CIRCULAR NO. A–11

PREPARATION, SUBMISSION, AND EXECUTION OF THE BUDGET

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

AUGUST 2011

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

THE DIRECTOR

August 18, 2011

CIRCULAR NO. A-11
REVISED
Transmittal Memorandum No. 85

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Preparing, Submitting, and Executing the Budget

OMB Circular No. A-11 provides guidance on preparing the FY 2013 Budget and instructions on budget execution.

Your budget submission to OMB should further the President's goals of reducing our long-term deficit, maintaining fiscal responsibility, and encouraging economic growth. You will need to take a close look at all of your programs, and together we will have to make hard decisions in order to invest in a strategic agenda that creates jobs and grows the economy.

Most of the changes in this update are technical revisions and clarifications, and the policy requirements are largely unchanged. The summary of changes to the Circular highlights the changes made since last year. This Circular supersedes all previous versions.

Jacob J. Lew
Director

Enclosure

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

November 10, 2011

MEMORANDUM FOR USERS OF OMB CIRCULAR NO. A–11

FROM: Art Stigile
Chief, Budget Concepts Branch

SUBJECT: Revisions to OMB Circular No. A–11 dated August 18, 2011

We have updated the electronic version of OMB Circular No. A–11 to make some corrections and clarifications and to provide advance guidance related to changes in the format and line codes used for the "Change in Obligated Balance" sections of the SF 133 (Report on Budget Execution and Budgetary Resources) and the Program and Financing Schedule (MAX Schedule P). The updated Circular is available at the following internet address:

http://www.whitehouse.gov/omb/circulars/a11/current_year/a11_toc.html

The revised guidance:

- Updates the calendar of key dates for the FY 2013 Budget (section 25).
- Updates the list of source category codes (exhibit 79B).
- Updates guidance for reporting budget enforcement subcategories consistent with the discretionary spending limits and cap adjustments established pursuant to section 251 of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011 (section 81.2).
- Corrects the number of compensable days and hours shown for FY 2013 (section 85.5).
- Clarifies the Category AB apportionment line numbers (section 120.9 and exhibit 121A).
- Corrects the example that shows how to calculate budget authority under the historical seasonal rate of obligations (exhibit 123A).
- Updates the link to the latest MAX edit checks (Appendix D).

- Clarifies that transfers of unobligated balances resulting from reorganizations or general transfer authority are reported as balance transfers (Appendix F).

The advance guidance (Part 9) on reporting the change in obligated balance covers A–11 sections 82, 86, 130, 185, and Appendix F. These changes will be effective for first quarter FY 2012 FACTS II reporting in January 2012 and for reporting P&F data in the FY 2014 Budget. The advance guidance also establishes requirements for distinguishing between direct and reimbursable end of year unobligated balances (Appendix F).

Paper copies of the revised sections will not be issued.

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GUIDE TO OMB CIRCULAR NO. A–11

What is the purpose of the Circular?

Part 1: Provides an overview of the budget process. It discusses the basic laws that regulate the budget process and the terms and concepts you need to know to understand the budget process and this Circular. (Sections numbered 10 through 22)

Part 2: Covers development of the President's Budget and tells you how to prepare and submit materials required for OMB and Presidential review of agency requests and for formulation of the FY 2013 Budget, including development and submission of performance budgets for FY 2013. A significant portion of this part focuses on the preparation of the budget *Appendix* and the related database. Detailed instructions for a number of requirements not directly related to the preparation and production of the budget are accessible through electronic links that are provided in section 25. (Sections numbered 25 through 95)

Part 3: Discusses supplementals and amendments, deferrals and Presidential proposals to rescind or cancel funds, and investments. (Sections numbered 110 through 113)

Part 4: Provides instructions on budget execution, including guidance on the apportionment and reapportionment process, a report on budget execution and budgetary resources (SF 133), and a checklist for fund control regulations. (Sections numbered 120 through 150)

Part 5: Covers Federal credit programs, including requirements related to the preparation of budget estimates and to budget execution. (Section number 185)

Part 6: Describes a) new requirements under GPRA Modernization Act; b) the Administration's approach to performance management; c) requirements for strategic plans and annual program performance reports; and d) an overview of the performance plan/performance budget. (Sections numbered 200 through 240)

Part 8: Contains supplementary materials. (Appendices numbered A through K)

How do I find information in the Circular?

The Circular groups related requirements together and presents requirements chronologically, where appropriate (e.g., instructions related to budget formulation are included in Part 2, and instructions related to budget execution are included in Part 4).

The information in each part is divided into chapters and, in some cases, subchapters. The chapters are organized into a series of sections that consist of consecutively numbered subsections. Section numbers are not repeated between parts. We reserved certain section numbers for future use, so there are gaps in the numbering scheme. Page numbers identify the section number and page within that section.

At the beginning of the Circular, there is a table of contents that identifies all the parts, chapters, sections and associated page numbers.

There is also a table of contents at the beginning of each section that identifies the subsections and exhibits contained in that section. We summarize major changes in policies and requirements at the beginning of the Circular. In addition, we describe the changes that affect each section at the beginning of that section and use vertical revision bars in the margins to highlight new requirements and significant changes. At the end of the Circular, there is an index.

OMB circulars, memoranda, and bulletins, including Circular No. A–11, are available for viewing or downloading at the following internet address:

http://www.whitehouse.gov/omb/agency/default/

Presidential Executive Orders are available for viewing or downloading at the following Internet address:

http://www.archives.gov/federal-register/codification/numeric-executive-orders.html

The internet version of the Circular contains a number of hyperlinks that link the various parts of A–11 with each other and other websites.

Normally, A–11 is fully revised annually. In addition, the guidance is usually updated in the fall to reflect changes and clarifications since the full revision. If you are working with a paper copy of A–11, please check the nternet to make sure you have the latest version and updates.

What agencies are covered by the Circular?

This Circular applies to all Executive departments and establishments. In addition, some of the requirements apply to the Legislative and Judicial Branches, to the District of Columbia, and to Government-sponsored enterprises.

If you want an exception to the requirements in this Circular, you must get OMB approval in advance (see section 25.2).

What common conventions does this Circular use?

When the Circular refers to a specific year, assume it is a calendar year unless otherwise noted. The following phrases and abbreviations are used to identify specific fiscal years:

Fiscal Year	Description
Past year – 1 (PY–1)	The fiscal year immediately preceding the past year.
Past year (PY)	The fiscal year immediately preceding the current year; the last completed fiscal year.
Current year (CY)	The fiscal year immediately preceding the budget year.
Budget year (BY)	The next fiscal year for which estimates are submitted.
Budget year + 1 (BY+1) *through* budget year + 9 (BY+9)	The fiscal year following the budget year *through* the ninth fiscal year following the budget year.

Special budget terms, such as budget authority, obligations, and outlays, are defined in section 20.

In Part 2, the term ***schedule*** refers to a set of data within the MAX budget database that is complete in itself and describes a view or slice of the President's Budget. Schedules are described in section 79.

Who can answer questions about the Circular?

The following table lists OMB organizational units with primary responsibility for certain sections of the Circular. You should direct general questions on the instructions and underlying concepts to these units. Direct agency-specific questions on the application of these instructions, as well as on sections not listed below, to your OMB program examiner or Resource Management Office.

OMB CONTACTS

Section No.	Description	OMB Contact	Telephone No.*
PART 2			
51.13	Justification of unobligated balances in credit liquidating accounts	Budget Analysis Branch, Budget Analysis and Systems Division	395–7224
51.18	Information technology investments	Office of E-Government and Information Technology	395-4927
51.18	Non-information technology investments	Office of Federal Procurement Policy	395-2181
51.18	Aircraft procurement	Office of Federal Procurement Policy	395-2181
52	Financial management information	Accountability, Performance, and Reporting Branch, Office of Federal Financial Management	395–3993
54	Rental payments for space and land	Transportation/GSA Branch, Transportation, Homeland, Justice, and Services Division	395–5704
PART 6	Strategic plans, performance budgets, and annual program performance reports	Performance and Personnel Management Division	395–6591
—	MAX A–11 User's Guide	Budget Systems Branch, Budget Analysis and Systems Division	395–7517

*Area code is 202

SUMMARY OF CHANGES

Note: Vertical revision bars " | " are used in the margin of the Circular to highlight new requirements and significant changes.

Section No.	Change
20.13	Reminds agencies that authority to enter into a reimbursable agreement is not sufficient to allow you to record a budgetary resource against an account receivable with a non-Federal transaction partner absent additional express statutory authority and that advances and reimbursements from other Federal Government appropriations are not available for disbursement until received.
25.5	Requires a business case for the acquisition and maintenance of an aircraft. A new business case template tailored to the needs of the aircraft community has been developed for agencies to use to justify a budget request. Provides a link to the instructions which contain submission requirements, deadlines and exemptions.
31.5	Updates equal opportunity coverage to include pregnancy, gender identity, sexual orientation, genetic information, and any other non-merit-based factor.
31.9	Highlights financial systems guidance provided in OMB Memorandum M-10-26 and OMB Circular A-127.
32.1	Updates guidance on estimating the budget year pay raise costs.
32.3	Updates FERS retirement costs.
51.1. 51.7, 51.9	Updates requirements for agency strategic plans, annual performance plans, and annual performance reports pursuant to the GPRA Modernization Act of 2010.
51.18	Includes information on the requirements for justifying capital asset acquisitions and updates related reporting elements.
53	Section has been dropped. General requirements related to information technology investments are now covered in section 51.18; section 25.5 provides an electronic link to the specific reporting instructions.
79.3	Includes the guidance on using different transmit codes previously included in section 82.
Ex. 79D, Ex. 79E	Uses an exhibit to show examples of different account identification codes; drops the crosswalks between old and new line numbers in schedule X.
80.4	Clarifies the method for extending expiring mandatory programs with definite budget authority in the baseline.
80.6	Clarifies the policy treatment of excise taxes dedicated to trust funds that are assumed to continue in the baseline.
81, 82	Reorganizes the guidance for reporting policy and baseline estimates of budget authority and outlays and program and financing data (schedules A, S, and P) to clarify the relationship to schedule X.
81.2	Clarifies that amounts classified as civilian and military pay should include personnel compensation and benefits.
82.11	Requires additional lines to tie to amounts reported in FACTS II.
82.18	Consolidates budgetary resource line entries related to schedule P.
83.6	Adds a new object class code (11.6) for "Military personnel—basic allowance for housing."
	Clarifies that "Special personal services payments" (object class 11.8) include payments from the Working Capital Fund to the military personnel accounts to reimburse for work done by military personnel for the Working Capital Fund.

Section No.	Change
	Changes the title of object class 25.2 to "Other services from non-Federal sources" and of object class 25.3 to "Other goods and services from Federal sources."
	Clarifies that only refunds of amounts collected by the Government in the previous fiscal year are reported as new obligations in object class 44; when the collection and payment is made in the same fiscal year, the amounts are netted.
84.3	Removes the memorandum R&D entries, formerly lines 1463-1467, from MAX schedule C; these data are now collected outside of MAX A-11 in an online MAX collect tool.
85.5	Updates guidance on validating FTE.
86.3, 86.4	Updates schedules J and N on a real-time basis and drops as separate MAX A-11 tabs; they can be viewed in a report available through MAX A-11 and will continue to print in the Budget Appendix.
120.9	Requires agencies to use a new Category AB when apportioning projects by fiscal quarter.
	Emphasizes that agencies must report obligations to FACTS II at the same level of specificity as the apportionment categories on the most recently approved apportionment.
121	Moves guidance on extensions of the availability of unobligated balances previously included in section 121.8; section 20.4(h) includes the definition of reappropriations, and Appendix F provides a description of unobligated balances and their application in the apportionment, SF 133, and schedule P.
121.1	Provides additional details on the apportionment format and includes the guidance on using footnote indicators, previously included in section 121.10.
121.9	System automatically adds an iteration number and last approval date to the apportionment.
123.13	Adds a new section to emphasize that agencies must reduce the amounts of existing obligations so that the agency's obligations do not exceed the amounts provided in the full-year enacted appropriations.
Ex. 123A	Updates instructions on how to calculate the historical seasonal rate of obligations under a continuing resolution.
Ex. 123B	Provides an example of how to calculate the amounts available for credit programs under a continuing resolution.
124.2	Clarifies the requirements for agency shutdown plans. Requires agencies to submit an update to the shutdown plan on file with OMB whenever there are significant changes in agency program activities or funding sources; at a minimum, agencies should submit updated plans to OMB every four years, starting August 1, 2014.
130,2	Increases the frequency of FACTS II/SF 133 reporting.
135.4, 135.7	Clarifies that asset sales are a category of large transactions with additional reporting requirements.
135.9	Clarifies that all exhibits should be included in the quarterly reports on outlays, as applicable, and additional reporting may be required for large transactions.
Ex. 135C	Adds a reporting format for large agency transactions.
185.5	Clarifies what is meant by "revolving" credit instruments.
185.10	Provides further information regarding the presentation of reestimates in schedule U.
185.11	Clarifies that lines G1111 and H2111 should not be used for programs without an explicit loan limitation provided in appropriations.
	Provides guidance on line 2265 Capitalized Interest, which is the amount of loan principal increased due to capitalized interest in schedule H.

Section No.	Change
Ex. 185A – 185CC	Updates exhibits to include additional transactions.
200.4	Describes the GPRA Modernization Act.
200.8	Describes changes in performance planning and reporting this year, such as how performance information will shift to a more dynamic, web-based format instead of delivering in print.
200.11	Includes performance planning and reporting timeline.
200.12	Defines performance terms related to the GPRA Modernization Act.
210.3 – 210.4	Describes new content and timeframes required in strategic plans according to the GPRA Modernization Act of 2010.
210.7 – 210.8	Describes electronic drafts and final delivery of plans to OMB via the MAX community.
210.11	Explains that agencies may update their strategic plan this year using an addendum.
220.7	Describes new content required in the annual plan according to the GPRA Modernization Act of 2010.
220.8 – 220.10	Explains how agencies designate low-priority program activities.
220.12	Describes electronic drafts and final delivery of plans to OMB via the MAX Federal Community.
230.2 – 230.3	Describes requirements for more frequent performance reporting according to the GPRA Modernization Act of 2010.
230.5 – 230.6	Describes electronic drafts and final delivery to OMB via the MAX community.
230.8 – 230.9	Describes new content required in performance reporting.
240	Describes requirements according to the GPRA Modernization Act of 2010 for providing a list of agency-proposed unnecessary, outdated, or duplicative plans and reports.
300	Section has been dropped. Requirements related to planning, budgeting, acquisition, and management of capital assets are now covered in section 51.18; section 25.5 provides electronic links to the reporting instructions and exhibits related to budgeting for investments in information technology, non-information technology capital assets, and acquisition and maintenance of aircraft.
Appendix F	Consolidates budgetary resources line entries in the FY 2012 SF 132s and SF 133s, and the FY 2011 actual column of schedule P (of the combined schedule X) in the 2013 Budget.
Appendix H	Recognizes that in some cases, agencies have OMB approved fund control regulations that use terms for subdivisions of apportionments that are different from the ones defined in Appendix H, but with equivalent meanings. In these cases, the agencies can continue to follow the OMB approved regulations.

CIRCULAR NO. A–11

PART 1

GENERAL INFORMATION

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
AUGUST 2011

SECTION 10—OVERVIEW OF THE BUDGET

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The Budget Process

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10.1 What is the budget?

In this Circular, the term *budget* means the President's Budget—*The Budget of the United States Government*. The budget consists of several volumes that set forth the President's financial proposal with recommended priorities for allocating resources. The main *Budget* volume contains the President's Budget message and other broad statements of policy. The *Appendix* contains detailed information by agency, bureau or program group, budget accounts, programs, and activities. Other volumes, such as *Analytical Perspectives* and *Historical Tables*, provide complementary views of the budget. Most of the information contained in the budget is, or is based on, information you submit for your agency and programs in response to this Circular.

The term "budget" can mean other things in other contexts. It often refers to the full receipt and outlay proposals rather than the volumes in which these amounts are published. Some people refer collectively to the budget resolution and revenue and spending bills that the Congress passes, which we describe below, as the "congressional budget." Ultimately, the Congress and the President enact many laws that control the Government's receipts and spending, which we sometimes refer to collectively as the budget, as in "enacting the budget."

This section provides a broad overview of the budget process. You can read more about the budget process in a chapter of the *Analytical Perspectives* volume of the most recent budget, "The Budget System and Concepts." You can view or download budget documents at the following Internet address:

http://www.budget.gov/budget

10.2 What is the legal requirement to prepare the budget?

The Budget and Accounting Act requires the President to submit a budget (see section 15.2). The President formally transmits his proposals for allocating resources to the Congress through the budget. The Congress considers the recommendations and uses the information included in the budget as it drafts and passes laws that affect spending and receipts. Through this process the Government decides how much money to spend, what to spend it on, and how to raise the money it has decided to spend.

10.3 What kinds of information does the budget provide?

The budget focuses primarily on the budget year—the upcoming fiscal year for which the Congress needs to make appropriations. However, it includes data for the most recently completed year, the current year, and at least the four years following the budget year (outyears) in order to reflect the effect of budget decisions over the longer term. In addition to proposed appropriations for the budget year, the budget may include proposed changes to appropriations for the current year (supplementals and rescissions), and legislative proposals that would affect the current year, the budget year, or the outyears.

The budget provides actual or estimated data (stated in millions or billions of dollars, depending on the context) for the following:

- The amount by account that each agency may obligate the Government to pay (budget authority) and estimates of payments (outlays) by agency and account;
- The amount of receipts each agency collects from various sources;
- Budget authority, outlays, and receipts by major function of the Government, such as national defense; (This is why we assign each budget account a functional classification code(s).)
- Total budget authority, outlays, and receipts for the Government; and
- The actual or estimated surplus (when receipts exceed outlays) or deficit (when outlays exceed receipts).

The budget divides the Government totals for budget authority, outlays, and receipts into "on-budget" amounts and "off-budget" amounts. The off-budget amounts include the transactions of the Social Security trust funds and the Postal Service, which are excluded by law from the on-budget totals.

The budget arrays data in many different ways. For example, one section of the budget focuses solely on Federal investment spending. Also, while the budget focuses primarily on dollars, it also includes data on other resources, such as Federal employment levels.

10.4 Which agencies does the budget cover?

The budget covers the agencies of all three branches of Government—Executive, Legislative, and Judicial—and provides information on Government-sponsored enterprises. In accordance with law or established practice, OMB includes information on agencies of the Legislative Branch, the Judicial Branch, and certain Executive Branch agencies as submitted by those agencies without change. By longstanding practice, the budget presents information about the Board of Governors of the Federal Reserve System but does not include amounts for the Board in the budget totals, even though it is a Government agency, because of the independent status of the System. The budget includes information about the Government-sponsored enterprises, such as the Federal National Mortgage Association (Fannie Mae), but does not include them in the budget totals because they are privately owned. (Section 25 discusses the applicability of Part 2 of this Circular to various agencies.)

10.5 What happens during the Federal budget process and when?

The budget process occurs in three main phases:

- *Formulation*. During this phase, the Executive Branch prepares the President's Budget. OMB and the Federal agencies begin preparing the next budget almost as soon as the President has sent the last one to the Congress. OMB officially starts the process by sending planning guidance to Executive Branch agencies in the spring. The President completes this phase by sending the

budget to the Congress on the first Monday in February, as specified in law, although occasionally Presidents have sent it later for various reasons. For example, in a year with a transition between outgoing and incoming Administrations, the timing of the President's Budget transmittal changes. (President Barack Obama transmitted his first budget, the 2010 Budget, on February 26, 2009.)

- *Congressional*. This phase starts in late January or February, when the Congress receives the President's Budget. The Congress does not vote on the President's Budget itself, and it does not enact a budget of its own, as such. It considers the President's Budget proposals, passes overall revenue and spending plan called a "budget resolution," and enacts the regular appropriations acts and other laws that control spending and receipts.

- *Execution.* This phase lasts for at least five fiscal years and includes two parts.

  - The *apportionment* part pertains to funds appropriated for that fiscal year and to balances of appropriations made in prior years that remain available for obligation. At the beginning of the fiscal year, and at such other times as necessary, OMB apportions funds—that is, specifies the amount of funds that an agency may use by time period, program, project, or activity—to Executive Branch agencies. Throughout the year, agencies hire people, enter into contracts, and enter into grant agreements, etc., in order to carry out their programs, projects, and activities. These actions use up the available funds by obligating the Federal Government to make outlays, immediately or in the future.

  - The *reporting and outlay* part lasts until funds are canceled (one-year and multiple-year funds are canceled at the end of the fifth year after the funds expire for new obligations) or until funds are totally disbursed (for no-year funds). Note: the canceled phase of annual and multi-year authority (see section 20.4(c)) or cancellations of budgetary resources in no-year accounts pursuant to 31 U.S.C. 1555 should not be confused with cancellations as a type of reduction (see section 20.4(i)).

The following tables highlight the major events in each of the phases of the budget process. These tables show the planned timing or, when applicable, the timing specified in law. The actual timing may vary from the plan. For example, the Congress frequently does not enact all appropriations acts by the start of the fiscal year, and on several occasions the President has submitted the budget later than specified for various reasons, including late enactment of appropriations for the previous fiscal year or a change in Administrations. Since budget cycles overlap, we must begin the next cycle before completing the last one.

MAJOR STEPS IN THE FORMULATION PHASE

What happens?	When?
OMB issues Spring planning guidance to Executive Branch agencies for the upcoming budget. The OMB Director issues a letter to the head of each agency providing policy guidance for the agency's budget request. Absent more specific guidance, the outyear estimates included in the previous budget serve as a starting point for the next budget. This begins the process of formulating the budget the President will submit the following February.	Spring
OMB and the Executive Branch agencies discuss budget issues and options. OMB works with the agencies to: • Identify major issues for the upcoming budget; • Develop and analyze options for the upcoming Fall review; and • Plan for the analysis of issues that will need decisions in the future.	Spring and Summer

What happens?	When?
OMB issues Circular No. A–11 to all Federal agencies. This Circular provides detailed instructions for submitting budget data and materials.	July
Executive Branch agencies (except those not subject to Executive Branch review) make budget submissions. See section 25.	September*
Fiscal year begins. The just completed budget cycle focused on this fiscal year. It was the "budget year" in that cycle and is the "current year" in this cycle.	October 1
OMB conducts its Fall review. OMB staff analyzes agency budget proposals in light of Presidential priorities, program performance, and budget constraints. They raise issues and present options to the Director and other OMB policy officials for their decisions.	October–November
OMB briefs the President and senior advisors on proposed budget policies. The OMB Director recommends a complete set of budget proposals to the President after OMB has reviewed all agency requests and considered overall budget policies.	Late November
Passback. OMB usually informs all Executive Branch agencies at the same time about the decisions on their budget requests.	Late November
All agencies, including Legislative and Judicial Branch agencies, enter MAX computer data and submit print materials and additional data. This process begins immediately after passback and continues until OMB must "lock" agencies out of the database in order to meet the printing deadline.	Late November to early January *
Executive Branch agencies may appeal to OMB and the President. An agency head may ask OMB to reverse or modify certain decisions. In most cases, OMB and the agency head resolve such issues and, if not, work together to present them to the President for a decision.	December *
Agencies prepare and OMB reviews congressional budget justification materials. Agencies prepare the budget justification materials they need to explain their budget requests to the responsible congressional subcommittees.	January
President transmits the budget to the Congress.	First Monday in February

*OMB provides specific deadlines for this activity.

