

Apportionments: OMB and Agency Perspectives

Judy Thomas and Ed Martin



Agenda

- History of Apportionments
- Apportionment Basics
- 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



History of Apportionments: 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: Antideficiency Act

- In reaction to “coercive deficiencies,” 1905/06 amendments to 1870 Antideficiency Act established apportionments
- 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 an agency’s “administrative control of funds” (*section 150 and Appendix H of OMB Circular A-11*)

History of Apportionments: Budget and Accounting Act/Impoundment Control Act

- The Budget and Accounting Act, 1921, established the Bureau of Budget (and the GAO).
- Congressional Budget and Impoundment Control Act of 1974, states that the Administration, in regulating the rate of spending, must report to the Congress any deferral or rescission proposal (*section 112 of OMB Circular A-11*).
- 31 U.S.C. 1513(b)(1):
“(1) The President shall apportion in writing an appropriation available to an executive agency (except the Commission) that is required to be apportioned under section 1512 of this title. The head of each executive agency to which the appropriation is available shall submit to the President information required for the apportionment **in the form and the way and at the time specified by the President.....**”
- President transferred apportionment authority to Bureau of Budget (now OMB) via E.O. 11541 (1970)

What is an Apportionment?

- An ***apportionment*** is an OMB-approved plan to use budgetary resources (31 U.S.C. 1513(b)).
- It typically limits the obligations you may incur for specified time periods, programs, activities, projects, objects, or any combination thereof.
- 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:

OFFICE OF THE CHIEF ECONOMIST

For necessary expenses of the Office of the Chief Economist, \$17,377,000, of which \$4,000,000 shall be for grants or cooperative agreements for policy research under 7 U.S.C. 3155.

Appropriations Law: Spending based on 3-dimensions

- 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 (TAFFS) level.
- The TAFFS level is maintained by the Treasury Department's Fiscal 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).
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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?

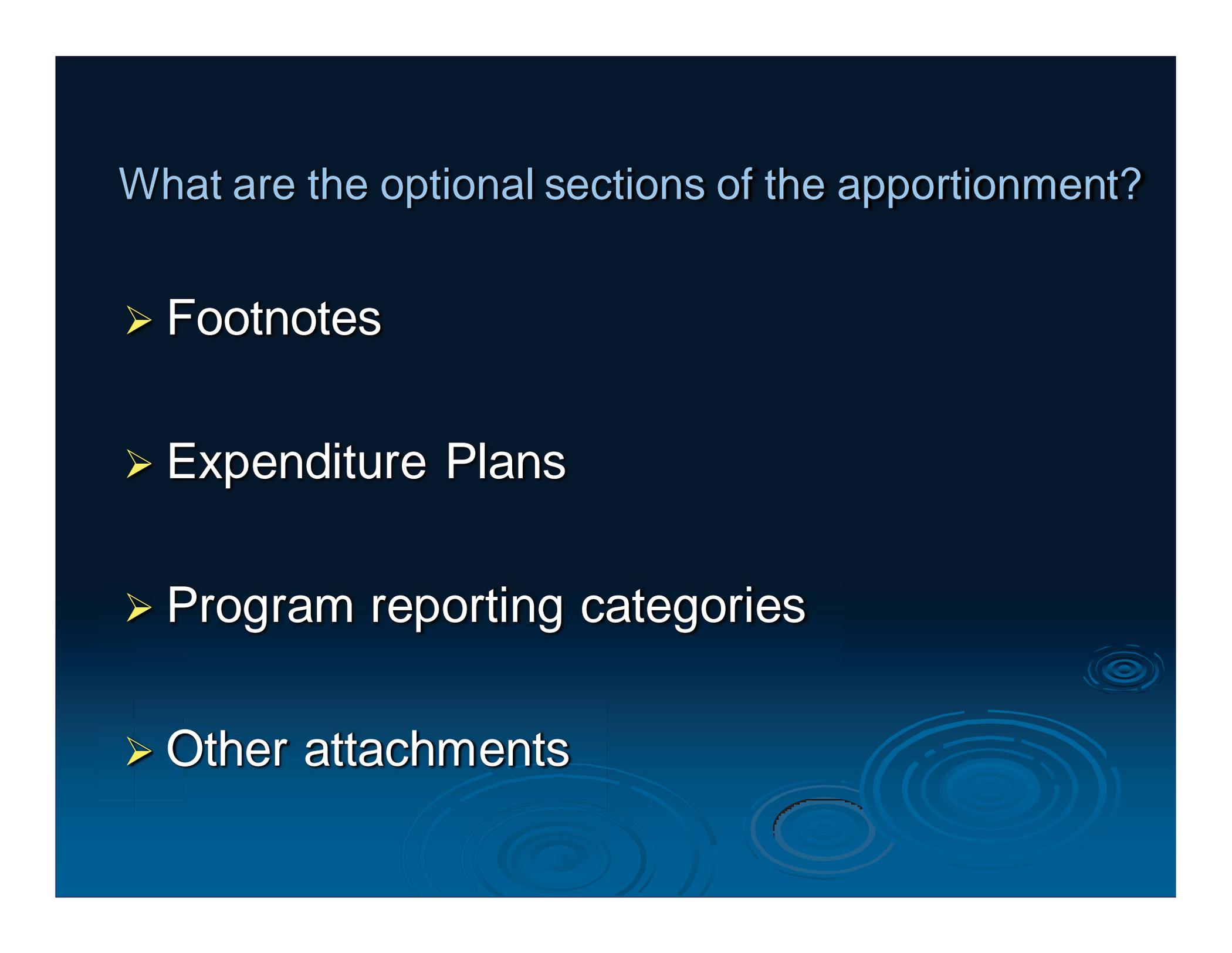
- Yes. Unless otherwise specified on the apportionment, the apportionment approved by an OMB official and all attachments transmitted to the agency that are cited in the apportionment become part of the apportionment.
- Any cover letter is not part of the apportionment.

