



Virginia's Budget Process – Briefing for Legislative Assistants

2024 Session - December 5, 2023

Outline

- 1 Virginia's Budget Process
- 2 Overview of Virginia's Budget – Funding & Structure
- 3 Efiling Budget Amendment System
- 4 Committee Staff Overview, Helpful Links, & Upcoming Dates

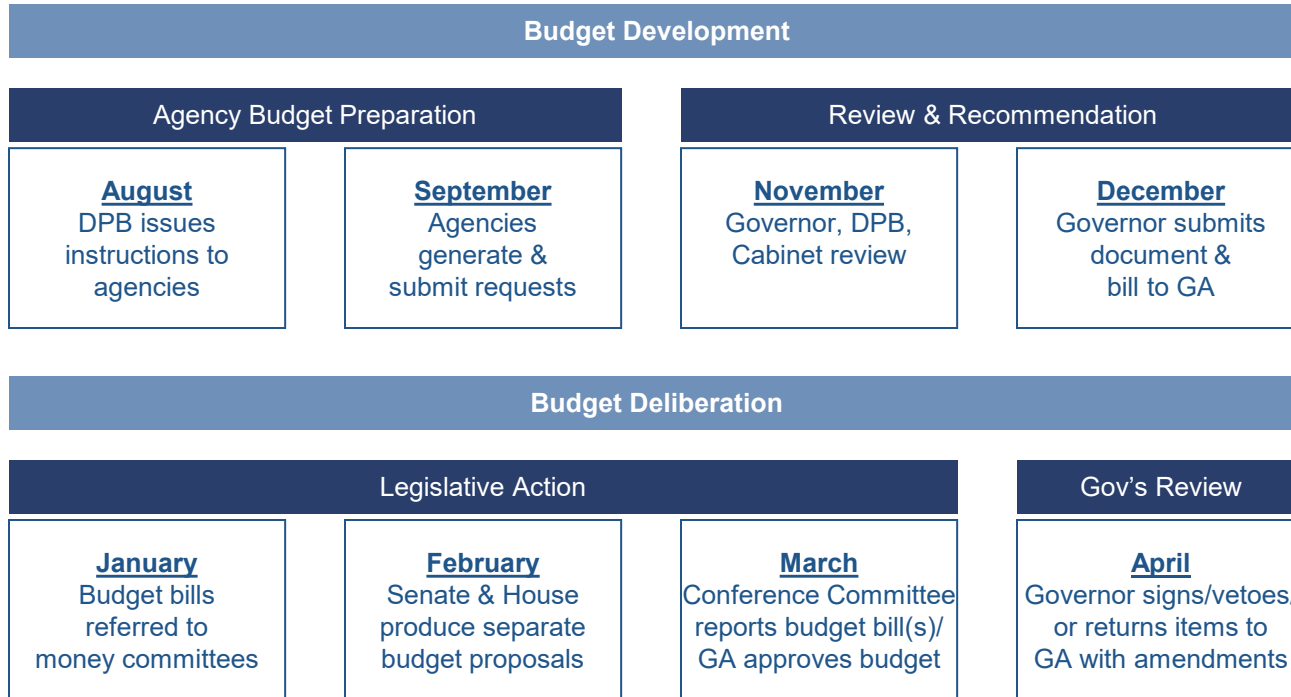


Virginia's Budget Process

Understanding Virginia's Budget Process

- Timeline of important dates
- Governor's role in the budget process
- General Assembly's role in the process
- Legislative budget process
- Snapshot of resources and spending

Virginia's Budget Process: *Typical Timeline*



Who are the players?

Governor and the General Assembly

Governor

- As the chief planning and budget officer, the Governor prepares the biennial budget and executes it once the legislature completes its actions.
- Governor gets the first “bite-at-the-apple” when allocating projected revenues or making reductions when deficits are projected.
 - Governors’ initiatives are generally tied to campaign promises, state’s economic conditions, or unforeseen events.
- According to Virginia’s Constitution, governors serve a four-year term -- has a limited amount of time to accomplish their goals.

General Assembly

- Since 1971, the General Assembly has met annually.
 - Long sessions are held in even-numbered years and typically last 60 consecutive days and short sessions are held in odd-numbered years and last 45 consecutive days.
 - Special sessions are convened on an ad hoc basis.
- Like the Governor, one of the primary responsibilities of the General Assembly is to craft a budget.
- **Per the Constitution of Virginia, only the General Assembly can appropriate revenues and authorize spending.**
- “The Governor proposes and the legislature disposes.”
 - The House and Senate budgets are amendments to the Governor’s introduced budget (typical process).
 - The General Assembly adds, modifies, endorses or deletes items in the Governor’s proposed budget.

Who are the players?

Senate Finance & Appropriations Committee

- All revenue, state and local tax policy, pension, and spending bills go through the Committee.
- Currently comprised of 16 members (one vacancy); Co-Chaired by Senator Howell and Senator Barker.
 - Ten subcommittees, by functional area (e.g., education, public safety, etc.). Assisted by professional, non-partisan staff.
- Meets monthly (except for July) in off-season to review revenue collections and topical issues.
- Responsible for developing the Senate budget.
 - Provides several briefings on the budget prior to and during the Session; solicits budget amendments from members.

Who are the players?

The General Assembly Money Committees

- The **Senate Finance & Appropriations Committee, House Appropriations, and House Finance Committees** comprise the General Assembly's "money committees."
- Through legislation and the budget process, these committees establish the Commonwealth's fiscal policies.
- **Senate:** Tax policy and spending decisions combined under the Finance & Appropriations Committee.
- **House of Delegates:** Duties are split between the Finance Committee (tax policy) and the Appropriations Committee (spending decisions).
- The Senate Finance & Appropriations and House Appropriations Committees are the only standing committees with their own full-time legislative staff assigned to them.
- Non-partisan staff members provide the Committee and all members of the Senate:
 - Independent source of information;
 - Professional expertise in various budget disciplines;
 - Recommendations on emerging funding issues; and
 - Guidance on spending and revenue trends.

