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SEP 10 2008

BBMR CIRCULAR NO: 08-10

TO: All Executive Line Department and Agency Heads

FROM: Acting Director, Bureau of Budget and Management Research

SUBJECT: FY 2009 Budget Allotment Protocol

In just three weeks the new Fiscal Year 2009 will be upon us. Over the past few weeks, BBMR worked with the General Services Agency to develop a process that will ensure allotments are in place prior to any expenditure or encumbrance while ensuring minimum disruption of agency operations.

BBMR will prepare for immediate release on October 1, 2008, the first quarter allotments for regular General Fund and Special Funds Executive line agency operational appropriations based on the specific guidelines detailed below by object category. On Friday, October 24, 2008, the full allotment schedule will be due from each agency based on the final levels enacted into law for FY 2009.

Object Category

Protocol

- | | |
|-----|--|
| 111 | one quarter release based on 3 rd quarter actual expenditures |
| 112 | one quarter release based on 3 rd quarter actual expenditures
<i>This is applicable only to law enforcement agencies where overtime is routine. Pre-approved OT Plans are still required and must factor in this special advance in its annual OT Plan. <u>OVERTIME PLANS FOR THESE AGENCIES ARE DUE, ALONG WITH ALLOTMENT SCHEDULES, ON OCTOBER 24, 2008.</u></i> |
| 113 | one quarter release based on 3 rd quarter actual expenditures |
| 220 | zero release pending agency full allotment schedule |
| 230 | annual requirement based on 4 th quarter actual expenditures/encumbrances
<i>This is in recognition of the need to encumber annual requirements for contractual and other fixed obligations. <u>It also assumes the same contractual needs as those in Fiscal Year 2008.</u> Any changes from FY 2008 can be adjusted (smoothed) in the final allotment schedule due on October 24, 2009, to BBMR.</i> |
| 233 | annual requirement based on 4 th quarter actual expenditures/encumbrances
<i>(same note as contractual category above applicable here)</i> |
| 240 | one quarter release based on the average actual expenditures of the nine month period October 2007 - June 2008
<i>Cumulative expenditures (October 2007 - June 2008) divided by 9 months x 3 months = quarter release for this category.</i> |

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- 250 zero release pending agency full allotment schedule
- 270 zero release pending agency full allotment schedule
- 271 zero release pending agency full allotment schedule
- 280 zero release pending agency full allotment schedule
- 290 zero release pending agency full allotment schedule
- 361 annual requirement based on 4th quarter actual expenditures/encumbrances
- 362 annual requirement based on 4th quarter actual expenditures/encumbrances
- 363 annual requirement based on 4th quarter actual expenditures/encumbrances
- 450 zero release pending agency full allotment schedule

On or before October 1, 2008, BBMR will email to each agency an electronic version in excel format of the approved allotment schedules developed per the above guidelines which agencies will use to complete the the remaining schedule for the 2nd, 3rd, and 4th quarters for FY 2009. A five percent (5%) reserve will again be required this fiscal year. The full allotment schedule will be due back to BBMR no later than Friday, October 24, 2008.

BBMR will be conducting a seminar for ASO's [or person(s) in charge of agency financials] on the FY 2009 allotment process prior to October 1, 2008. You will be contacted on the date and time your agency is scheduled.

Based on the contractual (230) guidelines above, the General Services Agency will be entertaining agencies' continuing contracts for FY 2009 as soon as possible and all entries must be completed no later than Friday, September 19, 2008.

Should you have any questions, please contact BBMR at 475-9412 / 9106, or the General Services Agency at 475-1707 / 1713

Thank you for your usual cooperation on this and other budgetary matters.



Bertha Duenas

CONCURRED BY:



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