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 appropriation 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. reimb. 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.

Are there electronic versions of the apportionments?

- Yes. Vase majority of the apportionments are stored in OMB's secure, web-based apportionment system.
- 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

Apportionment line numbers: budgetary resources (example)

EXHIBIT 120A SECTION 120—APPORTIONMENT PROCESS

Apportionment Line Numbers

FY 20xx Apportionment
Funds provided by Public Law XXX-XXX

Identify in the line for the fund(s), if any, providing the budget authority.

The apportionment system uses columns titled "Primary Agency" through "Other Account" which you indicate a file, but each row is available for TAFE. If you add rows or change the TAFE, you must update these columns. Therefore, all additions are budget change columns.

This information is systemically generated upon file validation. The report shows TAFE information for each row. Further note that this report applies to each column below for through the TAFE information is not shown for each row.

Department of Government
Bureau: Office of the Secretary
Account: Salaries and Expenses (903-05-0100)
TAFE: 90-0100/X

Source / Agency	PT1	PT2	Primary Account	Other Account	Line No.	Line Split	Element Account Title / Cat B / Sub / Line Split	Previous Approved	Agency Request	Agency Funds	OMG Action	Minor Obligations
					LineNo	1	Last Approved Apportionment: N/A, First Request of year					
					RptCat	NO	Reporting Categories					
					AdjAut	NO	Adjustment Authority provided					
							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 (+ or -)					
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 to Treasury (-)					
80	X		0100		1030		Other balances withdrawn to special or trust funds (-)					
80	X		0100		1031		Other balances not available (-)					
80	X		0100		1032		Re-funds and recoveries temporarily precluded from obligation (special and trust funds) (-)					
80	X		0100		1033		Recoveries of prior year paid obligations					
							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 and paid 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		1102		Appropriation (previously unavailable)					
80	X		0100		1103		Appropriation available from subsequent year					
80	X		0100		1104		Appropriation available in prior year (-)					
80	X		0100		1105		Re-appropriation					
							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 reduced by offsetting collections (collected) or offsetting receipts (-)					
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 capital transfers and redemption of debt (appropriations) (-)					
80	X		0100		1153		Anticipated reductions to appropriations by offsetting collections or offsetting receipts (-)					

Agencies will only use the line numbers that correspond to their budgetary resources

Apportionment line numbers: budgetary resources (example continued)

Apportionment Line Numbers, cont.

