enter the amount of appropriation to be reverted for each fund detail; or
 - (2) If you selected “C” (closed, complete reversion) in the Carryforward type field, enter the amount of the balance anticipated to be available on June 30, 2019 for each fund detail. (For projects designated to be closed, the Department of Accounts will revert the entire June 30 balance.)
7. To submit entries to DPB, follow the instructions in the Help feature in the PB System on how to submit to DPB.

Agencies must complete their entries **no later than June 15, 2020**.

Sometime in early August, DOA and DPB will bring forward into FY 2021 the June 30, 2020, capital project appropriation balances for those amounts not identified for reversion in the Capital Project Review process described above. Prior to this reappropriation, DOA will calculate 75 percent of the current appropriation/allotment balance in mid-June, and will process an entry in FY 2021 to grant the calculated amount of appropriation/allotment to each applicable capital project. This will enable project expenditures to continue until the carryforward of capital balances has been completed.

You may run a report of your Capital Project Review submissions by clicking on the “[BE2.40 - Capital Project Review](#)” report within the Performance Budgeting system reports menu. This report contains a simple listing of active capital projects along with an indication of whether a Capital Project Review work item has been completed for a project. A snapshot of a sample report is shown on the next page.

Sample Capital Project Review Report

Hide Filter | Help
Capital Project Review

Secretarial Areas

- Administration
- Agriculture and Forestry
- Central Appropriations
- Commerce and Trade
- Education
- Executive Offices

Agencies

- 189: Secretary of Transportation and Public Sa
- 190: Secretary of Finance
- 191: Virginia Workers' Compensation Commissk
- 192: Secretary of Commerce and Trade
- 193: Secretary of Agriculture and Forestry
- 194: Department of General Services

Year Submitted

2013

Output Options

☒ Show Submission Status Shows 1 row per project and whether it has been started, is at the agency, or has been submitted to DPB

☐ Tabular Report for DOA

Submit

Agcy Cd	Agency Name	Project Code	History	Project Title	Workflow Status	FY 2013 Current Amount	FY 2013 YTD Expenditures
194	Department of General Services	14008	history	Restore Bell Tower [Inactive]	Submitted to DPB	\$1,348,837	\$372,761
194	Department of General Services	14260	history	Maintenance Reserve	Not Started	\$939,578,276	\$108,671,453
194	Department of General Services	16780	history	Renovate Capitol Square, Phase I	Not Started	\$272,268	\$41,806
194	Department of General Services	16881	history	Renovate State Capitol	Not Started	\$673,786	
194	Department of General Services	17091	history	Renovation of the 9th Street Office Building and Parking Deck	Not Started	\$7,730,248	\$201,319
194	Department of General Services	17141	history	Energy conservation measures at the Capital Square Complex	Not Started	\$16,231	\$4,845
194	Department of General Services	17177	history	Construct educational wing of Virginia War Memorial [Inactive]	Submitted to DPB	\$369,570	\$61,595
194	Department of General Services	17232	history	Energy Efficiency Projects for the Capitol Complex [Inactive]	Submitted to DPB	\$37,949	\$37,319
194	Department of General Services	17490	history	Renovate exterior and interior of the Supreme Court Building	Not Started	\$11,818,158	\$6,791,640
194	Department of General Services	17499	history	Critical Repairs to the General Assembly	Not Started	\$4,127,484	\$199,283
194	Department of General Services	17548	history	Construct, or Acquire and Renovate, Taxation Channel Facility	Not Started	\$673,076	\$35,124
194	Department of General Services	17784	history	Construct Main Street Centre Employee Parking Deck	Not Started	\$22,105,875	\$430,635
194	Department of General Services	17882	history	Main Street Center Energy Improvements	Not Started	\$0	
194	Department of General Services	17884	history	14th Street Parking Deck Lighting Upgrade	Not Started	\$0	
194	Department of General Services	17885	history	Virginia Distribution Center Lighting Upgrade	Not Started	\$0	
194	Department of General Services	17886	history	Madison Parking Deck Lighting Upgrade	Not Started	\$0	
194	Department of General Services	17887	history	Pocahontas Building Chiller Upgrade	Not Started	\$0	
194	Department of General Services	17906	history	James Monroe Building Mechanical Equipment Replacements and Building Upgrades	Not Started	\$0	
194	Department of General Services	17907	history	Main Street Center Building Energy Upgrades	Not Started	\$0	
194	Department of General Services	17908	history	Filter Replacements at Pocahontas Building and VRS Parking Deck	Not Started	\$0	
194	Department of General Services	18007	history	Capital Projects Space Improvement, Department of Conservation and Recreation	Not Started	\$42,399,532	\$7,376,977
194	Department of General Services	18008	history	Monroe Exterior Repairs and Jefferson Building Window Replacement	Not Started	\$594,120	\$87,882
194	Department of General Services	18030	history	Renovate Consolidated Labs	Not Started	\$160,000	\$9,639
194	Department of General Services	18064	history	Renovate Morson Row	Not Started	\$0	
194	Department of General Services	18081	history	Capitol Complex Infrastructure and Security	Not Started	\$0	

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