

# Annual Spending Plan Certification

For FY 2017: Due July 29, 2016



Department/Agency:

Fiscal Year Ending:

6 / 30 / 2017

As of:

\_\_\_ / \_\_\_ / 2016

## Department/Agency Head Certification

I have reviewed the proposed annual spending plan for this department/agency and certify that the spending plan meets the following requirements of [MS 16A.14, Subd. 3](#):

- Direct appropriated amounts are accurate.
- Accounts are established consistent with legislative intent.
- All legal restrictions on spending have been satisfied.
- The spending plan is structurally balanced.
- Known obligations are included and adequately funded within spending plan resources.
- Revenue estimates are reasonable and represent the most likely scenario.

Signed: \_\_\_\_\_  
(Department/Agency Head)

## Accounting Coordinator Certification

I have prepared the spending plan in compliance with [MS 16A.14, Subd. 3](#), and the [annual budget and accounting instructions](#) issued by the Commissioner of Minnesota Management and Budget. The following required reports have been submitted electronically to the MMB's BPAS Document Management SharePoint site:

1. Program Structure Report
2. Appropriation Overview
3. Appropriation Detail
4. Revenue Budgets
5. Compensation Report
6. Negative Approps

I have reviewed the proposed annual spending plan for this agency and certify that: Employee training and development was considered and \$ \_\_\_\_\_ has been budgeted for this purpose.

I certify that the agency has procedures and reporting mechanisms in place to monitor variances from the spending plan and to take corrective action as needed.

Signed: \_\_\_\_\_  
(Department/Agency Accounting Coordinator)

## Budget Officer Certification

I certify that the spending plan has been prepared in compliance with [MS 16A.14, Subd. 3](#) and all relevant instructions issued by the Commissioner of Minnesota Management and Budget. I have reviewed and discussed the agency's budget monitoring process with the accounting coordinator. All approvals are subject to later amendment or modification by the Commissioner of Minnesota Management and Budget. ([MS 16A.14](#) & [M.S. 16A.15](#))

Signed: \_\_\_\_\_  
(Executive Budget Officer)