Agency	FY11	FY12	Theory Account	Other Account	Line No	Line Split	Budget/Account Title / Cat B Sub / Line Split	Previous Approved	Over Funds	Agency Request	Agency Funds	OMB Action	OMB Freeze	Missed Obligations
BUDGETARY RESOURCES														
							Advance appropriations:							
80	X		0100		1170		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		1234		Appropriations precluded from obligation (-)							
80	X		0100		1235		Capital transfer of appropriations to general fund (-)							
80	X		0100		1236		Appropriations applied to repay debt (-)							
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 -)							
80	X		0100		1252		Anticipated capital transfers and redemption of debt (appropriations) (-)							
							Advance appropriations:							
80	X		0100		1270		Advance appropriation							
80	X		0100		1271		Advance appropriation (special and trust fund)							
							Adjustments:							
80	X		0100		1272		Advance appropriations permanently reduced (-)							
80	X		0100		1273		Advance appropriations temporarily reduced (-)							
							Borrowing authority:							
							Discretionary:							
80	X		0100		1300		Borrowing authority							
							Anticipated recoveries of prior year unpaid and paid obligations							
80	X		0100		1320		Borrowing authority permanently reduced (-)							
							Anticipated borrowing authority:							
80	X		0100		1330		Anticipated reductions to current fiscal year borrowing authority (-)							
							Mandatory:							
80	X		0100		1400		Borrowing authority							
							Adjustments:							
80	X		0100		1420		Borrowing authority permanently reduced (-)							
80	X		0100		1421		Borrowing authority temporarily reduced (-)							
80	X		0100		1422		Borrowing authority applied to repay debt (-)							
80	X		0100		1423		Borrowing authority precluded from obligation (limitation on obligations) (-)							
							Anticipated borrowing authority:							
80	X		0100		1430		Anticipated reductions to current fiscal year borrowing authority (-)							
							Contract authority:							
							Discretionary:							
80	X		0100		1500		Contract authority							
							Nonexpenditure transfers:							
80	X		0100		1510		Contract authority transferred to other accounts (-)							
80	X		0100		1511		Contract authority transferred from other accounts							
							Adjustments:							
80	X		0100		1520		Appropriations reduced by offsetting collections (collected) or offsetting receipts (-)							
80	X		0100		1522		Contract authority precluded from obligation (limitation on obligations) (-)							
							Anticipated contract authority:							
80	X		0100		1530		Anticipated nonexpenditure transfers of contract authority (net) (+ or -)							
80	X		0100		1531		Anticipated adjustments to current year contract authority (+ or -)							

Note distinction in line numbers between discretionary vs mandatory



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.

- *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 (*and they in turn, may consult with the Budget Concepts Branch*)
- Submitting the request: the Agency Cover Memo (be clear on the request!)
- Questions your examiner may ask
- Changes to the request: adjustments and footnotes
- Examiner's role in the approval process

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

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
 - Accounting standards (FASAB)
 - Use of USSGL at transaction level

Agency Perspective

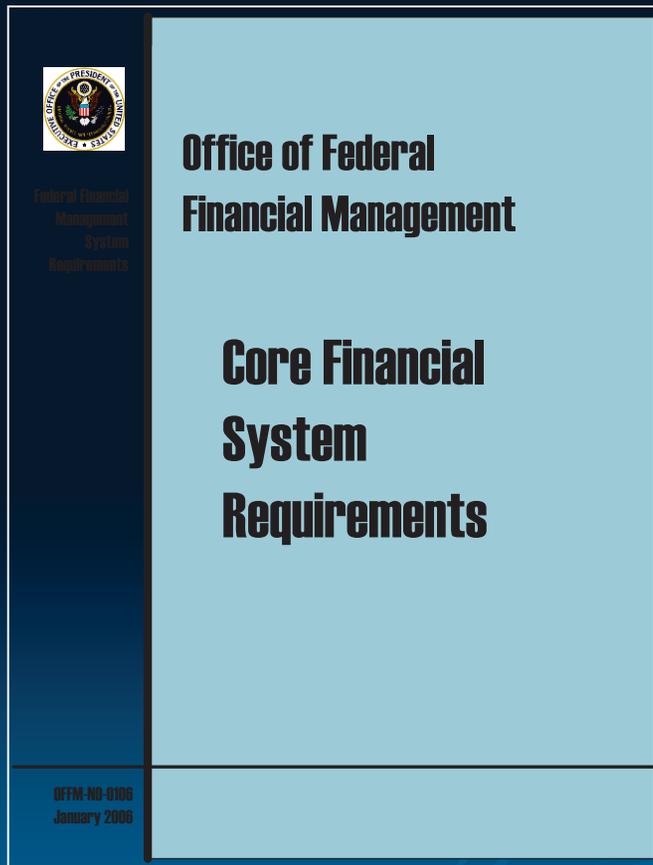
- Steps to Implementing apportionment:
 - Establish budgetary resources
 - Determine fund values
 - Determine accounting transactions needed
 - Distribute budgetary resources
 - Establish proper controls
 - Insure financial information is identified and tracked
 - Insure footnotes are complied with
 - 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, POA, 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	786,000
1121		BA: Disc: Approps transferred from other accounts	500,000
1130		BA: Disc: Appropriations permanently reduced	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	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

Direct or Reimb?