Legislative Budget Process - *Subcommittees*

Senate Finance & Appropriations Committee

- Capital Outlay
- General Government
- Econ. Dev/Ag/Natural Resources
- K-12 Education
- Higher Education
- Health & Human Resources
- Claims
- Public Safety
- Transportation
- *Resources*

House Appropriations Committee

- General Government/Capital Outlay
- Compensation & Retirement
- Commerce/Ag/Nat. Resources & Tech.
- Elementary & Secondary Education
- Higher Education
- Health & Human Resources

- Public Safety
- Transportation

Legislative Budget Process -

Opportunities for Input

- Budget amendments:
 - Members may submit amendments to add or subtract funding from the Governor's budget as introduced.
 - Amendments are drafted by Senators, on behalf of a Senator, or Senate Finance & Appropriations staff. The "half sheet" is prepared by Senate Finance & Appropriations staff for the Senator's review.
 - Budget amendment submission deadline is Friday, January 12th at 5:00 p.m.
- Non-Committee members may present their amendments at a special meeting of the Senate Finance & Appropriations Committee (tentatively scheduled for Thursday, January 18th at 4:00 pm).
- Members can debate, eliminate, or propose amendments on the floor when the budget is taken up for consideration.

Legislative Budget Process -

Budget Deliberation


- Senate Finance & Appropriations Committee begins informal budget deliberations in October and November.
 - Review agency requests and submissions to Governor.
 - Committee holds an annual meeting to examine fiscal outlook and emerging issues.
- After receiving Governor's introduced budget, the Committee holds four regional public hearings on the budget in early January – this year on Wednesday, January 3rd.
 - Committee has five weeks to conduct budget review in long session (three weeks in short session).
- Budget amendment requests are due to the Finance & Appropriations Committee typically on the first Friday of Session.
- Subcommittees review agency budgets and amendment requests.
- Committee acts on Subcommittee Reports.
- Committee sends budget bill with amendments to the Senate floor for adoption.

Legislative Budget Process -

Finalizing the Budget

- Once each chamber adopts its version of the budget, bills are sent to the opposite house.
- Committee of conference is appointed.
 - Provides opportunities to correct mistakes and get additional input.
 - Budget conferees resolve differences between House and Senate budgets.
- Conference committee report is sent back to House and Senate floors for final approval – up or down vote.
- Adopted budget sent to Governor for signature.
- Governor's amendments or vetoes considered during Reconvened (Veto) Session.

Member Input - The Budget Amendment Form...


SENATE OF VIRGINIA
2024 SESSION BUDGET AMENDMENT FORM

TO: Senate Finance & Appropriations Committee **FROM:** Senator

An item number identifies the specific section of the Budget Bill which your amendment would affect. Item numbers are listed in the Budget Bill on the left side of each page. The number of items for an agency depends on the diversity of its programs. Some agencies have only one item; others have more than 10. If you are unsure of the item number leave the space blank.

ITEM NUMBER: SB 29 (2022-2024)
AGENCY NAME: SB 30 (2024-2026)
SHORT TITLE:

Use this section to indicate whether your amendment would require an increase or decrease in appropriated funds. General fund (GF) monies are derived from taxes levied on individual and corporate income, sales, public service corporations and insurance companies. The GF is the major source of support for many state functions. Non-general fund (NGF) monies consist of special fund revenues, higher education operating monies (tuition, special revenues and federal grants), highway maintenance and construction funds, trust and agency funds, and federal trust funds.

	<u>FUNDING</u>	<u>FIRST YEAR</u>	<u>SECOND YEAR</u>
<input type="checkbox"/>	Increase	GF	GF
<input type="checkbox"/>	Decrease	NGF	NGF

Use this section to indicate if a change in the employment level of the agency is desired or necessary. If you are unsure, leave the space blank.

	<u>EMPLOYMENT LEVEL</u>	<u>FIRST YEAR</u>	<u>SECOND YEAR</u>
<input type="checkbox"/>	Increase	GF	GF
<input type="checkbox"/>	Decrease	NGF	NGF

Please explain the purpose of your amendment or attach explanatory materials. This is the most important part of requesting an amendment as it ensures the staff has adequate background information to correctly draft your budget amendment request.

EXPLANATION OF CHANGE:

Signature of Requesting Senator

Submission via E-filing to: Senate Finance & Appropriations Committee Staff
13th Floor, General Assembly Building
Phone (804) 698-7480
DEADLINE: No later than 5:00 p.m. on Friday, January 12, 2024
Web site: <http://sfac.virginia.gov>

- The Budget Amendment form is the first step in the amendment process (draft paper form is available).
- Actual amendments are done through Efiling (not available until after release of Governor's proposal on December 20th).
- Serves as a guidepost for SFAC staff in developing the half-sheet for the Member.
 - Must be submitted by a Member.
 - Forms must be filled out electronically through the Efiling system.

...Results in the “Half-Sheet”

- The “half-sheet” is the Member’s official request.
 - Serves as a set of instructions for where and how to amend the introduced bill.
- Can be spending, policy, or both.
- Assigned to a subcommittee for consideration within the broader context of all expenditure and policy requests.

VIRGINIA STATE BUDGET			
2018 Session Budget Amendments - SB30 (Member Request) By Member » Item 193 #4s Chief Patron: Hanger UVA- VT - Rural Virginia Initiative			
Item 193 #4s	First Year - FY2019	Second Year - FY2020	
Education			
University of Virginia	\$50,000	\$0	GF
Language Page 176, line 51, strike "\$649,201,340" and insert "\$649,251,340".			
Page 178, after line 20, insert: "N. Out of this appropriation, \$50,000 the first year from the general fund is designated for collaborative study between the University of Virginia and Virginia Tech to analyze the problems facing rural Virginia and develop strategic recommendations for improvement."			
Explanation (This amendment provides \$50,000 GF in the first year to fund a collaborative study between the University of Virginia and Virginia Tech to analyze the problems facing rural Virginia and develop strategic recommendations for improvement.)			

