

Apportionments: OMB and Agency Perspectives

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Agenda

- History of Apportionments
 - Apportionment Basics
 - New Guidance for FY 2013 Apportionment
 - How OMB uses apportionments
 - How agency uses apportionments
- 

History of Apportionment

- Purposes Act, 1809
- Antideficiency Act, 1870
- Budget and Accounting Act, 1921
- Impoundment Control Act, 1974



Purposes Act

- A permanent law (31 USC 1301(a)) specifies that:

“Appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law.”

History of Apportionments

- In reaction to “coercive deficiencies,” 1905/06 amendments to 1870 Antideficiency Act established apportionments

Antideficiency Act

- Once the appropriations are enacted, the Antideficiency Act does not allow agencies to spend money until the agencies request and receive approval by OMB of a spending plan that is called an apportionment.
- If you over spend the amount appropriated or the amount apportioned by OMB, the Secretary of your department OR agency head must report your overspending as a violation of the Antideficiency Act to the President, Congress, and the GAO.
- Apportionments are controlled by:
 - A. Fund control regulations
 - B. Subdivisions of apportionments

Budget and Accounting Act

- The Budget and Accounting Act, 1921, established the Bureau of Budget (and the GAO).
- President transferred apportionment authority to Bureau of Budget (now OMB)

Impoundment Control Act

- The Administration, in regulating the rate of spending, must report to the Congress any deferral or rescission proposal.



What is an Apportionment?

- An *apportionment* is an OMB-approved plan to use budgetary resources (31 U.S.C. 1513(b); Executive Order 11541).
- It typically limits the obligations you may incur for specified time periods, programs, activities, projects, objects, or any combination thereof.
- It may also place limitations on the use of other resources, such as FTEs or property.
- An apportionment is legally binding, and obligations and expenditures (disbursements) that exceed an apportionment are a violation of, and are subject to reporting under, the Antideficiency Act (31 U.S.C. 1517(a)(1), (b)).

Specific Laws Governing Your Apportionment

- **Substantive legislation** authorizing your program.
- **Appropriations acts** providing money.
- Example of appropriations language:

SALARIES AND EXPENSES

For necessary expenses for the departmental management of the Department of Government provided for by law, including not to exceed \$5,000 for official entertainment, \$50,000,000.

Appropriations Law: Spending based on...

- A. Purpose – what you can spend
- B. Amount – how much you can spend
- C. Time – when you can spend it



Apportionment Basics

- Apportionments made at the Treasury Appropriation Fund Symbol (TAFS) level.
- The TAFS level is maintained by the Treasury Department's Financial Management Service.
 - The symbol specifies the Treasury agency or department, the period of availability to incur new obligations, and the four digit Federal account symbol.

Categories of Apportionments

- **Category A, Category B, Category AB, or Category C** — Apportioned amounts appear on different groups of lines in the application of budgetary resources section of an apportionment (bottom half of form). Amounts are identified in an apportionment by:
 - time (Category A),
 - project (Category B),
 - a combination of project and time period (Category AB),
 - for future years (only for multi-year/no-year accounts) (Category C).

You must report obligations to Treasury with the same categories as used on the apportionment.

Apportionment Basics

- Each new apportionment in a fiscal year supersedes previous apportionment actions taken earlier that year.
- Apportionments are never subject to change after the period for which the apportionment is made (e.g., a prior fiscal year or a past quarter time period in the current fiscal year).
- New apportionment action for a fiscal year is independent of all apportionment actions of the previous year (including the apportionment of amounts under Category C in the previous fiscal year).

Apportionment Basics

- Apportion ONLY unexpired budgetary resources.
- Unlike SF 133, does NOT cover expired budgetary resources because although the amounts are still available for disbursement (pay old bills) and upward adjustments of previously incurred obligations in the unexpired phase, the budgetary resources are not available for new obligations.
- Antideficiency Act is binding to the last approved apportionment before account expiration (including footnotes).

What kinds of apportionments formats are there?

- Apportionments/reapportionments (web-based OMB system)
 - Automatic apportionments, e.g. under CR
 - Including blanket letter apportionments
 - Telephone apportionments (very rare for emergencies only)
- 

Will footnotes and attachments become part of the apportionment?

- Yes. Unless otherwise specified on the apportionment, the apportionment approved by an OMB official and all attachments transmitted to the agency become part of the apportionment.
- Any cover letter is not part of the apportionment.

What footnotes are recommended for agencies to include in their apportionment requests?

- Agencies may footnote each apportionment for annual and/or multi-year TAFS only if you believe that the current TAFS will be needed to liquidate canceled appropriations. In those cases, use the following footnote:

"Pursuant to [31 U.S.C. 1553\(b\)](#), not to exceed one percent of the total appropriations for this account is apportioned for the purpose of paying legitimate obligations related to canceled appropriations."

What are the optional sections of the apportionment?

- Footnotes
 - Expenditure Plans
 - Program reporting categories
 - Other attachments
- 

Reporting to Treasury by apportioned amounts

SF 132 APPORTIONMENT AND REAPPORTIONMENT SCHEDULE

FY 2011 Apportionment
Funds provided by Public Law 112-10

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
RptCat	NO	National Aeronautics and Space Administration Account: Exploration (026-00-0124) TAFS: 80-0124 2011/2012						
AdjAut	NO	Adjustment Authority provided						
1100		BA: Disc: Appropriation	3,808,300,000		3,808,300,000		3,808,300,000	
1120		BA: Disc: Approps transferred to other accounts			-11,895,000		-11,895,000	
1121		BA: Disc: Approps transferred from other accounts			139,800,000		139,800,000	
1130		BA: Disc: Appropriations permanently reduced	-7,616,600		-7,616,600		-7,616,600	
1740		BA: Disc: Spending auth:Antic colls, reimbs, other	250,000		250,000		250,000	
1920		Total budgetary resources avail (disc. and mand.)	3,800,933,400		3,928,838,400		3,928,838,400	
6011		Exploration - Direct Program	3,800,683,400		3,928,588,400		3,928,588,400	
6012		Shuttle Exchange Proceeds	250,000		250,000		250,000	
6190		Total budgetary resources available	3,800,933,400		3,928,838,400		3,928,838,400	

Category B

Relationship of the apportionment to the SF 133 (Report on Budget Execution)

- The top of the apportionment shows the unexpired budgetary resources at the time of the apportionment while the SF 133 shows all of the unexpired and expired budgetary resources as of the end of each quarter of the fiscal year.
- The second part of the apportionment (bottom half) is the apportionment of the unexpired budgetary resources. While the second part of the SF 133 shows the status of that apportionment for each unexpired TAFS as well as the transactions in the expired column for each expired TAFS.

