



*Easy Read Edition*

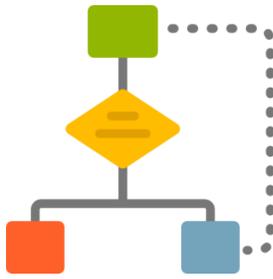
# **Follow the Money: The U.S. Budget and You**

## **Part 4: The Budget and Appropriation Process**

Self advocates from the SARTAC advisory committee and representatives from the Administration on Disabilities reviewed this toolkit. Based on their input you should plan more time for the review and discussion of the Budget Process (Part 4) of *Follow the Money: The U.S. Budget and You*. The topics discussed in this section may be hard to understand. Please read the Words to Know at the end of the Toolkit before you begin.

## 4.a The Budget Process

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The **federal budget process** is the way the federal government decides how to spend money. There are 5 main steps.



1. The President sends a **budget request** to Congress.



2. Congress writes and votes on **budget resolutions**



3. House and Senate Appropriations subcommittees **markup** bills



4. The House and Senate vote on **appropriations bills** and turn them into one big bill.



5. **The President signs all of the different** appropriations bills. The budget becomes **law**.

# Who's involved in the budget process?



**The President**

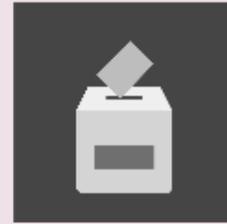
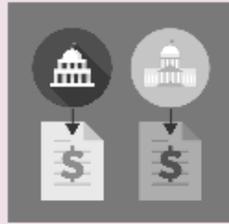


**Congress**

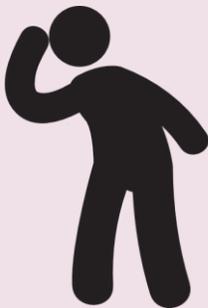


**You!**

# 1. The President sends a budget request to Congress.



The President's budget request is what the President wants the budget to be. A budget request shows what the President thinks is important to spend money on.



The President starts by listening to budget **requests from different departments** in the government, like the Department of Education or the Department of Labor.



Each department tells the President how much money they need.



The President listens to all of the departments. Then the President decides how much money to ask Congress for in the budget request.

The President's budget request needs to say:



- How much money the President wants to spend.



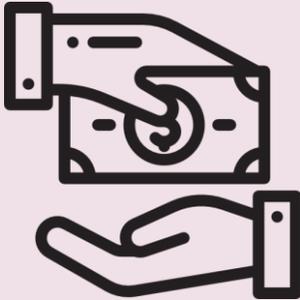
- How much money the government wants to get from **taxes**.



- If the government is going to spend more or less money than it gets from taxes.



If the government spends more money than it gets from taxes, this is called a **deficit**.



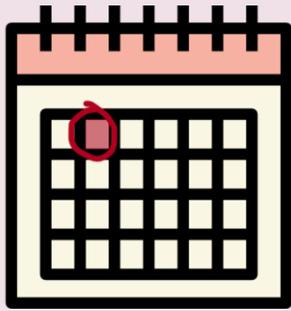
**If there is a deficit, then the government** will need to borrow extra money to pay for everything.



If the government spends less money than it gets from taxes, this is called a **surplus**.

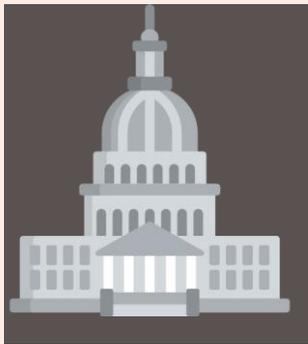


If the government has a surplus, that means they have extra money left over at the end of the **fiscal year**. This has not happened in a long time.



The President is supposed to send the budget request to Congress before the **first Monday in February.**

## 2. Congress writes and votes on a *budget resolution*.



Congress is made of two parts: The **House of Representatives** and the **Senate**.



(Sometimes we will call the House of Representatives just the House.)



After Congress gets the President's budget request, the House and the Senate write and vote on their own separate budget resolutions.



A budget resolution is a plan for how the government will spend money.



A budget resolution shows what Congress thinks is important.



Sometimes, the President and Congress disagree on what is important.



That means that the budget resolutions **can end up looking very different from the** President's budget request.



Congress approves the federal budget and sends to President for final decision.



