

ALASKA STATE LEGISLATURE

HOUSE FINANCE COMMITTEE

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DATE: March 11th, 2021

TO: House Finance Subcommittee Chairs

FROM: Representative Neal Foster, Co-Chair
House Finance Committee *Neal Foster*

RE: FY22 Operating Budget Subcommittee Amendment Process

This memo provides an outline of the process for subcommittee amendments, and subcommittee closeout.

Budget Action Items & Amendment Process

Each Budget Action Item moved will need to pass with a majority vote of subcommittee members present.

Governor's Budget Items

Each Subcommittee will vote on the Governor's FY22 Proposed Budget Action Items. The Subcommittee Chair will allow each of the Budget Action Items to be moved by a member for a vote without modification; modifications to a Governor's item should be offered as a member's standalone amendment.

Subcommittee Member Amendments

All subcommittee members can introduce amendments to the department's operating budget. Amendments that propose Unrestricted General Funds (UGF) increments should be accompanied by offsetting decrements or should reflect proper fund source changes. Subcommittees may not propose amendments for across-the-board or unallocated reductions. Subcommittee amendments should be submitted in written form by the deadline established by the Subcommittee Chair. Subcommittee members are to use the subcommittee amendment form template (Word document) titled "House Finance Subcommittee Operating Budget Amendment Form" on the LFD website (<http://www.legfin.akleg.gov/Forms/DisplayReports.php>). Don't use the not the

Legislative Finance Division's online amendment system, it is reserved for drafting amendments that will be considered in full House Finance Committee.

Capital Budget, Supplemental Budget, or Operating Budget bill language items are **not** under the purview of subcommittees. Structure changes not already reflected in the Governor's proposed budget are not a subcommittee action but can be offered as a House Finance Committee amendment. Any recommendation for changes to appropriations in the language sections of the operating budget should be included in the subcommittee narrative.

Intent language recommendations should include the following:

- 1) Submitted to the Co-Chairs of Finance and the Legislative Finance Division
- 2) All due dates for intent language should be no later than December 1st

Close-out, Documents, & Narrative

Subcommittee chairs will use the Budget Action (BA) sheets provided by Legislative Finance to communicate the subcommittee's intentions regarding budget items and approved changes made by the subcommittee. Legislative Finance will use the BA sheets to prepare the reports and documents necessary for subcommittee close-out.

Subcommittee Chairs will also need to prepare a subcommittee narrative that outlines the highlights of action taken in subcommittee.

Close-out documents include:

- 1) Subcommittee narrative prepared by the Subcommittee Chair.
- 2) BA sheet
- 3) Close-out reports prepared by Legislative Finance.

These items will be posted on Legislative Finance's website to help the public understand the subcommittee's decisions. These items will also be the source documents for the reports provided by the Subcommittee Chair when they present to House Finance Committee after the completion of Subcommittee Close-outs.

Please feel free to contact staff, Brodie Anderson at 465-4858 or Patrick Fitzgerald at 465-6841 if you have questions or suggestions.