



Mike DeWine, Governor  
Jon Husted, Lt. Governor

Office of Budget  
and Management

Kimberly Murnieks, Director

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**MEMORANDUM**

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To: All Agency Directors, Chief Fiscal Officers, Chief Legal Counsels, and Chief Human Resource Officers of All State Agencies, Departments, Offices, Boards, Commissions and Higher Education Institutions

From: Director Kimberly Murnieks, Office of Budget and Management  
Director Matt Damschroder, Department of Administrative Services

Date: June 30, 2019

Re: Fiscal Year 2020 Interim Budget Update

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This memorandum provides general budget, accounting, and operational guidance for State of Ohio agencies and institutions in response to the expected enactment of S.B. 171 (interim budget for most state operations) and S.B. 172 (interim budget for the Bureau of Workers' Compensation) while Am. Sub. H.B. 166 (the FY 2020-21 operating budget) and Sub. H.B. 80 (the FY 2020-21 BWC budget) are being finalized. I appreciate your dedication to keeping state government open and fully operational, providing vital services to Ohio citizens. As the Department of Administrative Services communicated to HR chiefs earlier today, all employees are to report to work and will of course be paid as usual, and state government functions will continue. If you have agency-specific questions or any concerns not addressed in this memo, please call your OBM budget analyst, or me, anytime.

**Fiscal Year 2020 Allotments**

The state accounting system will be operational as expected as the new fiscal year begins. Allotment journals will be posted to allot the interim appropriation amounts into the payroll account (500Q1) for most line items. Allotments will be made to the subsidy account (550Q1) if a line item does not typically have payroll expenditures. Fiscal staff may request allotment adjustments through FIN budget transfers in the usual manner. After the full biennial budget bills are enacted, OBM will provide guidance on reconciling and allotting the remainder of fiscal year 2020 appropriation amounts.

**Mission-Critical Expenditures**

The interim budgets authorize the Director of Budget and Management to adjust appropriation amounts sufficient to make payments that are mission-critical and not otherwise authorized in the interim bills. If, after reviewing current allotments, you determine that your agency requires additional appropriation for a mission-critical purpose, please submit a request through the OBM

Director Memo Portal with a description of the payment, an explanation of why the expenditure is critically necessary between July 1 and July 17, 2019 (or, in the case of BWC, July 31, 2019), and a justification detailing how the payment supports a required agency mission.

### **Other Purchases/Expenditures/Processing**

Agencies should suspend purchasing authority for non-essential expenditures. Please do not enter or approve vouchers if the amount of the voucher would exceed the interim appropriation amount. Likewise, new encumbrances should be mission critical (even if no disbursement is expected by July 17) and cannot exceed the interim appropriation. You are responsible for ensuring that payroll and essential goods and services can be processed within the interim appropriation amount. Please contact your OBM budget analyst with any concerns.

To conserve appropriations during this interim period, please exercise appropriate prudence when considering both in-state and out-of-state agency travel requests. Travel that has been pre-paid may continue if needed. Please feel free to contact Ryan Burgess with any questions that you have about upcoming agency travel.

### **Planning for New or Expanded Programs**

While preparation for new or expanded programs may continue, expenses related to new or expanded programs should not be incurred. Anticipated purchases for new or expanded programs must not be processed until the fiscal years 2020-2021 operating budgets are enacted.

### **Controlling Board**

Controlling Board requests that were approved in May or June of 2019 for fiscal year 2020 should only be processed (including any encumbering activity) if related to a capital release authorized in previously-enacted legislation or enacted Am. Sub. H.B. 62 (transportation budget). All other items should be held and should not be processed at this time.

The Controlling Board meeting scheduled for July 8 will move forward with an agenda containing only items relating to expenditures authorized in the capital, transportation, or industrial commission budget bills. All other requested items will be held until July 22. If an exception is necessary for a mission-critical function, please contact your OBM budget analyst.

### **Human Resources**

Agencies should refrain from extending offers of employment to new candidates unless the position directly impacts a mission-critical agency function. This includes requests to post or fill unclassified positions.

Despite earlier guidance, no agency, board, or commission should submit an ePAR requesting a rate increase for any employee on the E-2, E-3, and E-pay scale until such time as Am. Sub. H.B. 166 is enacted and Cabinet Directors have ensured that their agencies have sufficient resources within the enacted version of Am. Sub. H.B. 166 to afford the requested increases.

We will promptly respond to your questions during this interim period, and, as always, please feel free to contact your OBM budget analyst at any time.

For your reference, below are the links to the interim budget bills:

Main operating: <https://www.legislature.ohio.gov/legislation/legislation-documents?id=GA133-SB-171>

BWC operating: <https://www.legislature.ohio.gov/legislation/legislation-documents?id=GA133-SB-172>