Who has copies of the signed apportionments?

- Agencies retain copies
- RMOs retain the official OMB copies

Are there electronic versions of the apportionments?

- Yes. RMOs upload some (but not all) info from approved apportionments to MAX.
- RMOs/agency users are provided with a reporting tool to view apportionment information such as:
 - Latest SF 132s uploaded to MAX
 - Potential errors in SF 132s
 - 132s vs. 133s
 - History within a given fiscal year

New Guidance for FY 2013 Apportionment

- Combined sections 120 and 121 of OMB Circular A-11
- Modified section 120.41 automatic apportionment
- Show portion of discretionary balances in split accounts

120.41 In the case of newly enacted full-year appropriations, am I under an automatic apportionment until OMB approves my first apportionment request?

➤ Yes. Under this section, newly enacted full-year appropriations are automatically apportioned the **highest** of:

- The pro-rata share (1/365th for each day) of last year's enacted appropriations level;
- The pro-rata share (1/365th for each day) of the current year's enacted appropriation level; or
- The historical seasonal level of obligations.

New for Fiscal Year 2013 apportionments

120.41 In the case of newly enacted full-year appropriations, am I under an automatic apportionment until OMB approves my first apportionment request?

- Agencies are automatically apportioned 30 days of funds calculated using the above rate (starting with the first day of enactment) while they await approval from OMB. If OMB has not approved a request on the 30th day after enactment, agencies are automatically apportioned another 30 days of funds using the above rate. Once a written apportionment is approved by OMB, the automatic apportionment ceases to remain in effect.

Do I need to follow special conventions to show the portion of discretionary balances in split accounts (TAFS with both mandatory and discretionary funds)?

- Yes. For unobligated balances in no-year and multi-year TAFSs with both mandatory and discretionary funding (split accounts), you must show the discretionary portion of the balances by using a line split that starts with the letter "D".
- You will do this solely on Line 1000, which is Unobligated balance, brought forward, Oct.1.
- You must also change the Line Stub to start with the word Discretionary, e.g. Discretionary Unobligated balance, brought forward, Oct.1.
- Many agencies use line splits of "E" or "A" to distinguish Estimated from Actual balances, respectively. In these cases, you would use "DE" or "DA" to indicate estimated from actual discretionary balances, respectively.

New for Fiscal Year 2013 apportionments

Apportionment – Budgetary Resources

Note distinction in line numbers for discretionary vs mandatory

BUDGETARY RESOURCES			
			Unobligated balance:
80	X	0100	1000 Unobligated balance brought forward, October 1 [line split = E for estimate] [line split = A for actual balance]
			Nonexpenditure transfers:
80	X	0100	1010 Unobligated balance transferred to other accounts (-)
80	X	0100	1011 Unobligated balance transferred from other accounts
80	X	0100	1012 Unobligated balance transfers between expired and unexpired accounts
80	X	0100	1013 Unobligated balance of contract authority transferred to or from other accounts (+/-) (net)
			Adjustments:
80	X	0100	1020 Adjustment of unobligated balance brought forward, October 1 (+ or -)
80	X	0100	1021 Recoveries of prior year unpaid obligations
80	X	0100	1022 Capital transfer of unobligated balances to general fund (-)
80	X	0100	1023 Unobligated balances applied to repay debt (-)
80	X	0100	1024 Unobligated balance of borrowing authority withdrawn (-)
80	X	0100	1025 Unobligated balance of contract authority withdrawn (-)
80	X	0100	1026 Adjustment for change in allocation of trust fund limitation or foreign exchange valuation
80	X	0100	1027 Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)
80	X	0100	1028 Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)
80	X	0100	1029 Other balances withdrawn (-)
80	X	0100	1030 Adjustment to foreign exchange valuation for Exchange Stabilization Fund
80	X	0100	1031 Refunds and recoveries temporarily precluded from obligation (special and trust funds) (-)
			Anticipated transfers and adjustments:
80	X	0100	1040 Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)
80	X	0100	1041 Anticipated recoveries of prior year unpaid obligations
80	X	0100	1042 Anticipated capital transfers and redemption of debt (unobligated balances) (-)
			Budget authority:
			Appropriations:
			Discretionary:
80	X	0100	1100 Appropriation
80	X	0100	1101 Appropriation (special or trust fund)
80	X	0100	1103 Advance funding
80	X	0100	1105 Reappropriation
			Nonexpenditure transfers:
80	X	0100	1120 Appropriations transferred to other accounts (-)
80	X	0100	1121 Appropriations transferred from other accounts

Apportionment– Budgetary Resources (2)

				Budget authority:															
				Appropriations:															
				Discretionary:															
80	X	0100	1100	Appropriation															
80	X	0100	1101	Appropriation (special or trust fund)															
80	X	0100	1103	Advance funding															
80	X	0100	1105	Reappropriation															
				Nonexpenditure transfers:															
80	X	0100	1120	Appropriations transferred to other accounts (-)															
80	X	0100	1121	Appropriations transferred from other accounts															
				Adjustments:															
80	X	0100	1130	Appropriations permanently reduced (-)															
80	X	0100	1131	Unobligated balance of appropriations permanently reduced (-)															
80	X	0100	1132	Appropriations temporarily reduced (-)															
80	X	0100	1133	Unobligated balance of appropriations temporarily reduced (-)															
80	X	0100	1134	Appropriations precluded from obligation (-)															
80	X	0100	1135	Appropriations applied to repay debt (-)															
80	X	0100	1136	Appropriations applied to deficiency by law (-)															
80	X	0100	1137	Appropriations applied to liquidate contract authority (-)															
80	X	0100	1138	Appropriations applied to liquidate contract authority withdrawn (-)															
80	X	0100	1139	Appropriations substituted for borrowing authority (-)															
				Anticipated appropriations:															
80	X	0100	1150	Anticipated appropriation (+ or -)															
80	X	0100	1151	Anticipated nonexpenditure transfers of appropriations (net) (+ or -)															
80	X	0100	1152	Anticipated redemption of debt (appropriations) (-)															