MAJOR STEPS IN THE CONGRESSIONAL PHASE

What happens?	When?
Congressional Budget Office (CBO) reports to Budget Committees on the economic and budget outlook.	January
CBO reestimates the President's Budget based on their economic and technical assumptions.	February
Other committees submit "views and estimates" to House and Senate Budget Committees. Committees indicate their preferences regarding budgetary matters for which they are responsible.	Within 6 weeks of budget transmittal
The Congress completes action on the concurrent resolution on the budget. The Congress commits itself to broad spending and revenue levels by passing a budget resolution.	April 15
The Congress needs to complete action on appropriations bills for the upcoming fiscal year or provides a "continuing resolution" (a stop-gap appropriation law).	September 30

MAJOR STEPS IN THE EXECUTION PHASE

What happens?	When?
Fiscal year begins.	October 1
OMB apportions funds made available in the annual appropriations process and other available funds. Agencies submit apportionment requests to OMB for each budget account by *August 21* or within *10 calendar days* after the approval of the appropriation, whichever is later. OMB approves or modifies the apportionment specifying the amount of funds agencies may use by time period, program, project, or activity.	September 10 (or within 30 days after approval of a spending bill)
Agencies incur obligations and make outlays to carry out the funded programs, projects, and activities. Agencies hire people, enter into contracts, and enter into grant agreements, etc., in order to carry out their programs, projects, and activities. Agencies record obligations and outlays pursuant to administrative control of funds procedures (see Appendix H), report to Treasury (see the Treasury Fiscal Requirements Manual and section 130), and prepare financial statements.	Throughout the fiscal year
Fiscal year ends.	September 30
Expired phase (no-year funds do not have an expired phase). Agencies disburse against obligated balances and adjust obligated balances to reflect actual obligations during the period of availability. Agencies continue to record obligations and outlays pursuant to administrative control of funds procedures, report to Treasury, and prepare financial statements.	Until September 30, fifth year after funds expire.

10.6 What is the Mid-Session Review?

The law requires the President to send a report to the Congress updating budget estimates on or before July 15th. This report contains revised budget estimates resulting from changes in economic assumptions, technical reestimates, Presidential initiatives, and completed congressional actions that have occurred since transmittal of the budget. Your OMB representative will provide guidance on the development of these estimates at the appropriate time.

10.7 What are the central financial agencies?

The central financial agencies are:

- The Office of Management and Budget (OMB), in the Executive Office of the President;
- The Department of the Treasury, Financial Management Service (FMS);
- The Congressional Budget Office (CBO), in the Legislative Branch; and
- The Government Accountability Office (GAO), in the Legislative Branch.

10.8 What are the responsibilities and functions of OMB?

OMB's predominant mission is to assist the President in overseeing the preparation of the President's Budget and to supervise its administration by the Executive Branch agencies. OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB ensures that agency reports, rules, testimony, and proposed legislation are consistent with the President's Budget and with Administration policies.

In addition, OMB oversees and coordinates the Administration's procurement, financial management, and information and regulatory policies. In each of these areas, OMB's primary role is to improve

administrative management, develop better performance measures and coordinating mechanisms, and reduce any unnecessary burdens on the public.

For further information, refer to the OMB web site at http://www.whitehouse.gov/omb.

10.9 What are the responsibilities and functions of the Treasury?

Treasury, acting through FMS:

- Disburses a billion Federal payments like Social Security, veterans' benefits, and income tax refunds to more than 100 million people; (The Defense Department does not use FMS to disburse its funds.)
- Collects more than $2 trillion in Federal revenues;
- Oversees a daily cash flow of $10 billion;
- Provides centralized debt collection services to most Federal agencies; and
- Provides Government-wide accounting and reporting.

FMS gathers and publishes Government-wide financial information that is used by the public and private sectors to monitor the Government's financial status and establish fiscal and monetary policies. These publications include: the Daily Treasury Statement; the Monthly Treasury Statement; the Treasury Bulletin; the Combined Statement; and the Financial Report of the U.S. Government, which is the Federal Government's set of audited financial statements, a requirement of the Government Management and Reform Act of 1994.

For further information, refer to the FMS web site at http://www.fms.treas.gov/.

10.10 What are the responsibilities and functions of CBO?

CBO was created by the Congressional Budget and Impoundment Control Act of 1974. CBO's mission is to provide the Congress with the objective, timely, non-partisan analyses needed for economic and budget decisions and with the information and estimates required for the congressional budget process. CBO prepares analyses and estimates relating to the budget and the economy and presents options and alternatives for the Congress to consider but does not make recommendations on policy. CBO’s services can be grouped into four categories: helping the Congress formulate a budget plan; helping it stay within that plan; helping it assess the impact of Federal mandates; and helping it consider issues related to the budget and economic policy.

For further information, refer to the CBO web site at http://www.cbo.gov/.

10.11 What are the responsibilities and functions of GAO?

GAO is the investigative arm of the Congress. GAO helps the Congress meet its Constitutional responsibilities and helps improve the performance and accountability of the Federal Government for the American people. GAO examines the use of public funds, evaluates Federal programs and activities, and provides analyses, options, recommendations, and other assistance to help the Congress make effective oversight, policy, and funding decisions. In this context, GAO works to continuously improve the economy, efficiency, and effectiveness of the Federal Government through financial audits, program reviews and evaluations, analyses, legal opinions, investigations, and other services. GAO's activities are designed to ensure the Executive Branch's accountability to the Congress under the Constitution and the

Government's accountability to the American people. GAO is dedicated to good government through its commitment to the core values of accountability, integrity, and reliability.

For further information, refer to the GAO web site at http://www.gao.gov/.

10.12 How do OMB, CBO, FMS, and GAO responsibilities overlap?

Here are a few examples:

- After OMB submits the President's Budget, CBO is responsible for re-estimating the budget.
- Both OMB and CBO score the costs of legislation (both appropriations and direct spending included in authorization bills). While Budget Committees have the ultimate responsibility for determining the scoring effects of legislation for Congressional enforcement, they typically rely on CBO estimates during congressional consideration of individual bills to ensure that they are consistent with the budget resolution totals. The President uses OMB estimates to determine the costs of budget-related legislation. OMB reconciles or explains differences between the two sets of discretionary estimates.
- OMB and FMS work together to establish any new Treasury accounts, both during the preparation of the Budget and after bills become laws.
- OMB provides its scoring to FMS to assist in FMS' responsibility to prepare warrants.
- OMB and FMS work together to estimate actual outlays during the course of a year.
- FMS gathers financial information through FACTS II (Federal Agencies' Centralized Trial-Balance System) that allows agencies to submit one set of accounting data (mostly budgetary, some proprietary) that fulfills the needs of the SF 133 Report on Budget Execution and Budgetary Resources, the FMS 2108 Year-End Closing Statement, and the prior-year column of the Program and Financing schedule in the President's Budget.
- OMB and FMS worked together to develop the FACTS II systems. FMS develops U.S. Standard General Ledger guidance to comply with OMB definitions.
- Both FMS and GAO provide guidelines used by financial managers as they account for Federal finances.
- OMB uses GAO audits and evaluations as part of its review of agency programs.

SECTION 15—BASIC BUDGET LAWS

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15.1 What laws govern the budget cycle?

The Federal budget cycle can be divided into three distinct phases that are generally sequential and yet intertwined. The first phase, which culminates in the transmittal of the President's budget proposals to the Congress, is called the budget formulation phase. In the next phase, the Congress acts upon laws that together constitute the enacted budget. Once the laws have been enacted, executive agencies carry out the laws in the budget execution phase. The Federal budget cycle is governed mainly by the following laws, which we describe below:

- Budget and Accounting Act.
- Congressional Budget Act.
- Antideficiency Act.
- Impoundment Control Act.
- GPRA Modernization Act of 2010 (formerly Government Performance and Results Act).
- Federal Credit Reform Act.

15.2 Why is the Budget and Accounting Act important?

Before enactment of this law in 1921, there was no annual centralized budgeting in the Executive Branch. Federal Government agencies usually sent budget requests independently to congressional committees with no coordination of the various requests in formulating the Federal Government's budget. The Budget and Accounting Act required the President to coordinate the budget requests for all Government agencies and to send a comprehensive budget to the Congress. It created the Bureau of the Budget, now the Office of Management and Budget (OMB), to help the President implement these requirements. It also required the President to include certain information in the budget. The Congress has amended the requirements many times and has codified them as Chapter 11, Title 31, U.S. Code. These are some of the requirements:

- "On or after the first Monday in January but not later than the first Monday in February of each year, the President shall submit a budget of the United States Government for the following fiscal year."

- "Each budget shall include a budget message and summary and supporting information. The President shall include in each budget the following...." The provision goes on to list about thirty items, such as expenditures and receipts for the past year through the fourth year following the budget year, information on debt, financial information, and information on employment levels.

- "Under regulations prescribed by the President, each agency shall provide information required by the President in carrying out this chapter. The President has access to, and may inspect, records of an agency to obtain information."

- "Estimated expenditures and proposed appropriations for the legislative branch and the judicial branch...shall be submitted to the President before October 16 of each year and included in the budget by the President without change."

15.3 How does the Congress enact the budget and what laws govern the process?

The Congress does not enact a budget, as such. The Congress reviews the President's budget and develops its budget by approving three distinct kinds of measures:

- The Congress adopts a concurrent resolution in the spring that specifies total receipts and outlays and major categories of spending.

- Next, legislation authorizing changes in programs and in taxes are enacted consistent with the budget resolution.

- Finally, the Congress enacts appropriations in the regular appropriations bills for the upcoming fiscal year.

The current congressional budget process was established by the enactment of the Congressional Budget Act (CBA). Before the CBA, which was enacted in 1974, there was no annual centralized budgeting in the legislative branch. Each of the regular annual appropriations bills was acted on separately by the Congress and changes in taxes were authorized in another process. In addition, there was no established process to add up the total receipts and total spending in all the bills to reach the Federal Government's bottom line, whether it was a surplus or a deficit.

The CBA established the concurrent resolution on the budget, also known as the budget resolution, the House and Senate Budget Committees, the Congressional Budget Office, and procedures for relating individual appropriation actions to the budget totals. Also, the CBA defines some key budget terms, such as budget authority, that are used in all phases of the President's budget formulation process and the congressional budget process.

The CBA was amended extensively by a series of laws. The Balanced Budget and Emergency Deficit Control Act of 1985 (BBEDCA), one of these amendments, had as its central feature a series of declining deficit targets.

BBEDCA was amended by the Budget Enforcement Act of 1990, which applied a statutory pay-as-you-go (PAYGO) process to direct spending and revenue legislation and discretionary spending limits to annual appropriations acts. The statutory PAYGO process and discretionary spending limits expired in 2002.

The latest law is the Statutory Pay-As-You-Go Act of 2010, enacted on February 12, 2010, which constrains legislation that would increase mandatory spending or decrease revenues. The law requires that new legislation changing revenues or mandatory expenditures, taken cumulatively, must not increase projected deficits. If such legislation does increase deficits, the law specifies a penalty, known as "sequestration," which requires automatic across-the-board cuts in selected mandatory programs. Unlike BBEDCA, whose enforcement provisions expired at the end of 2002, the Statutory Pay-As-You-Go Act of 2010 (Public Law 111-139) applies to mandatory spending and revenue only, and does not impose any enforcement regime on discretionary spending provided in appropriations acts.

The law divides spending into two types—discretionary and mandatory—and applies different rules to each. Section 20.9 explains these rules.

15.4 What laws govern the budget execution process when funds are actually spent?

Chapters 13, 15, and 33 of Title 31, United States Code, govern the process of budget execution. Among these, the major laws are the Antideficiency Act, the Impoundment Control Act, the provisions known as the Economy Act which are found in section 1535, the provisions that govern the closing of accounts which are found in sections 1551 through 1555, and provisions of the "Miscellaneous Receipts Act," which is found in section 3302.

The Antideficiency Act requires OMB to apportion the accounts and to monitor spending; prohibits agencies from spending more than the amounts appropriated or apportioned, whichever is lower; requires that agencies control their spending; and provides penalties for overspending.

Specifically, agencies may not:

- Purchase services and merchandise *before* appropriations are enacted and accounts are apportioned;
- Enter into contracts that *exceed* the appropriation for the year or the amount apportioned by OMB, whichever is lower; or
- Pay bills when there is *no cash* in the appropriation or fund account.

The head of each agency is required to establish, by regulation, a system of administrative control of funds that:

- Restricts *both* obligation and expenditure (outlays or disbursements) from each account to the *lower of* the amount apportioned by OMB or the amount available for obligation and/or expenditure.
- Enables the head of the agency to identify the person(s) responsible for violating the Act.

There are administrative and criminal *penalties* for violating the Antideficiency Act. Also, the agency head is required to report any violations to the President, through the OMB Director; to the Congress; and to the Comptroller General. See section 145 for instructions on reporting violations.

The Impoundment Control Act, which was enacted in 1974, requires that the President notify Congress whenever an official of the Executive Branch withholds or impounds budget authority. There are two types of impoundments: the temporary *deferral* of funds and *rescission proposals* to permanently reduce spending. The Act also prescribes the rules that must be followed whenever the executive branch impounds funds. See section 112 for instructions on reporting deferrals and rescission proposals and the rules that must be followed.

15.5 What does the GPRA Modernization Act of 2010 require?

This law emphasizes managing for results by examining what a program accomplishes and how well the accomplishments match with the program's purpose and objectives. It requires agencies to prepare strategic plans, annual performance plans, and performance reports. Part 6 of this Circular addresses the requirements of this law.

15.6 What do I need to know about the Federal Credit Reform Act of 1990?

This law governs Federal credit programs—ones that make direct loans and loan guarantees. The Act prescribes a special budget treatment for direct loans and loan guarantees that measures their subsidy cost, rather than their cash flows. For most credit programs, Congress must provide budget authority equal to the subsidy cost in annual appropriations acts before the program can make direct loans or loan guarantees. Section 185 of this Circular address the requirements of this law, which was enacted as an amendment of Title V of the Congressional Budget Act of 1974.

SECTION 20—TERMS AND CONCEPTS

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Ex–20 Transfers of Budgetary Resources among Federal Government Accounts

Summary of Changes

Reminds agencies that authority to enter into a reimbursable agreement is not sufficient to allow you to record a budgetary resource against an account receivable with a non-Federal transaction partner absent additional express statutory authority and that advances and reimbursements from other Federal Government appropriations are not available for disbursement until received (section 20.13).

20.1 What is the purpose of this section?

In this section, we define budget terms—such as budget authority, obligation, and outlay—that you need to know in order to understand the budget process and this Circular. We also explain certain of the terms in depth.

20.2 How do I use this section?

- If you just need a brief definition of a term commonly used in the budget process, go to the next section (section 20.3). That section lists the terms in alphabetical order.
- If you need a more detailed explanation of the terms and concepts listed in the section titles of the Table of Contents above, go to sections 20.4–20.13.
- If you need to know more about the credit terms defined in section 20.3, go to section 185, Federal credit.
- If you need definitions of performance terms, go to section 200, Overview of strategic plans, annual performance plans, and annual program performance reports.

20.3 What special terms must I know?

Advance appropriation means appropriations of new budget authority that become available one or more fiscal years beyond the fiscal year for which the appropriation act was passed. (See section 20.4(c).)

Advance funding means appropriations of budget authority provided in an appropriations act to be used, if necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations act is passed. (See section 20.4(c).)

Agency means a department or establishment of the Government for the purposes of this Circular. (Compare to bureau.)

Allowance means a lump-sum included in the budget to represent certain transactions that are expected to increase or decrease budget authority, outlays, or receipts but that are not, for various reasons, reflected in the program details. For example, the budget might include an allowance to show the effect on the budget totals of a proposal that would affect many accounts by relatively small amounts, in order to avoid unnecessary detail in the presentations for the individual accounts. The President doesn't propose that Congress enact an allowance as such, but rather that it modify specific legislative measures as necessary to produce the increases or decreases represented by the allowance.

Amendment means a proposed action that revises the President's budget request and is transmitted prior to completion of action on the budget request by the Appropriations Committees of both Houses of Congress. (See section 110.2.)

Apportionment is a plan, approved by OMB, to spend resources provided by one of the annual appropriations acts, a supplemental appropriations act, a continuing resolution, or a permanent law (mandatory appropriations). Resources are apportioned by Treasury Account Fund Symbol (TAFS). The apportionment identifies amounts available for obligation and expenditure. It specifies and limits the obligations that may be incurred and expenditures made (or makes other limitations, as appropriate) for specified time periods, programs, activities, projects, objects, or any combination thereof. An

apportioned amount may be further subdivided by an agency into allotments, suballotments, and allocations. (See Appendix H.)

Appropriated entitlement—See entitlement .

Appropriation means a provision of law (not necessarily in an appropriations act) authorizing the expenditure of funds for a given purpose. Usually, but not always, an appropriation provides budget authority (see section 20.4).

Balances of budget authority means the amounts of budget authority provided in previous years that have not been outlayed.

Baseline means a projection of the estimated receipts, outlays, and deficit or surplus that would result from continuing current law or current policies through the period covered by the budget. (See section 80.)

BEA means the Budget Enforcement Act of 1990, as amended. The BEA applied a statutory pay-as-you-go (PAYGO) process to mandatory spending and revenue legislation and discretionary spending limits to annual appropriations acts. The BEA's enforcement provisions expired at the end of fiscal year 2002 but the Statutory Pay-As-You-Go Act of 2010 reinstates a statutory pay-as-you-go rule for revenues and mandatory spending legislation. (See section 20.9.)

Borrowing authority is a type of budget authority that permits obligations and outlays to be financed by borrowing. (See section 20.4(b).)

Budget means the Budget of the United States Government, which sets forth the President's comprehensive financial plan and indicates the President's priorities for the Federal Government. (See section 10.1.)

Budget authority (BA) means the authority provided by law to incur financial obligations that will result in outlays. Specific forms of budget authority include appropriations, borrowing authority, contract authority, and spending authority from offsetting collections. (See section 20.4.)

Budget totals means the totals included in the budget for budget authority, outlays, receipts, and the surplus or the deficit. Some presentations in the budget distinguish on-budget totals from off-budget totals. On-budget totals reflect the transactions of all Federal Government entities, except those excluded from the budget totals by law. Off-budget totals reflect the transactions of Government entities that laws exclude from the on-budget totals (those of the Social Security trust funds and the Postal Service). The budget presents combined on- and off-budget totals to derive totals for Federal activity, sometimes called the unified budget totals.

Budgetary resources mean amounts available to incur obligations in a given year. Budgetary resources consistof new budget authority and unobligated balances of budget authority provided in previous years.

Bureau means the principal subordinate organizational units of an agency.

Cash equivalent transaction means a transaction in which the Government makes outlays or receives collections in a form other than cash or in which the outlays or receipts recorded in the budget differ from the cash because the cash does not accurately measure the value of the transaction. (See section 20.8.)

Cancellation means a proposal by the President to reduce budget resources (new budget authority or unobligated balances of budget authority) that is not subject to the requirements of Title X of the Congressional Budget and Impoundment Control Act of 1974. Resources that are proposed by the President for cancellation cannot be withheld from obligation pending Congressional action on the proposal. The term is sometimes used more broadly to refer to any legislative action taken by the

Congress to reduce budgetary resources, including rescissions proposed by the President. Cancellation can either be temporary or permanent. (See section 20.4(i).)

Cancellations as a type of reduction should not be confused with the canceled phase of annual and multi-year authority (see section 20.4(c)) or cancellations of budgetary resources in no-year accounts pursuant to 31 U.S.C. 1555 (See Appendix F, line 6A).

CHIMP is an acronym for a "CHange (either a cost or a savings) In a Mandatory Program" that is proposed or enacted in an appropriations bill. Substantive changes to or restrictions on entitlement law or other mandatory spending law specified in appropriations laws that affect current-year or budget-year budget authority and the resulting outlays are treated as changes in discretionary spending for the purposes of scoring those appropriations laws. Once enacted, these changes are reclassified or "rebased" in the subsequent budget as mandatory spending. Under the Statutory Pay-As-You-Go Act of 2010, the outlay effects of CHIMPs that alter mandatory budget authority in an outyear or tax law in any year are classified as PAYGO (mandatory or revenue) impacts except when their net outlay effect is zero over a six-year period beginning with the current year. CHIMPs are separately identified with a specific budget enforcement subcategory classification known as a "discretionary change in a mandatory program" (see section 81.2). This classification only applies to policy estimates—not baseline estimates.

Collections mean money collected by the Government that the budget records as a governmental receipt, an offsetting collection, or an offsetting receipt (see section 20.7).

Contract authority is a type of budget authority that permits you to incur obligations in advance of an appropriation, offsetting collections, or receipts to make outlays to liquidate the obligations. Typically, Congress provides contract authority in an authorizing statute to allow you to incur obligations in anticipation of the collection of receipts or offsetting collections that will be used to liquidate the obligations. (See section 20.4(b).)

Cost means the price or cash value of the resources used to produce a program, project, or activity. This term is used in many different contexts. When used in connection with Federal credit programs, the term means the estimated long-term cost to the Government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs and any incidental effects on governmental receipts or outlays (see section 185). For specific instructions on estimating costs, refer to the pertinent OMB instructions: for cost principles for educational institutions, see Circular No. A–21; for estimating costs for user charges, see Circular No. A–25; for rental and construction costs of Government quarters, see Circular No. A–45; for allowable costs for audits, see Circular No. A–50; for cost estimates in performing commercial activities, see Circular No. A–76; and for cost principles for State, local and Indian Tribal Governments, see Circular No. A–97. The term also refers to legislation or administrative actions that increase outlays or decrease savings.

Credit program account means a budget account that receives and obligates appropriations to cover the subsidy cost of a direct loan or loan guarantee and disburses the subsidy amount to a financing account. (See section 185.)

Current services estimates—See baseline.

Deficit means the amount by which outlays exceed receipts in a fiscal year. It may refer to the on-budget, off-budget, or unified budget deficit. (See budget totals.)

Deferral means any executive branch action or inaction that temporarily withholds, delays, or effectively precludes the obligation or expenditure of budgetary resources. The President reports deferrals to Congress by special message. They are not identified separately in the budget. (See section 112.)

Deposit fund means an account established to record amounts held temporarily by the Government until ownership is determined (for example, earnest money paid by bidders for mineral leases) or held by the

Government as an agent for others (for example, State and local income taxes withheld from Federal employees' salaries and not yet paid to the State or local government). (See section 20.12.)

Direct loan means a disbursement of funds by the Government to a non-Federal borrower under a contract that requires the repayment of such funds with or without interest. The term also includes certain equivalent transactions that extend credit. (See section 185.) (Compare to loan guarantee.)

Direct spending—See mandatory spending.

Discretionary spending means budgetary resources (except those provided to fund mandatory spending programs) provided in appropriations acts. (See section 20.9.) (Compare to mandatory spending.)

Emergency requirement means an amount that Congress has designated statute as an emergency requirement. Such amounts shall not be included in the estimated budgetary effects of PAYGO legislation under the requirements of the Statutory Pay-As-You-Go Act of 2010, if they are mandatory or receipts, or to congressional limits on discretionary spending under the terms of most recent budget resolutions, if they are discretionary.

