2011 Session
Legislative Assistant Orientation

Overview of the Budget Process

House Appropriations Committee Staff

January 10, 2011
Current National and State Economic Indicators

• Most economists believe that the deep recession ended by August. Majority of national economic indicators suggest the rate of decline slowed by the fall and many measures now are improving
  • Conference Board reported that Leading Indicators rose 0.9% in November, 8th straight monthly increase
  • 3rd Quarter GDP grew 2.2%. While 3rd Q. GDP growth has been revised downwards twice since its initial release, it still represents a substantial improvement as annualized GDP had fallen in 5 of the 6 previous quarters
  • Economic activity in the manufacturing sector expanded for the 5th consecutive month in December, and the overall economy grew for the 9th consecutive month
    • The Institute of Supply Management Index stands at 55.9%, highest level since June 2006
Virginia’s Budget Process

• Initiated by the Governor
• Budget development of “current services” budget
• Revenue review concurrent with budget development
  • Governor’s Advisory Board of Economists (GABE)
  • Governor’s Advisory Committee on Revenue Estimates (GACRE)
• Governor submitted proposed balanced budget on December 17, 2010 to joint meeting of House Appropriations, House Finance and Senate Finance Committees
Virginia’s Budget Process

• Even-year Session: the biennial budget for the succeeding two-year period is approved.
  • Given the complexity of government and the number of programs, second year of budget is becoming a “blue print”.
• Odd-year Session: amendments to biennial budget are considered.
  • Primary focus on second year. Pay raises, increases resulting from enrollment growth, i.e., K-12 education, Medicaid, local jails.
Legislative Budget Process

• Fiscal policy is under the purview of the House and Senate “money committees”, which oversee fiscal operations of state government
  • House of Delegates: Duties are split between the Finance Committee (tax policy) and the Appropriations Committee (spending)
  • Senate: Duties are combined under the Finance Committee
• Unlike Congress, budgeting and appropriations are handled by same committee
Legislative Budget Process

• House Appropriations and Senate Finance Committees hold regional public hearings on Governor’s proposed budget
  • Norfolk, Chesterfield, Lynchburg, Fairfax and Abingdon on Thursday, January 6, 2011

• Each committee has 5 weeks in long session to conduct budget review (3 weeks in short session)
Legislative Budget Process

• Member budget amendment requests made to Committee
  • Deadline set by Chairman
  • All completed amendment forms (with co-patron signatures) must be submitted by the deadline (January 14, 2011)
  • Budget amendment forms are available on the Committee’s website (http://hac.virginia.gov)

• Subcommittees perform detailed review and recommend amendments to Governor’s proposals

• Committee acts on Subcommittee Reports

• Respective Committees send budget bill with amendments to the House and Senate Floors
  • Deadline for Committee to report budget bill is February 6, 2011 at midnight
  • Deadline for each house to act on budget bill is February 10, 2011
Legislative Budget Process

- Adopted bills are sent to opposite house
- Committee of Conference is appointed
- Budget conferees resolve differences between House and Senate budgets
  - Deadline for conferees is midnight on February 22, 2011
  - Deadline of noon on February 24, 2011 for conference report
- Conference Committee report is sent back to House and Senate floors for final approval
- Adopted budget sent to Governor for signature
- Governor’s amendments or vetoes considered during Reconvened Session (April 6, 2011)
The budget development process in Virginia

BUDGET DEVELOPMENT

AGENCY BUDGET PREPARATION
- DPB issues instructions to agencies
- Agencies generate & submit requests

REVIEW & RECOMMENDATION
- Governor, DPB, Cabinet review
- Governor submits document & bill to G.A.