Note: this line is also used for short-term CRs

Apportionment– Budgetary Resources (3)

Treasury Agency	FY1	FY2	Treasury Account	Alloc. Account	Alloc Sub-A count	Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
BUDGETARY RESOURCES															
80		X	0100			1170		Advance appropriations: Advance appropriation							
80		X	0100			1171		Advance appropriation (special or trust fund)							
Adjustments:															
80		X	0100			1173		Advance appropriations permanently reduced (-)							
80		X	0100			1174		Advance appropriations temporarily reduced (-)							
Mandatory:															
80		X	0100			1200		Appropriation							
80		X	0100			1201		Appropriation (special or trust fund)							
80		X	0100			1203		Appropriation (previously unavailable)							
80		X	0100			1204		Reappropriation							
Nonexpenditure transfers:															
80		X	0100			1220		Appropriations transferred to other accounts (-)							
80		X	0100			1221		Appropriations transferred from other accounts							
Adjustments:															
80		X	0100			1230		Appropriations and/or unobligated balance of appropriations permanently reduced (-)							
80		X	0100			1232		Appropriations and/or unobligated balance of appropriations temporarily reduced (-)							
80		X	0100			1235		Appropriations precluded from obligation (-)							
80		X	0100			1236		Appropriations applied to repay debt (-)							
80		X	0100			1237		Appropriations applied to deficiency by law (-)							
80		X	0100			1238		Appropriations applied to liquidate contract authority (-)							
80		X	0100			1239		Appropriations substituted for borrowing authority (-)							
Anticipated appropriations:															
80		X	0100			1250		Anticipated appropriation (+ or -)							
80		X	0100			1251		Anticipated nonexpenditure transfers of appropriations (net) (+ or -)							

Apportionment– Application of Budgetary Resources

Treasury Agency	FY1	FY2	Treasury Account	Alloc Account	Alloc Sub-Account	Line No	Line Split	Bureau/ Account Title / Cat B Stub/ Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
APPLICATION OF BUDGETARY RESOURCES															
Apportioned:															
Category A (by quarter)															
80	X		0100			6001		1st quarter							
80	X		0100			6002		2nd quarter							
80	X		0100			6003		3rd quarter							
80	X		0100			6004		4th quarter							
Category B (by project)															
80	X		0100			6011		[Project label]							
80	X		0100			⋮		⋮							
80	X		0100			∨		∨							
80	X		0100			6110		[Project label]							
Category AB (by fiscal quarter and project)															
80	X		0100			6111		[Project label]							
80	X		0100			⋮		⋮							
80	X		0100			∨		∨							
80	X		0100			6159		[Project label]							
Category C (for future years)															
80	X		0100			6170		[Designate 1st FY beyond current year]							
80	X		0100			⋮		[Designate 2nd FY beyond current year]							
80	X		0100			∨		[Designate 3rd FY beyond current year]							
80	X		0100			6173		[Designate 4th FY beyond current year]							
Unapportioned:															
80	X		0100			6180		Withheld pending rescission							
80	X		0100			6181		Deferred							
80	X		0100			6182		Unapportioned balance of revolving fund							
80	X		0100			6183		Exempt from apportionment							

Note: OMB Action column is the legally binding apportionment action

Apportionment– Sample

Note: you will only use the lines that your agency needs, not all these lines!

SF 132 APPORTIONMENT AND REAPPORTIONMENT SCHEDULE

FY 2012 Apportionment
Funds provided by Public Law 112-10

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
		National Aeronautics and Space Administration Account: Exploration (826-00-0124) TAFS: 80-0124 2011/2012							
IterNo	1	Last Approved Apportionment: N/A, First Request of Year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
		Budgetary resources							
1000	E	Expected - Unob Bal: Brought forward, October 1			290,000,000		290,000,000		
1041		Unob Bal: Antic recov of prior year unpaid obl			52,100,000		52,100,000		
1740		BA: Disc: Spending auth:Antic colls, reimbs, other			3,915,000		3,915,000		
1920		Total budgetary resources avail (disc. and mand.)		0	346,015,000		346,015,000		
		Application of Budgetary Resources							
		Category B Projects							
6011		Exploration - Direct Program			342,100,000		342,100,000		
6012		Shuttle Exchange Proceeds			3,915,000		3,915,000		
6190		Total budgetary resources available		0	346,015,000		346,015,000		

Remember: apportionments are done at TAFS level

Credit accounts have to be apportioned

- Program Accounts
- Financing Accounts:
 - Direct loan financing accounts
 - Guaranteed loan financing accounts
- Liquidating Accounts

Apportionment– Guaranteed Loan Levels and Application

GUARANTEED LOAN LEVELS AND APPLICATIONS				
				Guaranteed Loan Level
80	X	0100	8100	Program Level, Current Year
80	X	0100	8200	Program Level, Unused from prior years
				Application of Guaranteed Loan Limitation
80	X	0100	8201	Application, Category A, First quarter
80	X	0100	8202	Application, Category A, Second quarter
80	X	0100	8203	Application, Category A, Third quarter
80	X	0100	8204	Application, Category A, Fourth quarter
80	X	0100	8211	Application, Category B (by project) or Risk category
80	X	0100	⋮	⋮
80	X	0100	⋮	⋮
80	X	0100	8235	Application, Category B (by project)

What's the apportionment process used for?

➤ OMB uses it to control agency spending.

➤ OMB sometimes uses it to control FTEs.