Entitlement refers to a program in which the Federal Government is legally obligated to make payments or provide aid to any person who, or State or local government that, meets the legal criteria for eligibility. Entitlements are generally provided by an authorizing statute, and can include loan and grant programs. Examples include benefit payments for Social Security, Medicare, Medicaid, and unemployment insurance, as well as grants to States for CHIP and TANF. Some programs, such as veteran's compensation, Medicaid, SSI, and Child Nutrition are entitlements even though they are funded by appropriations acts, because the authorizing statutes for the programs unconditionally obligate the United States to make payments. These are referred to as mandatory appropriations or appropriated entitlements. (See mandatory spending, section 20.9.)

Expenditure transfer—See transfers.

FACTS II means the Treasury Federal Agencies' Centralized Trial-balance System II. Agency staff uses this system to electronically submit the accounting data that (a) support the SF 133 Report on Budget Execution and Budgetary Resources and (b) are used for much of the initial set of past year data in MAX schedule P. (See sections 82.15 and 130.2)

Federal funds group refers to the moneys collected and spent by the Government through accounts other than those designated as trust funds. Federal funds include general, special, public enterprise, and intragovernmental funds. (See section 20.12.) (Compare to trust funds group.)

Financing account means a non-budgetary account (an account whose transactions are precluded from the budget totals) that records all of the cash flows resulting from post-1991direct loan obligations or loan guarantee commitments. At least one financing account is associated with each credit program account. For programs that make both direct loans and loan guarantees, there are separate financing accounts for the direct loans and the loan guarantees. (See section 185.) (Compare to liquidating account.)

Fiscal year means the Government's accounting period. It begins on October 1 and ends on September 30, and is designated by the calendar year in which it ends.

Forward funding means appropriations of budget authority that become available for obligation in the last quarter of the fiscal year for the financing of ongoing grant programs during the next fiscal year. (See section 20.4(c).)

Full-time equivalent (FTE) employment is the basic measure of the levels of employment used in the budget. It is the total number of hours worked (or to be worked) divided by the number of compensable hours applicable to each fiscal year. (See section 85.)

Functional classification means the array of budget authority, outlays, and other budget data according to the major purpose served—for example, agriculture, national defense, and transportation. (See section 79.3.)

General fund means the accounts for collections not earmarked by law for a specific purpose, the proceeds of general borrowing, and the expenditure of these moneys. It is part of the Federal funds group.

Government sponsored enterprises means private enterprises that were established and sponsored by the Federal Government for public policy purposes. They are not included in the budget totals because they are private companies, and their securities are not backed by the full faith and credit of the Federal Government. However, the budget presents statements of financial condition for certain Government sponsored enterprises such as the Federal National Mortgage Association. (Compare to off-budget.)

Impoundment means any executive action or inaction that temporarily or permanently withholds, delays, or precludes the obligation or expenditure of budgetary resources.

Intragovernmental fund—See revolving fund.

Liquidating account means a budget account that records all cash flows to and from the Government resulting from pre-1992 direct loan obligations and loan guarantee commitments. Unlike financing accounts, these accounts are included in the budget totals. (See section 185.) (Compare to financing account.)

Loan guarantee means any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender. The term does not include the insurance of deposits, shares, or other withdrawable accounts in financial institutions. (See section 185.) (Compare to direct loan.)

Mandatory appropriation—See entitlement authority.

Mandatory spending means spending controlled by laws other than appropriation acts (including spending for entitlement programs) and spending for the food stamp program. Although the Statutory Pay-As-You-Go Act of 2010 uses the term direct spending to mean this, mandatory spending is commonly used instead. (See section 20.9.) (Compare to discretionary spending.)

Means of financing refers to borrowing, the change in cash balances, and certain other transactions that are involved in financing a deficit. The term is also used to refer to the debt repayment, the change in cash balances, and certain other transactions involved in using a surplus. By definition, the means of financing are not treated as receipts or outlays and so are non-budgetary. (See section 20.7(h).)

Nonbudgetary transactions means transactions of the Government that do not belong in the budget because they do not represent net budget authority or outlays, but rather are a means of financing (such as deposit funds, direct loan and loan guarantee financing accounts, and seigniorage). (Compare to off-budget and means of financing.)

Non-expenditure transfer—See transfer.

Obligated balance means the cumulative amount of budget authority that has been obligated but not yet outlayed. As prescribed by 31 U.S.C. 1551, it is the amount of unliquidated obligations in an account less the amounts collectible as repayments to the account. In other words, it is unpaid obligations net of uncollected customer payments from Federal sources. (See section 20.4(g).)

Obligation means a binding agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally. (See section 20.5.)

Obligation limitation means a type of budgetary resource appropriated to accounts in a manner similar to budget authority that limits the amount of budget authority already made available for obligation by another law. The obligation limitation is effectively the amount of new budget authority available for obligation for that period. Obligation limitations are common in Transportation and General Service Administration accounts.

Off-budget refers to transactions of the Federal Government that would be treated as budgetary had Congress not designated them by statute as "off-budget." Currently, transactions of the Social Security trust fund and the Postal Service fund are the only sets of transactions that are so designated. The term is sometimes used more broadly to refer to the transactions of private enterprises that were established and sponsored by the Government, most especially "Government sponsored enterprises" such as the Federal Home Loan Banks. (Compare to on-budget.)

Offsetting collections mean payments to the Government that, by law, are credited directly to expenditure accounts and deducted from gross budget authority and outlays of the expenditure account, rather than added to receipts. Usually, they are authorized to be spent for the purposes of the account without further action by Congress. They result from business-like transactions with the public, including payments from the public in exchange for goods and services, reimbursements for damages, and gifts or donations of money to the Government and from intragovernmental transactions with other Government accounts. The authority to spend offsetting collections is a form of budget authority. (See sections 20.4(b) and 20.7.) (Compare to receipts and offsetting receipts.)

Offsetting receipts mean payments to the Government that are deposited in offsetting receipt accounts and deducted from gross budget authority and outlays, rather than added to receipts. Usually they are deducted at the level of the agency and subfunction, but in some cases they are deducted at the level of the government as a whole. They are not authorized to be credited to expenditure accounts. The legislation that authorizes the offsetting receipts may earmark them for a specific purpose and either appropriate them for expenditure for that purpose or require them to be appropriated in annual appropriations acts before they can be spent. Like offsetting collections, they result from business-like transactions with the public, including payments from the public in exchange for goods and services, reimbursements for damages, and gifts or donations of money to the Government, and from intragovernmental transactions with other Government accounts. (See section 20.7.) (Compare to receipts and offsetting collections.)

On-budget refers to all budgetary transactions other than those designated as off-budget. (Compare to off-budget.)

Outlay means a payment to liquidate an obligation (other than the repayment of debt principal or other disbursements that are "means of financing" transactions). Outlays generally are equal to cash disbursements but also are recorded for cash-equivalent transactions, such as the issuance of debentures to pay insurance claims, and in a few cases are recorded on an accrual basis such as interest on public issues of the public debt.. Outlays are the measure of Government spending. (See section 20.6.)

Outyear estimates mean estimates presented in the budget for the years beyond the budget year of budget authority, outlays, receipts, and other items (such as debt).

Pay-as-you-go (PAYGO) refers to the requirements of the Statutory Pay-As-You-Go Act of 2010 that result in a sequestration if the estimated combined result of new legislation affecting direct spending or revenue increases the on-budget deficit relative to the baseline, as of the end of a congressional session. (See section 20.9.) Information on the Statutory Pay-As-You-Go Act of 2010 is included on OMB's website.

Public enterprise fund—See revolving fund.

Reappropriation means an extension of the availability of unobligated balances of budget authority that have expired or would otherwise expire as a result of legislation enacted subsequent to the law that provided the budget authority. (See section 20.4(h), section 121.10.)

Receipts mean collections that result from the Government's exercise of its sovereign power to tax or otherwise compel payment. They are compared to outlays in calculating a surplus or deficit. (See section 20.7.) (Compare to offsetting collections and offsetting receipts.)

Reduction in budgetary resources means a *rescission* (see section 20.4(i)); *cancellation* (see section 20.4(i)); *across-the-board reduction*; or *sequestration* (see section 20.9).

Refund means the return of excess payments to or by the Government. (See section 20.10.)

Reimbursable obligation means an obligation financed by offsetting collections credited to an expenditure account in payment for goods and services provided by that account. (See section 83.5.)

Rescission means a proposal by the President to reduce budgetary resources (new budget authority or unobligated balances of budget authority) pursuant to the requirements of Title X of the Congressional Budget and Impoundment Control Act of 1974. Resources that are proposed by the President for rescission may be withheld from obligation for 45 calendar days of continuous session of the Congress (excluding an adjournment of more than three days on which either House is not in session) pending congressional action on the proposal. The term is often used more broadly to refer to any legislative action taken by the Congress to reduce budgetary resources, including reductions that were not proposed pursuant to the Impoundment Control Act. Rescissions can either be temporary or permanent. (See section 20.4(i).)

Revolving fund means a fund that conducts continuing cycles of business-like activity, in which the fund charges for the sale of products or services and uses the proceeds to finance its spending, usually without requirement for annual appropriations. There are three types of revolving funds: Public enterprise funds, which conduct business-like operations mainly with the public, intragovernmental revolving funds, which conduct business-like operations mainly within and between Government agencies, and trust revolving funds, which conduct business-like operations mainly with the public. (See section 20.12.)

Scorekeeping means measuring the budget effects of legislation, generally in terms of budget authority, receipts, and outlays, for purposes of measuring adherence to the Budget or to budget targets established by Congress, as through agreement to a Budget Resolution. (See section 20.9.)

Sequestration means the cancellation of budgetary resources. The Statutory Pay-As-You-Go Act of 2010 requires such cancellations if revenue or direct spending legislation is enacted that, in total, increases projected deficits or reduces projected surpluses relative to the baseline. Under the law, selected mandatory programs would be subject to across-the-board cancellations. (See section 20.9.)

Special fund means a Federal fund account for receipts earmarked for specific purposes and the expenditure of these receipts. (See section 20.12.)

Spending authority from offsetting collections is a type of budget authority that permits obligations and outlays to be financed by offsetting collections (see section 20.4(b)). (Compare to offsetting collections.)

Subsidy means the estimated long-term cost to the Government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs and any incidental effects on governmental receipts or outlays. (See section 185.)

Supplemental appropriation means an appropriation enacted subsequent to a regular annual appropriations act, when the need for funds is too urgent to be postponed until the next regular annual appropriations act. (See section 110.2.)

Surplus means the amount by which receipts exceed outlays in a fiscal year. It may refer to the on-budget, off-budget, or unified budget surplus. (See budget totals.)

Third scorecard is sometimes used to refer to the effects of a mandatory or revenue proposal that are not subject to PAYGO (see sections 79.2 and 81.2 for more information on reporting these effects in MAX.) These non-PAYGO effects may include:

- The PAYGO-exempt portions of mandatory or revenue proposals that require authorizing legislation, such as off-budget or emergency legislation;

- The indirect effect of mandatory or revenue proposals, including proposals that require authorizing legislation, which are not subject to PAYGO. Indirect effects include the effects on interest;

- The mandatory or revenue savings or costs that result from discretionary policies, such as the savings associated with an increased level of anti-fraud or enhanced compliance effort achieved by additional administrative or program management funding.

Transfer means to move budgetary resources from one budget account to another. Depending on the circumstances, the budget may record a transfer as an expenditure transfer, which means a transfer that involves an outlay, or as a nonexpenditure transfer, which means a transfer that doesn't involve an outlay. (See section 20.4(j).)

Transfer in the estimates means a proposal to stop funding an activity through one budget account and begin funding it through another account. A transfer in the estimates doesn't involve a transfer of budgetary resources between the accounts. (See section 20.4(k).)

Treasury Appropriation Fund Symbol (TAFS) refers to the separate Treasury accounts for each appropriation title based on the availability of the resources in the account. The TAFS is a combination of Federal account symbol and availability code (e.g., annual, multi-year, or no-year). (See section 20.4(c)).

Trust fund refers to a type of account, designated by law as a trust fund, for receipts or offsetting receipts dedicated to specific purposes and the expenditure of these receipts. Some revolving funds are designated as trust funds, and these are called trust revolving funds. Trust revolving funds have no receipt account and the collections are credited directly to the expenditure account. (See section 20.12.) (Compare to special funds and revolving funds.)

Trust funds group refers to the moneys collected and spent by the Government through trust fund accounts. (See section 20.12.) (Compare to Federal funds group.)

Unexpended balance means the sum of the unobligated and obligated balances.

Unobligated balance means the cumulative amount of budget authority that is not obligated and that remains available for obligation under law. (See section 20.4(f).)

User charges are charges assessed for the provision of Government services and for the sale or use of Government goods or resources. The payers of the user charge must be limited in the authorizing legislation to those receiving special benefits from, or subject to regulation by, the program or activity beyond the benefits received by the general public or broad segments of the public (such as those who pay income taxes or customs duties). User charges are defined and the policy regarding user charges is established in OMB Circular A–25, "User Charges" (July 8, 1993). The term encompasses proceeds from

the sale or use of government goods and services, including the sale of natural resources (such as timber, oil, and minerals) and proceeds from asset sales (such as property, plant, and equipment). (See section 20.7(g).)

Warrant means an official document issued by the Secretary of the Treasury, pursuant to law, that establishes the amount of appropriations approved by Congress that can be obligated and disbursed.

20.4 What do I need to know about budget authority?

(a) *Definition of budget authority*

Budget authority (BA) means the authority provided by law to incur financial obligations that will result in outlays. This definition is the same as the one contained in section 3(2) of the Congressional Budget and Impoundment Control Act of 1974, which Congress uses in the congressional budget process. You violate the law if you enter into contracts, issue purchase orders, hire employees, or otherwise obligate the Government to make a payment before a law has provided budget authority for that purpose (see section 145.1).

(b) *Forms of budget authority*

Most laws provide budget authority in the form of appropriations, but some laws provide budget authority in the form of contract authority, borrowing authority, or spending authority from offsetting collections. The following table summarizes the characteristics of each form of budget authority, and the text following the table discusses them in more depth.

FORMS OF BUDGET AUTHORITY

Form of budget authority	Summary of Characteristics
Appropriation	• Authorizes obligations and outlays using general funds, special funds, or trust funds. • Provided in appropriations acts and other laws. • May authorize the use of cash-equivalent payments. • Not all appropriations provide budget authority.
Contract authority	• Authorizes obligations but not outlays. • Typically provided in authorizing laws with variations in the way obligations are liquidated.
Borrowing authority	• Authorizes obligations with outlays to be financed by borrowing, usually from Treasury. • Typically provided in laws that authorize business-like operations and require the borrowing to be repaid, with interest, out of the business proceeds.
Spending authority from offsetting collections	• Authorizes obligations and outlays using offsetting collections. • Typically provided in authorizing laws.

Form of budget authority	Summary of Characteristics
	• Appropriations acts limit obligations in some cases. • Budget authority may be recorded and obligations incurred against orders from other Federal accounts only if an obligation is recorded by the paying account; obligations normally cannot be incurred against orders from the public without an advance.

(1) ***Appropriations***, as a type of budget authority, permit you to incur obligations and make outlays (payments). (Not all appropriations provide budget authority, as explained below.) Congress enacts appropriations in annual appropriations acts and other laws. An appropriation may make funds available from the general fund, special funds, or trust funds. An appropriations act may also authorize the spending of offsetting collections, which are credited to expenditure accounts (including revolving funds) (see spending authority from offsetting collections below).

A law that authorizes you to incur obligations and liquidate them through cash-equivalent payments (see section 20.8) constitutes an appropriation of budget authority.

Some appropriations do not provide budget authority, because they do not provide authority to incur new obligations. Amounts appropriated to liquidate contract authority, to liquidate deficiencies, or to repay debt provide the cash needed to liquidate obligations already incurred. Because they do not authorize you to incur new obligations, they are not appropriations of budget authority, and you do not record them as such. Although there are many variations in the language providing such appropriations, usually the appropriation heading for such appropriations includes a subheading such as "(Liquidation of Contract Authority)", and the language reads something like, for "payment of obligations...."

For purposes of the Antideficiency Act, the definition of the term "appropriations" is broader. As defined by the Act, it means all new budget authority and balances of budget authority as described here.

(2) ***Contract authority*** permits you to incur obligations in advance of an appropriation, offsetting collections, or receipts that enable you to make outlays to liquidate the obligations. Typically, Congress provides contract authority in an authorizing statute to allow you to incur obligations in anticipation of the collection of receipts or offsetting collections that will be used to liquidate the obligations. When you receive the appropriated receipts or the collections, you replace the contract authority with the appropriation or the spending authority from the offsetting collections to cover the obligations and subsequently liquidate the obligations.

For some programs, the law authorizes you to use offsetting collections to liquidate the obligations incurred against the contract authority without further appropriation action. In a few cases, such as the foreign military sales program, the law that provides the contract authority also appropriates the receipts without further appropriation action. For other programs, such as certain highway and airport and airway programs, Congress as a matter of custom requires you to seek an appropriation of receipts to liquidate the obligations.

In some instances, if the program does not have sufficient collections to liquidate the obligations incurred against contract authority, Congress may enact a general fund appropriation.

(3) ***Borrowing authority*** permits you to incur obligations and authorizes you to borrow funds to liquidate the obligations. Usually, the law authorizing the borrowing specifies that you must borrow from the Treasury, but in a few cases it authorizes borrowing directly from the public. Laws usually authorize borrowing for business-like operations, such as the Tennessee Valley Authority, which generates and sells

electrical power. Such laws require the program to repay the borrowing, with interest, out of business proceeds.

(4) ***Spending authority from offsetting collections***, usually provided in permanent law, permits you to credit offsetting collections to an expenditure account (see section 20.7(d)), to incur obligations, and to make payments using the offsetting collections.

You record spending authority from offsetting collections and the offsetting collections in the program and financing schedule of an account (see section 82.18). In the simplest case, you record gross budget authority equal to the cash collections for the year (lines 1700 and 1800) and record the cash collections as an offset to the budget authority (lines 4030-4034 and 4120-4124). Net budget authority equals zero in such cases. In other cases, you must adjust spending authority from cash collections to yield the amount available as budget authority. We describe these adjustments in section 82.18 (lines 1701-1728 and 1801-1827). We discuss some of these adjustments (offsetting collections credited to expired accounts, changes in uncollected customer payments from Federal sources, and amounts precluded from obligation—in more detail below.

Offsetting collections credited to expired accounts. For ***annual*** and ***multi-year*** accounts that perform reimbursable work, the spending authority from the offsetting collections belongs to the Treasury account that filled the order. (See section 20.12 for the distinction between Treasury accounts (TAFS) and budget accounts.) The availability of the spending authority is generally the same as the Treasury account to which it belongs. If the annual or multi-year Treasury account has expired, then you should NOT record the collection as new spending authority (schedule P lines 1700 and 1800) because it is not available to incur new obligations. It is not new budget authority. However, collections that belong to expired Treasury accounts are available to pay old bills, until the authority is canceled. You record collections in expired accounts as offsetting collections along with the collections in unexpired accounts (schedule P lines 4030-4034 and 4120-4124). You report the portion credited to expired accounts only on schedule P lines 4052 or 4142. For more information on determining the period of availability of budget authority, see section 20.4(c). As discussed in section 20.12), each budget account covers all the Treasury accounts with the same appropriation title. The program and financing schedule covers:

- Unexpired accounts (annual, multi-year and no-year); and
- Expired accounts.

You subtract all offsetting collections (unexpired and expired) from gross outlays to yield net outlays so that the contribution of the budget account to the Federal Government's bottom line (the surplus or deficit) can be determined.

For ***no-year*** accounts, you record gross new budget authority (spending authority from offsetting collections) equal to the collections for the year and record the collections as an offset to the budget authority.

Because offsetting collections and offsetting receipts are deducted from gross budget authority, they are referred to as negative budget authority for some purposes, such as Congressional Budget Act provisions that pertain to budget authority.

Amounts precluded from obligation. A law may preclude you from using some of the offsetting collections to incur obligations. In these cases, the precluded amounts are not counted as budget authority. However, you always deduct the full amount of offsetting collections (cash) from gross budget authority and gross outlays in the year you collect them, even where a law precludes you from obligating all or a portion of the collections in that year. For this reason, an account can have negative net budget authority or outlays. As a general rule, you record obligations first against new offsetting collections. To the extent that the new offsetting collections are not adequate to cover obligations, you record new budget authority from previously unavailable balances of offsetting collections, but you may not exceed the new obligation limitation, if any.

Changes in uncollected customer payments from Federal sources. You need to adjust the spending authority from cash collections if the account is authorized to perform reimbursable work for another Federal account and you incur obligations against receivables from Federal sources and unfilled customer orders from Federal sources without an advance—that is, before receiving the cash. The law allows you to incur such obligations as long as the paying account is a Federal account and an obligation is recorded against resources available to the paying account. For example, a financing account can obligate against a subsidy accounts receivable from the program account before the cash is received from the program account if the program account has recorded an obligation in the form of a subsidy accounts payable to the financing account. (You cannot incur obligations against customer orders received from non-Federal sources without an advance, unless a law specifically allows it.)

In these cases, you must add any net increase in such amounts for the year to the spending authority from cash collections, or subtract any net decrease in such amounts for the year from the spending authority from cash collections, to yield the gross budget authority available to the account from offsetting collections. You also add (or subtract) the same amount to offsetting collections (cash) to yield the amount of the offset applied to gross budget authority when calculating net budget authority (see section 82.18).

When program levels remain relatively stable, the amount of reimbursements from other Federal Government accounts that is earned but not collected should remain relatively stable and any changes in uncollected customer payments from Federal sources should net to zero. Therefore, unless an account is projecting significant increases or decreases in program level, there should be no outyear estimates of changes in uncollected customer payments.

(c) *Period of availability of budget authority*

When a law appropriates budget authority, it sets the period during which you can use it to incur new obligations. We call this the period of availability for new obligations of the budget authority, and the period normally is specified in the law providing the budget authority. The period of availability for incurring new obligations is shorter than the period of availability for making disbursements, which is covered by a general law. Each is described below.

Period of availability for incurring new obligations:

- ***Annual budget authority***. This term refers to budget authority that is available for obligation during only one fiscal year or less. One year is the default period of availability for annual appropriations acts (including an appropriation that provides indefinite authority such as "such sums as may be necessary…"), because a general provision in each of the acts specifies that the amounts provided in the act are available for one year, unless the act expressly provides otherwise. Even if there were not such a provision, the preamble of an appropriations act says that it is for a specific fiscal year. For example, the following language in an appropriation act would provide one-year budget authority: "For expenses of the Office of the Secretary, $1,500,000."

- ***Multi-year budget authority***. The language for a specific appropriation of budget authority in an appropriations act or the authorization of the appropriation may make all or some portion of the amount available for obligation for a specified period of time in excess of one fiscal year. Usually, the period covers two or more whole fiscal years, but it may cover a period that includes part of the second fiscal year. We refer to such budget authority as multi-year budget authority or, specifically, as two-year budget authority, three-year budget authority, etc. For example, if the following language appeared in an appropriations act for 2011, it would provide two-year budget authority: "For research and development, $1,500,000, to remain available until September 30, 2012."

- ***No-year budget authority***. The language for a specific appropriation of budget authority or the authorization of the appropriation may make all or some portion of the amount available until expended. That means you can incur obligations against it indefinitely. We refer to this as no-year budget authority. For example, the following language provides no-year budget authority: "For construction, improvements, repair or replacement of physical facilities, $1,500,000, to remain available until expended." Authorizing laws that make appropriations seldom limit the period of availability, so most budget authority provided in authorizing laws is no-year budget authority.

