



# FACT SHEET

## BUDGET & FINANCE

# 2019

TIMOTHY C. WARD COMMISSIONER

ALAN WATSON ASSISTANT COMMISSIONER ADMINISTRATIVE & FINANCE DIVISION

The Administration and Finance Division is comprised of 11 units which are divided respectively. The following areas fall under Administration: Call Center, Fleet Management, Grants Management, Human Resources, and Planning and Strategic Management. The following units falls under Finance: Budget Services, Business Management, Business Processes, Financial Services, Fiscal Audits, and Purchasing.



## OFFICE OF BUDGET SERVICES

- Provides sound fiscal administration to support Georgia Department of Corrections' mission and goals, to comply with all governing law and policies and to measure efficient and effective budget performance.
- Responsible for the agency's \$1.2 billion budget.

## KEY FUNCTIONS

### BUDGET REPRESENTATION

- Serves as the budget liaison with the Governor's Office of Planning and Budget (OPB), the House Budget and Research Office (HBRO) and the Senate Budget and Evaluation Office (SBEO) to ensure the department's needs are funded and the department is in compliance with state law, policies and procedures. Serves as the department's representation with the commissioner and department leadership for budget matters.

### BUDGET DEVELOPMENT

- Analyzes and assimilates budget needs and strategies for developing a comprehensive budget request in conjunction with the commissioner's guidance.
- Develops the annual budget request for submission to the Governor's OPB, based on the department's strategic plans, population projections and priorities set by the commissioner and executive management team and in support of an informed, policy-driven budget process.
- In conjunction with GDC Engineering and Construction Services (ECS), identifies capital outlay needs for the department and submits a respective request for general obligation bonds to the Governor's OPB.
- Provides direct support, information and data to the

Governor's OPB staff for the department's budget and capital outlay request as it progresses through OPB's budget development process.

- Provides direct support of the Governor's Budget recommendation in regards to GDC and monitors the progress of the budget and capital outlay request through the legislative process, providing information and data as necessary to the House Budget and Research Office, the Senate Budget and Evaluation Office and legislators in support of the department's initiatives and priorities.
- Supports the development of the GDC strategic plan and provides a means of appropriating the resources necessary for programs and initiatives to make this vision a reality and to achieve the results necessary to implement the goals set forth in the plan.
- Assists in integrating GDC plans with budget requests, and establishing the purposes, goals, objectives and result measures representing the manner in which program performance is best judged.

### BUDGET EXECUTION

- Acts as the central coordinating entity for the development, implementation, allocation and management of the department's financial resources in the annual operating budget as authorized by the Appropriations Act.
- Provides direction, oversight and technical assistance in the management of the department's internal budget, providing guidance to all divisions as well as to each field and central office location to support their operations and to help them achieve their goals.
- Requests cash allotments from OPB and upon approval and issue of the associated warrant, coordinates with the Office of Financial Services, making appropriated funds available to the financial operations of the department.
- Requests amendments to the Annual Operating Budget (AOB) in order to account for additional federal and other funds as well as to realign state funds as deemed necessary, contingent upon OPB approval.
- Initiates requests to the Georgia State Financing and Investment Commission (GSFIC) for authorized bonds to be sold and monitors the department's spend-down compliance with arbitrage rules.



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### BUDGET MANAGEMENT

- Provides monthly, quarterly and year-end expenditure analyses and budget projections to ensure agency compliance with the appropriations act, state budget and accounting requirements and federal statutes.
- Provides technical assistance and training to fiscal staff infield units.
- Clears daily all budget errors and exceptions
- Coordinates with the State Accounting Office to create and manage budget codes, chart fields and financial trees for budgetary control and reporting purposes
- Maintains use of state financial systems such as PeopleSoft and Planning and Budget Cloud Services(PBCS) applications for efficient management of budget resources, as well as external systems such as the federal grants management system.
- Monitors the issuance of general obligation bonds as sold for department projects and the related bond expenditures with associated remittance of bond proceeds reimbursements.

### BUDGET PERFORMANCE

- Serves as a repository for historical and current appropriation, expenditure and revenue data.
- Provides valuable, accurate and timely information to the commissioner and other state decision-makers as part of a continuing effort to improve the efficiencies of the department.
- Reviews and continually monitors expenditures for compliance with the approved appropriation act, ensuring sound fiscal stewardship.
- Develops and issues the annual Cost Per Day report.

### FY2019 ANNUAL OPERATION BUDGET (AOB)

Appropriated by House Bill 684

State Funds \$1,188,970,280

Federal Funds \$170,555

Other Funds \$13,546,603

Total Funds \$1,202,705,438

Breakdown by Program (HB 44):

|                             | Million         | Percent        |
|-----------------------------|-----------------|----------------|
| Administration              | \$37.4          | 3.1            |
| Food & Farm                 | \$27.6          | 2.3            |
| Offender Management         | \$43.6          | 3.7            |
| Health                      | \$238.8         | 20.0           |
| Private Prisons             | \$139.8         | 11.8           |
| Probation Detention Centers | \$50.5          | 34.0           |
| State Prisons               | \$632.4         | 52.3           |
| Transitional Center         | \$32.5          | 2.7            |
|                             | <u>Thousand</u> | <u>Percent</u> |
| Jail Subsidy                | \$5             | 0.0            |

### FY19 GDC Budget Highlights HB 684 Agency Specific Changes:

#### State Prisons - Metro State Re-Entry Center

- 6 months Operating Expenses \$5,008,101
- Operation rate increas \$4,388,500

#### Educational/Vocational Enhancements \$734,323

- Eliminate funds for one-time purchase of GED instructional materials and software installation from PDC's. **\$196,000**

- Eliminate funds for the one-time purchase of literacy and math instructional software from SP's. **\$458,323**

- Eliminate one-time funds for vocational education classes from SP's. **\$79,000**

#### State Wide Changes: \$2,215,623

- Adjustments to DOAS self-insurance programs \$1,117,529
- Increase funds for TRS employer share increase \$2,008,188
- Adjustments to Merit System Assessments **\$31,290**
- Adjustments to cyber security insurance **\$127,632**
- Adjustments to TeamWorks billings **\$195,531**
- Adjust billings for unemployment insurance **\$555,641**

**Total Budget Increase \$10,877,901**

Program % of Total Budget