- *Note: Permanent law (Title 31, Money and Finance) basically states that appropriations shall be apportioned to prevent obligation at a rate that would indicate a necessity for a deficiency or supplemental appropriation*

OMB Examiner Role

- Consulting with the examiner on technical matters
- Submitting the request: the Agency Cover Memo
- Questions your examiner may ask
- Changes to the request: adjustments and footnotes
- Examiner's role after approval

Agency Perspective

- Things to remember when submitting apportionments to OMB:
 - Explain why you are submitting the request
 - Give examiner heads up if not expected
 - Document properly – provide sufficient justification
 - Follow A-11 rules
 - Avoid 11th-hour requests, if possible
 - Consistently number category B lines

Agency Perspective

- Steps to Implementing apportionment:
 - Review OMB action for any unexpected accounting issues created by apportionment action
 - E.g., new unanticipated limits or controls added
 - Notify accounting as necessary



Agency Perspective

- Steps to Implementing apportionment:
 - Be aware of rules on:
 - Controlling funds
 - Tracking funds
 - Integrating with Treasury reporting



Agency Perspective

- Rule 1: Funds must be controlled
 - Apportionment is primary tool for fund control
 - 31 USC § 1514 requires each agency have a system that:
 - Restricts obligations to apportioned amount
 - Enables agency head to identify responsible person if apportionment is exceeded



Agency Perspective

- Rule 2: Funds must be tracked to support next year's budget
 - Budget & Accounting Act of 1921 and Budget & Accounting Procedures Act of 1950 require inclusion of supporting information in budget submission to Congress
 - Appropriations
 - Expenditures
 - Receipts of prior fiscal year



Agency Perspective

- Rule 3: Funds must be integrated with Treasury for reporting purposes
 - Budget & Accounting Procedures Act of 1950 requires accounting systems that are properly integrated with Treasury
 - Federal Financial Management Improvement Act of 1996 requires use of systems that comply with:
 - Systems requirements (JFMIP/FSIO/A-127)
 - Accounting standards (FASAB)
 - Use of USSGL at transaction level

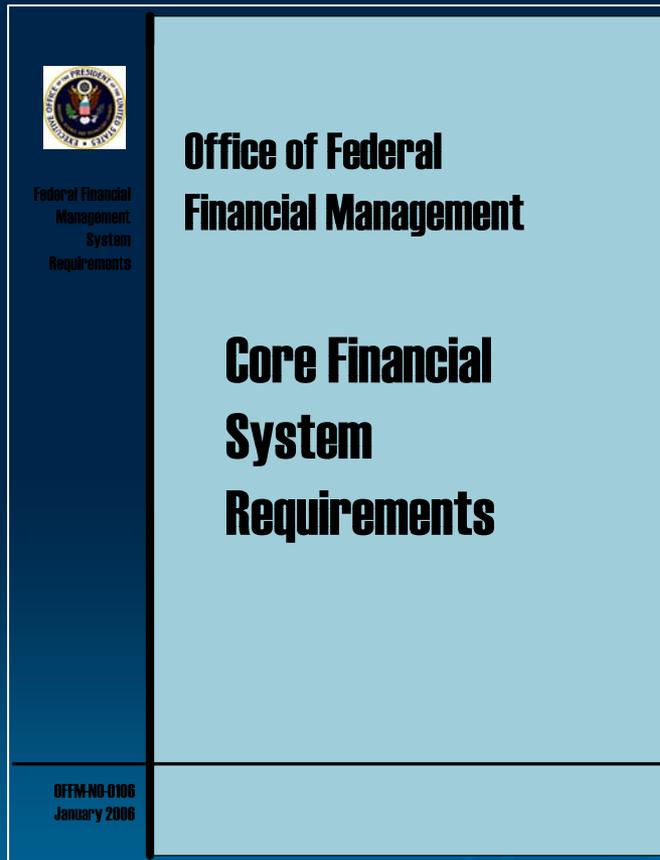
Agency Perspective

- Steps to Implementing apportionment:
 - Establish budgetary resources
 - Determine fund values
 - Determine accounting transactions needed
 - Distribute budgetary resources
 - Establish proper controls
 - Insure financial information is identified and tracked
 - Insure footnotes are complied with
 - Monitor and follow-up!

Agency Perspective

- Establish budgetary resources
 - Determine fund values
 - Determine accounting transactions needed

Agency Perspective



Budgetary Resource Management Requirements:

Establish budget authority

Distribute funds

Control funds

Agency Perspective

- OFFM CORE accounting classification requirements include (among others):
 - Fund (TAFS, FY, avail., D/R, A/B, D/M)
 - Budget fiscal year
 - Budget Activity/Program
 - Organization
 - Object Class

Agency Perspective

UFMS Global BACS Segments	Length	Format	Sample Values
Fund	14	OPDIV ID (2) + IMN-like fund identifier (4) + Appropriation Fiscal Year (4) + #years (1) + D/R (1) + A/B (1) + BEA Category (1)	01220020111DAD
Budget FY	4	4-digit year	2011
Organization	11	OpDiv SAC identifier (2) + Site Specific (9)	HA00OS09000
Budget Activity/Program	10	Parent (4) + Site Specific (6)	1000BT0299
Object Class	5	OMB Object Class (3) + HHS (2)	11528
SGL Account	6	US SGL (4) + HHS extensions (2)	480101
Sub-Allowance	7	Sub-allowance (2) + sub-sub-allowance (2) + GPR Code (3)	0460100

Agency Perspective

➤ Determine Necessary Fund Values

		Budgetary resources		
1100		BA: Disc: Appropriation	Direct or Reimb?	786,000
1121		BA: Disc: Approps transferred from other accounts		500,000
1130		BA: Disc: Appropriations permanently reduced	Disc or Mand?	303,572
1151	1	BA: Disc: Appropriations:Antic nonexpend trans net		553,190
1151	2	BA: Disc: Appropriations:Antic nonexpend trans net		-998,000
1221		BA: Mand: Approps transferred from other accounts		19,100,000
1740		BA: Disc: Spending auth:Antic colls, reimbs, other		227,099,298
1840		BA: Mand: Spending auth:Antic colls, reimbs, other		14,801,220
1920		Total budgetary resources avail (disc. and mand.)		735,431,756
		Application of Budgetary Resources		
6001		Category A -- 1st quarter	Cat A or B?	9,134,962
6002		Category A -- 2nd quarter		110,063,142
6003		Category A -- 3rd quarter		171,133,652
6004		Category A -- 4th quarter		152,000,000
		Category B Projects		
6011		Enterprise Infrastructure IT Projects		34,000,000
6012		Prevention and Public Health Fund		19,100,000

Agency Perspective

OPDIV	IMN	APPR OP FY	AVAIL - ABILIT Y	Direct or Reimb	Categ ory A or B	Disc or Mand
01	2200	2011	1	D	A	D
01	2200	2011	1	D	B	D
01	2200	2011	1	D	B	M
01	2200	2011	1	R	A	D
01	2200	2011	1	R	B	D
01	2200	2011	1	R	A	M

Agency Perspective

- Enter budgetary resources in accounting system
 - Enter BR for each fund
 - Each event has its own accounting transaction (TC)
 - Be sure you use the correct TC!