Usually an appropriations act makes budget authority available beginning on October 1 of the fiscal year for which the appropriation act is passed. However, there are three types of appropriations where that is not the case.

- ***Advance appropriation*** means appropriations of new budget authority that become available one or more fiscal years beyond the fiscal year for which the appropriation act was passed. For example, if the following language appeared in an appropriations act for fiscal year 2011, it would provide an advance appropriation for fiscal year 2012: "For operating expenses, $1,500,000, to become available on October 1, 2011." Under current BEA scoring guidelines, new budget authority for advance appropriations is scored in the fiscal year in which the funds become available for obligation. In this example, you would record the budget authority in fiscal year 2012.

- ***Advance funding*** means appropriations of budget authority provided in an appropriations act to be used, if necessary, to cover obligations incurred late in the fiscal year for benefit payments in excess of the amount specifically appropriated in the act for that year, where the budget authority is charged to the appropriation for the program for the fiscal year following the fiscal year for which the appropriations act is passed. When such budget authority is used, the budget records an increase in the budget authority for the fiscal year in which it is used and a reduction in the budget authority for the following fiscal year. The following language, when added to regular appropriation language, provides advance funding: "...together with such sums as may be necessary to be charged to the subsequent year appropriation for the payment of compensation and other benefits for any period subsequent to August 15 of the current year."

- ***Forward funding*** means appropriations of budget authority that are made available for obligation in the last quarter of the fiscal year for the financing of ongoing grant program during the next fiscal year. The budget records the budget authority in the fiscal year in which it is appropriated. The following language, if it appeared in an appropriation act for 2011, would provide forward funding, which would be recorded in fiscal year 2011: "... of which $2,000,000,000 shall become available on July 1, 2011 and shall remain available through September 30, 2012 for academic year 2011–2012."

Period of availability for making disbursements:

Under a general law, annual budget authority and multi-year budget authority may disburse during the first two phases of the following three phases that make up the life cycle of the budget authority.

- ***Unexpired phase***. During this time period the budget authority is available for incurring "new" obligations. You may make "new" grants or sign "new" contracts during this phase and you may make disbursements to liquidate the obligations. This phase lasts for a set number of years. Annual budget authority lasts for up to one fiscal year. Multi-year authority lasts for longer periods, currently from over one fiscal year up to 15 fiscal years, and no-year authority lasts indefinitely.

- ***Expired phase***. During this time period, the budget authority is no longer available for new obligations but is still available for disbursement. This phase lasts five years after the last unexpired year unless the expiration period has been lengthened by legislation. Specifically, you may not incur new obligations against expired budget authority, but you may liquidate existing obligations by making disbursements.

  However, you may use the expired budget authority to make certain adjustments to obligations that were incurred before the budget authority expired. For example, you could make an upward adjustment in previously recorded obligations for transportation charges, under an agreement to pay actual transportation charges, if they turned out to be greater than originally estimated. Unless there is an exception in law, you may use expired authority to make adjustments to obligations or disbursements only during a period of five years after the last unexpired year. The expired period can be lengthened by legislation. If you have a program with a legitimate need to disburse funds for more than five years after the authority expires for obligation—for example, to make disbursements over many years under direct loan contracts, to pay termination costs under a contract, or to make payments under a lease—and your OMB representative approves, you may propose special language to disburse over a period longer than five years (see section 95.8). You may disburse during the longer period only if the special language is enacted in law.

- ***Canceled phase***. After the last expired year, the account is closed, and the balances are canceled. The authority to disburse is canceled and is no longer available for any purpose. Any offsetting collections credited to the account at the time the account is canceled or subsequently must be transferred to miscellaneous receipts in the Treasury. Any old bills with valid obligations that show up after the account is closed must be obligated against and disbursed from budget authority that is available for the same general purpose but still in the unexpired phase. For example, an old bill from obligations incurred against an FY 2005 annual salaries and expense (S&E) account that arrives after the authority is canceled must be obligated and disbursed against the corresponding FY 2011 annual S&E account.

No-year authority usually stays in the unexpired phase until fully obligated and disbursed. When the purposes for which the authority was made available have been achieved, the account may be closed and the authority canceled.

(d) *Determining the amount of budget authority*

If a law provides budget authority in a specific amount, we refer to it as definite budget authority. We consider the budget authority definite even if the language reads "not to exceed" a specified amount. You record the specified amount as budget authority. For example, this language would provide definite budget authority of $100 million: "For salaries and expenses, not to exceed $100,000,000."

If a law doesn't specify an amount of budget authority, but, instead, specifies a variable factor that determines the amount, we refer to the budget authority as indefinite. If the law provides "such sums as may be necessary" to cover the obligations resulting from an entitlement (such as unemployment insurance), record budget authority in the past year equal to the amount obligated and in other years equal to your estimate of obligations. If a law authorizes you to obligate all of the receipts from a specified source, record budget authority equal to the amount of receipts you collected in the past year and equal to amounts you estimate you will collect in other years.

If a law appropriates a specific amount to be derived from receipts, it limits the amount of budget authority actually provided to the lower of the actual receipts or the amount specified. For example, if the language read, "... and, in addition, $75,000,000 of the amounts collected under section 101 of the Authorization Act of 2005," you could obligate only the amount actually collected, up to $75,000,000. Similarly, if a law appropriates an amount to be derived from a special or trust fund, it limits the amount of budget authority actually provided to the lower of the amount of the balances in the fund or the specified amount. For example, language that reads, "For necessary expenses, $1,500,000, to be derived

from the Land Restoration Trust Fund," allows you to obligate only the amount actually in the fund and no more than $1,500,000. If a law authorizes you to obligate all of the receipts credited to a fund, record budget authority equal to the amount of receipts collected by the fund in the past year and equal to the amounts you estimate you will collect in other years.

Some laws that provide borrowing authority limit the amount of debt that may be outstanding at any one time. This may limit your ability to incur obligations indirectly, because you must consider your ability to borrow the cash needed to liquidate the obligations that will become due, but it doesn't determine the level of obligations directly. In such cases, treat the budget authority as indefinite and record the amount that you obligated in the past year or estimate you will obligate in other years. Balances of indefinite borrowing authority may not be carried forward in excess of amounts needed to cover obligations. Under the BEA scorekeeping guidelines, OMB will score legislation that imposes or changes a limit of this type only to the extent that we estimate that it will alter the amount of obligations that will be incurred (see Appendix A, scorekeeping guideline no. 16).

Most budget authority provided in appropriations acts is definite, and most budget authority provided in other laws is indefinite.

Congress may enact laws that preclude agencies from using all of their potential budget authority. For example, in some cases Congress enacts limitations on obligations or program levels in appropriations acts that limit the authority to use offsetting collections or receipts provided in authorizing legislation. In other cases, the authorizing law may itself limit the amount of obligations you may incur, such as through a benefit formula that determines the amount of benefits that may be obligated.

For special and trust funds with indefinite budget authority whose obligations are constrained by an obligation limitation or benefit formula, the collections in excess of such limitations or benefit formulas are not counted as budget authority. Similarly, offsetting collections that are precluded from obligation are not counted as budget authority. In these cases, you reduce the spending authority by the precluded amount. The precluded amounts are considered to be unavailable and are not included in the account's unobligated balances. You record new budget authority in the year the amounts become available for obligation under the law.

(e) *Discretionary or mandatory and current or permanent budget authority*

The Budget Enforcement Act of 1990 (BEA) requires us to classify budget authority (and outlays) as either discretionary spending or mandatory spending, and applies a different set of rules to each type of spending. We explain this further in section 20.9.

Sometimes, budget authority is characterized as current or permanent. Current authority requires congressional appropriations action on the request for new budget authority for the year involved. Permanent authority becomes available pursuant to standing provisions of law without further appropriations action by Congress after transmittal of the budget for the year involved. Generally, budget authority is current if an annual appropriations act provided it and permanent if authorizing legislation provides it. By and large, the current/permanent distinction has been replaced by the discretionary/mandatory distinction, which is similar but not identical.

(f) *Unobligated balance*

An unobligated balance consists of the cumulative amounts of budget authority that are not obligated and that remain available for obligation under law.

In budget execution, the unobligated balance of budget authority at the end of the year consists of (a) unexpired amounts, which are available for new obligations, and (b) expired amounts, which are only available to cover upward adjustments to prior year obligations.

In budget formulation, the unobligated balances brought forward are reported net of the balances of expired amounts. Unobligated balances carried forward must meet all of the following conditions:

- They are balances of budget authority that have never been obligated or that have been obligated and deobligated;
- They are balances of budget authority that do not expire at the end of the fiscal year;
- They do not include any amounts for (1) indefinite appropriations, except available special and trust fund receipts; (2) indefinite borrowing authority; or (3) indefinite contract authority; and
- You can quantify the amount by subtracting the obligations to date from the amount of budget authority provided (new budget authority and unobligated balances carried forward at the start of the year from the previous fiscal year). That is, the law providing the budget authority must have specified a definite amount or an indefinite amount based on the appropriation of collections from a specified source. You can not quantify "such sums as may be necessary."

You shouldn't count unavailable special and trust fund receipts or unavailable offsetting collections as budget authority and, therefore, you shouldn't have any unobligated balances as a result of them. Unavailable receipts are included in the special and trust fund receipts schedule (see section 86.4); unavailable offsetting collections are presented as a memorandum entry in the program and financing schedule (see section 82.18).

In budget schedules, such as the program and financing schedule, the unobligated balance carried forward at the end of a year is equal to the unobligated balance at the start of the next year.

The unobligated balances you report for the start and end of the past year must be consistent with the amounts reported in FACTS II see sections 82.11 and 82.12).

(g) *Obligated balance*

The term obligated balance is a term of art that is defined in law as a "net" concept. It is not the unpaid obligations. The obligated balances are calculated as follows:

- Take the unpaid obligations (which is the sum of the accounts payable and the undelivered orders) and
- Subtract the uncollected customer payments from Federal sources (i.e. accounts receivable and the unpaid, unfilled orders from Federal sources).

(h) *Reappropriation*

A reappropriation is an extension of the availability of unobligated balances of budget authority that have expired or would otherwise expire as a result of legislation enacted subsequent to the law that provided the budget authority. The term does not apply to extensions of the availability of unobligated balances of budget authority that result from standing provisions of law, enacted before the budget authority was provided, or from provisions of law included in the same law that appropriated the funds. An example of an extension included in the same law that appropriated the funds is section 511 of the Treasury and General Government Appropriations Act, 2003, which allows agencies to extend the period of availability (expired to unexpired) of unobligated balances of appropriations (annual or multi-year) provided in the same act. The Act states:

> "... not to exceed 50 percent of unobligated balances remaining available at the end of fiscal year 2002 from appropriations made available for salaries and expenses for fiscal year 2002 in this Act, shall remain available through September 30, 2003, ..."

Reappropriations of expired balances that are newly available for obligation in the current or budget year will be recorded as new budget authority (reappropriations) in the year they are newly available, in the full amount of the potential extension. Likewise, reappropriations of amounts that would expire before the legislation takes affect (e.g., a reappropriation of funds that would expire at the end of FY 2011 included in an FY 2012 appropriations act enacted in August, 2011) would be treated as new budget authority (reappropriations). An example of this type of extension is found in section 137 (Division F) of the Consolidated Appropriations Act, 2003, which states:

> "….the funds provided in Labor, Health and Human Services, Education and Related Agencies Appropriations Act of 2002, Public Law 107–116, for the National Museum of African American History and Culture Plan for Action Presidential Commission shall remain available until expended."

In this example the FY 2002 appropriated funds were annual and therefore would have expired at the end of September 30, 2002. The language in the FY 2003 appropriation reappropriated the expired funds to unexpired no-year funds.

Reappropriations of unexpired balances or reappropriations of expired balances that cannot take effect until a fiscal year beyond the budget year will be reported as balance transfers in the year they are newly available for obligation.

Similar to reappropriations of unexpired balances, extensions in availability resulting from standing provisions of law or from provisions of law included in the same law that appropriated the funds will be shown as balance transfers. See section 121.10 for a complete discussion on reporting for all types of extensions in availability.

(i) *Rescissions and cancellations*

Rescissions and cancellations are reductions in law of budgetary resources. Reductions are recorded as negative budget authority in the year the reduction takes effect, regardless of whether the action reduces new budget authority or unobligated balances. If a law that precludes the obligation of budgetary resources in one year and authorizes their obligation in a subsequent year, you record negative budget authority in year of the reduction and new budget authority in the subsequent year.

Proposed cancellations and all enacted reductions should be included in the regular budget schedules under transmittal code 0 (see section 79.2). Proposed rescissions, which are subject to the requirements of Title 10 of the Congressional Budget and Impoundment Control Act, require separate schedules under transmittal code 5 (see section 112).

Congress can enact reductions in many ways. For example, the language can specify a dollar or percentage reduction and can pertain to a specific account or multiple accounts. Rescissions and cancellations can impact all types of budget authority and can be *permanent* or *temporary* subject to the underlying availability of the funds and to the specific statutory authority for the reduction.

Rescissions and cancellations of general fund appropriations are considered to be *permanent* reductions unless the legislation clearly indicates that the reduction is temporary. Permanent reductions of general fund appropriations revert to the General Fund of the U.S. Treasury. Reductions of contract authority and borrowing authority are also usually permanent.

Rescissions and cancellations of amounts appropriated from special and trust fund receipts, as well as spending authority from offsetting collections, are usually *temporary* reductions. The reduction amounts are reported as balances of unappropriated receipts (see section 86.4) or as unavailable offsetting collections (see section 82.18). If the reduced amount is permanently appropriated, it becomes available in the following year, but if it is subject to appropriations, it is not available again until further appropriations action has occurred. An exception is when the legislation makes clear that the amounts are

permanently canceled or rescinded, in which case the amounts are returned to the General Fund of the U.S. Treasury.

Rescissions and cancellations of amounts that have been designated as emergency requirements are not counted as PAYGO offsets for the purposes of the Statutory Pay-As-You-Go Act of 2010. In addition, rescissions and cancellations of amounts that have been designated as emergency requirements or as appropriations for overseas deployments and other activities (typically referred to by the Administration as appropriations for overseas contingency operations) pursuant to a concurrent resolution on the budget are not counted as discretionary offsets for appropriations of non-emergency funds.

(j) *Transfer*

(1) ***Definition***. Transfer means to reduce budgetary resources (budget authority and unobligated balances) in one account and increase them in another, by the same amount.

(2) ***Authority***. You can't make a transfer unless a law authorizes it. The law may specify a particular transfer or provide general transfer authority within specified limits.

(3) ***Expenditure transfer or nonexpenditure transfer***. A transfer is recorded as either an expenditure transfer, which involves an outlay, or a nonexpenditure transfer, which does not involve an outlay. Which you record usually depends on the purpose of the transfer, as explained in the following table, except that nonexpenditure transfers are limited to transactions in which both accounts are within the same fund group (i.e., trust-to-trust or Federal-to-Federal). See also exhibit 20.

If the transfer...	Record as...
(1) purchases goods or services that benefit the transferring account for example, Economy Act transactions or purchases from revolving funds (including working capital funds), such as, a rental payment to GSA's Federal Buildings Fund…	An expenditure transfer.
(2) shifts budgetary resources between Federal funds (general, special, and revolving fund accounts) and trust funds (trust fund and trust revolving fund accounts), regardless of the purpose...	An expenditure transfer.
(3) reduces budgetary resources available for the activities of the transferring account and increases them for the activities of the receiving account (for example, a transfer of unobligated balances from the construction account to the salaries and expense account to fund pay raises) other than between Federal and trust funds...	A non-expenditure transfer.
(4) corresponds to a transfer of an activity from one account to another such as in a reorganization)...	A non-expenditure transfer.

(4) ***Recording transfers in the budget***:

- ***Expenditure transfers***. Record an expenditure transfer as an obligation (against new budget authority or unobligated balances) and an outlay in the transferring account and as an offsetting collection or offsetting receipt in the receiving account (see section 20.7). If the receiving account is a general fund appropriation account or a revolving fund account (including a trust revolving fund), credit the amount as an offsetting collection to the appropriation or revolving fund account. If the receiving account is a special fund or trust fund account, you would normally credit the amount as an offsetting receipt to a receipt account of the fund.

- ***Nonexpenditure transfers***. Do not record an obligation or an outlay or an offsetting collection or offsetting receipt. Record nonexpenditure transfers as a decrease either in budget authority or unobligated balances in the transferring account and as an increase either in budgetary authority or

unobligated balances in the gaining account. Whether you record the reduction and increase as a change in budget authority or unobligated balances, depends on the circumstances, as described in the following table.

If you transfer...	And the transfer...	Record...
Unobligated balances	Results from a transfer specified in law that changes the purpose for which the funds will be used, other than general transfer authority provided in a standing provision of law enacted before the budget authority was provided.	A decrease in budget authority in the transferring account and an increase in budget authority in the gaining account.
Unobligated balances	• Results from general transfer authority provided in a standing provision of law enacted before the budget authority was provided, or • Corresponds to a transfer of an activity such that the purpose does not change (e.g. reorganizations authorized by law)	A decrease in unobligated balances in the transferring account and an increase in unobligated balances in the gaining account.
Budget authority in the year it becomes available	Is for any purpose	A decrease in budget authority in the transferring account and an increase in budget authority in the gaining account.

(k) *Transfer in the estimates*

A transfer in the estimates means the budget proposes to stop funding an activity under one budget account and start funding the activity under another budget account, beginning in the budget year. This does not involve a transfer of budgetary resources like that discussed in subsection (j). You simply stop showing budget authority in the one account and start showing it in the other. A transfer in the estimates usually reflects a proposal to do one of the following in the budget year:

- Transfer the funding of an activity from one account to another.
- Consolidate funding for related activities from two or more accounts into a single account.
- Disaggregate the funding for an activity from one account between two or more accounts.

See section 82.15 for guidance on presenting these amounts in the program and financing schedules for the transferring and receiving accounts.

(l) ***Allocation.***

Allocation means a delegation, authorized in law, by one agency of its authority to obligate budget authority and outlay funds to another agency. When an agency makes such a delegation, the Treasury Department establishes a subsidiary account called a "transfer appropriation account", and the receiving agency may obligate up to the amount included in the account. The budget doesn't show the transfer appropriation account separately. The budget schedules for the parent account include the obligations by the other agency against the subsidiary account without separate identification, except in the object class schedule (see section 83.15). Allocations are appropriate where the receiving agency is acting as the agent for the allocating agency.

20.5 When should I record obligations and in what amounts?

(a) *The general rule*

Obligation means a legally binding agreement that will result in outlays, immediately or in the future. When you place an order, sign a contract, award a grant, purchase a service, or take other actions that require the Government to make payments to the public or from one Government account to another, you incur an obligation. It is a violation of the Antideficiency Act (31 U.S.C. 1341(a)) to involve the Federal Government in a contract or obligation for payment of money before an appropriation is made, unless authorized by law. This means you can not incur obligations in a vacuum; you incur an obligation against budget authority in a Treasury account that belongs to your agency. It is a violation of the Antideficiency Act to incur an obligation in an amount greater than the amount available in the Treasury account that is available. This means that the account must have budget authority sufficient to cover the total of such obligations at the time the obligation is incurred. In addition, the obligation you incur must conform to other applicable provisions of law, and you must be able to support the amounts reported by the documentary evidence required by 31 U.S.C. 1501. Moreover, you are required to maintain certifications and records showing that the amounts have been obligated (31 USC 1108). The following subsections provide additional guidance on when to record obligations for the different types of goods and services or the amount.

(b) *Personnel compensation and benefits*

For personnel compensation and benefits the issue is usually the "timing" of the obligation and not the "amount" of the obligation. The amount is prescribed by laws that cover the civil service and the uniformed service and determined by well-established personnel procedures. As for the timing of the obligation, the amounts generally are recorded as obligations as the amounts are earned during the reporting pay period, with the following exceptions:

Type of obligations...	At the time ...	Because...
Severance pay	It is paid on a pay period by pay period basis	Severance pay is not earned with regular salaries and wages.
Authorized reimbursable expenses estimated to be paid to employees for real estate, temporary subsistence, and other expenses incident to relocation at the request of the Government	The individual travel orders are approved	The travel is a bona fide need at the time the order is approved.

Type of obligations...	At the time ...	Because...
Cash awards that do not become part of the employee's basic rate of pay Allowances for uniforms and quarters Subsidies for commuting costs	When payable to the employee	This is the time the amount is definite.
Unemployment compensation payments to the Department of Labor for former Federal employees	When the agency receives the bills rendered by Labor	Underlying law.
Annual leave	When it becomes due and payable as terminal leave or taken in lieu of a lump sum payment	Normally, annual leave is unfunded.
Funded annual leave	When you transfer a person from a revolving fund to another revolving fund, you obligate the employee's share of funded annual leave and you pay it to the fund to which the employee is transferred	The revolving fund to which the employee is transferred will pay the employee's salary and wages when the employee takes the annual leave or will pay the lump sum terminal leave for any annual leave not taken.
	When you transfer a person from a revolving fund to a non-revolving fund, you obligate the employee's portion of the funded annual leave and pay miscellaneous receipts in the general fund of the Treasury	The appropriation from the general fund in the Treasury will pay the employee's salaries and wages when the employee takes the annual leave or will pay the lump sum terminal leave for any annual leave not taken.

(c) *Contractual services and supplies*

Services and supplies that are purchased by contract are recorded as obligations at the time there is a binding agreement, which is usually when the contract is signed. As a general rule, the amount of the obligation is the maximum liability to the Federal Government. The maximum liability to the Government is normally limited by the terms of the contract (e.g., cancellation clauses).

The following provides the nuances of contracts with certain characteristics.

Contracts with...	Amount obligated is…	At the time ...
A maximum price	The maximum price	The contract is signed.

Contracts with...	Amount obligated is…	At the time ...
	Amount of downward adjustments (i.e. deobligation), if any	There is documentary evidence that the price is reduced.
Letters of intent and letter contracts	Normally, no amount is obligated	The letter is signed.
However, if the letters constitute binding agreements under which the contractor is authorized to proceed	The maximum amount indicated in the letter that the contractor is authorized to incur to cover expenses prior to the execution of a definitive contract	
Contracts for variable quantities	Normally, no amount is obligated	The contract is signed.
The contracts are usually followed by "purchase orders" that do obligate the Government	The amount of actual orders	The order is issued.
Orders where a law "requires" that you to place orders with another Federal Government account	The amount of the order	The order is issued.
Voluntary orders with other Federal Government accounts:	The amount of the order	The order is issued.
If the order is for common-use standard stock item the supplier has on hand or on order at published prices		That you issue the order to the supplier.
If the order is for stock items other than the above		You receive a formal notification that the items are on hand or on order.
If the order involves execution of a specific contract		The supplying agency notifies you that it has entered into the contract.

(d) *Intragovernmental services and supplies*

Obligations are incurred for services when they are rendered. For example, obligations for GSA rental payments are incurred in the year in which the premises are occupied, whether or not a bill has been rendered. Obligations are incurred for supplies when the order is placed.

(e) *Land and structures*

Contracts for lands and structures generally follow the same rules as for contracts specified above with the following exceptions.