APPROPRIATION

LEGISLATIVE ACTION
- Budget Bill referred to Committees
- Conference committee reports bill & GA approves

Gov's Review
- Governor signs/vetoes bill/ vetoes portions/or returns to G.A. with amendments

EXECUTION
- DPB & agencies implement appropriation act
Committee Organization

• Members appointed by the House Speaker
  • Virginia’s Congressional Districts represented
• Meets frequently when the General Assembly is in Session and monthly during the rest of the year
• Committee Chairman provides overall leadership and direction
  • Makes Subcommittee assignments
  • Works with Subcommittee Chairmen in setting budget priorities
Committee Responsibilities

- Examine revenue and expenditures assumptions in the Governor’s introduced budget
- Set funding priorities for the Commonwealth
- Consider requests by General Assembly members to amend (change) the introduced budget
- Make recommendations for budgetary changes based on priorities of the Committee and Subcommittees
Appropriations Subcommittees*

- Capital Outlay
- Compensation & Retirement
- Economic Development, Agriculture and Natural Resources
- Elementary & Secondary Education
- General Government
- Health & Human Resources
- Higher Education
- Public Safety
- Technology, Oversight and Government Activities
- Transportation
- Special subcommittees, appointed as needed
Subcommittee Activities

• Weekly meetings during Legislative Session

• Review budget amendments in assigned areas

• Review all bills referred by Chairman

• Recommend all budget actions to full Committee
### Appropriations Committee Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Areas of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert P. Vaughn</td>
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<td>Public Safety, Natural Resources</td>
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<td>Anthony A. Maggio</td>
<td>Legislative Fiscal Analyst</td>
<td>Higher Education, Capital Outlay</td>
</tr>
<tr>
<td>Susan E. Massart</td>
<td>Legislative Fiscal Analyst</td>
<td>Health &amp; Human Resources</td>
</tr>
<tr>
<td>Anne E. Oman</td>
<td>Legislative Fiscal Analyst</td>
<td>Transportation, Commerce, Agriculture</td>
</tr>
<tr>
<td>Carla L. Karnes</td>
<td>Office Manager</td>
<td>Office Operations</td>
</tr>
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2011 Legislative Budget Process
Important Dates to Check

• **January 12:** Budget Briefing for House Members
  (Appropriations Committee Room, 9th Floor, ½ hour after House adjournment)

• **January 14:** House Budget Amendment Request Deadline (5:00 p.m.)

• **February 6:** Committee reports budget amendments

• **February 9:** Budget Briefing for House Members
  (Appropriations Committee Room, 9th Floor, 9:00 a.m.)

• **February 22:** Budget conference committee to complete work

• **February 26:** Final vote on budget conference report
Budget Home & House Appropriations Home accessed via State Budget link
Budget Home Page

State Budget - 2010 Session

Budget information is posted as it becomes available. Budget bill history, full text search, and amendments are available on-line. Reports from the Governor and the House Appropriations and Senate Finance committees can be viewed and downloaded in PDF format. "Legislation in Committee" links to committee membership, bills and resolutions, and dockets. If you would like additional information on the state’s financial operations, including budget, revenue, and expense information or expenditure transactions by vendor name or agency check out the Auditor of Public Accounts’ Commonwealth Data Point.

Need Acrobat Reader? Get It

Legislation in Committee
House Appropriations - Senate Finance

Budget Bill Information
- Bill Status/Legislative History
  - SB20 (pdf) | HB30 (pdf) | SB29 (pdf) | HB29 (pdf)
House Appropriations Web-site
Contact Information

![Image of a website page with contact information for Virginia House of Delegates]

**Contact Us**
The House Appropriations Committee is located on the ninth floor of the General Assembly Building on the corner of Ninth and Broad Streets in downtown Richmond adjacent to Capitol Square.

The House Appropriations Committee has a full-time staff that works year-round on budget issues. Please visit the [HRIC Staff page](http://www.virginia.gov/hric/) to learn more about each staff member and their areas of responsibility.

Please note that due to security measures currently in place at the Capitol and General Assembly Building, it is advisable to leave all personal items in your vehicle. Everyone entering the Capitol and General Assembly Building will be asked to pass through metal detectors and all personal belongings will be searched.