Agency Perspective

- Determine necessary accounting transactions

		Budgetary resources	
1100	➡	BA: Disc: Appropriation	651,786,000
1121	➡	BA: Disc: Approps transferred from other accounts	500,000
1130	➡	BA: Disc: Appropriations permanently reduced	-1,303,572
1151	➡	BA: Disc: Appropriations:Antic nonexpend trans net	-175,553,190
1151	2	BA: Disc: Appropriations:Antic nonexpend trans net	-998,000
1221	➡	BA: Mand: Approps transferred from other accounts	19,100,000
1740	➡	BA: Disc: Spending auth:Antic colls, reimbs, other	227,099,298
1840	➡	BA: Mand: Spending auth:Antic colls, reimbs, other	14,801,220
1920		Total budgetary resources avail (disc. and mand.)	735,431,756
		Application of Budgetary Resources	
6001		Category A -- 1st quarter	249,134,962
6002		Category A -- 2nd quarter	110,063,142
6003		Category A -- 3rd quarter	171,133,652
6004		Category A -- 4th quarter	152,000,000
		Category B Projects	
6011		Enterprise Infrastructure IT Projects	34,000,000
6012		Prevention and Public Health Fund	19,100,000

Agency Perspective

- Distribute budgetary resources
- Establish proper controls using appropriate accounting transactions (TCs)
- Insure financial information is identified and tracked using appropriate accounting transactions



Agency Perspective

- Enter apportionment
 - Establish apportioned amounts using appropriate accounting transactions (TCs)
 - Distinguish current period funds from subsequent period funds

Agency Perspective

- Establish proper controls

		Budgetary resources	
1100		BA: Disc: Appropriation	651,786,000
1121		BA: Disc: Approps transferred from other accounts	500,000
1130		BA: Disc: Appropriations permanently reduced	-1,303,572
1151	1	BA: Disc: Appropriations:Antic nonexpend trans net	-175,553,190
1151	2	BA: Disc: Appropriations:Antic nonexpend trans net	-998,000
1221		BA: Mand: Approps transferred from other accounts	19,100,000
1740		BA: Disc: Spending auth:Antic colls, reimbs, other	227,099,298
1840		BA: Mand: Spending auth:Antic colls, reimbs, other	14,801,220
1920		Total budgetary resources avail (disc. and mand.)	735,431,756
		Application of Budgetary Resources	
6001		Category A -- 1st quarter	249,134,962
6002		Category A -- 2nd quarter	110,063,142
6003		Category A -- 3rd quarter	171,133,652
6004		Category A -- 4th quarter	152,000,000
		Category B Projects	
6011		Enterprise Infrastructure IT Projects	34,000,000
6012		Prevention and Public Health Fund	19,100,000

Agency Perspective

- Use appropriate accounting transactions

		Budgetary resources	
1100		BA: Disc: Appropriation	651,786,000
1121		BA: Disc: Approps transferred from other accounts	500,000
1130		BA: Disc: Appropriation	-1,303,572
1151	1	BA: Disc: Appropriation	-175,553,190
1151	2	BA: Disc: Appropriation	-998,000
1221		BA: Mand: Appropriation	19,100,000
1740		BA: Disc: Spending	227,099,298
1840		BA: Mand: Spending	14,801,220
1920		Total budgetary resources	735,431,756
		Application of Budgetary Resources	
6001		Category A -- 1st quarter	249,134,962
6002		Category A -- 2nd quarter	110,063,142
6003		Category A -- 3rd quarter	171,133,652
6004		Category A -- 4th quarter	152,000,000
		Category B Projects	
6011		Enterprise Infrastructure IT Projects	34,000,000
6012		Prevention and Public Health Fund	19,100,000

Use appropriate current/subsequent quarter TC for category A or AB funds -- subsequent quarter for category C.

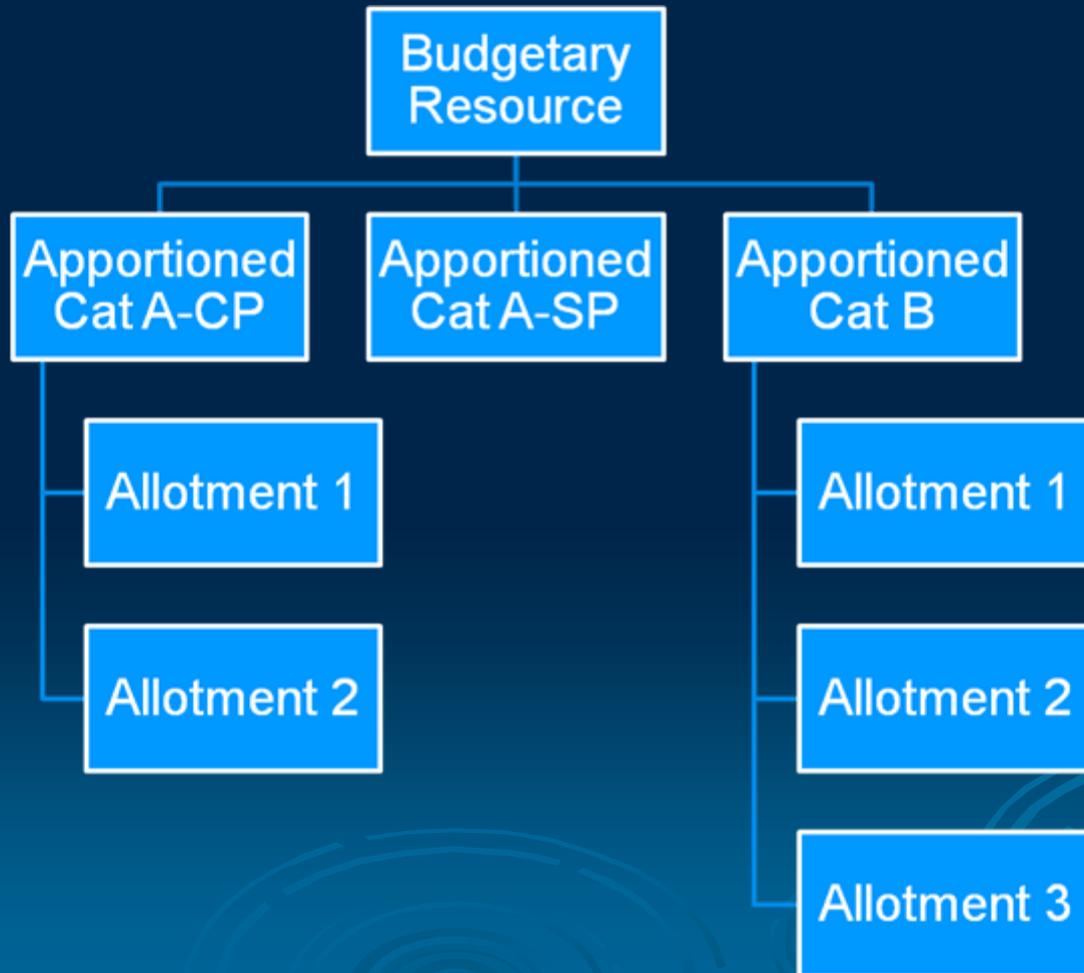
Use current quarter TC for Category B funds

