

FY2010 B1 REQUEST FOR ALLOTMENT OF APPROPRIATIONS INSTRUCTIONS

Adjustments to Appropriations

The following savings, included as Adjustments to Appropriations, are required by the Budget Act:

General PS Holdback - computed using traditional method based on agency's PS share to total PS appropriated;

General OE Holdback - computed using traditional method based on agency's OE share to total OE appropriated;

Management Lapse - used Roster position counts in managerial bargaining units and computed based on the average amount per manager;

DoIT Lapse - used CORE FY2009 agency payments to DoIT as the base to prorate the savings;

Reduce OE to FY07 Level - used CORE FY2007 OE expenditures to reduce FY2010 Appropriated;

Contracts Savings - used CORE FY2008 purchase order commitments to contracts excluding items or SID titles that fell under the section 47 language that exempts "direct program and health services to consumers"; purchase order commitments for Leases and Fuel/Utilities were discounted by 50%;

Personal Services Reductions Savings - included estimated savings for furlough days and net savings from RIP vacancies.

Roster Applications - Roster Edit, Roster Check and Pay Periods

The Roster is the data source for generating permanent full-time costs and position counts. Use Roster Edit and Roster Check to update Roster records. Use Pay Periods to save the Roster rollout calculation to the B1. OCE positions as well as RIP positions that are not approved for refill are included in the agency authorized count. The position counts, but not the dollars, will be shown on the Pay Periods Summary and carried to the B-1/Allotment of Personal Services on Save for those positions.

RIP positions approved for refill will be marked with an Incumbent Code of 'R'; RIP positions not approved for refill will be marked with an Incumbent Code of 'X'

NOTE: Please see the **September 21, 2009** memo from John Bacewicz (subject: *Request for Allotment of Appropriations*) for specific B1 policy and procedures.

Begin B1 processing by clicking Start/All Programs/FY2010-2011 Midterm/FY2010 ADS Desktop.

Request for Allotment of Appropriations

REQUEST FOR ALLOTMENT OF APPROPRIATIONS								
Exit Utilities View/Edit Comments Roster Programs								
AE548000 - Agricultural Experiment Station				11000 - General Fund				
Allotment of Appropriations			Allotment of Personal Services			Carry Forward		
Appropriation Title	Appropriation	Adjustments	Amount to be Allotted	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Balance
10010-Personal Services	6,150,000	-45,447	6,104,553	0	0	0	0	6,104,553
10020-Other Expenses	923,511	-17,478	906,033	275,000	0	0	0	631,033
10050-Equipment	100	0	100	0	0	0	0	100
12056-Mosquito Control	222,089	0	222,089	90,000	0	0	0	132,089
12288-Wildlife Disease Prevention	83,344	0	83,344	22,000	0	0	0	61,344
AGENCY TOTAL	7,379,044	-62,925	7,316,119	387,000	0	0	0	6,929,119

Menu Commands

- *Exit* - Terminates B1 processing
- *Utilities* - Print and Submit facilities (All accounts must be in balance to allow submission)

- *View/Edit Comments* - Opens a comment area at the bottom of the screen
- *Roster Programs* - Starts Roster Edit, Roster Check, or Pay Periods
- *Save* - Saves all data on current screen

Screens/Tabs

- *Allotment of Appropriations* - Refers to traditional "Schedule 1" process of registering Adjustments, and distributing the Amount to be Allotted to quarters;
- *Allotment of Personal Services* - Refers to traditional "Schedule 2" process of breaking out permanent full-time position costs and count, and other personal services items;
- *Carry Forward* - Shows carry forward balances by SID, with columns for registering quarterly expenditure estimates.

Allotment of Appropriations (Schedule 1)

All appropriations except Personal Services are allocated to quarters on this screen. This year, with the exception of Personal Services, Quarter 1 column is preloaded with the sum of Governor's Executive Order amounts for July, August and September and is protected from update. Quarter 1 for Personal Services will be filled in when the Allotment of Personal Services tab is completed and saved.

