

INSTRUCTIONS FOR PREPARING SENATE FINANCE COMMITTEE AMENDMENTS TO HOUSE BILL 2 ET AL

- **LFC, LCS, SFC, Senate Majority, Senate Minority and DFA staff** will be prepared the amendments. **(SFC staff will be located at LFC – Capital Annex, Suite 101)**
- All amendments must be **signed** by the sponsoring senator.
- Deliver the **signed original** to Legislative Finance Committee by deadline. No amendments will be accepted after the designated date and time.
- **Dollar amounts** should be expressed in thousands with one decimal place. For example, the number \$12,584.22 should be stated as \$12.6.
- Amendments to add money for **additional full-time equivalent (FTE) positions** should include the number of FTE being added.
- **DESCRIPTION REQUIRED.** This should include detail of amendment purpose (i.e. FTE to address additional workload in Program Support).
- All amendments should state whether proposal is for a **recurring or nonrecurring purpose**.
- If the sponsor requires **language specifying the purpose of the appropriation**, indication of such must be made in the language section of the form. (Language is usually included for amendments that refer to a specific bill. Use standard HB2 language- sample attached.)
NOTE: Use Language Section for amendments to performance measures and targets.

SECTIONS & DESCRIPTION

- Section 4: FY 08 APPROPRIATIONS - Amendments for **FY08 recurring operational appropriations**.
- Section 5: SPECIAL APPROPRIATIONS - Amendments for **new initiatives (special) recurring (non-operation) or nonrecurring (including capital outlay)** purposes, except for large data processing needs. Special appropriation requests are requests for activities, purposes or mandates not previously funded.
- Section 6: SUPPLEMENTAL AND DEFICIENCY APPROPRIATIONS - Amendments for **supplementals and deficiencies** (FY06 and FY07 actual and estimated operational shortfalls).
- Section 7: DATA PROCESSING APPROPRIATIONS - Amendments for **large data processing development projects**.
- Section 8: COMPENSATION APPROPRIATIONS - Amendments for **compensation increases** for state agencies and higher education. (Note: salary increases for public schools are included in the public school support subsection of Section 4.)
- Section 9: ADDITIONAL FY07 BUDGET ADJUSTMENT AUTHORITY - Amendments to **FY07 supplemental budget adjustment authority**.
- Section 10: CERTAIN FY08 BUDGET ADJUSTMENTS AUTHORIZED - Amendments to **FY08 budget adjustment authority**.
- Section 11: FUND TRANSFERS