There are several public parking decks within walking distance of the Capitol. There is an open lot at the corner of 8th and Grace Streets, as well as a covered deck under St. Paul’s Church, which can be accessed from 8th Street. After parking, walk to the General Assembly Building at 9th and Broad Street and enter on Capitol Square side.

**Telephone Number**
(804) 698-1590

**FAX Number**
(804) 698-1802

**Mailing Address**
Post Office Box 400
General Assembly Building
Richmond, Virginia 23218-0400

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**Driving Directions**

- **I-64 North**
  - (From Petersburg)
  - In Richmond take exit 74C to Broad Street West
  - From Broad Street turn left on 8th Street and proceed to Franklin Street. Turn left on Franklin Street. Go one block and turn left on 9th Street. The General Assembly Building will be ahead one block on the right.

- **I-64 South**
  - (From Fredericksburg)
  - In Richmond take exit 75 to Interstate 64 and 3rd Street. Collapse and Downtown exit. Take the 3rd Street exit and proceed on 3rd Street to Franklin Street. Turn left on Franklin Street and proceed to 9th Street. Turn left on Ninth Street. The General Assembly Building will be ahead one block on the right.
Documents and Reports

HOUSE APPROPRIATIONS COMMITTEE
Virginia House of Delegates
Commonwealth of Virginia

Documents & Reports

House Member Budget Amendment Requests, Committee Approved Amendments and the Conference Report Amendments to House Bill 29 and House Bill 30 may be tracked on the 2010 State Budget website.

Each amendment is drawn to a specific budget item as numbered in the budget bill. Amendments are presented in numerical order by agency, and by secretarial area. You can create a report of selected budget amendments. Also, you can select an agency to generate a report (e.g. Department for the Aging, Department of Education, Virginia Retirement System, etc.).

Unless otherwise noted, documents are available on this website in Adobe Acrobat “portable document format” (PDF) which requires Adobe Acrobat Reader to view and print.

Summary of The Governor’s Proposed 2010-2012 Budget (HB30)
and Proposed Amendments to the 2008-2010 Budget (HB29)

This document was prepared by the staffs of the House Appropriations and Senate Finance Committees as a preliminary report on the Governor’s proposed amendments to the 2008-2010 budget (HB29) and budget proposal for the 2010-2012 biennium (HB 30). Subsequent staff reports will be made available during the 2010 General Assembly Session. (January 11, 2010).

Complete Summary Document:

- Budget Summary

Individual Budget Sections:

- Overview
- Resources
- Legislative
- Judicial
- Executive Offices
- Administration

- Finance
- Health & Human Resources
- Natural Resources
- Public Safety
- Technology

Archives
- 2009
- 2008
- 2007
- 2006
- 2005
- 2004
- 2003
- 2002
Frequently Asked Questions

HOUSE APPROPRIATIONS COMMITTEE
Virginia House of Delegates
Commonwealth of Virginia

Lacey E. Putney, Chairman
Robert P. Vaughe, Staff Director

Budget Process FAQ's

Q: What is a Budget Amendment?
A: Members of the House at large may submit requests to amend the Governor’s introduced budget. Every House member who submits a budget amendment is given the opportunity to speak to his or her request before the full House Appropriations Committee.

Q: Where can I find a Budget Amendment form?
A: You can download a form by clicking on the appropriate link below. Forms can also be downloaded by clicking on the “Committee Information” tab above or from the 2010 State Budget website. Forms may also be picked up in person at the Appropriations Committee Office on the 9th floor of the General Assembly Building.

- 2010 Budget Amendment Form
- 2010 Budget Amendment Form (.doc)
- 2010 Nondisag Agency Budget Amendment Form (.pdf)
- 2010 Nondisag Agency Budget Amendment Form (.doc)

Please note that forms are provided in Microsoft Word (.doc) format and Adobe Acrobat Portable Document Format (.pdf) for your convenience. The deadline to submit completed Budget Amendment forms is 5:00 p.m., FRIDAY, JANUARY 15, 2010.

Q: How do I fill out a Budget Amendment form?
A: Follow the steps below.