In the case of condemnation proceedings, the amount obligated is the estimated amount for the price of the land, adjusted to the amount of the payment to be held in escrow where there is a declaration of a taking. It is obligated at the time when you ask the Attorney General to start condemnation proceedings.

In the case of lease purchases and capital leases covered by the scorekeeping rules developed under the Budget Enforcement Act, see the requirements in Appendix B.

(f) *Grants and fixed charges*

Discretionary grants will be obligated after the amounts are determined administratively and recorded at the time the grant award is signed. The grant award is normally the documentary evidence that the grant has been awarded. Letters of credit are issued after the grant awards are made and generally are not obligating documents.

For grants and fixed charges with formulas in law that automatically fix the amount of the charges, record the amount determined by the formula or, if there is an appropriation, then record the amount appropriated, whichever is smaller. The obligation is reported at the time the grantee is awarded the grant and is liquidated when the payment is made to the grantee. To the extent that a grant awarded in a previous year is no longer valid, you will record a recovery of prior year obligations.

The exceptions follow:

Grants or fixed charges..	**Amount obligated is…**	**At the time ...**
In lieu of taxes	The amount appropriated	The taxes are due.
Interest	The amount owed	The interest is payable.
Dividends	The amount declared	The dividend is declared.

(g) *Federal credit programs*

Obligations in Federal credit programs generally follow the same rules as for "personnel compensation and benefits" and "contracts" specified above with the following exceptions.

The amount is…	**Amount obligated is…**	**At the time ...**
Subsidy in direct loan program account	The portion of the subsidy cost for the direct loan contract that you are signing	You sign the direct loan contract. That is, when you enter into a binding agreement to make a direct loan when specified conditions are fulfilled by the borrower.
Subsidy in guaranteed loan program account	The portion of the subsidy cost for the binding agreement to make a loan guarantee	You make the loan guarantee commitment. That is, when you enter into a binding agreement to make a loan guarantee when special conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement.

20.6 What do I need to know about outlays?

Outlay means a payment to liquidate an obligation (other than the repayment to the Treasury of debt principal). Outlays are a measure of Government spending. As required by law, the budget presents some outlays as "on-budget" and some as "off-budget." Total outlays for the Federal Government include both on-budget and off-budget outlays. Government-wide outlay totals are stated net of refunds, offsetting collections, and offsetting receipts. Function, subfunction, and agency outlay totals are stated net of related refunds, offsetting collections, and offsetting receipts for most budget presentations. (Offsetting receipts from a few sources do not offset any specific function, subfunction, or agency but only offset Government-wide outlay totals.) Outlay totals for accounts with offsetting collections are stated both gross and net of the offsetting collections credited to the account. However, the outlay totals for special and trust funds with offsetting receipts are not stated net of the offsetting receipts.

The Government usually makes payments in the form of cash (currency, checks, or electronic fund transfers), and you record outlays equal to the disbursement at the time of the disbursement. Normally the amount of cash disbursed appropriately measures the value of the transaction. In other cases, however, the cash disbursed does not accurately measure the value of the transactions. In these cases, we require you to record the cash-equivalent value of the transactions (see section 20.8).

Not every disbursement is an outlay because not every disbursement liquidates an obligation. You don't record outlays for the following:

- Repayment of debt principal because we treat borrowing and the repayment of debt principal as a means of financing.

- Disbursements to the public by Federal credit programs for direct loan obligations and loan guarantee commitments made in fiscal year 1992 or later (and those made prior to that year if they have been modified) because we treat the cash flows to and from the Government for credit programs as a means of financing. We record outlays equal to the subsidy cost of direct loans and loan guarantees when the underlying direct or guaranteed loans are disbursed. Disbursements from liquidating accounts for direct loan obligations and loan guarantee commitments made prior to fiscal year 1992 are treated as outlays (see section 185).

- Disbursements from deposit funds because these funds are on deposit with the Government but are not owned by the Government and are therefore excluded from the budget (see section 20.7).

- Refunds of receipts that result from overpayments because they are recorded as decreases in receipts, rather than as increases in outlays (see section 20.10).

The timing for recording outlays for interest payments varies. Treasury records outlays for the interest on the public issues of Treasury debt securities as the interest accrues, not when it pays the cash. However, most Treasury debt securities held by Government accounts are in the Government account series. Treasury normally records the interest payments on these securities when it pays the cash, and you normally record an offsetting collection or receipt on a cash basis. Four trust funds in the Department of Defense: the Military retirement trust fund; the Education benefits trust fund; the Defense cooperation fund; and the Medicare-eligible health care fund routinely have relatively large differences between purchase price and par. For these funds, we've instructed the Department to record the holdings of debt at par but record the differences between purchase price and par as adjustments to the assets of the funds that are amortized over the life of the security. The Department records interest as the amortization occurs. We discuss the budget treatment of investment transactions in section 113.

Outlays during a fiscal year may liquidate obligations incurred in the same year or in prior years. Obligations, in turn, may be incurred against budget authority provided in the same year or against unobligated balances of budget authority provided in prior years. Outlays, therefore, flow in part from budget authority provided for the year in which the money is spent and in part from budget authority

provided in prior years. The ratio of the outlays resulting from budget authority enacted in any year to the amount of that budget authority is referred to as the spendout rate for that year.

Outlays for the past year must agree with amounts reported in the Treasury Combined Statement, unless OMB approves an exception.

20.7 What do I need to know about governmental receipts, offsetting collections, and offsetting receipts?

(a) *Overview*

The money collected by the Federal Government and its accounts that is counted as income in the budget is classified as either governmental receipts (also known as receipts or revenues) or as offsets to budget authority and outlays. We sometimes use the generic term *collections* when referring to all of this money. Collections result from the following transactions:

- Sovereign power—payments from the public that result primarily from the Government's exercise of its sovereign power to tax or otherwise compel payment.

- Business-like transactions with the public, including payments from the public in exchange for goods and services; reimbursements for damages; and gifts or donations of money to the Government.

- Intragovernmental transactions—payments from other Federal Government accounts.

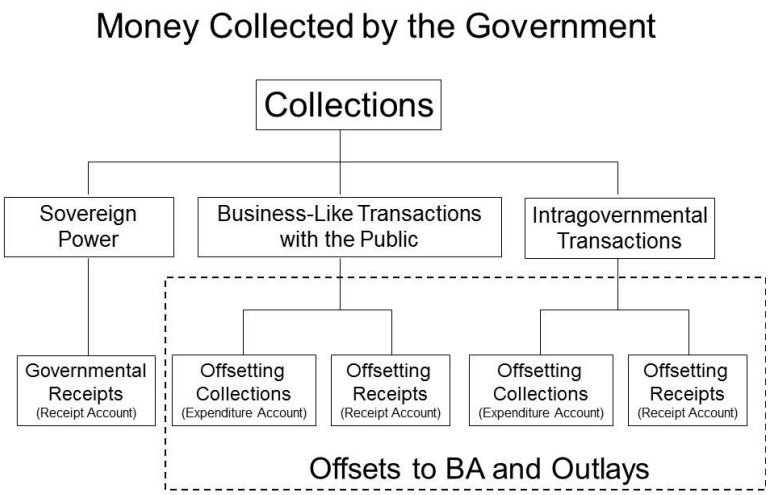
The universe of money collected also includes the proceeds of borrowing and the other means of financing which are not treated as collections in the budget. Means of financing are discussed in section 20.7 (h).

The Federal Government normally receives payments in the form of cash and normally records amounts equal to the amount of cash received at the time of collection. Usually the amount of cash collected appropriately measures the value of the transaction. In some cases, the cash collected does not accurately measure the value of the transaction. In these cases, you record the cash equivalent value of the transactions (see section 20.8).

As recommended by the 1967 President's Commission on Budget Concepts, the budget records money collected by Government agencies in one of two ways—depending on the nature of the activity generating the collection and the law that established the collection:

Governmental receipts, which are compared in total to outlays (net of offsetting collections and offsetting receipts) to calculate the surplus or deficit; or

Offsets to budget authority and outlays (classified as either offsetting collections or offsetting receipts), which are deducted from gross budget authority and outlays to produce net budget authority and outlay figures.

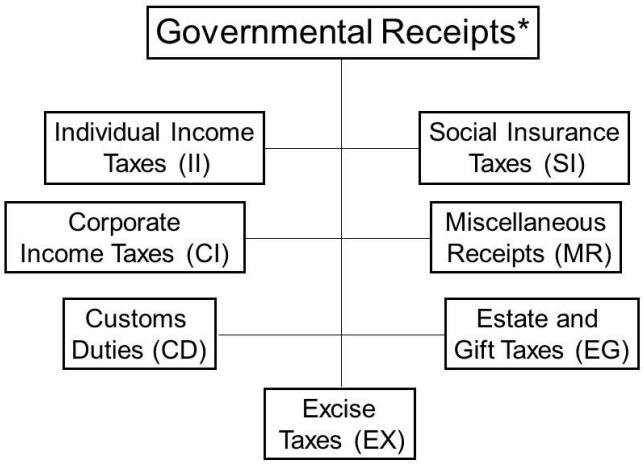


(b) *Governmental receipts*

Governmental receipts are collections that result from the Government's exercise of its sovereign power to tax or otherwise compel payment. Sometimes they are called receipts, Federal receipts, or revenues. They consist mostly of individual and corporation income taxes and social insurance taxes, but also include excise taxes, compulsory user changes, regulatory fees, custom duties, court fines, certain license fees, and deposits of earning by the Federal Reserve System. Governmental receipts are deposited in receipt accounts. See section 20.7(f) for more detail on receipt accounts.

The types of governmental receipts are summarized in the diagram below. Total governmental receipts for the Federal Government include both on-budget and off-budget receipts.

For more information on collections, see chapters 15 and 16, "Federal Receipts" in the *Analytical Perspectives* volume of the Budget.



* Sometimes called "receipts" or "Federal receipts."

(c) *General information about offsets to budget authority and outlays*

Offsetting collections and offsetting receipts are recorded as offsets to spending, not as additions to the receipt side of the budget. They are recorded as offsets to spending so that the budget totals represent governmental rather than market activity and to prevent double counting from intragovernmental transactions. This ensures that the Budget totals measure the transactions of the Government with the public. They are recorded in the budget in one of two ways, based on interpretation of laws and longstanding budget concepts and practice. They are offsetting collections when the collections are authorized to be credited to expenditure accounts. Otherwise, they are deposited in receipt accounts and called offsetting receipts. See section 20.7(f) for more detail on receipt and expenditure accounts.

Offsetting collections and offsetting receipts are classified according to the type and source of the money collected and how it is treated in the budget. Offsetting collections and offsetting receipts result from one of the following types of transactions:

Business-like transactions with the public—these include voluntary collections from the public in exchange for goods or services; reimbursements for damages (e.g. recoveries by the Hazardous Substance Superfund); and gifts of money to the Government. The budget records these amounts as offsetting collections from non-Federal resources for offsetting collections or as proprietary receipts for offsetting receipts. The amounts are deducted from gross budget authority and gross outlays, rather than added to receipts. This produces budget totals for receipts, budget authority, and outlays that represent governmental rather than market activity.

Intragovernmental transactions—collections from other Federal Government accounts. The budget records collections by one Government account from another as offsetting collections from Federal sources for offsetting collections or as intragovernmental receipts for offsetting receipts. Intragovernmental offsetting receipts can be further divided into two categories:

- Interfund receipts, which involve transactions between Federal and trust fund accounts; and
- Intrafund receipts, which involve transactions between the same types of fund groups (i.e., from Federal fund to Federal fund or from trust fund to trust fund.

The amounts are deducted from gross budget authority and gross outlays so that the budget totals measure the transactions of the Government with the public.

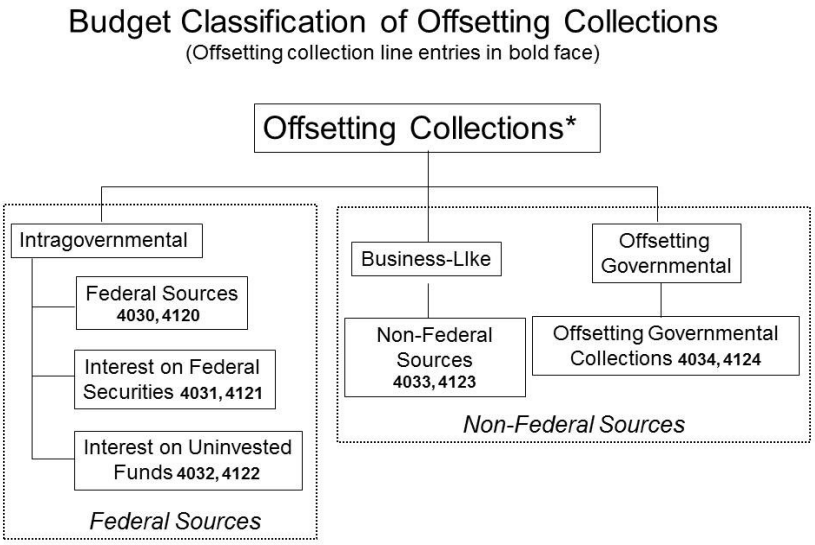
Offsetting governmental transactions—collections from the public that are governmental in nature (e.g., tax receipts, regulatory fees, compulsory user charges) but required by law to be misclassified as offsetting. The budget records amounts from non-Federal sources that are governmental in nature as offsetting governmental collections for offsetting collections or as offsetting governmental receipts for offsetting receipts.

(d) *Offsetting collections*

Some laws authorize agencies to credit collections directly to the account from which they will be spent. Most revolving funds operate with such authority. Offsetting collections credited to expenditure accounts automatically offset outlays and budget authority at the expenditure account level. Where accounts have offsetting collections, the budget shows the budget authority and outlays of the account both gross (before deducting offsetting collections) and net (after deducting offsetting collections). Totals for the agency, subfunction, and budget are net of offsetting collections.

Line codes are used to identify the source of the collections in OMB's budget database. See section 82.18 for the offsetting collection line entries and the definitions. The offsets are used to arrive at net budget authority and outlays for the account and are presented in the program and financing (schedule P) in the *Appendix* to the President's Budget.

The following chart summarizes the types of offsetting collections and the associated line codes reported in MAX:



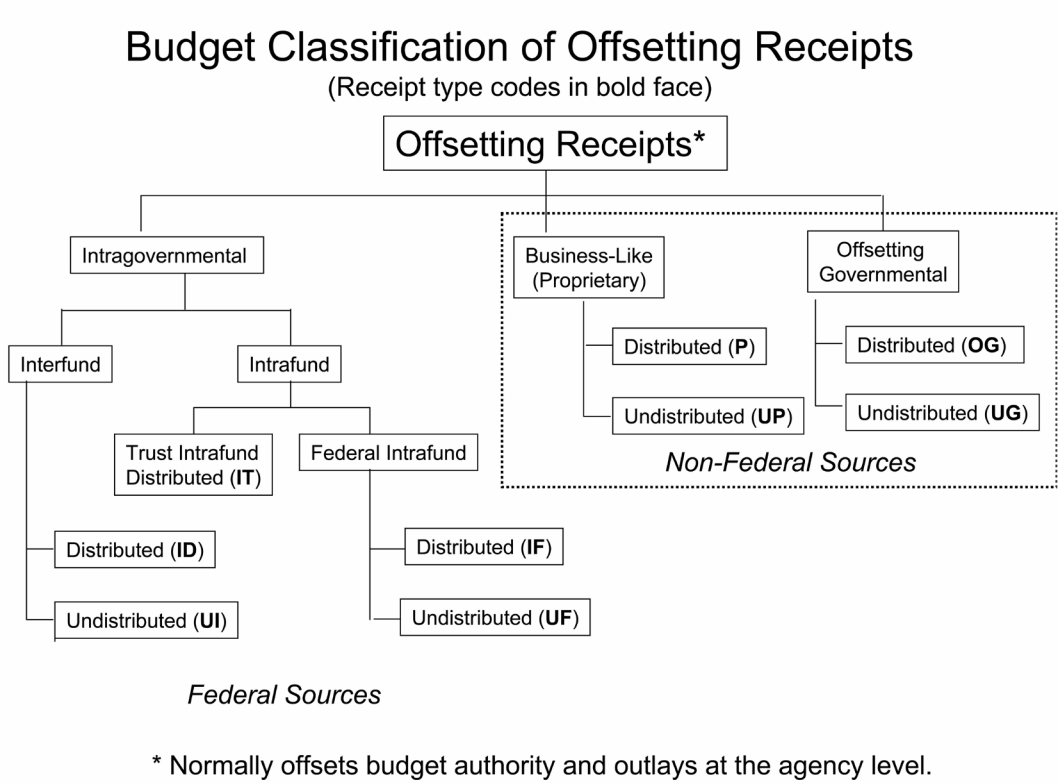
*Normally offsets budget authority and outlays at the expenditure account level.

(e) *Offsetting receipts*

Collections that are offset against gross outlays and budget authority but are not authorized to be credited to expenditure accounts are credited to receipt accounts and are called offsetting receipts. They are deducted from budget authority and outlays in arriving at total budget authority and outlays. However, unlike offsetting collections that are credited to expenditure accounts, offsetting receipts do not offset budget authority and outlays at the account level. Most offsetting receipts deposited in receipt accounts are offset at the agency and subfunction levels. We call these distributed offsetting receipts. A few offsetting receipts are offset at government-wide totals. We call these undistributed offsetting receipts. For more information on the magnitude of undistributed offsetting receipts see Table 4, Undistributed Offsetting Receipts, in the Object Class Analysis report that accompanies the President's annual budget.

Within OMB's budget database, offsetting receipts are coded to identify the types of offsetting receipt (e.g., governmental, proprietary, intragovernmental) and to identify how they are treated (e.g., offset at the agency and function level). Each offsetting receipt type also has a number of unique and associated source category codes that enable MAX to produce tables needed for the Budget. These are assigned by OMB when the account is established (see exhibit 79B).

The following chart summarizes the receipt types, with associated receipt type codes in parentheses, for the various types of offsetting receipts.



* Normally offsets budget authority and outlays at the agency level.

(f) *Receipt accounts and expenditure accounts*

The placement of collections in receipt accounts or expenditure accounts is based on the interpretation of laws and long-standing budget concepts and practice.

Receipt accounts.—A general law requires that, except as provided by another law, an official or agent of the Government who receives money for the Federal Government from any source shall deposit the money in the Treasury as soon as practicable. This law (31 USC 3302) is generally referred to as the "Miscellaneous Receipts Act." The Department of the Treasury, in consultation with OMB, interprets this law as requiring all collections to be deposited in general fund receipt accounts, which as a group comprise part of "the general fund."

Some laws earmark collections from a certain source for a specific purpose. Depending on the legal requirements, Treasury deposits these collections in special fund receipt accounts, trust fund receipt accounts, or credits the collections directly to expenditure accounts, including revolving fund accounts. The legislation also specifies whether the earmarked receipts are (i) available for obligation and outlay without further appropriations action by Congress (i.e., available), or (ii) not available for obligation or outlay until Congress makes the amounts available in annual appropriations or other acts (i.e., unavailable). However, in some cases, receipts are considered to be unavailable because a benefit formula or limitation precludes their use. These amounts of receipts may become available subsequently without appropriations action. See section 20.4(b) for more information about amounts precluded from obligation.

When the collections in the receipt accounts are available for obligation and outlay, the amounts are appropriated to general fund, special fund, trust fund, or other expenditure accounts, as discussed below.

Expenditure accounts.—Some laws override the requirement to first deposit collections in receipt accounts. These collections are credited directly to expenditure accounts, where the collections are generally available for obligation and outlay without further action by Congress. These collections are

called offsetting collections. Most revolving funds operate under such authority. These include public enterprise, intragovernmental, and trust revolving funds. In addition, the Economy Act allows Federal agencies or bureaus within agencies to do work for each other. When one account reimburses another account for this work, the Act authorizes the collections to be credited directly to the expenditure account that provided the goods and services.

(g) *User charges*

User charge means a fee, charge, or assessment the Government levies on a class of the public directly benefiting from, or subject to regulation by, a Government program or activity. We record user charges as governmental receipts, offsetting collections, or offsetting receipts using the criteria described above. The authorizing law must limit the payers of the charges to those benefiting from, or subject to regulation by, the program or activity.

User charges include:

- Collections from non-Federal sources for goods and services provided (for example, the proceeds from the sale of goods by defense commissaries, electricity by power marketing administrations, stamps by the Postal Service; fees charged to enter national parks; and premiums charged for flood and health insurance);
- Voluntary payments to social insurance programs, such as Medicare Part B insurance premiums;
- Miscellaneous customs fees (for example, United States Customs Service merchandise processing fees);
- Proceeds from asset sales (property, plant, and equipment);
- Proceeds from the sale of natural resources (such as timber, oil, and minerals);
- Outer Continental Shelf receipts;
- Spectrum auction proceeds;
- Many fees for permits, and regulatory and judicial services;
- Specific taxes and duties on an exception basis; and
- Credit program fees deposited into the credit program account and recorded in the budget on a current basis.

User charges do not include:

- Collections from other Federal accounts;
- Collections associated with credit programs, except for credit program fees deposited into credit program accounts and recorded in the budget on a current basis;
- Realizations upon loans and investments;
- Interest, dividends, and other earnings;
- Payments to social insurance programs required by law;

- Excise taxes;
- Customs duties;
- Fines, penalties, and forfeitures;
- Cost-sharing contributions; and
- Federal Reserve System deposits of earnings.

(h) *Means of financing*

These are monies received or paid by the Government that are not counted in the budget totals as either collections (governmental receipts, offsetting collections, or offsetting receipts) or outgo (outlays). Borrowing and the repayment of debt are the primary means of financing. Others are listed below. These monies finance outlays when there is a deficit—that is, when outlays (net of offsetting collections and offsetting receipts) exceed receipts. When there is a surplus—that is, when receipts exceed outlays (net of offsetting collections and offsetting receipts)—the means of financing may be used, together with the surplus, to retire debt.

Most of the individual means of financing represent changes in assets or liabilities and therefore can either be a source of financing for the Government or require financing themselves. For example, if the disbursements from credit financing accounts exceed their collections, which is normal, the difference must be financed by receipts or the other means of financing; if the disbursements are less than the collections, the difference may be used to reduce borrowing or to provide any financing required by the other means of financing. The means of financing other than borrowing and repayment of debt include:

- Net financing disbursements by direct loan and guaranteed loan financing accounts;
- Seigniorage (the profit from coining money) and profits on the sale of gold (a monetary asset);
- Certain exchanges of cash, such as deposits by the U.S. in the International Monetary Fund;
- Changes in Treasury's operating cash balance, uninvested deposit fund balances, and checks outstanding; and
- Treasury debt buyback premiums and discounts (see section 113).

For more information on the means of financing, see the section on Budget Deficit or Surplus and Means of Financing in Chapter 12, "Budget Concepts"of the *Analytical Perspectives* volume of the President's Budget.

20.8 What do I need to know about cash-equivalent transactions?

Normally the amount of cash disbursed or collected is the appropriate measure of the value of the transaction, and you record outlays or collections equal to the cash that changes hands. In other cases, however, the cash disbursed or collected doesn't accurately measure the value of the transactions. In these cases, you should record the cash-equivalent value of the transactions in the budget. The following are some examples of cash-equivalent transactions:

- *Federal employee salaries*. You record an outlay for the full amount of an employee's salary, even though the cash disbursement is net of Federal and state income taxes, retirement contributions, life and health insurance premiums, and other deductions. We record collections for the deductions that are payments to the Government.