How Other Legislation Impacts Virginia's Budget

- Legislation with a fiscal impact is typically requested to be rereferred to SFAC when a bill passes out of another Committee.
 - Goal is to adequately account for the fiscal impact from legislation in the Senate budget.
 - If funding is not accounted for in the budget, it can place the bill at a disadvantage in the other body (e.g. may result in a Committee not passing a bill or put it in jeopardy during budget conference).
- Analysts review dockets to assess the fiscal impact before rereferral letters are sent to other Standing Committees.
 - Some bills will not be requested if the impact is minimal, etc., or if the Chair provides alternative guidance.
- Senate rules currently require bills that create a fund to come to SFAC.
 - *20 (n). Any bill, except the budget bill sent down by the Governor, whose principal objective is taxation or which establishes a special fund or any type of nonreverting fund, whether or not such bill may also require an appropriation, tax, special or general revenue, shall first be referred to the Standing Committee which has jurisdiction of the subject matter of the bill as defined in rules 18 (a) through 18 (j) of the Rules of the Senate. If said bill is reported by the Committee of original jurisdiction then said bill shall be rereferred by the Committee to the Committee on Finance and Appropriations.*

Fiscal Impact Statements Inform the Budget Process

- Every bill introduced by the General Assembly is reviewed by the Department of Planning and Budget (DPB)* to determine if the bill has a fiscal impact.
- If DPB determines the bill will have a GF or NGF spending impact, the agency will issue a Fiscal Impact Statement (FIS).
- The FIS will appear in the Legislative Information System as part of the information related to the bill.
- Any bill impacting state spending or revenue will be rereferred to the Senate Finance and Appropriations Committee for consideration as part of the budget process.

* General fund revenue impacts are reviewed by the Department of Taxation and bills impacting independent agencies are reviewed by the respective agency.

A FIS Provides the Rationale for any Impact

Each FIS includes:

- A summary of the bill;
- Indicates if a budget amendment is necessary;
- Includes, if feasible, a fiscal impact estimate by fiscal year; and
- A narrative explanation of the fiscal impact and the methodology for the estimates.

Department of Planning and Budget 2023 Fiscal Impact Statement

- 1. Bill Number:** SB 1538
House of Origin Introduced Substitute Engrossed
Second House In Committee Substitute Enrolled
- 2. Patron:** Pillion
- 3. Committee:** Passed Both Houses
- 4. Title:** Medical assistance services; state plan, pharmacy services
- 5. Summary:** The enrolled bill requires the Department of Medical Assistance Services to provide reimbursement when the services provided for by the state plan for medical assistance services are services by a pharmacist, pharmacy technician, or pharmacy intern (i) performed under the terms of a collaborative agreement as defined in relevant law and consistent with the terms of a managed care contractor provider contract or the state plan, (ii) related to services and treatment in accordance with relevant law, or (iii) performed under the terms of the state plan or managed care contractor of the department.
- 6. Budget Amendment Necessary:** No
- 7. No Fiscal Impact**
- 8. Fiscal Implications:** None.
- 9. Specific Agency or Political Subdivisions Affected:**
Department of Medical Assistance Services
- 10. Technical Amendment Necessary:** No
- 11. Other Comments:** None

* General fund revenue impacts are reviewed by the Department of Taxation and bills impacting independent agencies are reviewed by the respective agency.



Overview of Virginia's Budget

Sources of Revenues for Virginia's Budget

State revenues are defined as either general fund or nongeneral fund.

General Fund (GF) Revenues

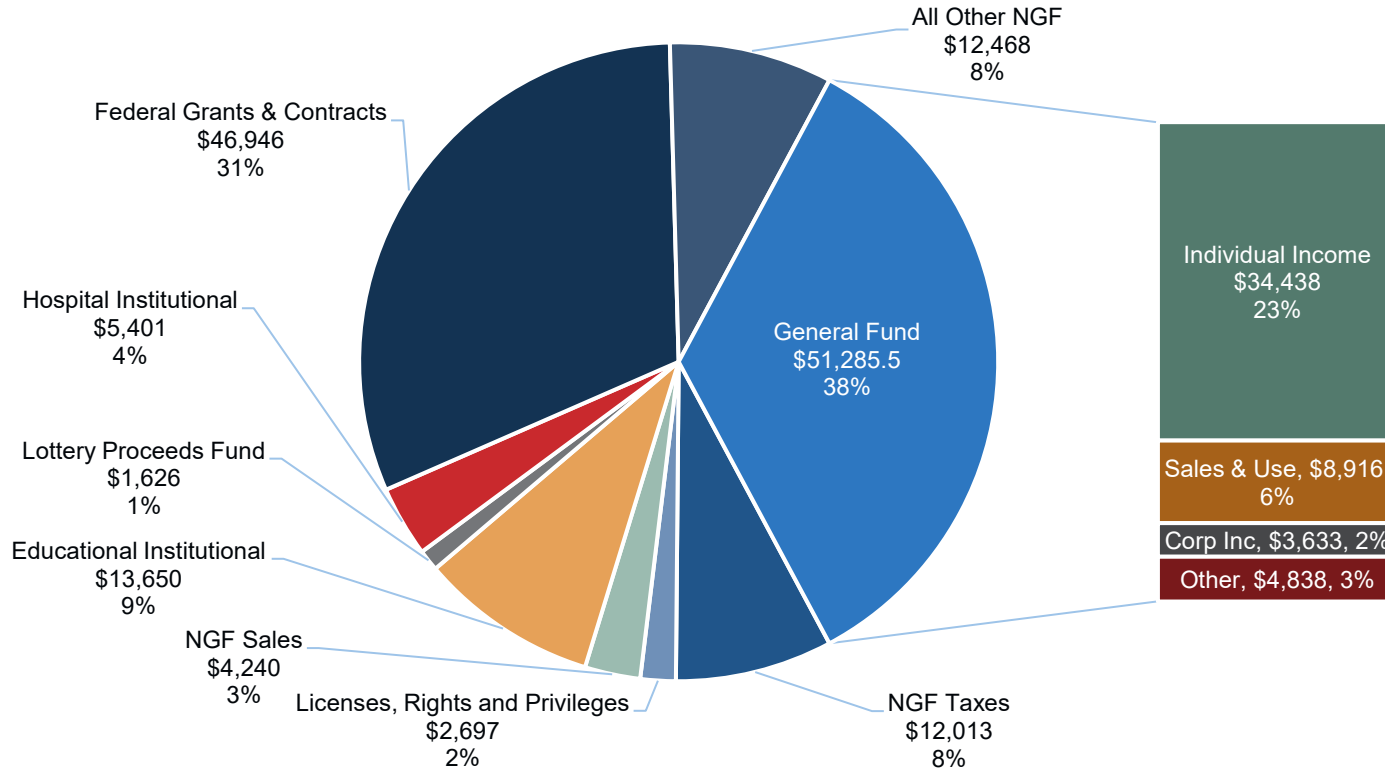
- Include income tax, sales tax, and corporate tax (three largest sources).
- Used for any purpose, such as education, health care, public safety, and social services.
- The Department of Taxation administers and collects most general fund revenue.

