**SBD Guidance for Budget Decreases**

***Reminders:***

*Various budget decreases are authorized by:* ***Laws of 2019, 1st Session, Chapter 271, Section 3 (F)*** *allows for FY20 budget decreases for items that are non-federal grant related: “The state budget division shall monitor revenue received by agencies from sources other than the general fund and shall reduce the operating budget of any agency whose revenue from such sources is not meeting projections. The state budget division shall notify the legislative finance committee of any operating budget reduced pursuant to this subsection.”*

*The following justification format must be used for budget decrease requests. Any BAR that does not follow this format or does not contain complete documentation will be rejected. Please do not omit any section, subsection, or question on this form. If an item does not appear to be applicable, indicate this by placing an “n/a” under the item. Do not include unnecessary or redundant data such as internal interoffice correspondence, etc. Please submit all justification documentation in triplicate.*

***Please note: this section should be deleted and replaced with agency letterhead.***

I. BAR IDENTIFICATION

BAR Type: Budget Decrease

**SHARE Budget Journal I.D. Number:**

Initiating Agency:

Fund/Agency/Dept code:

Initiating Organization:

II. AGENCY CONTACT

Name:

Title:

Phone number:

IV LEGAL AUTHORITY

Identify the specific legal authority governing this BAR, such as the General Appropriation Act, special bill, or state statute.

*For the citations of the General Appropriation Act, include the lowest level of authorization from the act (i.e., Laws 2019, 1st Session, Chapter 271, Section XX, Subsection XX, Paragraph XX, Page XX).*

*For separate specific legal authority, use the following citation: Section X-X-X NMSA 1978).*

*If a special bill, please cite the law, chapter, section, subsection, and page number of the pertinent legislation.*

*If the funding is federal, please cite Section 6-3-23(D) NMSA 1978 and also provide the Catalog of Federal Domestic Assistance (CFDA) number and the program title.*

*Please see the list on the SBD website of the most common sources of statutory authority for budget increases and adjustments.*

***Please note: this section should be deleted.***

V BAR DETAIL

1. What previously anticipated expenditures are no longer necessary and why?
2. What previously anticipated revenue are no longer available and why?
3. What are the immediate and long-term programmatic impacts of this decrease? (E.g., will fewer people be served? Will other sources of funding have to be used to continue the effort? Etc.)
4. Is the decrease one-time or recurring? If recurring, how will the agency fund the activities affected by the decrease in the future?

VI ATTACHMENTS - List attachments, if any.