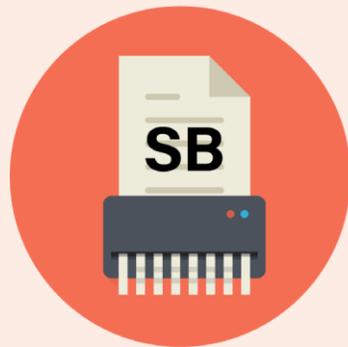
If the House and the Senate disagree on **what is important, they will write different** budget resolutions.



**If the House and the Senate write different** budget resolutions, they have to agree on **a final version.**

Whenever the House and the Senate disagree, they have 3 choices:

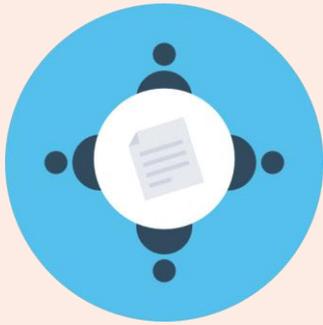
1. The Senate can get rid of their own bill and pass the House's version



2. The House can get rid of their own bill and pass the Senate's version

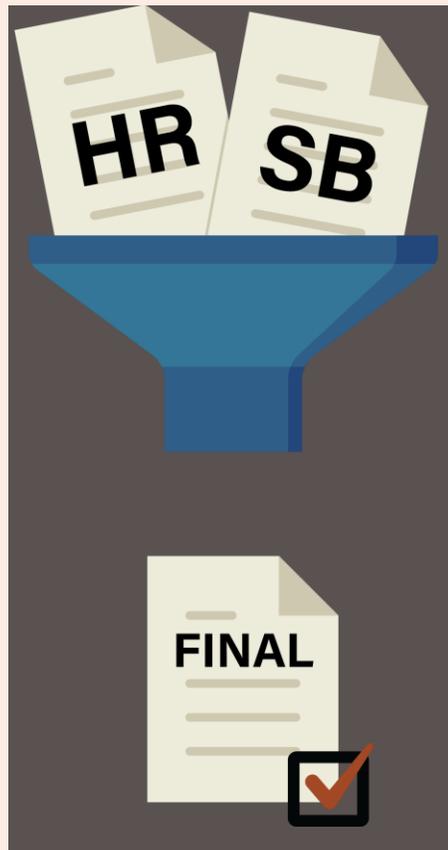


3. They can compromise



When the House and the Senate compromise on a bill, it is called going to **conference**. The people who meet are called the **conference committee**.

The conference committee looks at the **two different budget resolutions from the House and the Senate**.



Then, the conference committee **turns them both into one final budget resolution**.



The Senate and the House vote one more **time on the final budget resolution**. If the Senate and House both vote for the same budget resolution, then that budget resolution passes.



Remember, the budget resolution is just a plan.



Congress is supposed to pass the budget resolution by April 15. It usually takes longer than that.



## 4.b Appropriations



The Appropriations Committee *does not* decide how much money to spend on *everything* the government does.

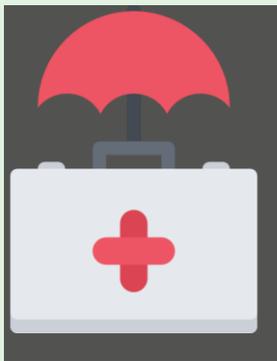


**That is because there are two different** kinds of government spending.

# #1: Mandatory spending



There are some things that the government has to pay for all the time. These things are called **mandatory spending**.



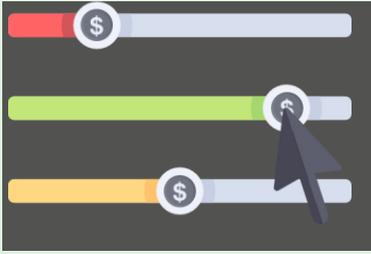
**Medicaid, Medicare, and Social Security** are mandatory spending.



The Appropriations Committees do not get to make any decisions about mandatory spending.



## #2: Discretionary spending



There are some things that the Appropriations Committees *do* get to decide on every year. These things are called **discretionary spending**.



Some examples of discretionary spending are:



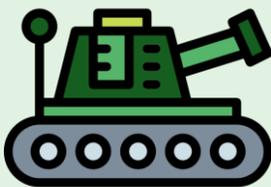
- housing programs



- protection and advocacy



- national parks



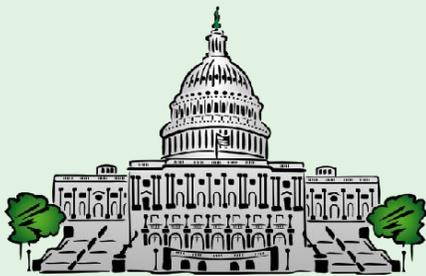
- the military, and



- **scientific research.**



The Appropriations Committee is made of even smaller groups called **subcommittees**.