Nongeneral Fund (NGF) Revenues

- Include federal revenue, tuition and fees, gas taxes, lottery, unemployment taxes, etc.
- Tend to be earmarked for specific programs or purposes, such as transportation.
- Several agencies administer and collect NGF taxes, including Department of Motor Vehicles, Department of Taxation, and Virginia Employment Commission.

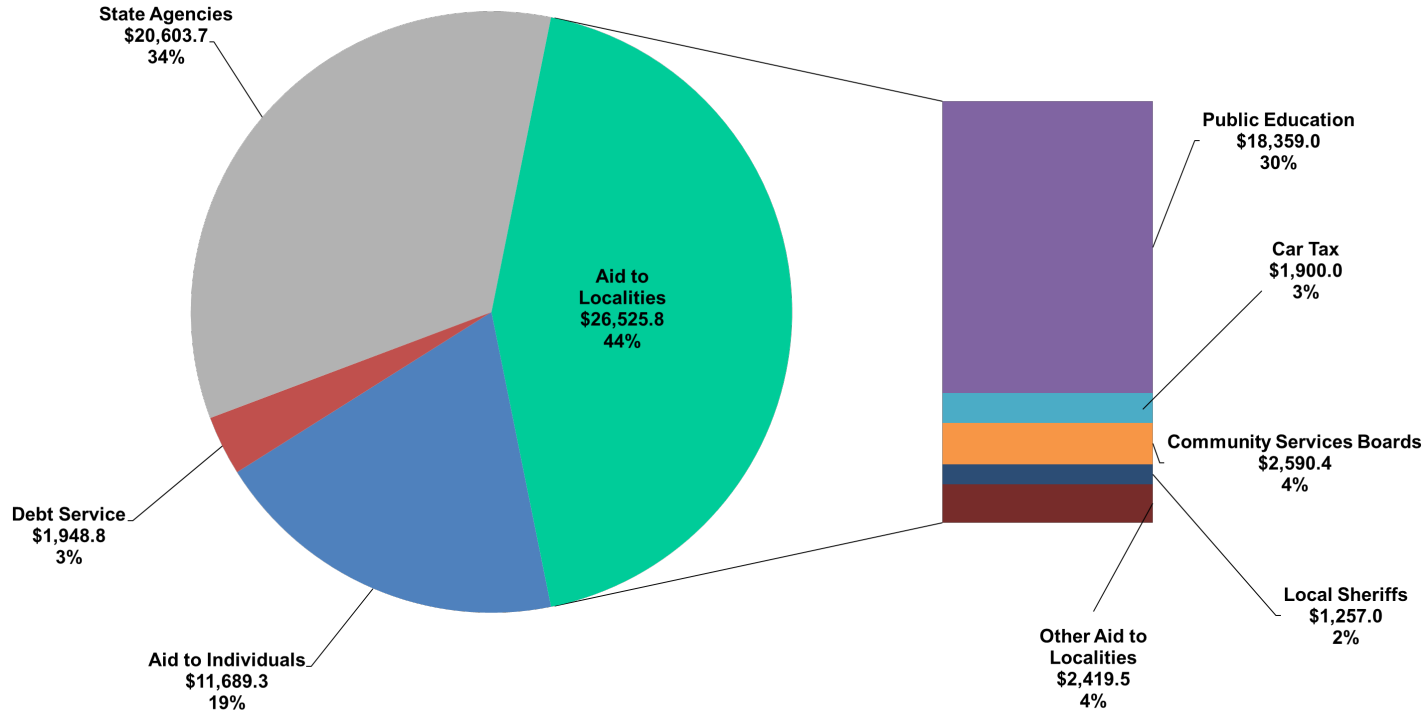
2022-2024 Total Revenues = \$150.9 Billion

Chapter 1, 2023 Special Session I (HB 6001, as Adopted), \$ in millions



FY 2022-2024 GF Operating Budget = \$60.8 Billion

Chapter 1, as Adopted
(\$ in millions)



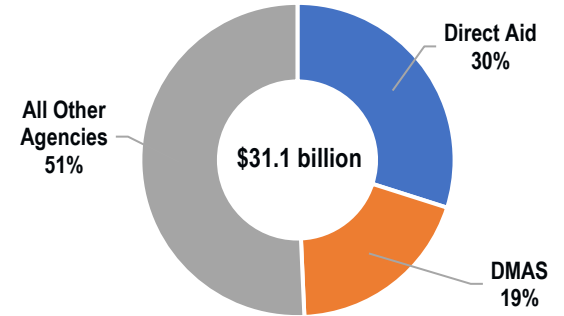
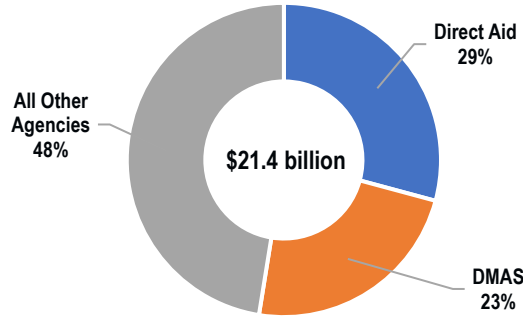
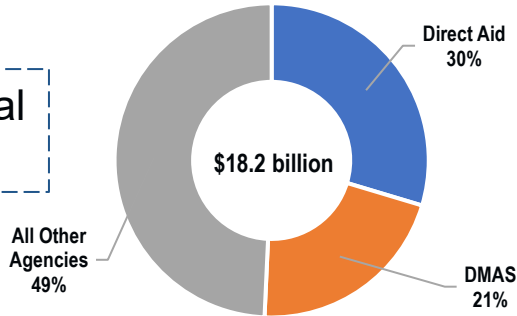
Direct Aid and DMAS Make Up Half of the General Fund Budget