Agency Perspective

➤ Allotment

- Used to establish apportionment limits (category A, A/B and B)
- May also be used to establish statutory limits not separately identified in apportionment
- Identifies responsible official as required by law
- Exceeding allotment is ADA violation based on HHS Administrative Control of Funds regulations

Agency Perspective



Agency Perspective

UFMS Global BACS Segments	Length	Format	Sample Values
Fund	14	OPDIV ID (2) + IMN-like fund identifier (4) + Appropriation Fiscal Year (4) + #years (1) + D/R (1) + A/B (1) + BEA Category (1)	01220020111DAD
Budget FY	4	4-digit year	2011
Organization	11	OpDiv SAC identifier (2) + Site Specific (9)	HA00OS09000
Budget Activity/Program	10	Parent (4) + Site Specific (6)	1000BT0299
Object Class	5	OMB Object Class (3) + HHS (2)	11528
SGL Account	6	US SGL (4) + HHS extensions (2)	480101
Sub-Allowance	7	Sub-allowance (2) + sub-sub-allowance (2) + GPR Code (3)	0460100

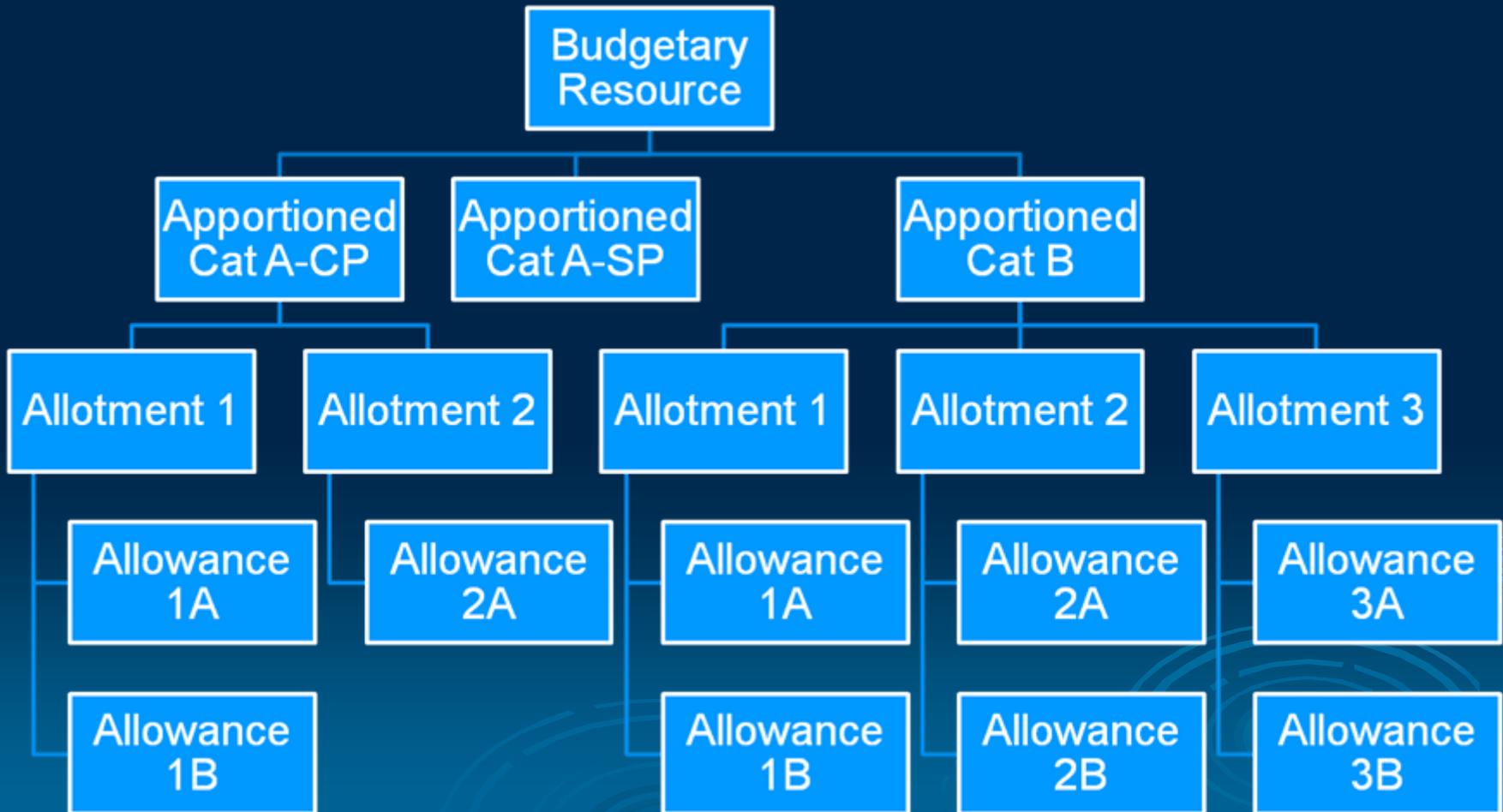
Agency Perspective

➤ Track Budget Activities

	Application of Budgetary Resources	
6001	Category A -- 1st quarter	5,394,206
6002	Category A -- 2nd quarter	6,457,729
6003	Category A -- 3rd quarter	6,095,186
6004	Category A -- 4th quarter	6,095,186
	Category B Projects	
6011	Category B -- All Projects	1,480,133,312
6012	Health Care Reform - ADRCs	10,000,000