Right now, there are 12 subcommittees. **Subcommittees focus on different things** that the **federal government** does.



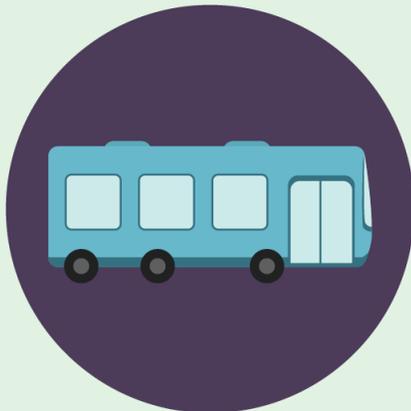


There are two subcommittees that handle most of the programs for people with disabilities.

These subcommittees are called:



- Labor, Health and Human Services, Education, and Related Agencies



- Transportation, Housing and Urban Development



Each subcommittee has a meeting where **they talk to different people in charge of different parts of the federal government.**



Then, each subcommittee decides how much money is spent on their part of the government. Each subcommittee writes a bill to tell the Appropriations Committee what they decided.



The Appropriations Committee gets a bill from each subcommittee. Then the Appropriations Committee **marks up** the bills. **“Mark up” means that the committee can make changes to the bills.**

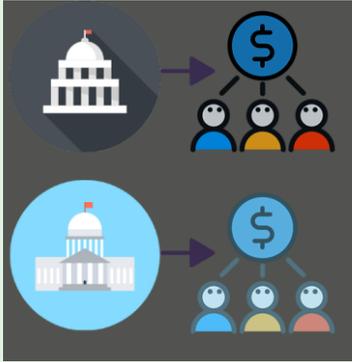


If someone on the committee wants to make a change, the change is called an **amendment.**



Once the Appropriations Committee is done making changes, they vote on the bill. If the bill gets enough votes, the appropriations bill goes on to the next step.





The House and the Senate both have their own separate Appropriations Committees.



They both use the same process for writing appropriations bills, but they might not do it at the same time. Usually, the **House goes first.**

## 4. The Senate and House vote on all of the different appropriations bills.



**First, the House Appropriations Committee votes for a bill.**



Then, the whole House gets a chance to vote on the bill.





If the bill gets enough votes in the House, then it goes to the Senate.



Sometimes the Senate writes their own bills while the House is still writing the House bill. Usually, the Senate waits for **the House to finish their appropriations bills first.**



When the House appropriations bills are ready, the Appropriations Subcommittees in the Senate look at the House appropriations bills.



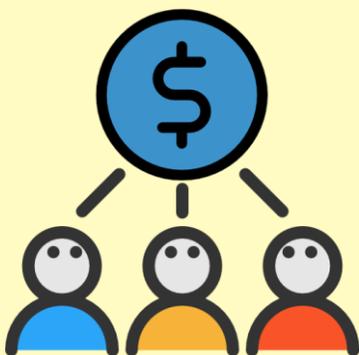
The Senate Appropriations Subcommittees decide if they want to make any changes.



Then they give the new version of the bills to the Senate Appropriations Committee.



The bills get marked up again, which means that Senate Appropriations Committee can make more changes.



The Senate Appropriations Committee votes on the bills.



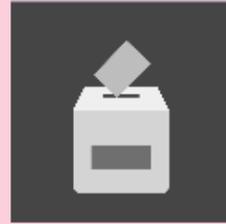
**Finally, the whole Senate gets a chance to vote for the bills.**

It can take a very long time to make 12 bills everyone agrees on. Because of this, there **can be up to 24 different appropriations** bills at the same time (12 in the Senate + 12 in the House = 24). That's a lot!

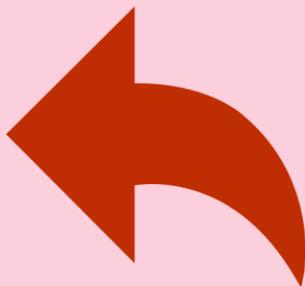


It is normal if this sounds confusing and complicated. It is confusing and complicated even for people who have been in Congress for a long time.

5. Congress sends their final appropriations bills to the President. The President can say “yes” or “no” to the bills.



If the President says yes, the budget **process is finished.**



**If the President says “no,” Congress needs to start over.**



**When the President says “no” to a bill, it is called a veto.** The president can only veto at the end of the budget process.