FY 2015

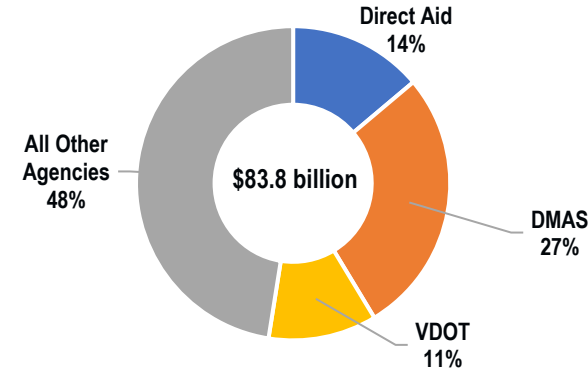
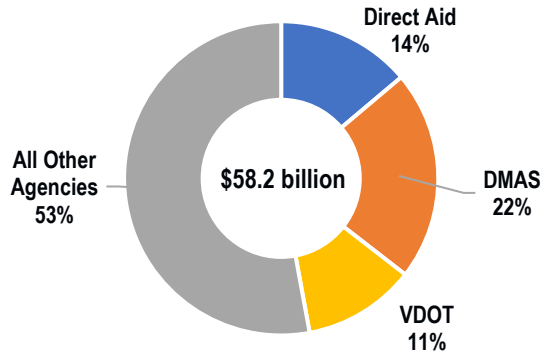
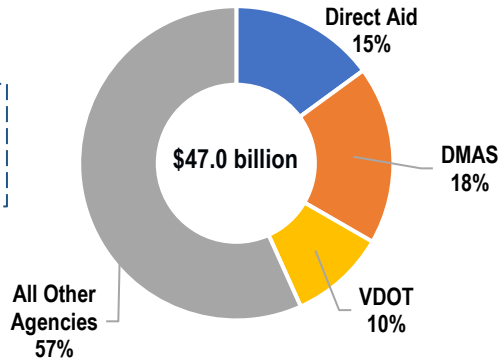
FY 2019

FY 2024

General Fund



Total Funds



Sources: Chapter 1, 2022 Acts of Assembly, Special Session I, Chapter 1283, 2020 Acts of Assembly, and Chapter 732, 2016 Acts of Assembly. Note: Direct Aid includes the Department of Education Central Office.

Two-Thirds of GF Growth Concentrated in 10 Agencies

Top 10 Agencies With the Highest General Fund Appropriation Growth from FY 2015 to FY 2024						
(\$ in Millions)						
Rank	Agency	General Fund Appropriation		Average Annual Growth		Percent of Total Growth
		FY 2015	FY 2024	Dollars	Percent	
1	Direct Aid to Public Education	5,405.4	9,215.0	381.0	7%	30%
2	Dept. of Medical Assistance Services	3,846.8	6,026.9	218.0	6%	17%
3	Dept. of Behavioral Health and Developmental Services	656.4	1,409.0	75.3	11%	6%
4	Dept. of Corrections	1,073.2	1,432.8	36.0	3%	3%
5	Economic Development Incentive Payments	61.8	415.4	35.4	57%	3%
6	Treasury Board	672.1	994.6	32.3	5%	3%
7	Virginia Community College System	397.2	622.1	22.5	6%	2%
8	Dept. of Housing and Community Development	45.1	239.2	19.4	43%	2%
9	Compensation Board	649.9	842.0	19.2	3%	1%
10	Dept. of State Police	249.4	395.5	14.6	6%	1%
Top 10 Agencies Subtotal		13,057.4	21,592.5	853.5	7%	66%
Other Agencies Subtotal		5,182.6	9,491.2	430.9	8%	34%
Total General Fund Budget		18,240.0	31,083.7	1,284.4	7%	100%

Source: Chapter 732, 2016 Acts of Assembly and Chapter 1, 2023 Special Session I Acts of Assembly.

The 2024-2026 Biennial Budget Bill & Budget Structure - SB 30 – Governor’s Introduced Budget (most amendments will be to SB 30)

- Budget - like any legislation - reflects policies and priorities.
- Budget supersedes any conflicts with state law.
- Appropriates all GF/NGF revenues and spending for a two-year period. Revenues are on the “front page”.
 - Part 1: Operating budget appropriations.
 - Part 2: Capital Outlay and General Conditions.
 - Part 3: Transfers to GF, various revenue and tax policy actions.
 - Part 4: General Provisions - guidance on spending, budget reductions, authority delegated to the Governor, agency head salaries, etc.
 - Part 5: Stand-alone enactments.
- SB 29 or the “Caboose Bill” closes out FY 2024 (SB 29).

The “Front Page” of the Budget Bill and Structural Balance

- The first three pages of the budget bill include **summary tables** detailing revenues by major sources, by fiscal year. Referred to as “the front page” of the budget bill.
- Also includes a summary table on **expenses** that is biennial.
- The **unappropriated balance** = GF *revenues* forecast in the approved budget **MINUS** GF *spending* in the approved budget.
 - The unappropriated biennial balance is carried forward to the next biennium as a resource.
 - **Ongoing spending must match the ongoing GF revenue forecast for structural balance purposes.** Balances should fund one-time spending items.