Disc or Mand?

Cat A or B?

Agency Perspective

OPDIV	IMN	APPR OP FY	AVAIL- ABILIT Y	Direct or Reimb	Categ ory A or B	Disc or Mand
01	2200	2015	1	D	A	D
01	2200	2015	1	D	B	D
01	2200	2015	1	D	B	M
01	2200	2015	1	R	A	D
01	2200	2015	1	R	B	D
01	2200	2015	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
 - Don't distribute anticipated resources



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.

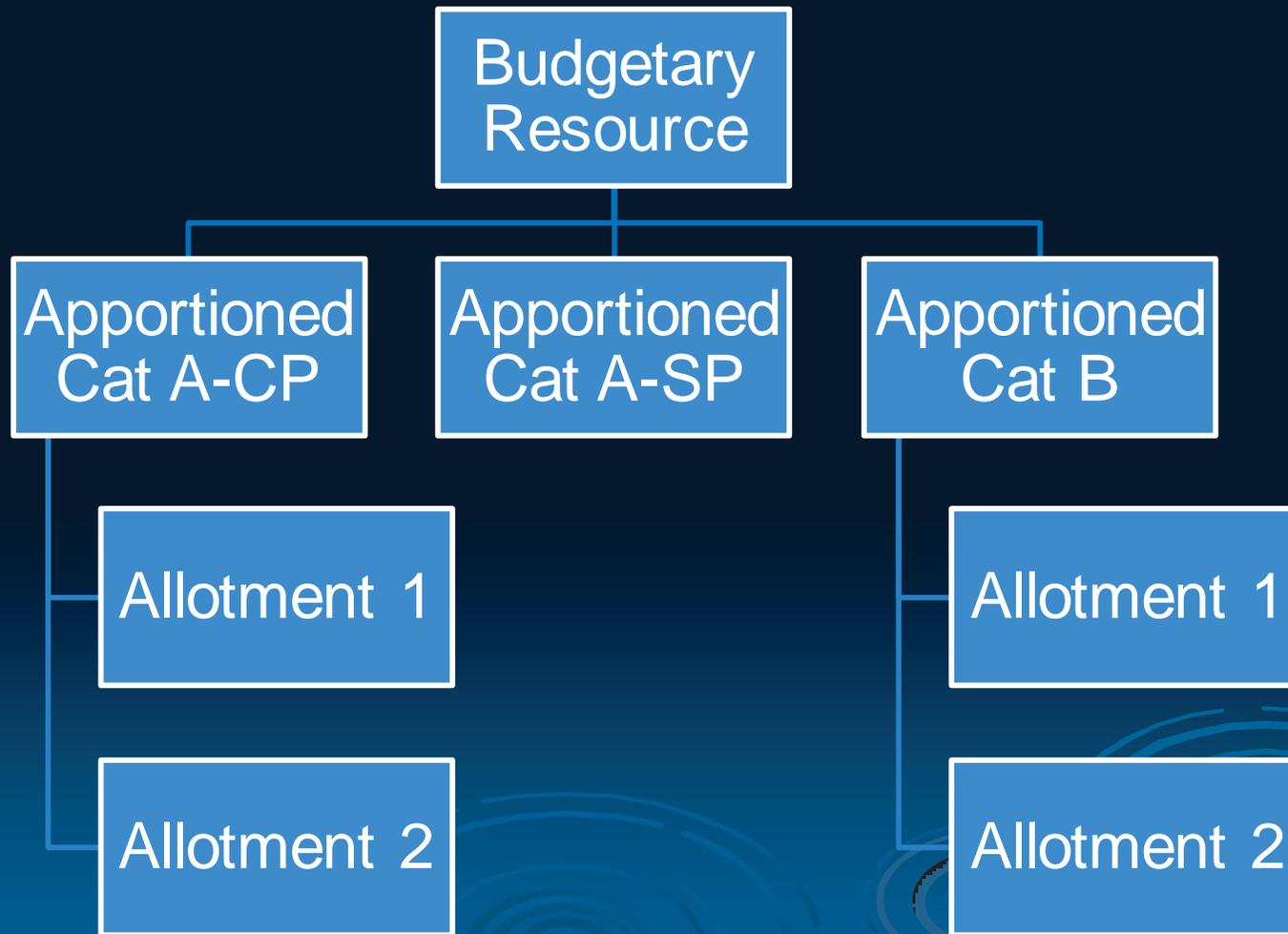
Use current quarter TC for Category B funds