- Select the House Bill that your budget amendment request relates to. Look at last year for example, it was an even-numbered year, so the budget bill number will be either HB299 for the Governor’s proposed budget bill for the biennium currently in effect until June 30, 2008 also known as the “Cabosse Bill” or HB300 (Governor’s proposed budget bill for the upcoming biennium, July 1, 2008 – June 30, 2010).
- Fill out the name of the Delegate proposing the budget amendment and secure his or her signature for the completed form.
Committee Members

The House Appropriations Committee is currently composed of 24 members that are appointed by the Speaker of the House. Below is a listing of our members in seniority order and their dates of appointment to the committee.

Putney, Lacey E. (R) – 1990
Vice-Chair 2004, Chairman 2008

Morgan, Harvey B. (R) – 1998

Tate, Robert (R) – 1998

Subcommittees

- Capital Outlay
- Compensation & Retirement
- Economic Development
- Agriculture & Natural Resources
- Elementary & Secondary Education
- General Government
- Health & Human Resources
- Higher Education
- Public Safety
- Technology Oversight & Government Activities
- Transportation

Archives

- 2007
Press Releases

2010

- 2010 Public Hearings Notice

2009

- 2009 Committee Retreat Notice
  - Committee Retreat
  - General Assembly Building, Richmond, VA
- 2009 Public Hearings Notice

2008

- November 18 - 19, 2008
  - Committee Retreat
  - Hotel Roeckele & Conference Center
  - Roanoke, VA
- Statement of Chairman Putney on the current revenue situation (08-18-08)
- Statement of Chairman Putney on Governor Kaine’s revised revenue forecast (02-12-08)
- 2008 Public Hearings Notice

2007

- November 13 - 14, 2007
  - Committee Retreat
  - Holiday Inn Select Hotel & Conference Center
  - Fredericksburg, VA
- June 26 - 28, 2007
- Capital Spring Tour
- 2007 Richmond Public Hearing Notice
- 2007 Public Hearings Notice
Committee Staff

Staff Areas of Responsibility

Robert P. Vaughn -- Staff Director
  • Revenues

Susan L. Hogge -- Legislative Fiscal Analyst
  Elementary and Secondary Education:
  • Secretary of Education
  • Department of Education
  • Virginia School for the Deaf & Blind (Staunton)
  • Virginia School for the Deaf, Blind and Multi-Disabled (Hampton)
  • K-12 Schools (Direct Aid to Public Education)
  Nonstate Agencies/Historic Landmarks:
  • Department of Historic Resources

Michael R. Jay -- Legislative Fiscal Analyst
  Legislative Department:
  • General Assembly
Subcommittees

and funding decisions on the budget.

Subcommittees, in addition to reviewing the Governor’s budget proposals, also review budget requests from members of the House of Delegates at large.

Please note that during Session, the current weekly meeting schedule is also posted on the Home page for easy reference. All meeting agendas and presentations, if available in electronic format, will be posted to the individual subcommittee pages as soon as possible.

Unless otherwise noted, documents are available on this website in Adobe Acrobat “portable document format” (PDF) which requires Adobe Acrobat Reader to view and print. Please be advised that all agendas, meeting dates, times and locations are subject to change with out notice.

Click here for the 2007 Session Subcommittee Meeting Schedule and Subcommittee Assignments:

- Capital Outlay
- Commerce, Agriculture & Natural Resources
- Compensation & Retirement
- Elementary & Secondary Education
- General Government & Technology
- Health & Human Resources
- Higher Education
- Public Safety
- Transportation

- Robert Vaughn -- Staff Director
- Susan Hoage -- Elementary & Secondary Education, Nonstate Agencies
- Michael Jay -- Compensation & Retirement, Finance, General Government, Technology
- Carla Karnes -- Office Manager
- Tony Magelio -- Capital Outlay, Higher & Other Education
- Susan Massart -- Health & Human Resources
- Anne Oman -- Agriculture, Commerce & Trade, Transportation,
- Paul Van Lenten, Jr. -- Public Safety, Natural Resources