General Fund Resources Table

General Fund Sources:

- **Unreserved Balance, as of June 30, 2023:** Reflects the Unreserved Fund Balance, based on the Comptroller’s August Report. Adjusted for items such as revenue reserves, Water Quality Improvement Fund, and reappropriations.
- **Additions to Balance:** Adjustments may be an increase to the balances (sweeping of agency GF balances, for example), or a decrease (restoring nongeneral fund balances to the appropriate program).
- **Official Revenue Estimates:** General fund revenues that originate with the consensus revenue forecasting process.
 - Governor includes revenue estimates in the budget as introduced, which may contain desired tax policy actions.
 - Senate and House budgets will reflect changes to the forecast based on legislation and tax policy passed by the respective house, or changes to the revenue assumptions (up or down) used in the Governor’s forecast.
 - Revenues may be adjusted again if the Governor provides a mid-session forecast in early February, based on the collections through January.
 - *The “official” revenue forecast is the one that is reflected in the most recently adopted budget.*
- **Transfers: Revenue that comes from a nongeneral fund source that is “transferred” to the General Fund.**
 - Includes ABC profits, reversion of nongeneral fund balances, DOC out-of-state prisoner revenue.

Part 1 and 2: Operating & Capital Expenses

Part 1: Operating Expenses

- Appropriates all general and nongeneral funds by agency for the four major areas of the budget: Legislative, Judicial, Executive, and Independent Agencies.
- Sets out the authority for the funding (e.g. the General Assembly is authorized by Article IV of the Constitution).
- Most items also include language dictating the parameters for the use of the appropriated funds.
- Includes totals for each agency and program. Totals are broken out by fund sources.
- Most agencies have a position level (called “MEL”, or maximum employment level.)

Part 2: Capital Expenses

- Includes a “General Conditions” section that sets parameters for the capital outlay process and spending.
- Capital projects are listed individually, with a distinct item number (C-1, etc.).
- Details the fund sources for a project or any conditions or limitations on the spending or scope of the project.
- Part 2 also Includes :
 - Maintenance reserve funding allocations to agencies;
 - Projects in a planning or funding pool and supplement pools; and,
 - Projects funded with 9(c) and 9(d) revenue bonds.

Central Appropriations or Central Accounts

- Any appropriation action that does not have an agency home, or that might cross multiple agencies, is included:
 - Dollars that will be allocated to agencies for certain across-the-board actions, such as employee compensation, health insurance, or retirement benefits.
 - Budget reduction actions - either the application of an across-the-board percentage, or targeted amounts by agency.
 - Contingent spending amounts.
 - Spending that will be allocated based on certain criteria.

Example of Typical Budget Item

Secretary of Education
Item 128

	First Year - FY2023	Second Year - FY2024
Administrative and Support Services (79900)	\$774,902	\$774,902
General Management and Direction (79901)	\$774,902	\$774,902
Fund Sources:		
General	\$774,902	\$774,902

Authority: Title 2.2, Chapter 2, § 2.2-208 Code of Virginia.

A. The Secretary of Education is hereby authorized to make allocations of the portion of the tax-exempt private activity bond limitation amount to be allocated annually to the Commonwealth of Virginia pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 (PL 107-16)(Section 142(k)(5) of the Internal Revenue Code of 1986, as amended) for the development of education facilities using public-private partnerships, and to provide for carryovers of any unused limitation amount. In making such allocations, the Secretary is directed to give priority to public-private partnership proposals that will serve as demonstration projects concerning the leveraging of private sector contributions and resources, the achievement of economies or efficiencies associated with private sector innovation, and other benefits that are or may be derived from public-private partnerships in contrast to more traditional approaches to public school construction and renovation. The Secretary is directed to report annually not later than August 31 to the Chairs of the Senate Finance and Appropriations and House Appropriations Committees regarding any guidelines implemented and any allocations made pursuant to this paragraph.

Part 3: Miscellaneous or “transfers”

- Details working capital fund and lines of credits.
- Includes a section called “Adjustments and Modifications to Tax Collections” -- language that modifies, nullifies, or otherwise changes tax policy set out in the Code.
 - Examples include modifications to the Neighborhood Assistance Act Tax Credit, tobacco tax rates, the hospital provider assessment for Medicaid, the vehicle registration fee, and the sales and use tax dealer discount.
- Includes language that directs the transfer to the general fund of specific dollar amounts from specific sources.
 - The sum of these actions totals to the “Transfers” figures on the “front page” of the bill.

Part 4: General Provisions

- Sets out the provisions and conditions that govern all appropriations in the Act and for the Governor as chief budget officer, such as:
 - Limitations on withholding of spending authority;
 - The process for handling a shortfall in general fund revenues;
 - Authority to transfer appropriations within the Act between programs, agencies, or fiscal years;
 - Authority to increase nongeneral fund appropriations administratively; and
 - Sets out the Governor's process and authority on general fund balances at year-end.
- Establishes the authority and criteria for the Governor to authorize deficit funding for state agencies and provides the criteria for treasury loans for state agencies.
- Limits the acceptance of gifts and grants unless approved by the Governor and includes limitations on the ability of state agencies to create future general fund obligations on the Commonwealth without General Assembly approval.
- Establishes provisions governing capital projects and allows the Governor to authorize a nongeneral fund project.
- Includes conditions on the purchase of certain goods and services by state agencies, such as motor vehicles, travel, and cell phones.
- Provides for exclusions and exemptions from administrative requirements for certain colleges with delegated authority.
- Includes salary ranges and caps for executive branch agency heads and college and university presidents, and sets out policies on employee compensation, benefits, and state agency authorized position levels.

Part 4: Additional Enactments

- Language in Part 4 contains additional enactments commonly referred to as ***“Part 5.”***
- These enactments are like a bill and made permanent through codification.
- Not always included in the budget.
- The 2022-2024 Appropriation Act contains multiple additional enactments. Examples include:
 - Standard deduction increases, military retirement income deduction, refundable Earned Income Tax Credit, state sales tax exemption for groceries, and illegal gambling prohibitions.