	Annual Total
Category "A"	
Salaries & Expenses	20,316,063
*Senior Medicare Patrols (HCFAC)	3,726,244
Sub-Total, Category "A"	24,042,307
Category "B"	
Home & Community-Based Supportive Services	367,611,304
Family Caregiver Support Services	153,911,560
Congregate Nutrition Services	439,901,434
Home-Delivered Nutrition Services	217,240,648
Nutrition Services Incentive Program	160,692,970
Preventive Health Services	20,983,948
Program Innovations	15,772,902
**Aging Network Support Activities	34,214,434
Native American Nutrition & Supportive Service	27,652,584
Native American Caregiver Support Program	6,376,222
Long Term Care Ombudsmen Program	16,793,346
Prevention of Elder Abuse & Neglect	5,045,888
Alzheimer's Disease Demonstration Grants	11,441,072
Lifespan Respite Care Program	2,495,000
Health Care Reform - ADRCs (Mandatory)	10,000,000
Sub-Total, Category "B"	1,490,133,312
Total Resources	1,514,175,619

Agency Perspective



Agency Perspective

UFMS Global BACS Segments	Length	Format	Sample Values
Fund	14	OPDIV ID (2) + IMN-like fund identifier (4) + Appropriation Fiscal Year (4) + #years (1) + D/R (1) + A/B (1) + BEA Category (1)	01220020111DAD
Budget FY	4	4-digit year	2011
Organization	11	OpDiv SAC identifier (2) + Site Specific (9)	HA00OS09000
Budget Activity/Program	10	Parent (4) + Site Specific (6)	1000BT0299
Object Class	5	OMB Object Class (3) + HHS (2)	11528
SGL Account	6	US SGL (4) + HHS extensions (2)	480101
Sub-Allowance	7	Sub-allowance (2) + sub-sub-allowance (2) + GPR Code (3)	0460100

Agency Perspective

➤ Allowance

- May be used to establish limits by budget activities or programs (PPAs)
- Useful in insuring that there is no unreported reprogramming (statutory notification requirement)
- Exceeding allowance may cause ADA violation if allotment exceeded

Agency Perspective

- All steps have to be followed to obligate funds
 - Enter BR - get approvals
 - Enter apportionment - get approvals
 - Enter allotment - get approvals
 - Enter allowance - get approvals
 - Add all steps to obligate (e.g., multiple approvals to issue a contract)
- 

Agency Perspective

- Implementing Footnotes



Agency Perspective

- Four general types of footnotes:
 - Provide information
 - Provide flexibility
 - Place additional conditions on availability of funds
 - OMB request for information

Agency Perspective

Provide information:

- A-11 (section 120.37)
 - To indicate amounts automatically apportioned in “previous approved” column

Agency Perspective

Provide information:

- Public Law references for budgetary resources
- Explanations of unusual line splits
- Explanations of “outlier” apportionment issues such as Medicare

Agency Perspective

- Provide flexibility:
 - Permit use of current year appropriations to pay cancelled obligations
 - *A-11 section 120.38*

Agency Perspective

- Provide flexibility:
 - Exempt portions of apportionment package from controls
 - *“Details on sheets other than sheet 1 are not subject to 31 USC 1517.”*

Agency Perspective

- 120.36 Will footnotes and attachments become part of the apportionment?

Yes. Unless otherwise specified on the apportionment, the apportionment signed by a responsible OMB official and all attachments transmitted to the agency become part of the apportionment.

Agency Perspective

120.51 What other types of adjustments can I request OMB to allow me to make without submitting a reapportionment request?

You may make other specific types of adjustments to apportionments without submitting a reapportionment request if specified on the most recently approved apportionment form or otherwise approved in writing by OMB. For example, OMB may include on an approved apportionment a statement ...that, to the extent provided in law, actual earned reimbursements are available without further OMB action.

Agency Perspective

➤ Provide flexibility:

- “Apportioned amounts may be increased for any additional spending authority from offsetting collections received NTE _____. Revised estimates will be submitted to OMB.”
- Remember: AdjAuth=YES

Agency Perspective

- Provide flexibility:
 - “Amounts will be automatically adjusted for any downward changes in transfers to the VFC allocation account apportionment.”

Agency Perspective

- Place additional conditions on availability of funds:
 - "Available 10 days after submission to OMB of a spend plan. "
 - HHS shall submit to OMB a chart with state by state allocations for the FY 2011 allotments once they have been determined. Funds will be available for obligation 10 days after HHS submits the state by state allocation to OMB."

Agency Perspective

➤ Request Information:

- “HHS will provide OMB with a quarterly report detailing VFC obligations and outlays for the fiscal year, broken down by: 1) antigen type (similar to those reported on the SF-133) and 2) grantee. HHS shall provide the report no later than the end of the first month of the new quarter and the report shall be current through the previous quarter.”

Agency Perspective

Things to remember:

- Unless otherwise specified on the SF 132, footnotes and other attachments are part of the apportionment
- This means exceeding an amount limited by a footnote could result in an Anti-deficiency Act violation

Agency Perspective

145.2 What violations must I report?

All Antideficiency Act violations must be reported. Here are some common examples:

If you . . .	The amount . . .	Then, you must report a violation of . . .
Authorize or make an obligation exceeding	In an appropriation or fund. This may include obligations for purchases of goods or items that are prohibited by statute.	31 U.S.C. 1341(a)
	In an apportionment or reapportionment (a type of administrative subdivision of funds), such as a category B apportionment. This also includes incorporated footnotes.	31 U.S.C. 1517(a)(1)

Agency Perspective

Things to remember:

- It is very important to use the accounting system, if possible, to limit footnoted amounts
 - E.g., park in “subsequent period” until condition met
- Keep up-to-date on status of footnoted amounts
 - Document status
 - Once condition is met, funds need to be released
 - Edit footnotes on subsequent requests

Agency Perspective

- Monitor and follow up
 - Check status of funds reports, SF133 for obligation status
 - Review section 120.50 (adjustments not requiring submission of reappropriation)

Agency Perspective

Section 120.50 of A-11:

“What adjustments can I make without submitting a reapportionment request?”

