

FY2013 B-1 REQUEST FOR ALLOTMENT OF APPROPRIATIONS INSTRUCTIONS

Adjustments to Appropriations

The following savings, included as Adjustments to Appropriations, are required by Section 34 of PA12-104:

General Lapse Holdback - computed based on each agency's share of the total General Lapse for their branch of government. Executive branch agencies should note that, while these holdbacks have been programmed within agency Personal Services and certain Other Current Expense accounts, an alternative distribution of these savings to other General Fund accounts may be proposed in accordance with the June 12, 2012 policy memo from Paul Potamianos.

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 B-1. OCE positions 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.

NOTE: Please see the **June 12, 2012** memo from Paul Potamianos (subject: *Request for Allotment of Appropriations*) for specific B-1 policy and procedures.

Begin B-1 processing by clicking Start/All Programs/FY2014 2015 ADS Desktop/ADS Main Menu.

Request for Allotment of Appropriations

Appropriation Title	Appropriation	Adjustments	Amount to be Allotted	Quarter 1	Quarter 2	Quarter 3
10010-Personal Services	11,264,140	-93,588	11,170,552	0	0	0
10020-Other Expenses	2,127,148	0	2,127,148	0	0	0
10050-Equipment	1	0	1	0	0	0
12169-Automated Budget System and Data Bas	52,322	0	52,322	0	0	0
12231-Cash Management Improvement Act	95	0	95	0	0	0
12251-Justice Assistance Grants	1,131,353	0	1,131,353	0	0	0
12308-Innovation Challenge Grant Program	500,000	0	500,000	0	0	0

Menu Commands

- *Exit* - Terminates B-1 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* - The Carry Forward tab is no longer available. Agencies with approved carryforwards should submit a separate B-107 to their assigned OPM analyst for allotment of such funds.

Allotment of Appropriations (Schedule 1)

All appropriations except Personal Services are allocated to quarters on this screen. The software enables you to enter adjustments to appropriations, to balance the sum of the quarters to the total amount to be allotted, and to enter percentages to distribute allotments to quarters.

Adjustments to the Appropriation

Appropriation Title	Appropriation	Adjustments	Amount to be Allotted	Adjustment Code	Comments
10010-Personal Services	11,264,140	-93,588	11,170,552	OPMGL	General Lapse

Refer to the 1st section of these instructions for the 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. A Comment to explain adjustments is required before saving. Agency adjustments must net to zero or you will be blocked from submitting your B-1.

Adjustments made by OPM are not updateable; however, *General Lapse* holdbacks may be reallocated between SIDs as long as:

1. the total amount of the holdback for *General Lapse* is maintained, and
2. savings are achievable within the SID(s) you select to take the holdback

Enter the Adjustment Code "LAPSE" to identify these holdback reallocations - the software will not permit saving these changes to Adjustments unless the total balances.

Quarterly Allotment Input

Type in amounts for Quarter 1, Quarter 2, Quarter 3 and Quarter 4; the 'Balance' column must equal '0' to allow for submission.

Allotment of Personal Services (Schedule 2)

	Appropriation	Proposed Adjustments	Amount to be Allotted	Quarter 1	Quarter 2	Quarter 3
10010 Personal Services		-93,588	-93,588	0	0	0
PS BREAKOUT						
Filled				0	0	0
Vacant				0	0	0
New				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.

To override Pay Periods financial amounts or position counts on the B-1, 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 with a minus (-) sign.

Carry Forward

Do not program amounts carried forward from previous fiscal years on the B-1/Allotment of Appropriations screen; these allotments will be handled separately. Agencies with approved carryforwards should submit a separate B-107 to their assigned OPM analyst for allotment of such funds.

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 B-1/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 B-1/PS Roster data.

Print - B-1 printouts have been designed to fit in portrait orientation on 8 ½ x 11 paper.

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

B-1 software questions may be directed to OPM/Applications Development and Support Unit

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POLICY QUESTIONS SHOULD BE DIRECTED TO YOUR BUDGET ANALYST.