

DEPARTMENT OF BUDGET AND FINANCE
Preparation of Federal Fund and Other Federal Fund Allotments
June 27, 2014

The attached samples, developed in coordination with the Department of Accounting and General Services (DAGS), should be followed in the preparation of operating Requests for Allotment (State Accounting Form A-19) for federal funds (means of financing (MOF) "N") and other federal funds (MOF "P") and related journal vouchers (JV) (State Accounting Form A-27). These samples indicate the format, necessary information and allowable transactions based on the changes in budgeting each federal award, rather than total expenditures, and lapsing duration, and the current Interim Budget Execution Policies and Instructions (Executive Memorandum No. 14-04, dated June 19, 2014).

Allotment requests may be submitted as individual federal award notices are received. If necessary, allotment requests may be based on a reasonable estimate based on the previous year's award if a federal award notice has not been received. The allotment amount requested should not exceed the amount awarded for the budget period shown on the federal award notice (or equivalent), if available, subject to the budget execution policies. Additionally, allotments of federal funds and other federal funds should be designated as "non-reversion" ("N" in the reversion column).

A copy of the grant award notice (or equivalent) and Governor's approval (non-appropriated awards), as applicable, shall be attached to the A-19. Please note that when the Federal Awards Management System is introduced, these requirements may change.

Should you have any questions, please discuss them with your B&F Analyst.

Preparation of Initial FY 15 Allotment of Federal Funds Appropriated in FY 15

The Appropriation Warrants issued by DAGS provide the appropriation symbols reflecting the appropriation amounts (by program ID and MOF) from the Supplemental Budget Act (Act 134, SLH 2013, as amended by Act 122, SLH 2014). These appropriation symbols, generally referred to as "Parent Accounts," are also provided in your department's final Form FF for FY 15. Given the change in budgeting by federal award (one award to one appropriation account), the various specific grant accounts will be referred to as "Subaccounts". Samples 1 and 2 reflect the initial first quarter allotments for a Parent account and a Subaccount, respectively.

- **SAMPLE 1: A-19 Parent Account (Initial)**
Initial Allotment of First Quarter Allocation for Parent Account

This allotment is for the FY 15 parent account identified on final Form FF and the program's appropriation warrant for MOF "N" or MOF "P," as applicable. Transfers

of allocations from the Parent Account to Subaccounts should be done via JV. Please note that the entire appropriation (not the net after transfers to Subaccounts) should be identified in the appropriation column on the initial and subsequent allotments for the Parent Account.

- SAMPLE 2: A-19 Subaccount (Initial)
Initial Allotment of First Quarter Allocation for Subaccount

This allotment is for a Subaccount as identified on the final Form FF. Transfers to a Subaccount from the Parent Account must be done via JV. Please note that no appropriation amounts should be shown in the appropriation column on these allotments.

Preparation of Initial FY 15 Allotment of Non-Appropriated Federal Awards

After Governor's approval to expend a non-appropriated federal award for FY 15 is obtained, the department should obtain a new FY 15 appropriation symbol from DAGS to prepare the A-19. Departments shall submit Form FF for New Non-Appropriated Federal Awards received in FY 15 to B&F (file to be distributed at a later date).

- SAMPLE 3: Non-appropriated Federal Awards

This allotment will record a non-appropriated operating federal award received in FY 15 which was not budgeted in the Supplemental Budget Act for the respective program or department.

Non-appropriated federal awards and accounts processed in FY 14, will continue to use FY 14 appropriation symbols.

Preparation of FY 15 Allotment of Federal Funds Appropriated in FY 14

As you know, FY 14 federal fund and other federal fund appropriations do not lapse until June 30, 2016. As such, FY 15 Requests for Allotments (A-19s) will be slightly different from the allotment of carryover federal fund appropriations in previous years.

Because final FY 14 year-end balances will not be available until closing of the books in July 2014, please use your best estimation of FY 14 unencumbered/unexpended appropriation balances by cost element to complete the allocation column of FY 15 allotments. Adjustments to allocation amounts to "true up" estimated balances to actual balances may be done as the information becomes available.

FY 14 appropriations may be allotted for the full FY 15 (i.e., not first quarter only), as necessary. As a reminder, A-19s for awards which will be expended in FY 16 should show estimated balances for those expenditures. Samples 4 and 5 reflect the second year allotments for a Parent account and a Subaccount, respectively.

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- SAMPLE 4: A-19 Parent Account (2nd Year)
Allotment of Parent Account from FY 14

This allotment will continue the Parent account from FY 14 into FY 15, as applicable. Because the appropriations for federal and other federal funds from FY 14 do not lapse until June 30, 2016, the appropriation column should not change (i.e., the appropriation column amount for the FY 15 A-19 should be the same as the appropriation column amount for the FY 14 A-19, showing the full appropriation amount for the MOF for the program ID). The amendment number should continue from FY 14.

- SAMPLE 5: A-19 Subaccount (2nd Year)
Allotment of Subaccount from FY 14

This allotment will continue the Subaccount account from FY 14 into FY 15, as applicable. As A-19s for Subaccounts should not have had any amounts in the appropriation column in FY 14, no amounts should be included in the appropriation column for Subaccounts for FY 15. The amendment number should continue from FY 14.

Preparation of JV to Transfer from Parent Account to Subaccount

Departments are responsible to prepare and transmit JVs to DAGS to transfer allocations from Parent Accounts to Subaccounts, as necessary. For each program ID, all JV transactions to allocate amounts from the Parent Account to the Subaccounts should be submitted at the same time. A-19s for Subaccounts cannot be processed prior to the processing of these JV transactions.

- SAMPLE 6: Journal Voucher to Allocate Authorized Ceilings

Transaction codes 944 and 941 shall be used to allocate the amounts. Departments are responsible to ensure compliance with DAGS' Comptroller Memorandum relating to JVs.