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

➤ 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

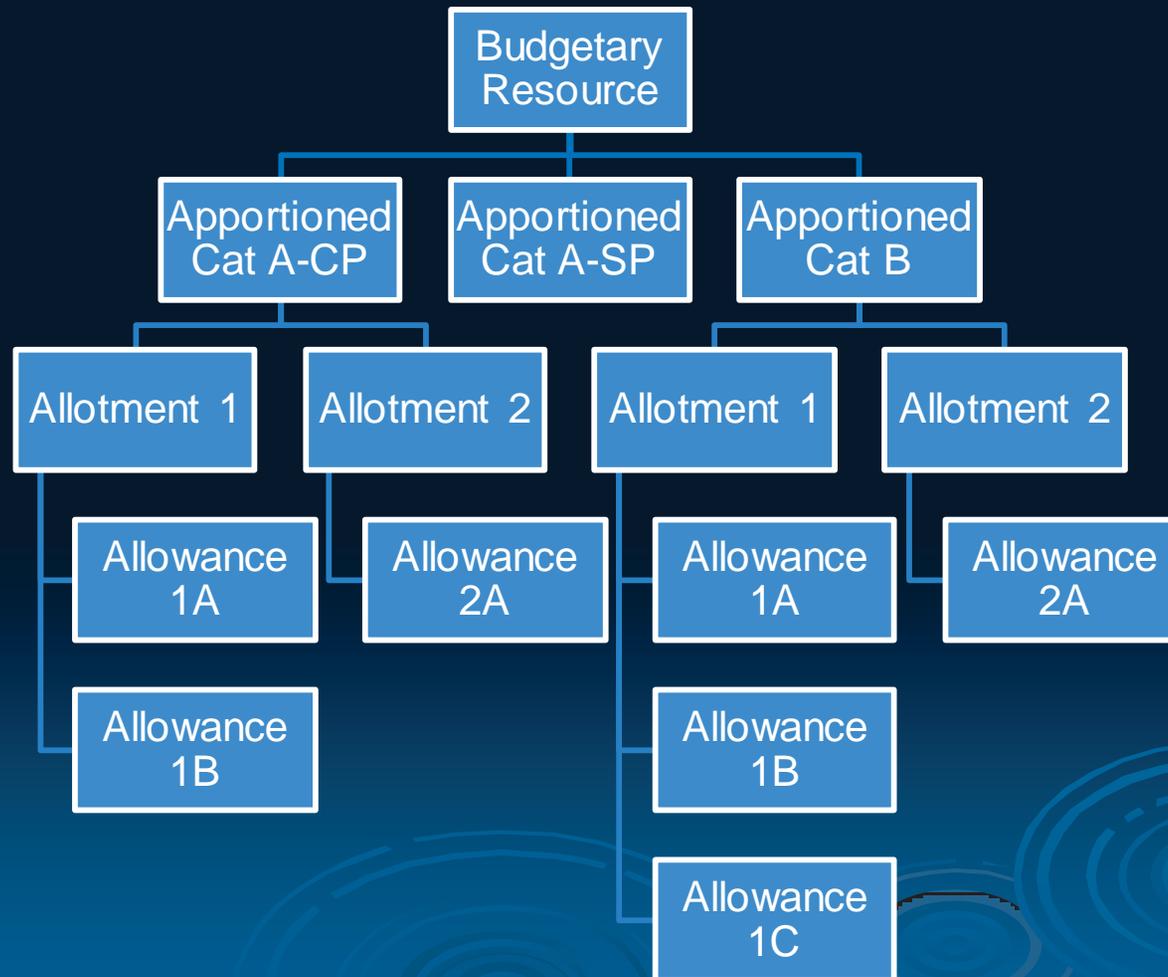
	Annual Total
Category "A"	
Salaries & Expenses	20,316,063
*Senior Medicare Patrols (HCFAC)	3,726,244
Sub-Total, Category "A"	24,042,307
Category "B"	
Home & Community-Based Supportive Services	367,611,304
Family Caregiver Support Services	153,911,560
Congregate Nutrition Services	439,901,434
Home-Delivered 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

➤ 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



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
 - Obligate!