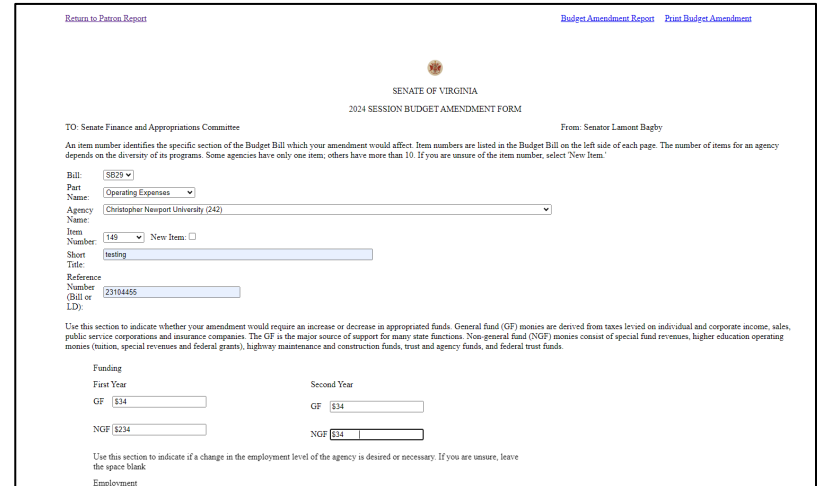
Efiling Budget Amendment System

2024 Session – Electronic Budget Amendments

- Budget amendments should be submitted through the Efiling system (deadline January 12th - by 5 PM).
- Committee staff are available to answer questions, discuss impacts, and to provide additional assistance.
- **Committee staff do not have access to the Efiling system.**
- Adjustments may occur when Committee staff produce the official “half-sheet”.



The Budget Amendment form can now be accessed digitally from the Efiling Patron Report page by clicking on the ‘Budget Amendment Request’ button (open after December 20th).



Electronic Budget Amendments (continued)

Funding and Employment Positions:

- For entry in this section, only numeric values are allowed. You can use a subtraction symbol (-) to indicate a negative value.
- No dollar symbols (\$), commas (,) or periods (.) are necessary.
- Note at this time if you select either the General Provision Part or the Miscellaneous Part, the Funding and Employment position inputs will not be available.

Use this section to indicate whether your amendment would require an increase or decrease in appropriated funds. General fund (GF) monies are derived from taxes levied on individual and corporate income, sales, public service corporations and insurance companies. The GF is the major source of support for many state functions. Non-general fund (NGF) monies consist of special fund revenues, higher education operating monies (tuition, special revenues and federal grants), highway maintenance and construction funds, trust and agency funds, and federal trust funds.

Funding

First Year

GF

NGF

Second Year

GF

NGF

Use this section to indicate if a change in the employment level of the agency is desired or necessary. If you are unsure, leave the space blank.

Employment

First Year

GF

NGF

Second Year

GF

NGF

Electronic Budget Amendments – Details, Co-Patrons, and Submission

Request Details, Attaching Files, File Formats:

- This is an important part of requesting an amendment, ensures the staff has adequate background information to draft your request.
 - In the select box to the right, you may select Co-Patrons. Use 'ctrl-click' to select multiple Co-Patrons.
- Explanation has a minimum recommended length of 25 characters and maximum of 500.
 - If you need to go beyond 500 characters you can upload up to 3 additional files. Using the 'Choose File' button located below the explanation field to upload a file.
- Most standard file types can be attached.
 - Recommended file types are Adobe PDF, HTML or MS Word Documents. **MAC or Apple documents are not compatible with SFAC office systems and cannot be accessed.**

You may also select Co-Patrons and then submit:

Please explain the purpose of your amendment or attach explanatory materials. This is the most important part of requesting an amendment as it ensures the staff has adequate background information to correctly draft your budget amendment request. In the select box to the right, you may select Co-Patrons. You can use 'ctrl-click' to select multiple Co-Patrons.

The screenshot shows a web form with a large text input field labeled 'Explanation of Change' and a dropdown menu labeled 'Co-Patrons'. The dropdown menu is open, showing a list of names: Barker, Black, Canino, Chaffin, Chase, Congrove, Dance, Deeds, and DeBoleph. A blue arrow points from the text 'In the select box to the right, you may select Co-Patrons. Use 'ctrl-click' to select multiple Co-Patrons.' to the dropdown menu.

Choose File | No file chosen

Submit

- Once you have clicked on the Submit button, a message (*example below*) should display indicating that you have successfully submitted an amendment request to the Budget Amendment System. It will detail both the Short title and the Item number.

You have successfully submitted an amendment request for item # 107 with the short title of Board of Accountancy amendment to the Budget Amendment System.

Electronic Budget Amendments - Co-Patron Viewing

Co-Patronage

If you have selected one or more co-patrons, those members will receive an email request that will look like the following (*Update: now shows dollar amounts or impact*):

Co-Patron Request for Budget Amendment 2#5s » Co-Patron Request for Budget Amendm

Efiling@dlas.virginia.gov
to me ▾

Senator Joe ZBSenator would like you to copatron Budget Amendment 2 #5s

(This amendment testing of copatron add with table of values)

Title: Fake Amendment2

Amendment Description: Fake Amendment2
Item 290

Funding

GF First Year: \$125,000 GF Second Year: \$99,000
NGF First Year: \$99,000 NGF Second Year: \$99,000

Employment

GF First Year: 10 GF Second Year: 10
NGF First Year: 5 NGF Second year: 0

Amendment Explanation: testing of copatron add with table of values

Please click 'Yes' or 'No' to respond [Yes](#) [No](#)

- Once the member clicks either 'yes' or 'no' the confirmation is resolved and the member will see a confirmation screen as follows:

You have agreed to the copatronage request by Senator Johnson on item 2#5s for SB29 . You may close this window.

Session	Budget Bill	Amendment	CoPatron	Confirmation	Date Resolved
20181	SB29	2#5s	Deeds	Yes	7/16/2020 6:26:27 PM

Electronic Budget Amendments - Report

Budget Amendment Report:

To review the amendment requests you have made, or to review requested Co-Patrons, you can use the 'Budget Amendment Report' hyperlink in the upper right corner of the Budget Amendment Request form.

[Return to Patron Report](#)

[Budget Amendment Report](#)

You have successfully submitted an amendment request for item # 107 with the short title of Board of Accountancy amendment to the Budget Ames



SENATE OF VIRGINIA

2020 SESSION BUDGET AMENDMENT FORM

TO: Senate Finance and Appropriations Committee

From: Senator Johnson

An item number identifies the specific section of the Budget Bill which your amendment would affect. Item numbers are listed in the Budget Bill on the left side of each page. The number of its programs. Some agencies have only one item, others have more than 10. If you are unsure of the item number leave the space blank.