Adjustments to the Appropriation

Appropriation Title	Appropriation	Adjustments	Amount to be Allotted	Adjustment Code	Comments
10010-Personal Services	6,150,000	-45,447	6,104,553	OPMPS	General Personal Services Reduction
10020-Other Expenses	923,511	-17,478	906,033	OPMOE	General Other Expenses Reduction

Refer to the 1st paragraph of these instructions for description of methodologies used to develop statewide adjustments.

Double-click in the Adjustments column to initiate the adjustments module.

- *Return* - Returns to Allotment of Appropriation processing
- *Print* - Prints the adjustment screen
- *Save* - Saves adjustment amounts, codes, and comments
- *To Delete Adjustment* - Double-click on an agency created adjustment to initiate the delete.
- *To Create an Adjustment* - Click on the down arrow to select a SID, enter the Adjustment Amount, Adjustment Code, and Comments. For example, use "FAC1" in the Adjustment Code field to denote related, offsetting FAC transfers. A Comment to explain adjustments is required before saving. Agency adjustments must net to zero or you will be blocked from submitting your B1.
- Adjustments made by OPM are not updateable.

Quarterly Allotment Input

Quarter 1 has been pre-loaded; type in amounts for Quarter 2, Quarter 3 and Quarter 4.

The 'Balance' column must equal '0' to allow for submission.

Allotment of Personal Services (Schedule 2)

REQUEST FOR ALLOTMENT OF APPROPRIATIONS								
Exit Utilities Roster Programs								
AES48000 - Agricultural Experiment Station			11000 - General Fund					
Allotment of Appropriations			Allotment of Personal Services				Carry Forward	
	Appropriation	Proposed Adjustments	Amount to be Allotted	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Balance
10010 Personal Services	6,150,000	-45,447	6,104,553	1,587,875	0	0	0	4,516,678
PS BREAKOUT		1st Quarter Remaining:		1,587,875				
Filled				0	0	0	0	0
Vacant				0	0	0	0	0
New				0	0	0	0	0
Cancel				0	0	0	0	0
OTHER POSITIONS								
Permanent Part Time				0	0	0	0	0

Totals for each quarter are shown on the "10010 Personal Services" line; a column showing any undistributed balance of allotments or positions is at the far right. Amounts shown in the "PS Breakout" section come from Pay Periods summary. For this year, 1st Quarter Remaining amount is PS already allotted in the Governor's Executive Order of July, August and September. You must balance your Q1 PS expenditures to that amount.

To override Pay Periods financial amounts or position counts on the B1, double-click the cell you wish to modify, and enter the new amount; justification is required to explain the reason for the override.

Enter Other Personal Services Items in the quarters as appropriate. Lines are provided at the foot of the schedule for reimbursements and turnover. Turnover represents the variance between the Amount to be Allotted and the sum of quarterly forecasted Personal Services costs, less reimbursements.

NOTE: precede Turnover entries by the minus (-) sign.

Carry Forward

Use Carry Forward to program amounts by quarter. Account numbers and amounts are prefilled based on Appropriation Act language. Add accounts and modify balances as needed to reflect the latest estimate of the amount to be carried forward. Dollars may be allocated to quarter using direct data entry. Make adjustments between accounts using adjustment codes to show the source and destination of the transferred amount. Cite the Statutory reference for the carry forward in the column provided prior to saving.

Submittal

Execute the following steps in the order presented below to produce all submittal requirements:

Submit - (found in Utilities) checks for out of balance conditions, and records your B1/PS Roster as submitted on the OPM budget server. Agency input adjustments must net to zero to allow submission. Submitting does not remove or deactivate your B1/PS Roster data.

Print - B1 printouts have been designed to fit in portrait orientation on 8 1/2 x 11 paper.

OPM gets 1 signed original, plus two additional hard copies. Remember to transmit one hardcopy of the B1 to your OFA analyst.

B1 software questions may be directed to OPM/Applications Development and Support Unit

- Linda Lach 418-6314 linda.lach@ct.gov
- Charles Pomeroy 418-6370 charles.pomeroy@ct.gov
- Gregg Blackstone 418-6219 gregg.blackstone@ct.gov

POLICY QUESTIONS SHOULD BE DIRECTED TO YOUR BUDGET ANALYST.