- *Debt instruments*. When the Government receives or makes payments in the form of debt instruments (such as bonds, debentures, monetary credits, or notes) in lieu of cash, we record collections or outlays in the budget on a cash-equivalent basis. The Government can borrow from the public to raise cash and then outlay the cash proceeds to liquidate an obligation, or, if authorized in law, it may liquidate the obligation by issuing securities in lieu of the cash. The latter method combines two transactions into one—borrowing and an outlay. Combining these transactions into one does not change the nature of the transactions. Since the two methods of payment are equivalent, we require you to record the same amount of outlays for both cases. Similarly, when the Government accepts securities in lieu of cash from the public in payment of an obligation owed to the Government, we record offsetting receipts or collections. In one program, for example, a Government agency may choose whether to pay default claims against it in cash or by issuing debentures in lieu of cash; the agency records the same amount of outlays in either case. In turn, a recipient of these debentures may choose to pay the fees that it owes to the Government either in cash or by returning debentures of equivalent value that it holds. The agency records the same amount of offsetting receipts or collections in either case.

- *Lease-purchases*. We require you to record an outlay for the acquisition of physical assets through certain types of lease-purchase arrangements as though the transaction was an outright purchase or direct Federal construction. Lease-purchase transactions in which the Government assumes substantial risk are equivalent to the Government raising cash by borrowing from the public and purchasing the asset directly by disbursing the cash proceeds. You must report outlays over the period that the contractor constructs, manufactures, or purchases the asset that will be leased to the Government, not when the Government disburses cash to the developer for lease payments. Because the Government pays no cash up front to the nominal owner of the asset, the transaction creates a Government debt. In such cases, we treat the subsequent cash lease payments as the equivalent of interest outlays on that debt and principal repayments. (See Appendix B).

The scorekeeping effect of cash-equivalent transactions applies to budget authority, as well as to outlays and collections. You record the authority to incur obligations that will be liquidated through cash-equivalent payments as budget authority.

The use of cash-equivalents often results in an increase or decrease in Federal debt. In the previous example of the Government using debentures to pay claims, we record the issuance of a debenture as an increase in debt, and we record the Government's acceptance of a debenture for payment of fees as a decrease in debt. We also record an increase in debt as the means of financing the cash-equivalent outlays of lease-purchase arrangements in which the Government assumes substantial risk.

20.9 What do I need to know about discretionary spending, mandatory spending, and PAYGO?

(a) *Overview*

The Budget Enforcement Act (BEA), first enacted in 1990 and extended in 1993 and 1997, significantly amended the Balanced Budget and Emergency Deficit Control Act (BBEDCA) and other laws pertaining to the budget process. The enforcement provisions of the BEA expired in October of 2002. However, the Statutory Pay-As-You-Go Act of 2010, which was enacted on February 12, 2010, amended BBEDCA and reestablished a statutory procedure to enforce a rule of budget neutrality on new revenue and mandatory spending legislation.

This section describes some of the key requirements of the BEA and the Statutory Pay-As-You-Go Act of 2010.

The BEA divided spending into two types—discretionary and direct or mandatory:

1. Discretionary spending means the budget authority controlled by annual appropriations acts and the outlays that result from that budget authority. For example, the budget authority and outlays for the salaries and other operating expenses of Government agencies are usually controlled by annual appropriations acts and, therefore, are usually discretionary. Where obligation limitations set in appropriations acts limit permanent budget authority, except trust fund accounts in the Department of Transportation, we define the budget authority for the account as discretionary in an amount equal to the limit. For the Transportation trust funds, the budget authority remains mandatory, although the funds' outlays are discretionary. Discretionary spending is not subject to the Statutory Pay-As-You-Go Act of 2010 or its enforcement mechanism of sequestration (automatic across-the board cuts).

2. Mandatory spending means budget authority and outlays controlled by permanent laws. For example, permanent laws authorize payments for Medicare and Medicaid, unemployment insurance benefits, and farm price supports, so the budget authority and outlays for these programs are mandatory. In addition, budget authority provided in annual appropriations acts for certain programs is treated as mandatory because the authorizing legislation entitles beneficiaries to receive payment or otherwise obligates the Government to make payment. Congress controls the size of the Government's obligation by changing the authorizing legislation, not by funding provided in subsequent appropriations. Also, the BEA specifically defines funding for the Supplemental Nutrition Assistance Program as mandatory spending, even though annual appropriations acts provide funding for the program, and the authorizing legislation doesn't create an entitlement. Mandatory spending is the term commonly used for this kind of spending, although the BEA calls it "direct spending."

The Joint Explanatory Statement of the Committee of Conference for the Balanced Budget Act of 1997 classified all accounts under the Appropriations Committee's jurisdiction at the time as discretionary or mandatory. The "scorekeepers" (House and Senate Budget Committees, CBO, and OMB) consult on the classification of new accounts and may reclassify an existing account. While mandatory and discretionary classifications were used for measuring compliance with the BEA, they do not determine whether a program provides legal entitlement to a payment or benefit or the availability of funding. You should address questions about BEA classifications and legal entitlements to your OMB representative.

The combined impact of mandatory spending and revenues trigger the enforcement mechanism in the Statutory Pay-As-You-Go Act of 2010. The Explanatory Statement referred to in the previous paragraph provided scorekeeping guidelines that the scorekeepers used in interpreting the rules. Appendix A contains the most recent guidelines. OMB, the budget committees, and CBO continue to apply these scorekeeping principles in measuring the effects of legislation. The scorekeeping guidelines have not been revised to reflect the impact of the Statutory Pay-As-You-Go Act of 2010 Act, especially as it relates to rule 3.

(b) *Discretionary spending caps*

The BEA defined categories of discretionary spending and specified dollar limits known as "caps" on the amount of funding, spending, or both. In some but not all years, discretionary programs were further subdivided among categories, and the categories varied from year to year. If the amount of budget authority or outlays provided in appropriations acts for a given year exceeded the cap for that category, the BEA required a procedure, called sequestration, for reducing the spending in the category. The statutory discretionary spending limits established under the BEA expired in 2002. However, the allocations to the Appropriations Committees of discretionary amounts assumed in annual budget resolutions function as discretionary caps, which the Congressional Budget Act enforces by providing for points of order in the House of Representatives and the Senate.

Changes in current-year and budget-year budget authority for mandatory programs made in appropriations acts are treated as changes in discretionary spending for the purposes of scoring those appropriations laws. However, in the subsequent budget, these changes are reclassified or "rebased" as mandatory spending. (See the discussion of CHIMPs in section 20.3.)

(c) *Pay-as-you-go (PAYGO) requirements*

The Statutory Pay-As-You-Go Act of 2010, which has no sunset date, requires that the cumulative effect of all new legislation changing governmental receipts or mandatory spending or collections must not increase projected on-budget deficits. PAYGO requires that bills reducing revenues must be fully offset by cuts in mandatory programs or by revenue increases. It also requires that any bills increasing mandatory expenditures must be fully offset by revenue increases or cuts in mandatory programs. This requirement is enforced by the threat of automatic across-the-board cuts in selected mandatory programs in the event that legislation taken as a whole does not meet the PAYGO standard established by the law. The law establishes special scorecards and scorekeeping rules.

The budgetary effects of revenue and direct spending provisions, including both costs and savings, are recorded by OMB on two PAYGO scorecards covering rolling five-year and 10-year periods. As a general rule, the budgetary effects of PAYGO measures are determined by statements inserted into *Congressional Record* by the chairmen of the House and Senate Budget Committees. These statements reflect the estimates of the Budget Committees, which are usually informed by cost estimates prepared by the Congressional Budget Office. If this procedure is not followed, then the budgetary effects of the legislation are determined by OMB.

The PAYGO rules apply to the outlays resulting from changes in outyear budget authority for mandatory programs made in appropriations acts and to all revenue changes made in appropriations acts. Provisions with zero net outlay effects over the sum of the current year and the next five fiscal years are not considered PAYGO. The PAYGO rules do not apply to increases in mandatory spending or decreases in receipts that result automatically under existing law. For example, mandatory spending for benefit programs, such as unemployment insurance, rises when the population of eligible beneficiaries rises, and many benefit payments are automatically increased for inflation under existing laws. Also, if the Congress designates a provision of mandatory spending or receipts legislation as an emergency requirement, the effect of the provision is not scored as PAYGO.

Additional information on the Statutory Pay-As-You-Go Act of 2010 can be found on OMB's website.

20.10 What do I need to know about refunds?

Refunds are the repayments of excess payments. The amounts are directly related to previous obligations incurred and outlays made against the appropriation. Refunds received are deposited to the credit of the appropriation or fund account charged with the original obligations as explained in the following table:

The following table explains how to record refunds received:

If you...	And the appropriation against which the obligation was incurred...	You...
(1) receive a refund of funds that were obligated and outlayed in that year	remains available (usually the case)	reduce the total amount of obligations and outlays recorded for the year in the budget schedules.
(2) receive a refund of funds that were obligated and outlayed in a previous year	remains available for new obligations	record the refund as an offsetting collection, increasing spending authority from offsetting collections.
(3) receive a refund of funds that were obligated and outlayed in a previous year	has expired but is not yet canceled	record the refund as offsetting collections (cash) credited to expired accounts (i.e., as offsetting

If you...	And the appropriation against which the obligation was incurred...	You...
		collections on lines 4030-4034 or 4120-4124 and as offsetting collections credited to expired accounts on line 4052 or 4142 of the P&F schedule). These offsetting collections are not reported as new budget authority; they are offset against gross outlays but not against gross budget authority.
(4) receive a refund of funds that were obligated in a previous year	has been canceled	deposit the refund in miscellaneous receipts of the Treasury.

Record refunds paid as follows:

- Record refunds paid by an expenditure account as an obligation and an outlay of the account.
- Record refunds of receipts that result from overpayments (such as income taxes withheld in excess of a taxpayer's income tax liability) as reductions of receipts, rather than as outlays. This does not include payments to a taxpayer for credits (such as an earned income tax credit) that exceed the taxpayer's income tax liability. Record these as outlays, not as refunds.

20.11 What do I need to know about advances?

Advances are amounts of money prepaid to a Federal Government account for the later receipt of goods, services, or other assets, or as matching funds.

When an advance is required, the budgetary resource provided by the order is equal to the cash accompanying the order. The advance, per se, is not available for obligation. If both the order and the advance were available for obligation, budgetary resources would be double-counted.

Deposit advances with orders in the appropriate appropriation/fund or receipt account.

Deposit advances without orders as follows:

If the advance is from...	Deposit the advance in...
A non-Federal source	Deposit fund account (6500)
A Federal source	An intragovernmental clearing account (F3885)

When a reimbursable agreement with another Federal account is accompanied by a cash advance, you may disburse to pay obligations associated with that advance. However, if you are authorized to incur obligations against customer orders from other Federal accounts without an advance, the order establishes obligational authority only and you may not disburse the account into a negative position (see section 145.2 on Antideficiency Act violations).

If you return a cash advance or other offsetting collection received in a prior fiscal year, you must record an obligation and an outlay in the current fiscal year.

20.12 What do I need to know about accounts and fund types?

(a) *Accounts*

The term account may refer to a receipt or expenditure account. Governmental receipts and offsetting receipts are deposited into receipt accounts (see section 20.7). Receipt accounts are not available for incurring obligations or making outlays. Expenditure accounts are provided with budget authority (e.g., appropriations or offsetting collections) and are used to incur obligations and make outlays. Receipt and expenditure accounts are further classified into fund types (e.g., general funds and special funds). Fund types are discussed in subsections 20.12(b) through 20.12(f) below.

The term account may also refer to Treasury accounts and budget accounts. When Congress provides budget authority for a particular purpose or under a particular title, it also provides a specific period of time for which the budget authority is available for obligation. This time period of availability (POA) may be annual, multi-year, or no-year.

Treasury establishes expenditure accounts based on the POA of the resources in the account. That is, Treasury establishes separate accounts with separate Treasury appropriation fund symbols (TAFS) for each POA, i.e., annual, multi-year, or no-year amount. For budget execution, which is governed largely by the Antideficiency Act, you must report data for each of the TAFS expenditure accounts established by Treasury (see section 130).

A budget account generally covers an organized set of activities, programs, or services directed toward a common purpose or goal. For budget formulation, the appropriations and other budget authority provided to TAFS accounts with the same appropriation title for the years covered by the budget are combined and presented as a single account under a single title, e.g., "Salaries and expenses." As an illustration, the FY 2011 column of the program and financing schedule for a "Salaries and expenses" account in the Appendix would include, as appropriate, outlays made in FY 2011 from the unexpired FY 2011 appropriation, the FY 2009–2011 multi-year appropriation, the no-year appropriation, and the five expired annual appropriations (FY 2006 through FY 2010).

For receipt accounts, the budget and Treasury accounts are usually the same.

For information on account identification codes, see section 79.2.

(b) *Overview of fund types*

Agency activities are financed through general funds, special funds, and revolving funds (public enterprise revolving funds, intragovernmental revolving funds, credit financing accounts), which constitute the Federal funds group, and trust funds and trust revolving funds, which constitute the trust funds group. General, special, and trust fund collections and disbursements may be held temporarily in clearing accounts pending clearance to the applicable account. Agencies account for amounts that are not Government funds in deposit funds. The following table summarizes the characteristics of these funds. The text following the table discusses the types of funds in more depth.

CHARACTERISTICS OF FUND TYPES AND THEIR ACCOUNTS

Fund Type/Account Treasury Account Symbol	What is the purpose of the account?	Are receipt accounts and expenditure accounts linked?	Are these funds included in the budget?
Federal funds:			
General fund receipt accounts (0000–3899)	Record unearmarked receipts.	No.	Yes.
General fund expenditure accounts (0000–3899)	Record budget authority, obligations, and outlays of general fund receipts and borrowing. Record offsetting collections authorized by law, such as the Economy Act, and associated budget authority, obligations, and outlays.	No, general fund appropriations draw from general fund receipts collectively.	Yes.
Special fund receipt accounts (5000–5999)	Record receipts earmarked by law for a specific purpose (other than business-like activity).	Yes.	Yes.
Special fund expenditure accounts (5000–5999)	Record budget authority, obligations, and outlays of special fund receipts. Record offsetting collections authorized by law, such as the Economy Act, and associated budget authority, obligations, and outlays	Yes.	Yes.
Public enterprise revolving funds (4000–4499)	Record offsetting collections earmarked by law for a specific purpose and associated budget authority, obligations, and outlays for a business-like activity conducted primarily with the public.	Not applicable. Collections are credited to the expenditure account.	Yes.[1]
Intragovernmental revolving funds (including working capital funds) (4500–4999)	Record offsetting collections earmarked by law for a specific purpose and associated budget authority, obligations, and outlays for a business-like activity conducted primarily within the Government.	Not applicable. Collections credited to the expenditure account.	Yes.

Fund Type/Account **Treasury Account Symbol**	**What is the purpose of the account?**	**Are receipt accounts and expenditure accounts linked?**	**Are these funds included in the budget?**
Trust funds:			
Trust fund receipt accounts (8000–8399 and 8500–8999)	Record receipts earmarked by law for a specific purpose (other than a business-like activity).	Yes.	Yes.[1]
Trust fund expenditure accounts (8000–8399 and 8500–8999)	Record budget authority, obligations, and outlays of trust fund receipts. Record offsetting collections authorized by law, such as the Economy Act, and associated budget authority, obligations, and outlays.	Yes.	Yes.[1]
Trust revolving funds (8400–8499)	Record offsetting collections earmarked by law for a specific purpose and associated budget authority, obligations, and outlays for a business-like activity conducted primarily with the public.	Not applicable. Collections credited to the expenditure account.	Yes.
Other: (non-budgetary)			
Clearing accounts (F3800–F3885)	Temporarily hold general, special, or trust fund Federal Government collections or disbursements pending clearance to the applicable receipt or expenditure accounts. (Amounts in clearing accounts should not be used to make outlays or payments.)	Not applicable. Deposits and disbursements are recorded in the same account.	Yes, once they are posted to either a receipt or expenditure account.
Deposit funds (6000–6999)	Record deposits and disbursements of monies not owned by the Government or not donated to the Government (amounts donated to the Government are deposited in a special or trust fund account).	Not applicable. Deposits and disbursements are recorded in the same account.	No.

[1] By law, the budget authority and the outlays (net of offsetting collections) of the Postal Service Fund (a revolving fund), and the receipts, budget authority, and outlays of the two social security trust funds (the Old-Age and Survivors Insurance Trust Fund and the Disability Insurance Trust Fund) are excluded from the on-budget

totals. The budget documents present these amounts as "off-budget" and adds them to the budget totals to show totals for the Federal Government (sometimes called unified budget totals).

(c) *Federal funds*

Federal funds comprise several types of accounts or funds. A general fund receipt account records receipts not earmarked by law for a specific purpose, such as individual income tax receipts. A general fund expenditure account records appropriations from the general fund and the associated transactions, such as obligations and outlays. General fund appropriations draw from general fund receipts collectively and, therefore, are not specifically linked to receipt accounts.

The Federal funds group also includes special funds and revolving funds, both of which earmark collections for spending on specific purposes. We establish a special fund where the law requires us to earmark collections from a specified source to finance a particular program, and the law neither authorizes the fund to conduct a cycle of business-type operations (making it a revolving fund) nor designates it as a trust fund. For example, a law established the Land and water conservation fund, earmarking a portion of rents and royalties from Outer Continental Shelf lands and other receipts to be used for land acquisition, conservation, and recreation programs. The receipts earmarked to a fund are recorded in one or more special fund receipt accounts. More than one receipt account may be necessary to distinguish different types of receipts (governmental, proprietary, etc.) and receipts from significantly different types of transactions (registration fees vs. fines and penalties, for example). The fund's appropriations and associated transactions are recorded in a special fund expenditure account. Most funds have only one expenditure account, even if they have multiple receipt accounts. However, a large fund, especially one with appropriations to more than one agency (such as the Land and water conservation fund), may have more than one expenditure account. The majority of special fund collections are derived from the Government's power to impose taxes, fines, and other compulsory payments, and they must be appropriated before they can be obligated and spent.

Revolving funds conduct continuing cycles of business-like activity. They charge for the sale of products or services and use the proceeds to finance their spending. Instead of recording the collections in receipt accounts (as offsetting receipts), the budget records the collections and the outlays of revolving funds in the same account. The laws that establish revolving funds authorize the collections to be obligated and outlayed for the purposes of the fund without further appropriation. The law of supply and demand is expected to regulate such funds. However, in some cases, Congress enacts obligation limitations on the funds in appropriations acts as a way of controlling their expenditures (for example, a limitation on administrative expenses). There are two types of revolving funds in the Federal funds group. Public enterprise funds, such as the Postal Service Fund, conduct business-like operations mainly with the public. Intragovernmental funds, such as the Federal Buildings Fund, conduct business-like operations mainly within and between Government agencies.

(d) *Trust funds*

Trust funds account for the receipt and expenditure of monies by the Government for carrying out specific purposes and programs in accordance with the terms of a statute that designates the fund as a trust fund (such as the Highway Trust Fund) or for carrying out the stipulations of a trust agreement where the Nation is the beneficiary (such as any of several trust funds for gifts and donations for specific purposes). Like special funds and revolving funds, trust funds earmark collections for spending on specific purposes. Many of the larger trust funds finance social insurance payments for individuals, such as Social Security, Medicare, and unemployment compensation. Other major trust funds finance military and Federal civilian employees' retirement, highway and mass transit construction, and airport and airway development.

A trust fund normally consists of one or more receipt accounts to record receipts and an expenditure account to record the appropriation of the receipts and associated transactions. Some trust funds have multiple receipt accounts for the same reasons that special funds have them. Also, like special funds,

large trust funds (such as the Highway Trust Fund) may have multiple expenditure accounts. A few trust funds, such as the Veterans Special Life Insurance fund and the Employees Life Insurance Fund, are established by law as revolving funds. These funds operate the same way as revolving funds in the Federal funds group, and we call them trust revolving funds. They conduct a cycle of business-type operations. The collections are credited to the expenditure account as offsetting collections and their outlays are displayed net of collections in a single expenditure account.

The Federal budget meaning of the term "trust", as applied to trust fund accounts, differs significantly from its private sector usage. In the private sector, the beneficiary of a trust usually owns the trust's assets, which are managed by a trustee who must follow the stipulations of the trust. In contrast, the Federal Government owns the assets of most Federal trust funds, and it can raise or lower future trust fund collections and payments, or change the purposes for which the collections are used, by changing existing laws. There is no substantive difference between these trust funds and special funds or between trust revolving funds and public enterprise revolving funds. Whether a particular fund is designated in law as a trust fund is, in many cases, arbitrary. For example, the National Service Life Insurance Fund is a trust fund, but the Servicemen's Group Life Insurance Fund is a Federal fund, even though both are financed by earmarked fees paid by veterans and both provide life insurance payments to veterans' beneficiaries. There are a few Federal trust funds that are managed pursuant to a trust agreement. These are identified in the budget as "gift funds". In addition, the Government does act as a true trustee on behalf of some entities outside of the Government where it makes no decisions about the amount of these deposits or how they are spent. For example, it maintains accounts on behalf of individual Federal employees in the Thrift Savings Fund, investing them as directed by the individual employee. The Government accounts for such funds in deposit funds (see the section after next).

(e) *Clearing accounts*

You use clearing accounts to temporarily account for transactions that you know belong to the Government while you wait for information that will allow you to match the transaction to a specific receipt or expenditure account. For example:

- To temporarily credit unclassified transactions from the public when there is a reasonable presumption that the amounts belong to a Federal Government account other than miscellaneous receipts in the Treasury.

- To temporarily credit unclassified transactions between Federal agencies, including Intragovernmental Payment and Collection (IPAC) transactions.

You should not use clearing accounts to mask an overobligation or overexpenditure of an expenditure account.

(f) *Deposit funds*

You use deposit funds to account for monies that do not belong to the Government. This includes monies held temporarily by the Government until ownership is determined (such as earnest money paid by bidders for mineral leases) or held by the Government as an agent for others (such as State and local income taxes withheld from Federal employees' salaries and not yet paid to the State or local government). We exclude deposit fund transactions, as such, from the budget totals because the funds are not owned by the Government. Therefore, the budget records transactions between deposit funds and budgetary accounts as transactions with the public. For example, when the mineral leasing process has been completed, the winning bidder's earnest money is transferred from the deposit fund to the appropriate receipt account and the budget records a receipt. Similarly, outlays are recorded in an agency's salaries and expense account when a Federal employee is paid, even though some of the amount is transferred to a deposit fund for State and local income taxes withheld and paid later to the State and local government. Deposits and associated disbursements are recorded in the same account.

20.13 What do I need to know about reimbursable work?

Agencies can perform reimbursable work for the public or other Federal agencies. The types of laws that allow you to use advances or reimbursements in return for providing others with goods and services are:

- Laws that establish revolving funds, including franchise funds and working capital funds;
- Provisions in appropriations or substantive laws that allow agencies to use the amounts they collect; and
- The Economy Act (31.U.S.C. 1535).

Generally speaking, laws that authorize an agency to enter into a "reimbursable agreement" with non-Federal transaction partners only provide authority to deposit collections into the agency's account, rather than the Miscellaneous Receipts Account (31 U.S.C. 3302). One such example is the Intergovernmental Cooperation Act of 1969 (31 U.S.C. 6501). Authority to enter into a "reimbursable agreement" is not sufficient to allow you to record a budgetary resource against account receivable absent additional express statutory authority to do so.