Bill:

Part Name:

Agency Name:

Item Number: New Item

Short Title:

Reference Number (Bill or LD):

The report details the session, budget bill, amendment item number, short title, and the date the request was submitted.

[Return to Patron Report](#)

Budget Amendments Requested for Senator Johnson

Session	Budget Bill	Amendment	Short Title	Date Submitted
20181	SB29	107#10s	Board of Accountancy amendment	7/16/2020 4:21:55 PM
20181	SB30	104#3s	BofA	7/16/2020 2:37:56 PM
20181	SB30	23#2s	AA Council	7/16/2020 2:30:47 PM
20181	SB29	107#9s	BOA	7/16/2020 11:44:24 AM
20181	SB30	C-52#1s	C-52	7/16/2020 11:18:12 AM
20181	SB29	2#4s	Short title for item 2 auditor of public accounts	7/15/2020 7:35:25 PM
20181	SB30	104#3s	BofA	7/15/2020 11:10:52 AM

The second portion details the co-patrons you have selected for your amendment requests, and their current status.

CoPatrons Requested by Senator Johnson for Budget Amendments

Session	Budget Bill	Amendment	CoPatron	Short Title	Confirmation	Date Resolved
20181	SB29	107#10s	Chafin	Board of Accountancy amendment	Yes	7/16/2020 4:53:30 PM
20181	SB29	107#10s	Barker	Board of Accountancy amendment	No	7/16/2020 4:52:41 PM
20181	SB30	104#3s	Chase	BofA	Yes	7/16/2020 2:40:55 PM
20181	SB30	104#3s	Chafin	BofA	Yes	7/16/2020 2:41:42 PM
20181	SB30	104#3s	Carrico	BofA	Yes	7/16/2020 2:40:45 PM
20181	SB30	104#3s	Black	BofA	No	7/16/2020 2:40:39 PM

Changes to Submitted Electronic Budget Amendments

Changes to Submitted Amendments or Duplicates:

- Requests for corrections, changes, or to notify SFAC staff of duplicated entries for amendments that have already been submitted should be emailed to: eamendments@sfac.virginia.gov
 - Upon receipt, requested changes will be logged and addressed by SFAC staff.
- If you have any questions or need assistance, please email SFAC staff or call our offices at (804) 698-7480.



SFAC Staff Overview, Helpful Links, & Upcoming Dates

SFAC Staff Assignment List and Contact:

804-698-7480

Staff Member & Email Address	Position	Areas of Responsibility
April Kees akees@sfac.virginia.gov	Director	Staff Direction / Legislation / Tax Policy / Debt/Bonds / Revenues
Wendy Kang wkang@sfac.virginia.gov	Legislative Fiscal Analyst	Public Education / Higher Education
Melissa Mayes mmayes@sfac.virginia.gov	Office Manager	Office Operations / Legislation
Anya Pfeiffer apfeiffer@sfac.virginia.gov	Associate Legislative Fiscal Analyst	General Project Assignments / Legislation
Catie Robertson crobertson@sfac.virginia.gov	Legislative Fiscal Analyst	Public Safety / Judicial / Compensation Board / Claims Subcommittee / Veterans Affairs
Kendra Brown Shifflett kshifflett@sfac.virginia.gov	Legislative Fiscal Analyst	Transportation / Natural Resources / Agriculture & Forestry / Labor / Economic Development
Mike Tweedy mtweedy@sfac.virginia.gov	Senior Legislative Fiscal Analyst	Health and Human Resources / General Government / Technology / Compensation & Retirement / Elected / Legislative Agencies
Tyler Williams twilliams@sfac.virginia.gov	Legislative Fiscal Analyst	Tax Policy and Legislation / Revenues / Other Education / Virginia Lottery / Capital Outlay

SFAC Website and Helpful Links

Web site: sfac.virginia.gov

The screenshot shows the homepage of the Commonwealth of Virginia Senate Finance & Appropriations Committee. The header includes the committee's name and a navigation menu with links for Home, Committee, Subcommittees, State Budget, Annual Meeting, and About. A search bar is located in the top right. The main content area is divided into several sections: a Calendar section with a note that meeting dates and times are subject to change and a link to view the calendar PDF; a 2021 Session section with a link to the Budget Amendment form and a deadline for electronic submission; an Upcoming Meeting Dates section with a note to check back frequently and a list of meetings; an Announcements section with a link to Public Hearings Notice and a notice about the Governor's proposed amendments to the 2020-2022 Biennial State Budget; and a sidebar on the right with sections for Upcoming Meetings, Public Safety Subcommittee, Higher Education Subcommittee, Economic Development & Natural Resources Subcommittee, Health & Human Resources Subcommittee, and General Government. The footer contains a notice about the Coronavirus Pandemic and the Governor's declared state of emergency.

- Committee and Subcommittee meeting dates are located in several places on our Web site and are updated frequently:
 - Subcommittee and Committee pages;
 - Sidebar list; and
 - Calendar.
- Budget summary documents are added to the Homepage and also to the State Budget tab once available.
- Presentation materials are posted at the beginning of each meeting under the Committee and Subcommittee tabs.
- Committee Member listing and staff contact information available on the About tab.

Sources of Budget Information

Senate Finance & Appropriations Committee Website

sfac.virginia.gov

804-698-7480

Legislative Information System (LIS) State Budget Portal

budget.lis.virginia.gov

Commonwealth Datapoint (APA)

datapoint.apa.virginia.gov

Department of Planning and Budget

dpb.virginia.gov

Important Upcoming Dates

- Wednesday, December 20th – Joint Money Committee Meeting
(Governor's introduced budget)
- Wednesday, January 3rd – public hearings on the budget
- Wednesday, January 10th – 2024 Session Convenes
- Friday, January 12th – budget amendments due by 5:00 p.m.
(Budget amendments must be submitted electronically through the Efiling system)

Thank you!

Please contact SFAC staff if you need assistance:

804-698-7480

Requests for corrections, changes, or to notify SFAC staff of duplicated entries for **amendments that have already been submitted** should be emailed to:

eamendments@sfac.virginia.gov