Agency Perspective

- Implementing Footnotes: Four general types:
 - 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
- *“Previously, funds were apportioned for P.L. [CR] via OMB Bulletin XX-XX and for P.L. [enacted] via section 120.41 of OMB Circular A-11.”*

Agency Perspective

Provide information:

- Public Law references for budgetary resources
- Explanations of unusual line splits
- Explanations of "outlier" apportionment issues

Agency Perspective

➤ Provide flexibility:

- Permit use of current year appropriations to pay cancelled obligations
- *“Pursuant to 31 USC 1553(b), not to exceed 1 percent of total appropriations for this account is apportioned for the purpose of paying legitimate obligations related to canceled appropriations.” (A-11 section 120.38)*

Agency Perspective

- Provide flexibility:
 - Exempt portions of apportionment package from controls
 - *"Details on attachments are not subject to 31 USC 1517."*
 - Why do you need this?

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 and are subject to the Antideficiency Act.

Agency Perspective

➤ Provide flexibility:

- *"Apportioned amounts may be increased up to X percent for any additional spending authority from offsetting collections or recoveries received. Revised estimates will be submitted to OMB within 10 days of publication of the accounting system end-of-month accounting reports."*
- Remember: AdjAuth=YES
- *A-11 section 120.50*

Agency Perspective

- Place additional conditions on availability of funds:
 - *“Available 10 days after submission to OMB of a spend plan.”*
 - *“80,319,932 of the funding apportioned for Beneficiary Centered Care (line 6022) must be used for hospital ‘probe and educate’ work.”*

Agency Perspective

➤ Request Information:

- *“HHS will provide OMB with a quarterly report detailing VFC obligations and outlays for the fiscal year, broken down by antigen type. 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 reappropriation (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
 - Familiarize yourself with section 120.49 (adjustments not requiring submission of reappropriation)



Agency Perspective

Section 120.49 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 reapportioned, unless specifically required by OMB.
- Be sure you adjust the resources in your accounting system!

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 actual budgetary resources that are realized above anticipated amounts
- In credit financing TAFSS, 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 or AB).
- When amounts are apportioned by quarter, you must adjust the apportioned amounts in the quarter you realize the resource.

Agency Perspective

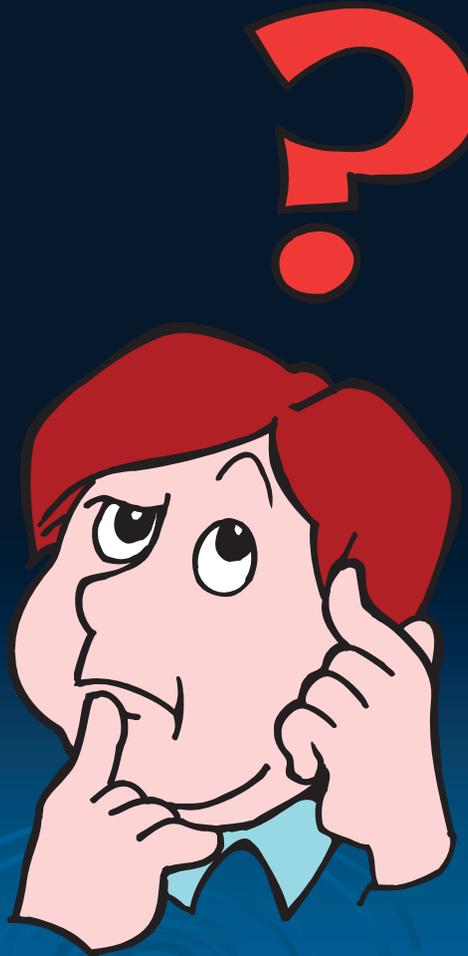
- When OMB apportions funds for two or more Category B projects or any combination of quarterly apportioned amounts and Category B projects, you must submit a reapportionment request to OMB.

Agency Perspective

- Continue to monitor and follow up
 - Where necessary, submit reappropriation allowing sufficient time for review and approval by OMB
 - This is especially important approaching the end of the 4th quarter!



Questions?



Apportionment resources

- OMB Circular A-11, sections 120,123, 130, 185 and Appendix F and H
- Treasury USSGL budgetary accounting scenarios:

https://www.fiscal.treasury.gov/fsreports/ref/ussgl/approved_scenarios/approved_scenarios.htm