(a) *Revolving funds*

You may use a revolving fund when a law establishes the revolving funds and authorizes you to credit payments to the revolving fund that performs the work. Revolving funds operate on a reimbursable basis when working capital (undisbursed cash) is available. Otherwise, advance payments must accompany orders. You may *not* disburse revolving funds into a negative cash position in anticipation of Federal or non-Federal reimbursements because of the Antideficiency Act.

(b) *Payments from non-Federal entities*

If the law authorizes an expenditure account to perform work for the public and to credit collections from non-Federal entities as spending authority, you may cover obligations incurred by the account by:

- Advances collected up to the amount of accompanying orders (see section 20.11 for treatment of advances); and
- Working capital that is available for this purpose.

(c) *Economy Act*

The Act authorizes the head of an agency or major organizational unit within an agency to place an order with a major organizational unit within the same agency or another Federal agency for goods or services provided that:

- The ordering agency has enough money to pay for the order;
- The head of the ordering agency or unit decides the order is in the best interest of the United States Government;
- The agency or unit to fill the order is able to provide or get by contract the ordered goods or services;
- The head of the ordering agency decides that the ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise; and

- Transactions authorized by the Economy Act are limited by the statutory requirement that the amount obligated by the ordering appropriation is required to be deobligated to the extent that the agency or unit filling the order has not incurred obligations before the end of the period of availability of the ordering appropriation.

Under the Economy Act, payment (via expenditure transfer) may be made in advance or reimbursements may be made. Advances and reimbursements from other Federal Government appropriations are available for obligation—but not disbursement until received—when the ordering appropriation records a valid obligation to cover the order. The Act states that the providing (servicing) agency shall charge the ordering (requesting) agency "on the basis of the actual cost of goods or services provided" as agreed to by the agencies. Specific questions about Economy Act requirements should be directed to the agency's Chief Financial Officer and/or Office of General Counsel.

Transfers[1] of Budgetary Resources Among Federal Government Accounts

TYPE OF TRANSACTION	NATURE OF TRANSACTION	TREASURY ACCOUNTING TREATMENT	BUDGET TREATMENT
I. NONEXPENDITURE TRANSFERS			
A. TRANSFER OF AUTHORITY TO OBLIGATE	Transfers to carry out the purposes of the RECEIVING ACCOUNT, for example, to shift resources from one purpose to another or to reflect a reorganization.	TRANSFER via S.F. 1151	The TRANSFERRING ACCOUNT reports a transfer out of budget authority or balances. THE RECEIVING ACCOUNT reports a transfer in.
B. ALLOCATION OF AUTHORITY TO OBLIGATE i.e., transfers to transfer appropriation accounts	Transfers to carry out the purposes of the PARENT ACCOUNT.	TRANSFER via S.F. 1151	Obligations and outlays are reported by the PARENT ACCOUNT.
II. EXPENDITURE TRANSFERS			
A. EXPENDITURE TRANSFER PAYMENTS BETWEEN TWO FEDERAL FUNDS OR BETWEEN TWO TRUST FUNDS	Payments to carry out the purposes of the PAYING ACCOUNT, such as payments in return for goods and services authorized under the Economy Act. Payments that represent financial interchanges between Federal government accounts that are not in exchange for goods and services.	PAYMENTS via S.F. 224 or electronic funds transfer.[2]	Obligations and outlays are reported by the PAYING account. Offsetting collections are reported by the RECEIVING account. The collections are (1) ADVANCES or (2) REPAYMENTS in the form of REIMBURSEMENTS or REFUNDS.
B. EXPENDITURE TRANSFER PAYMENTS BETWEEN FEDERAL AND TRUST FUNDS	All transfers between the two fund groups are expenditure transfers.	PAYMENTS via S.F. 224 or electronic funds transfer.	Same as above.

[1] A transfer is distinguished from a reprogramming in that a reprogramming always involves the shifting of budgetary resources within a Treasury account whereas a transfer usually involves the shifting of budgetary resource between two Treasury accounts. However, the shifting of budgetary resources within a single Treasury account should be considered a transfer if the action moves budgetary resources between separate statutory appropriations.

[2] For non-Treasury disbursing offices, the equivalent of the SF 224 is the SF 1219, Statement of Accountability, and SF 1220, Statement of Transactions.

SECTION 22—COMMUNICATIONS WITH THE CONGRESS AND THE PUBLIC AND CLEARANCE REQUIREMENTS

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22.1 Confidentiality of budget deliberations
22.2 Congressional testimony and communications
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22.6 Congressional budget justifications

22.1 Confidentiality of budget deliberations.

The nature and amounts of the President's decisions and the underlying materials are confidential. Do not release the President's decisions outside of your agency until the Budget is transmitted to the Congress. The materials underlying those decisions may not be released at any time, except in accordance with this section. In addition, outyear discretionary data is considered pre-decisional and may not be released without prior OMB approval. (For additional information on the confidentiality of pre-decisional budget information, please consult OMB Memorandum M–01–17 of April 25, 2001.)

Presidential decisions on current and budget year estimates (other than forecasts of items that will be transmitted formally later), both in total and in detail, become the "proposed appropriations" as that term is used in the Budget and Accounting Act of 1921, as amended, and must be justified by your agency. Do not release agency justifications provided to OMB and any agency future year plans or long-range estimates to anyone outside the Executive Branch, except in accordance with this section.

Section 51.15 confirms and clarifies the application of this section to pre-decisional, deliberative budget information relating to the Inspectors General.

22.2 Congressional testimony and communications.

The Executive Branch communications that led to the President's budgetary decisions will not be disclosed either by the agencies or by those who have prepared the budget. In addition, agency justifications provided to OMB and any agency future year plans or long-range estimates will not be furnished to anyone outside the Executive Branch, except in accordance with this section.

When furnishing information on appropriations and budgetary matters, you (and your agency representatives) must be aware of the following limitation on communications:

> "...An officer or employee of an agency may submit to Congress or a committee of Congress an appropriations estimate or request, a request for an increase in that estimate or request, or a recommendation on meeting the financial needs of the Government only when requested by either House of Congress" (31 U.S.C. § 1108(e)).

You must also be aware of restrictions on communications to influence legislation that are not conducted through proper official channels (18 U.S.C. § 1913).

After formal transmittal of the budget, an amendment, or a supplemental appropriations request, the following policies apply when testifying before any congressional committee or communicating with Members of the Congress:

- Witnesses will give frank and complete answers to all questions.

- Witnesses will avoid volunteering personal opinions that reflect positions inconsistent with the President's program or appropriation request.

- If statutory provisions exist for the direct submission of the agency budget request to the Congress, OMB may provide you additional materials supporting the President's Budget request that you will forward to the Congress with the agency testimony. Witnesses will be prepared to explain the agency submission, the request in the President's Budget, and any justification material.

- When responding to specific questions on program and appropriations requests, witnesses will not provide the agency's request to OMB or plans for the use of appropriations that exceed the President's request. Typically, witnesses are responsible for one or a few programs, whereas the President is responsible for all the needs of the Federal Government given the revenues available. Where appropriate, witnesses will explain this difference in perspective and that it is therefore not appropriate for them to support appropriations above the President's request.

- When asked to provide a written response that involves a statement of opinion on program and appropriations requests, witnesses will provide a reply through the agency head.

- Do not let your communications be perceived as an "appropriations estimate or request ... or an increase in that estimate or request" (31 U.S.C. § 1108). You are expected to support the President's budgetary decisions and seek adjustments to those decisions only through established procedures if your agency head determines such action is necessary.

22.3 Clearance of materials for the Congress and the media.

Policy consistency between the President's Budget and the budget-related materials prepared for the Congress and the media is essential. To ensure this consistency, you are required to submit budget-related materials to OMB for clearance prior to transmittal to congressional committees, individual Members of the Congress or their staff, or the media. Unless a specific exemption is approved by OMB, materials subject to OMB clearance include:

- All budget justifications and budget-related oversight materials;

- Testimony before and letters to congressional committees;

- Written responses to congressional inquiries or other materials for the record;

- Materials responding to committee and subcommittee reporting requirements;

- Capability statements;

- Appeals letters;

- Reprogramming requests;

- Related cost information;

- Financial management documents addressing budget and policy issues (e.g., some accountability reports or transmittal documents for audited financial statements); and

- Proposed press releases relating to the President's Budget.

Provide this information to OMB five working days in advance to allow adequate review time. Performance and Accountability Reports must be provided 10 days in advance unless a shorter period is approved by OMB. OMB review of reprogramming requests may take longer in some circumstances (e.g., if the request has not been coordinated or if supporting materials have not been provided concurrently). In exceptional circumstances, where the response time is very short, agencies may request oral clearance or make other arrangements for expedited review. Immediately after the budget transmittal and after subsequent transmittals, provide OMB with a schedule of anticipated congressional reviews that require agency oral and written participation. Revise this schedule as appropriate.

Address any questions you have about this subsection to the OMB representatives whom you normally consult on budget-related matters.

22.4 Clearance of changes to the President's Budget.

If you want to propose changes to the President's Budget (e.g., appropriations language, limitations, balance sheets required by the Government Corporation Control Act, and dollar amounts), you must follow the confidentiality and clearance guidance provided in this section and submit a written request as described in section 110.3. OMB will notify you whether a formal transmittal of the change will be made.

When it is possible to reduce the amount of an appropriations request before action has been taken by the Appropriations Committee of either House, the head of your agency must inform OMB promptly. Before your agency head decides to request restoration of a reduction, the reasons for the reduction, the circumstances under which it was made, and its significance to the President's program should be carefully considered.

22.5 Information available to the public.

Agency budget documents that are subject to the Freedom of Information Act (FOIA) may be exempt from mandatory release pursuant to 5 U.S.C. § 552(b)(5). Depending on the nature of the record requested, other FOIA exemptions may apply. When deciding whether to withhold a budget document that is exempt from mandatory release, follow the FOIA memorandum issued by the President on January 21, 2009 and the FOIA guidance issued by the Attorney General on March 19, 2009. Any discretionary decision by an agency to disclose protected information should be made only after full and deliberate consideration of the institutional interests that could be implicated by disclosure, as well as after consultation with OMB. Agency heads are responsible for determining the propriety of record releases under FOIA.

Certain agencies headed by a collegial body are required to hold their meetings open to public observation unless the agency properly determines that the matter to be discussed warrants the closing of those meetings for reasons enumerated in the Government in the Sunshine Act (5 U.S.C. § 552b). Some meetings covered by that Act may pertain to budgetary information discussed in this Circular. Although, as with the FOIA, it is not possible to determine merely by the generic category of such information whether such an agency would be authorized to close a particular meeting covered by the Act, agencies must review those situations that involve budgetary information under the guidelines in the paragraph above and 5 U.S.C. § 552b(c). Such agencies are responsible for the propriety of determinations under these guidelines and provisions.

22.6 Congressional budget justifications.

Congressional budget justification materials must include or be structured as the performance plan submission (section 220). In addition, agencies must include the additional information described below,

as well as detailed descriptions of agencies' activities and proposals at the program, project, and activity level.

(a) *Materials for performance plan submission to the Congress*

Consult with your congressional representatives to agree on the performance plan format prior to submitting your congressional justification. Please also note the applicable public posting and notification requirements that apply to performance plans as detailed in section 22.6(c). Your OMB representative should be included in those consultations as appropriate. Accordingly, your OMB representative should be provided with your proposed justification to the Congress with sufficient time for review.

(b) *Material to be included in congressional budget justifications*

Consistent with 41 U.S.C. § 433(h), identify funding levels requested for education and training of the acquisition workforce in your budget justifications to the Congress.

Consistent with 42 U.S.C. § 8255, identify funds requested for energy conservation measures in your budget justifications to the Congress.

Provide the Congress with information to assess current and proposed capital projects that is consistent with the Administration's budget proposals, including: appropriate information on planning; budgeting, including the current or proposed use of incremental or full funding; acquisition; and management of the projects.

Provide the Congress with information on the expected benefits you will receive from the President's E-Government initiatives and the funding levels for FY 2011.

You must submit all budget justification materials to OMB for clearance before transmitting them to the Congress.

(c) *Availability of congressional budget justifications*

Make your full congressional budget justification materials, including your performance plan submission, available to the public and post the materials on the Internet within two weeks after transmittal of those materials to the Congress. Release of these materials must be done in accordance with the requirements of this section and any relevant provisions of law. Materials will not be released if disclosure is prohibited by statute, the materials are classified or must be kept secret in the interest of national security or foreign policy, or the materials are otherwise exempt from release pursuant to 5 U.S.C. § 552(b).

CIRCULAR NO. A–11

PART 2

PREPARATION AND SUBMISSION OF BUDGET ESTIMATES

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
AUGUST 2011

SECTION 25—SUMMARY OF REQUIREMENTS

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25.1 Does Part 2 (Preparation and Submission of Budget Estimates) apply to me?
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Key Dates for the FY 2013 Budget

Initial budget submissions to OMB ..... September 12
FACTS II closes for 4th quarter, FY 2011 ..... October 18
MAX database opens; FACTS II revision window opens ..... November 1
Agency PY lock and FACTS II revision window closes ..... November 14[1]
Receipt PY revision window close ..... November 14
Economic assumptions released ..... November 16
Agency baseline lock (discretionary and mandatory) ..... December 12[2]
Final database: Agency lock-out ..... January 11
Transmittal of the FY 2013 Budget ..... February 6

Summary of Changes

Requires a business case for the acquisition and maintenance of an aircraft. A new business case template tailored to the needs of the aircraft community has been developed for agencies to use to justify a budget request. Provides a link to the instructions which contain submission requirements, deadlines and exemptions (section 25.5).

[1] The prior year lock will apply to all schedules.
[2] Estimates of items included as transmit 7's in the adjusted baseline will also be required at this time.

25.1 Does Part 2 (Preparation and Submission of Budget Estimates) apply to me?

By law (31 U.S.C. 1104), the President's budget must include information on all agencies of all three branches of the Federal Government. Therefore, the instructions in Part 2 generally apply to all Government agencies. In addition, these instructions apply to the District of Columbia, which must submit information in support of Federal payments to the District. OMB includes the information submitted by certain agencies in the budget without change. In addition, Government-sponsored enterprises (GSEs) submit some of the information required of Government agencies on a comparable basis, and OMB includes it in the budget for information purposes.

If your agency appears in the following list, it is not subject to Executive Branch review by law or custom. That means that the requirements for submitting materials in support of your budget request do not apply to you. However, you do need to submit the information required for inclusion in the budget database and documents, which OMB incorporates without revision.

- Legislative Branch agencies.
- Judicial Branch agencies.
- Executive Branch agencies, as follows:

- Milk, Fruit, and Vegetable Marketing Orders, USDA.
- International Trade Commission.
- Postal Service.
- Board of Governors of the Federal Reserve System.

- Government-Sponsored Enterprises (GSEs) as follows:
  - Federal National Mortgage Association.
  - Federal Home Loan Mortgage Corporation.
  - Banks for cooperatives.
  - Agriculture credit banks.
  - Farm credit banks.
  - Federal Agricultural Mortgage Corporation.
  - Federal home loan banks.
  - Financing Corporation.
  - Resolution Funding Corporation.

Contact your OMB representative if you have questions about the applicability of these instructions.

25.2 How do I get an exception?

For the sake of comparability among the budget data and presentations, OMB does not grant many exceptions to the specific requirements in this Part. However, if you believe special circumstances warrant an exception in your case, submit a written request detailing the circumstances and the specific exception needed to your OMB representative by August 1. If OMB approves the exception, it is valid only for the specified budget.

25.3 For what items do I need advance approval?

You must get advance approval from your OMB representative for the items shown in the table below.

Item	See section...	Timing
(1) Form and content of justification materials.	51.2	To be determined in consultation with your OMB representative.
(2) Program activity structure in the program and financing schedule.	82.5	By October 1.
(3) Changes in functional and receipt classifications.	79.3	By October 1.
(4) Changes in budget account structure (new accounts, merged accounts, changes in account titles, etc.)	79.3	By October 1 or as soon as possible thereafter for changes dependent on congressional action or other circumstances beyond agency control.

25.4 How do I submit information to OMB?

You generally submit information in two stages:

(1) ***As part of your budget request***. Both Executive Branch agencies that are subject to Executive Branch review and the District of Columbia must prepare information and materials supporting their budget request. Your OMB representative will work with you to determine the specific form, content

and timing of this information. Agencies that are not subject to Executive Branch review are not required to submit this information.

(2) ***After passback***. This stage includes MAX computer data, print materials, and additional information used to prepare the budget documents and supporting database. Also, you may need to revise and resubmit some materials included in the budget request to reflect the effects of final decisions. Your OMB representative will provide deadlines for the materials required after passback. Agencies that are not subject to Executive Branch review need to submit information for inclusion in the budget documents and the budget database.

In the following sections, we tell you more about each stage, the items required, the criteria for determining whether the item applies to your agency, and where to find more detailed guidance on the item.

25.5 What do I include in the budget request?

You should include the information described below. In addition, your OMB representative may require you to include other materials (for example, information about your budget request by account and Budget Enforcement Act (BEA) category).

TABLE 1: CONTENTS OF THE BUDGET REQUEST[1]
Access web links at http://www.whitehouse.gov/omb/assets/a11_current_year/s25.pdf

If your agency is subject to Executive Branch Review and...	Then include this...	See section or link…
	Justification materials	51.2
Covered by the Chief Financial Officers Act	Report on resources for financial management activities (Exhibit 52) ***(Due January 31, 2012)***	52
	Brief discussion in PAR or AFR of the agency's financial management systems strategy. ***(Due November 15, 2011)***	52.3 and 52.4
Not covered by the Chief Financial Officers Act	Brief discussion in PAR or AFR of the agency's financial management systems strategy. If agency does not publish a PAR, include this information in the budget submission. ***(Due November 15, 2011)***	52.3 and 52.4
Has motor vehicles	Motor vehicle fleet report ***(Due August 26, 2011, initial agency input)***	Instructions
Obligates more than $5 million annually for rental payments to GSA or others	Space budget justification ***(Due with agency budget submission)***	54
Has credit liquidating accounts with unobligated balances that carry over into the current year	Justification of unobligated balances in liquidating accounts	51.13, 185.3(k)
Has geospatial data investments greater than $500,000	Information on geospatial data investments [2] ***(Due within 90 days of enactment of an agency's 2012 appropriations bill)***	Instructions

TABLE 1: CONTENTS OF THE BUDGET REQUEST[1]
Access web links at http://www.whitehouse.gov/omb/assets/a11_current_year/s25.pdf

If your agency is subject to Executive Branch Review and...	Then include this...	See section or link…
Has submitted a strategic sustainability performance plan associated with meeting the goals of EO 13423 and EO 13514	Information on funds for agency implementation of sustainability goals	Instructions
Has overseas employees at embassies or consulates	Information on overseas staffing and costs	Instructions MAX Collect Exercise
Implements homeland security related initiatives	Homeland security data collection	Instructions
Has technology transfers	Information on technology transfers ***(Due January 31, 2012)***	Instructions Spreadsheet
Subject to GPRA requirements	Performance budget	51.7, 200
Is requesting funds for investments in information technology	Funding Summary for information technology [2]	Instructions
Is requesting funds for major information technology capital assets	Business Case for IT Capital Investments [2]	Instructions
Is requesting funds for non-information technology (IT) capital assets (other than aircraft)	Business Case for Non-IT Capital Acquisitions [2]	Instructions
Is requesting funds for acquisition and maintenance of aircraft	Business Case for Acquisition and Maintenance of Aircraft[2]	Instructions
Is proposing any discretionary administrative actions that would increase mandatory spending	Information on planned administrative actions	OMB Memorandum M–05–13
Provides major formula grants to State or local governments	State-by-State data and other information ***(Due after Passback)***	Instructions
Has R&D funding	R&D funding by account and crosscut data at the bureau/agency level in budget authority (not outlays)	Instructions

[1] Materials are due September 12, 2011, unless otherwise specified. Requirements do not apply to agencies not subject to Executive Branch review (see section 25.1).

[2] If final decisions require changes to this information, revised materials must be submitted.

25.6 What do I submit after passback?

(a) *Overview*

After the President has considered the estimates and made his decisions, you will be notified. You submit two types of information after passback, as explained in more detail in the following sections:

- ***MAX computer data,*** submitted through the MAX budget data system (see sections 79-86).
- ***Print materials,*** which OMB uses to prepare parts of the budget *Appendix* (see section 95).

If the decisions affect other budget accounts (such as the amount of transfers), you need to coordinate these changes with whomever is responsible for the budget submission of those other accounts.

When you are informed of the President's decisions, your agency head will determine the best and most appropriate distribution of amounts that have been left flexible. This Circular does not address the process by which you appeal passback decisions. We issue separate guidance on the appeals process at the time of passback.

(b) *Timing*

Passback usually occurs around the end of November. At that time, your OMB representative will give you deadlines for providing the information described below. These deadlines are based on the very tight schedule that OMB must maintain in order to transmit the budget in a timely manner. In order to meet the deadlines, you must begin providing the required information based on passback decisions. Do not wait until you have resolved appeals. Appeals generally affect very little of the information you submit, and you will have an opportunity to change the information as necessary to reflect the appeal resolution. Unless your OMB representative agrees, do not submit information that assumes an appeal resolution different from passback. When an appeal results in changes to passback decisions, the changes often differ from the agency proposal.

(c) *MAX computer data*

You must submit the MAX computer data described below for each applicable budget account. In addition, if the criterion listed in the first column of the table applies to you, submit the data described in the second column for each applicable budget account. We indicate the MAX data schedule or schedules involved and tell you where to find guidance on the requirement.

TABLE 2: MAX COMPUTER DATA [1,2]

If your agency has…	Then submit for each applicable budget account…	MAX data schedule…	See section…
Budget authority and outlays	Estimates of budget authority and outlays	X	81, 82
	Character classification data, including R&D data	C	84
	Program and financing schedules[3]	X	82
Obligations	Object classification schedules	O	83
Employment	Employment summary	Q	85.6
Receipt accounts	Receipt estimates	K and R	81.3(b)
Credit liquidating or financing accounts; or non-credit revolving funds that conduct business-type activities (as determined by OMB), including GSEs	Balance sheet	F	86.1
Appropriations language requests	Budget year appropriations requests in thousands	T	86.2
Major trust funds and certain other accounts (as determined by OMB)	Status of funds	J	86.3

TABLE 2: MAX COMPUTER DATA [1,2]

If your agency has…	Then submit for each applicable budget account…	MAX data schedule…	See section…
Special or trust fund receipts	Special and trust fund receipts	N	86.4
Credit programs	Federal credit data	G, H, U, and Y	185

[1] Including agencies not subject to Executive Branch review. GSEs submit data for schedules F, G, and H only. Federal Reserve Board submits data for schedules A, P, and O only.

[2] Information required for schedules A, S, and P will be reported in a single worksheet (schedule X).

[3] Schedule P also required for accounts with obligated or unobligated balances.

(d) *Print materials*

Print materials include these items printed in the ***Budget Appendix***:

- ***Appropriations language***. You must submit language for each account for which appropriations or limitation language was enacted in the CY or is proposed in the CY or BY, including supplemental appropriations requests. You must also submit any general provisions that pertain to you (see section 95).