**The budget process is supposed to finish** by September 30 because of the **fiscal year.**



**Remember, a fiscal year starts and stops at different times than a regular year.**

A normal year starts in January and ends in December.



The federal government's fiscal year starts in October and ends in September.



# Words to Know



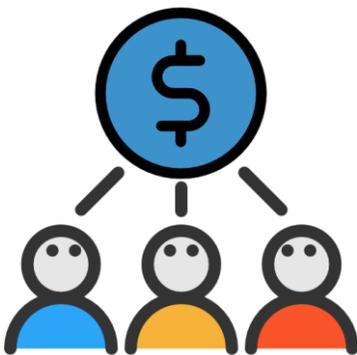
## amendment

An amendment is a change to a document.



## appropriations bills

Appropriations bills explain how to spend the money in the budget.



## Appropriations Committee

The Appropriations Committee decides how much money to spend on some things the government does.

The House of Representatives and the Senate both have their own Appropriations Committee.



## budget request

When the President explains what the President wants the budget to be.



## budget resolutions

What Congress wants the budget to be.



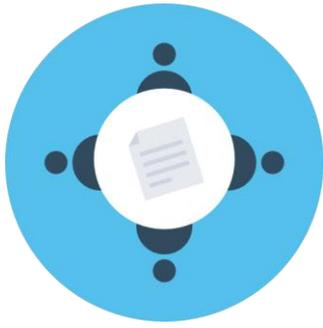
## committees

A committee is a group of legislators **who work on a specific set of issues, for example, a Committee on Gender Equality.**



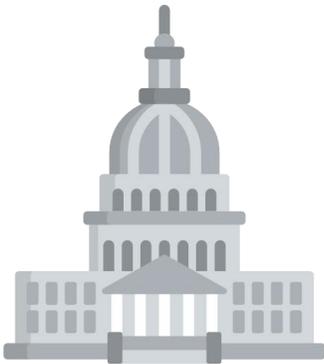
## conference

When the House and the Senate combine **two different bills into one bill for the President.**



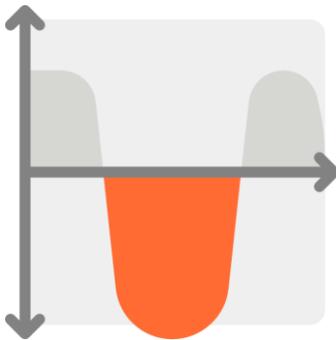
## conference committee

A conference committee is a committee made up of members of both the House and the Senate.



## Congress

The part of the federal government that makes laws.



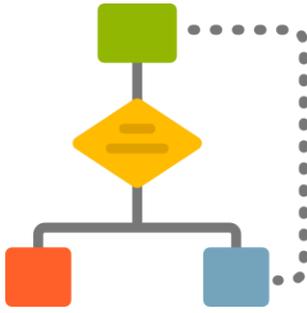
## deficit

When the government spends more money than it gets from taxes.



## discretionary spending

**Money the government can only spend** when a budget bill is passed.



## federal budget process

The federal budget process is the way the federal government decides how to spend money.



## federal government

The government that is in charge of the entire country and is based in Washington, D.C.



## fiscal year

**A fiscal year starts and stops at different times than a regular year. For example, a normal year starts in January and ends in December.**

**The federal government's fiscal year starts in October and ends in September.**



## House of Representatives

The House of Representatives is one of the two parts of Congress. The number of representatives a state has is based on a state's population.



## law

Laws are rules the government makes that everyone has to follow.



## mandatory spending

There are some things that the government has to pay for all the time. These things are called mandatory spending.



## markup

**“Marking up” a bill means to make changes to the bill.**



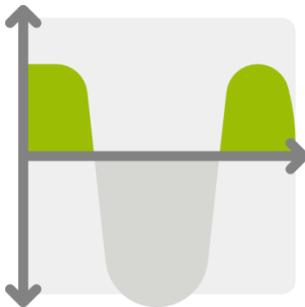
## Senate

The Senate is one of the two parts of Congress. There are 100 Senators in the U.S. Senate. There are two Senators for each state.



## subcommittees

Smaller groups of people who are part of a larger committee. In Congress, **subcommittees focus on different things** that the federal government does.



## surplus

A surplus is when the government spends less money than it gets from taxes.



## veto

To veto something is to reject it. Veto can also be used as a noun.

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