




Mike DeWine, Governor  
Jon Husted, Lt. Governor

## Office of Budget and Management

Kimberly Murnieks, Director

### Memorandum

To: Fiscal Officers of All Departments, Agencies, Boards and Commissions

From: Kimberly Murnieks, Director 

Subject: Fiscal Year 2022 Allotment Guidance

Date: May 24, 2021

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The fiscal years 2022 – 2023 operating budget process is ongoing in the General Assembly and will likely conclude for most agencies in late June. As has historically been the case in the first year of a biennium, agencies with appropriations in the Main Operating (House Bill 110), Workers' Compensation (House Bill 75), and Industrial Commission (House Bill 76) budget bills are to base your allotment plans on 100 percent of the most recent versions of the respective bills. Agencies appropriated in the Transportation budget bill (House Bill 74) should base allotment plans on 100 percent of the enacted version. After all budget bills are enacted, you will be asked to submit a second allotment journal that will equal the difference between the first journal and the final appropriation amount.

While some uncertainty continues to exist due to the COVID-19 pandemic, the Executive actions implemented with the help of all agencies have stabilized our state's financial situation. Considering this, agencies will not be asked to allot any appropriation to a holding account. In addition, except for payroll, all allotment categories will be allotted annually.

#### Control Totals:

- As mentioned above, control totals for initial allotment plans will be based on the most recent version of the budget bill in which your agency is appropriated.
- OBM budget analysts will provide agency control totals this week. If, after receiving the control totals, you believe that your agency's figures are incorrect, please notify your OBM budget analyst to discuss and remedy the situation.
- While agencies will not be required to allot any appropriation to a holding account, the option is still available to use account 699 for agencies that prefer to use this budgeting practice.

#### Quarterly Allotments:

- For Fiscal Year 2022, payroll (500) will be allotted quarterly (i.e., 2022Q1, 2022Q2, 2022Q3, and 2022Q4).
- All other account categories will be allotted annually.



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### Due Date and Key Information:

- Allotment budgets must be uploaded to OAKS Financials by **Friday, June 11, 2021**. Agency journals should use the following naming convention: 3-digit agency code, 22, ALT (e.g., OBM22ALT).
- Fiscal Year 2022 will have 26 pay periods, with quarters 1 and 3 containing six pay periods and quarters 2 and 4 containing seven pay periods.
- The allotment journal must have a journal date of July 1, 2021 to be effective in Fiscal Year 2022.

I appreciate your assistance with allotments and with each step throughout the budgeting process. Should you have questions regarding this process, please feel free to contact your assigned OBM budget analyst.