Agency Perspective

After the first apportionment of a FY, downward adjustments of any amount of budgetary resources do not need to be reappropriated, unless specifically required by OMB.

Agency Perspective

The adjustment of apportioned amounts upwards by up to \$400,000 or two percent of the amount of total budgetary resources, whichever is lower, to reflect:

Agency Perspective

- Upward adjustments in the amount of unobligated balances brought forward
- Increases in amounts of budget authority transfers or balances transferred.

Agency Perspective

- Increases in amounts of anticipated budget authority, spending authority from offsetting collections, or recoveries that are realized above anticipated amounts
- In credit financing TAFs, additional amounts for the payment of interest to Treasury are automatically apportioned

Agency Perspective

- There's a catch
 - You may only adjust apportioned amounts when OMB apportions a single project (Category B) or by quarter (Category A). When amounts are apportioned by quarter, you must adjust the apportioned amounts in the quarter you realize the resource.

Agency Perspective

- When OMB apportions funds for two or more Category B projects or any combination of quarterly apportioned amounts and Category B projects, you must submit a reapportionment request to OMB.

Agency Perspective

- Monitor and follow up
 - Where necessary, submit reapportionment allowing sufficient time for review and approval by OMB

Apportionment resources

- OMB Circular A-11, sections 120,123, 130, 185 and Appendix F
- Treasury FMS USSGL budgetary accounting scenarios:
http://www.fms.treas.gov/ussgl/approved_scenarios/index.html#budgetary

Examples of apportionments

Negative Amount Due to Reduced Unobligated Balance

FY 20xx Apportionment
Funds provided by Public Law N/A

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
		Agency: Department of Government Bureau: Office of the Secretary Account: R & D (003-04-1109) TAFS: 80-4321/X							
IterNo	2	Last Approved Apportionment: 9/10/CY							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1000	A	Unob Bal: Brought forward, October 1 [line split = E for estimate] [line split = A for actual balance]	1,180,000		-410,000		410,000		
1021		Unob Bal: Recov of prior year unpaid obligations	150,000		150,000		150,000		
1700		BA: Disc: Spending auth: Collected			86,000		-86,000		
1701		BA: Disc: Spending auth: Chng uncoll paymt Fed src			9,000		-9,000		
1740		BA: Disc: Spending auth: Antic colls, reimbs, other	-400,000		145,000	B1	145,000	B1	
1920		Total budgetary resources avail (disc. and mand.)	1,730,000		800,000		800,000		
6001		1st quarter	432,500		432,500		432,500		250,000
6002		2nd quarter	432,500		-32,500		-32,500		
6003		3rd quarter	432,500		200,000		200,000		
6004		4th quarter	432,500		200,000		200,000		
6190		Total budgetary resources available	1,730,000		800,000		800,000		

OMB cannot reapportion a past period!

Assuming that 1st quarter obligations were \$250,000 in this example, then the 2nd quarter apportioned amount would be \$150,000 (432,500 apportioned less 250,000 obligated plus -32,500 apportioned).

When you need to reduce the cumulative amount apportioned through the current period, revise the amount apportioned for the current period to a negative amount.

Exhibit Notes:

- 1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 120A.
- 2) Apportionments previously established are not subject to change after the close of the period for which the apportionment is made (section 120.54).

Examples of apportionments

Apportionment Following a Continuing Resolution

FY 20xx Apportionment Funds provided by Public Law XXX-XXX					Identify in the header the law(s) providing the budget authority. Note: you can choose to reference the CR PL number or both the CR and any appropriation laws.				
Line No.	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Per Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
Agency:		Department of Government							
Bureau:		Office of the Secretary							
Account:		R & D (003-04-1109)							
TAFS:		80-1200 / X							
IterNo	2	Last Approved Apportionment: 9/10/CY							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1000	A	Unob Bal: Brought forward, October 1 [line split - E for estimate] [line split - A for actual balance]	47,604,238		47,604,238		47,604,238		
1100		BA: Disc: Appropriation	24,000,000		25,000,000		25,000,000		
1134		BA: Disc: Appropriations precluded from obligation	-22,030,000		0		0		
1700		BA: Disc: Spending auth: Collected	1,500		2,000		2,000		
1740	1	BA: Disc: Spending auth: Antic colls, reimbs, other	1,000,260		1,000,260		1,000,260		
1740	2	BA: Disc: Spending auth: Antic colls, reimbs, other	348,000		178,000		178,000		
1920		Total budgetary resources avail (disc. and mand.)	50,923,998		73,784,498		73,784,498		
6001		1st quarter	25,000,000		25,000,000		25,000,000		
6002		2nd quarter	5,590,340		7,022,920		7,022,920		
6003		3rd quarter	5,055,000		16,011,460		16,011,460		
6004		4th quarter	10,000,000		16,011,460		16,011,460		
6011		Research	3,405,251		7,865,251		7,865,251		
6012		Development of Products	1,873,407		1,873,407	A1	1,873,407	A1	
6190		Total budgetary resources available	50,923,998		73,784,498		73,784,498		

Change the line split from E to A, whenever you reappportion after the final determination of unobligated balance.

Display the text of any footnotes in a separate tab in your Excel file.

Exhibit Notes:

- 1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 120A.
- 2) In this example, the CR covered a period of 30 days. The amounts provided during the period of the CR (first quarter) should not be adjusted downward past enactment of the appropriation. (This is to ensure that if there are any upward adjustments of the obligations that were validly incurred during the time period of the CR that a reappportionment of a lesser amount does not result in the appearance of a violation of the Antideficiency Act.) However, the other budgetary resources (e.g., carryover, collections) may be redistributed so as not to result in an Antideficiency Act violation. Consult your OMB representative accordingly.

Questions?

