

We are reaching out to you with important updates and information on summer budgeting activities and the systems that support them. Please share widely with your team, as this communication may be helpful.

2021-23 Biennial Allotments, Due August 13, 2021 | OFM has published 2021-23 Expenditure Authority (EA) schedules for the Operating, Transportation, and Capital budgets. OFM has also published additional authority in the “Furlough Elimination MOU Update” session for those agencies with represented employees in the bargaining groups listed in ESSB 5092 (2021-23 Operating Budget) Sections 730-737 and SSB 5165 (2021-23 Transportation Budget) Sections 526-537. Allotments for this additional authority should be included in an “Operating Initial Allotment” type packet. This can be the same packet(s) that the agency has been working on, or a separate packet with the same packet type. It is recommended that because the deadline for allotment submittal is based on a statutory deadline, that agencies run edit checks and seek assistance early if they are having technical issues. A recast is not necessary for the 2021 Supplemental Budget.

2021-23 Recast to Activity, Due August 13, 2021 | Parallel to the creation of the spending plans, agencies are required to recast the 2021-23 enacted budget to activities. This serves as the base for the 2022 supplemental budget requests (see below). This activity view of the budget is an essential element of OFM’s and the Legislature’s review of agency budgets and is a statutory requirement of the Budget and Accounting Act. For the budget recast, all budgeted funds and FTEs are distributed to the agency Activity Inventory. Budget recast should begin after completion of allotment submittals. Top line control numbers are now available in ABS for agencies to work on this task. Recast instructions may be found [here](#).

Activity Inventory Updates | Allotments and activity recast often reveal the need to modify or update the agency’s Activity Inventory. Agencies should focus on new or expired activities based on enacted budget policy rather than “wordsmithing” existing language. OFM will accept Activity Inventory update requests through mid-August. Contact your [Assigned OFM Analyst](#) if you need Activity Inventory updates necessary to complete your recast of the Enacted 2020 Supplemental. Activity Inventory Guide may be found [here](#).

2022 Supplemental One Washington Agency Budget Requests, Due August 20, 2021 | All One Washington-related requests, including agency requests, will be reviewed and refined by the One Washington program to develop a single, consolidated enterprise-wide decision package. One Washington will coordinate closely with the OFM Budget Division, the OCIO and agencies to ensure agency budget needs are identified for successful implementation. All completed One Washington-related agency requests must be submitted to One Washington by August 20, 2021, to be considered for inclusion in the enterprise-wide decision package. Due to the complexity of decision package development, late submissions will not be considered. For more details, see the [OneWA 2022 Supplemental Budget Instructions](#).

2022 Supplemental Agency Budget Requests, Due September 13, 2021 | The 2022 Supplemental session is now open in ABS and CBS for agencies to build their agency budget requests. Agencies cannot import base or submit their requests for Operating/Transportation budgets at this time, as this is dependent on submittal of the 2021-23 Recast to Activity. Operating Budget Submittals (OMN/TRN) will be facilitated through the Agency Budget

System (ABS) negating the need for hard-copy binders. Agencies must submit capital budget requests using the Capital Budgeting System (CBS), and for projects greater than \$5 million, must attach a completed [C-100 form](#). Hard copies of capital budget requests are no longer accepted. Electronic copies can be emailed to the [Budget Operations mailbox](#), saved to [OFM's ftp site](#), or saved to a thumb drive and mailed to OFM. See "What's New" at the top of the capital budget instructions for several new requirements. Budget Instructions can be found [here](#).

Fee Inventory, Due September 13, 2021 | As required by [RCW 43.135.055](#), unless otherwise exempted, fees may only be imposed or increased if approved by the Legislature. If necessary, submit legislation authorizing new fees or fee increases through the agency request legislation process. New fees, extensions of existing fees, and all fee increases, whether or not legislation is required, must be part of the supplemental budget submittal using OFM's [Request for New or Increased Fees](#) form. A **new requirement** is that an inventory of all fees collected by the agency must be submitted with the budget requests. Pursuant to RCW [43.88.585](#), OFM has a fee database that historically has been maintained at <http://fiscal.wa.gov/Fees.aspx>. Fee collection submittals must include all fees that have been collected since January 1, 2018. Fee information must be entered into the Inventory of State Fees form that is found on our website and submitted to the [Budget Operations mailbox](#) by September 13, 2021.

Thank you for all the work you and your team do for the state of Washington. If you have any questions, please reach out to your [Assigned OFM budget analyst](#) or [OFM Budget Operations](#).

Thank you,

[Budget Division - Operations](#)
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