- ***Narrative statements, footnotes, and tables***. You must provide a narrative statement for each account with activity in the current or budget year and separate statements for supplemental requests, rescission proposals, and items proposed for later transmittal. You may be required to provide tables and footnotes that are not generated by MAX under certain circumstances (see section 95).

SECTION 31—COMPLIANCE WITH ADMINISTRATION POLICIES AND OTHER GENERAL REQUIREMENTS

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31.1 Basic policies and assumptions
31.2 Advance appropriations
31.3 Agency administrative actions
31.4 Environmental management
31.5 Equal opportunity
31.6 Full funding
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31.8 Multi-year appropriations
31.9 Management improvement initiatives and policies
31.10 User charges

Summary of Changes

Updates equal opportunity coverage to include pregnancy, gender identity, sexual orientation, genetic information, and any other non-merit-based factor (section 31.5).

Highlights financial systems guidance provided in OMB Memorandum M-10-26 and OMB Circular A-127 (section 31.9).

31.1 Basic policies and assumptions

(a) *What should be the basis for my proposals?*

Your proposals should result from a comprehensive system that integrates analysis, planning, evaluation, and budgeting. In developing the estimates, consider the effect that demographic, economic, or other changes can have on program levels beyond the budget year. Be prepared to discuss the impact that program levels and changes in methods of program delivery, including advances in technology, will have on program operations and administration. Also consider the appropriate roles for Federal, State, and local governments, as well as the private sector, in conducting the covered activities.

(b) *What is the scope of the policy estimates?*

(1) *Presidential policy estimates for CY and BY.*

(i) *Regular annual estimates*. Your regular annual estimates must reflect all requirements anticipated at the time of budget submission and should cover:

- Continuing activities, including those that must be reauthorized for the budget year;
- Authorized activities that are proposed for the budget year;
- Amounts necessary to meet specific financial liabilities imposed by law; and
- Decreases for activities proposed for termination or reduction.

(ii) *Supplemental proposals.* You should make every effort to conduct your programs within the amounts appropriated for the current year and to postpone actions that require supplemental appropriations. OMB will only consider supplemental requests that meet the criteria provided in section 110.

(2) *Presidential policy outyear estimates.*

Policy estimates for the nine years following the budget year (BY+1 through BY+9) enable an analysis of the long-term consequences of proposed program or tax policy initiatives. When you develop outyear policy estimates, they should be consistent with the general policies and information required for the budget year and indicate the degree to which specific policy decisions made for the budget year or any subsequent year affect budget authority, outlay, and receipt outyear levels. Take into consideration changes in spending trends, economic assumptions, and other actions or events when you prepare estimates of budget authority, outlays, and receipts for BY+1 through BY+9.

(c) *What economic assumptions should I use when I develop estimates?*

All budget materials, including those for the outyear policy and baseline estimates, must be consistent with the economic assumptions provided by OMB. The specific guidance below applies to outyear policy estimates.

OMB policy permits *consideration* of price changes for goods and services as a factor in developing estimates. However, this does not mean that you should automatically include an allowance for the full rate of anticipated inflation in your request.

For *mandatory programs,* reflect the full inflation rate where such an allowance is required by law and there has been no decision to propose less than required. For *discretionary programs,* you may include an allowance for the full rate of anticipated inflation, an allowance for less than the full rate, or even no allowance for inflation. In many cases, you must make trade-offs between budgeting increases for inflation versus other increases for programmatic purposes. Unless OMB determines otherwise, you must prepare your budget requests to OMB within the budget planning guidance levels provided to you, regardless of the effect of inflation.

Economic assumptions may be revised shortly before final budget decisions are made. These revisions will not usually result in changes to the previous budget guidance on your agency totals.

See sections 32 and 85 for personnel assumptions and costs.

31.2 Advance appropriations

Do not request advance appropriations if the only purpose is to shift budget authority for a program that would normally be provided in the budget year. For example, if you would normally request budget authority in the budget year to cover a cohort of obligations for a grant program, even though some of the obligations will not be incurred until the following fiscal year, you may not request an advance appropriation to cover the obligations expected to be incurred in the following fiscal year.

31.3 Agency administrative actions

OMB Memorandum No. M–05–13, Budget Discipline for Agency Administrative Actions, requires you to identify offsets when proposing administrative actions such as regulations, demonstrations, program notices, guidance to States or contractors, or other similar actions not required by law that would increase mandatory spending. In addition, you are required to include with your budget submission a list of all planned or anticipated administrative actions that would increase mandatory spending (see section 25.5).

31.4 Environmental management

The OMB/CEQ joint letter of April 1, 2002 applauds those agencies developing and implementing effective environmental management systems. Federal agencies should develop and implement environmental management systems in order to integrate environmental accountability into agency day-to-day decision-making and long-term planning processes across all agency missions, activities, and functions. These efforts must be funded within guidance totals. They should include, but not be limited to, the following components: initial self-assessments, development of performance measures, policy, and establishment of management systems.

31.5 Equal opportunity

Your estimates should reflect the Administration's commitment to programs designed to ensure or promote equal opportunity regardless of race, color, religion, national origin, sex (including pregnancy and gender identity), disability, age, sexual orientation, genetic information, or any other non-merit-based factor. These activities include the following: implementation of statutes or regulations requiring fair housing; nondiscrimination in federally assisted or conducted programs; equal credit opportunity; full voting rights; civil and Constitutional rights; equal employment opportunity (including nondiscrimination by Federal agencies); and efforts to increase Federal contracting and subcontracting opportunities for minorities, women, and disadvantaged entrepreneurs.

31.6 Full funding

Requests for acquisition of capital assets must propose full funding to cover the full costs of the project or a useful segment of the project, consistent with the policy stated in the Capital Programming Guide. Specifically, requests for procurement programs must provide for full funding of the entire cost. In addition, requests for construction programs must provide for full funding of the complete cost of construction. You should not submit estimates for construction funds for major construction projects unless planning will reach a point by the end of the current year that will ensure that a contract for construction could be awarded during the budget year. Remember that Administration policy and the Antideficiency Act require you to have sufficient budget authority or other budgetary resources to cover the full amount of unconditional obligations under any contract.

For policies related to leases of capital assets and lease-purchases, see section 33.1 and Appendix B. For guidance on budget submissions for capital asset acquisitions, see section 51.18. For guidance on principles and techniques of planning, budgeting, procurement, and management of capital assets, see the supplement to this Circular, the Capital Programming Guide.

31.7 Government perquisites

Your estimates should reflect Administration policy to limit the use of Government vehicles, Government aircraft, first class air travel, executive dining facilities, and conferences, in accordance with Presidential memoranda, dated February 10, 1993.

31.8 Multi-year appropriations

Consider whether it is appropriate to request appropriations with multi-year availability, particularly for buildings, equipment, and other types of fixed capital assets, including major ADP and telecommunications systems, with long acquisition cycles. Where multi-year appropriations requests are appropriate, you should match the period of availability to the expected length of the acquisition cycle.

31.9 Management improvement initiatives and policies

Your estimates should reflect your efforts and planned action to strengthen management and improve program performance. Guidance on specific areas is provided below.

- *Capital planning and investment control.* Your estimates should reflect the Administration's commitment to information technology (IT) investments that directly support agency strategic missions; employ an integrated planning, budgeting, and procurement process; are citizen-centered; and are consistent with the Clinger Cohen Act of 1996, the Paperwork Reduction Act, the Federal Acquisition Streamlining Act, and OMB Circular A–130, Management of Federal Information Resources (see also section 51.18).

- *Electronic transactions and electronic recordkeeping.* Your estimates should prioritize and manage E-Government projects effectively through your agency's capital planning process and enterprise architecture. Initiatives should create a citizen-centered electronic presence (maximizing use of the Internet) and advance an E-Government strategy that includes specific outcomes to be achieved. Your estimates should reflect the requirements of the Government Paperwork Elimination Act, the E-Government Act, and OMB's guidance.

- *Security.* Your estimates should reflect a comprehensive understanding of OMB security policies and National Institute of Standards and Technology (NIST) guidance, including compliance with the Federal Information Security Management Act, and OMB Memorandum No. M–03–19, "Reporting Instructions for the Federal Information Security Management Act and Updated Guidance on Quarterly IT Security Reporting," by:

  - Reflecting the cost considerations used to calculate IT security costs (see section 51.18);

  - Demonstrating that the costs of security controls are understood and are explicitly incorporated in the life-cycle planning of the overall system, including the additional costs of employing standards and guidance more stringent than those issued by NIST;

  - Demonstrating how the agency ensures that risks are understood and continually assessed;

  - Demonstrating how the agency ensures that the security controls are commensurate with the risk and magnitude of harm;

  - Identifying additional security controls for systems that promote or permit public access, other externally accessible systems, and those that are interconnected with systems over which program officials have little or no control;

  - Demonstrating how the agency ensures the effective use of security controls and authentication tools to protect privacy for those systems that promote or permit public access; and

  - Demonstrating how the agency ensures that the handling of personal information is consistent with relevant Government-wide and agency policies.

- *Privacy.* Your estimates should reflect the Administration's commitment to privacy and should include a description of your privacy practices and steps taken to ensure compliance with all OMB privacy policies as set forth in OMB Memorandum No. M–03–22 and OMB Circular A–130, Appendix I.

- *Improper Payments.* Your estimates should reflect anticipated reductions in improper payments as reported in the Performance and Accountability Report pursuant to the Improper Payments Information Act of 2002.

- *Financial systems*. For a financial modernization project, reflect plans to achieve compliance with OMB Memorandum M-10-26, *Immediate Review of Financial Systems IT Projects* and OMB Circular A-127, *Financial Management Systems*.

- *Other contributions*. Your estimates should reflect contributions to E-Gov line of business and other shared service operations. Contribution information is posted on the E-Gov Funding Tool.

31.10 User Charges

Under OMB Circular No. A–25, you must review user charges for your programs at least once every two years, and you must report the result of the review and any resultant proposals in the Chief Financial Officers Annual Report required by the Chief Financial Officers Act of 1990 (see section 8(e) of OMB Circular No. A–25). Develop your estimates in accordance with the full cost recovery policy for user charges set forth in that Circular. User charges normally should recover the full cost of providing goods or services to the public. The exception to this rule is when the Government provides goods or services under business-type conditions, including amounts collected for the use or sale of natural resources; in such cases, the user charge should be set at the market price.

There has been a growth in user charges, and some have been classified by law as offsetting collections or offsetting receipts when they more appropriately should have been classified as governmental receipts. Only user charges that arise from business-type transactions should be classified as offsetting collections or offsetting receipts. User charges are discussed further in section 20.7(g).

If you propose new user charges that require authorizing legislation, provide a clear explanation of the new user charge and the legislation that will be required to authorize it. Include a detailed discussion of plans for achieving enactment of the legislation and the administrative actions planned for collecting the charges if the legislation is enacted. Assess the proposal's chances of enactment and explain why the President should propose it in the Budget, taking into account the likely reaction to the proposal by the Congress and the users. Describe the basis for your assessment in detail.

SECTION 32—PERSONNEL COMPENSATION, BENEFITS, AND RELATED COSTS

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32.1 How should I estimate personnel compensation in my budget request?
32.2 How do I treat agency benefit payments under the Federal Employees' Compensation Act?
32.3 How do I budget for the large retirement receipt accounts?
32.4 How do I budget for unemployment compensation?
32.5 How do I budget for Uniformed Services health care?
32.6 Are there other places in A–11 where I can find related guidance?

Summary of Changes

Updates guidance on estimating the budget year pay raise costs (section 32.1).

Updates FERS retirement costs (section 32.3).

32.1 How should I estimate personnel compensation in my budget request?

Personnel compensation

(a) *Pay scales.* Unless instructed otherwise by OMB, agencies should use the provisional pay raise guidance percentage increase released in the economic assumptions for the previous budget, when estimating their next budget year pay raise. Your OMB representative will provide this information at the time of its release. The economic assumptions for the 2012 Budget, released in February 2011, indicated that, in preparing budget requests for the 2013 Budget, agencies should use 2.0 percent as their provisional estimate of the pay raise for January 2013. However, in making their final estimates for the 2013 Budget, agencies should anticipate revising pay raise amounts after the President makes a pay raise decision. (The economic assumptions for the 2013 Budget will include a provisional pay raise guidance percentage for the January 2014 pay raise.)

This assumed pay raise will apply to the statutory pay systems (General Schedule, Foreign Service, and Veterans Health Administration), the Executive Schedule, the Senior Executive Service (SES), and wage grade employees. The pay raises encompass both the national schedule adjustment and locality pay without assumption as to how the total increase will be distributed between the two. Use pay scales that reflect the most recent locality pay rates in preparing your estimates. You should be prepared to provide supporting detail on calculating pay costs, including separate identification of the pre-pay raise wage base reflected in the submission. For compensation costs, you must explicitly justify any increases in average compensation for the budget year, other than those due to changes in pay scales.

(b) *Hourly rates*. For all employees (as defined in 5 U.S.C. 5504(b)), use hourly rates of compensation determined by dividing the annual rate of basic pay by 2,087, in accordance with section 15203(a) of the Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99–272).

(c) *Within-grade increases*. Additional resources for within-grade increases are normally not allowed. Offset the net cost, if any, of within-grade salary increases (i.e., costs after turnover, downgrades, and other grade or step reducing events are taken into account) by savings due to greater productivity and efficiency.

(d) *Vacancies*. For vacancies expected to be filled in the budget year, use the entrance salary for the vacancies involved.

(e) *Savings in personnel compensation*. Give full consideration to savings in personnel compensation due to personnel reductions, delay in filling vacant positions, leave without pay, lag in recruitment for new positions, filling vacancies at lower rates of pay, part-time employment, and grade reduction actions. Identify terminal leave payments, including those for SES, as offsets against such savings.

(f) *Positions above grade GS/GM–15*. Reflect these positions, including SES, only to the extent that positions have been authorized in those grades by OPM or other authority, or are specifically authorized in substantive law.

(g) *Awards*. Estimates should include amounts for all cash incentive awards. Upon request by OMB, be prepared to provide detailed information on your cash incentive awards program, including a narrative explanation of the basis on which your agency distributes awards and how that relates to its overall performance management program. Instructions for annual reporting of Senior Executive awards and pay adjustments are issued separately but be prepared to explain budget estimates upon request.

(h) *Executive selection and development programs*. Include in your estimates provisions for reasonable amounts for such programs, as required under Title IV of the Civil Service Reform Act of 1978 and by implementing guidelines issued by the Office of Personnel Management.

(i) *Premium pay and overtime*. Fully justify increases over amounts for the preceding year for premium pay. In preparing estimates for overtime, you should analyze the use of overtime to ensure that it is used in a prudent and efficient manner; explore all reasonable alternatives to overtime (such as improved scheduling); and ensure that adequate approval, monitoring, and audit procedures are in place to avoid overtime abuses.

(j) *Special rates for experts and consultants*. Reflect these positions and rates only to the extent that they are authorized per 5 U.S.C. 3109.

(k) *Severance pay*. Estimate severance pay at the amount needed for the fiscal year. However, obligations will be incurred on a pay-period by pay-period basis, notwithstanding the fact that a liability arises at the time of an employee's separation. Your estimates must include changes in severance pay and personnel compensation that would occur upon any reduction in force.

(l) *Physicians comparability allowance*. Reflect in your estimates approved plans to pay physician comparability allowance under 5 U.S.C. 5948. Instructions for reporting on the physicians' comparability allowance program are issued separately.

(m) *Bonuses and allowances*. Reflect in your estimates approved agency plans for paying recruitment and relocation bonuses and retention allowances. You should be prepared to supply information on planned and actual expenditures upon request by OMB.

(n) *Retirement costs*. Reflect in your estimates the cost effects of changes in the distribution of employees between the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS).

32.2 How do I treat agency benefit payments under the Federal Employees' Compensation Act?

For accounts subject to appropriations action, include in your budget year estimates the amount billed by the Employment Standards Administration of the Department of Labor for benefits paid on behalf of employees of your agency in the past year under the Federal Employees' Compensation Act.

For accounts not subject to appropriations action, you must pay the bill in the current year.

32.3 How do I budget for the large retirement receipt accounts?

For the large retirement receipt accounts, including those managed by the Departments of Defense, State, Treasury, the Social Security Administration, and the Office of Personnel Management, reflect the effects of the increased agency contribution to employee retirement and of civilian and military pay raises using the pay raise assumptions specified for these accounts in the Mid-Session Review. You may need to adjust your estimates when final pay assumptions for the budget are released. This applies to:

- Governmental receipt accounts containing Federal employee contributions to Federal employee retirement.
- Offsetting receipt accounts (employer share, employee retirement) containing employing agency contributions to Federal employee retirement and Federal agency share of Social Security and Medicare payroll taxes.
- General fund contributions to Federal employee retirement.
- On June 11, 2010, the Board of Actuaries of the Civil Service Retirement System recommended a new set of economic assumptions for the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). In accordance with this change, effective October 1, 2011 (FY 2012), the Normal Cost of Regular retirement under FERS will increase from the current level of 12.5% of pay to 12.7%. The Normal Cost is an actuarially determined percentage which represents the amount that must be saved each pay period over an employee's entire working career to fully finance, with interest, the cost of the employee's retirement. This 0.2% increase is applied to the employing agency contribution, which increases from 11.7% to 11.9% of pay. The employee contribution of 0.8% remains unchanged. For special FERS retirement populations (including Law Enforcement Officers, Air Traffic Controllers, and others) agencies should refer to the table below for the changes to contribution rates. The percentage for employing agency and employee contributions in the other large retirement system managed by OPM, the Civil Service Retirement System (CSRS), is set in law (at 7% each for most employees) and is not changing.

FERS group	Current Normal Cost	New Normal Cost (FY 2012)	Employee Contribution	New Employing Agency Contribution
Regular	12.5%	12.7%	0.8%	11.9%
Law Enforcement	27.0%	27.6%	1.3%	26.3%
Air Traffic Controller	26.8%	27.3%	1.3%	26.0%
Military Reserve Technicians	15.3%	15.7%	0.8%	14.9%
CIA Special Overseas *	17.6%	18.0%	1.3%	16.7%
Members of Congress**	19.2%	19.6%	1.3%	18.3%
Congressional Staff**	17.7%	18.0%	1.3%	16.7%

* Employees under section 303 of the CIA Act of 1964 for certain employees (when serving abroad).
** For information only.

32.4 How do I budget for unemployment compensation?

In general, you should not budget for the costs of unemployment compensation for former Federal civilian and military personnel. The congressional intent is that such unemployment compensation be paid from appropriations available to the employing agencies. The liable agencies must absorb these reimbursements when they are required to be paid.

If you do not employ large numbers of temporary employees or other personnel expected to lead to significant unemployment compensation claims, your estimates for the current and budget year will not contain any special provisions for the costs of reimbursing the unemployment trust fund for such payments.

If you employ large numbers of temporary employees to meet part-year workload, you may request approval from OMB to budget for unemployment compensation costs for your temporary employees. OMB will consider such requests if you can demonstrate that you have a sound administrative control system for unemployment compensation claims.

32.5 How do I budget for Uniformed Services health care?

- *For Uniformed Services post-retirement medical care*. Post retirement medical care for "Medicare-eligible" retirees and their dependents/survivors was funded on an accrual basis beginning in FY 2003. Budget estimates must assume inclusion of all Medicare-eligible retirees and families. Agencies must calculate the following estimates for their budget submission:

  - Accrual contribution to the Department of Defense Medicare-Eligible Retiree Health Care Fund (see below).
  - Estimate of the health care dollars to be expended for all retirees.

- *Accrual contribution to the* Department of Defense Medicare-Eligible Retiree Health Care Fund. To develop appropriate annual accrual contribution estimates, agencies must use the per-capita rates set by the Department of Defense Medicare-Eligible Retiree Health Care Board of Actuaries. Every summer, the Board sends a letter to the agencies promulgating the annual per-capita rates. Agencies must multiply these rates by the estimated average number of current uniformed service personnel. The resulting calculation is the accrual contribution, which should be budgeted in the agency's personnel account.

- *Estimate of the health care dollars to be expended for all retirees.* Agencies must estimate expenditures for retiree health care. (Separate estimates must be provided for Medicare-eligible retirees and non Medicare-eligible retirees). The Medicare-eligible estimates are needed to develop the Trust Fund outlays for uniformed service health care and the non-Medicare eligible estimates to be included in agency budgets. To prevent double counting Medicare-eligibles, each agency must ensure that their health care account request does not include any amount for Medicare-eligible retiree health care other than the accrual contribution amounts.

32.6 Are there other places in A–11 where I can find related guidance?

Yes. Please see the table below for additional guidance on Federal employment.

Other Federal employment guidance and A–11 links	Section
When do I record obligations for Federal employment?	20.5(b)

Other Federal employment guidance and A–11 links	Section
How is civilian and military pay coded in my baseline (schedule S)?	81.2
What object class codes are used for employee compensation in the baseline?	83.7
What object classes are used to designate relocation expenses?	83.8
How are FTEs computed?	85.5
How do I complete the employment summary (MAX schedule Q)?	85.6
What employment plans should my agency make prior to a funding hiatus?	124.2
Should my agency furlough employees during a hiatus in appropriations?	124.3

SECTION 33—ESTIMATES RELATED TO SPECIFIC TYPES OF PROGRAMS AND EXPENDITURES

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33.1 Construction, leases of capital assets, and acquisition of real property
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33.1 Construction, leases of capital assets, and acquisition of real property

Agencies are required to submit certain types of leases and other unique, non-routine financing proposals to OMB for review of the scoring impact. See Appendix B for specific requirements.

(a) *Construction of Federal facilities*

If you are proposing construction of Federal facilities, you must:

- Comply with Executive Order 12088 for pollution control standards;
- Include the amounts required to ensure that existing facilities provide safe and healthful workplaces for Federal employees consistent with the standards promulgated under section 19 of the Occupational Safety and Health Act of 1970, the provisions of Executive Order 12196, and the related Safety and Health Provisions for Federal Employees of the Secretary of Labor (29 CFR, Chapter XVII, Part 1960);
- Comply with requirements of the Architectural Barriers Act of 1968 to eliminate structural barriers impeding the mobility of individuals with disabilities;
- Have reviewed the GSA inventory of Federal laboratories and indicate the reasons you want to acquire new space instead of using existing laboratories that have sufficient space available, according to the GSA inventory;
- Comply with Executive Orders 11988 and 11990 if you are proposing to use sites located in floodplains or wetlands; and
- Comply with Executive Orders 13423 and 13514 to ensure that you are adhering to the Federal sustainable green buildings requirements. For general information about the Federal Real Property Profile. Government users should report results in the Federal Real Property Profile.

(b) *Construction of federally-owned housing*

If you are proposing to construct federally-owned housing, make sure you:

- Do not include estimated funding for construction of housing for civilian employees, except where necessary to maintain continuity and efficiency of service and where private capital cannot be found; and

- Meet the requirements in OMB Circular No. A–45 for service or protection, or lack of available housing.

(c) *Construction in the District of Columbia*

You must consult the Commission of Fine Arts regarding plans for the construction of buildings and other structures in the District of Columbia that may affect in any important way the appearance of the city, and other questions involving artistic considerations with which the Federal Government is concerned.

(d) *Acquisition of land in the National Capital Area*

You must consult with the National Capital Planning Commission in advance regarding proposed developments and projects or commitments for the acquisition of land in the National Capital area, in accordance with 40 U.S.C. 8723(a) (see http://www.ncpc.gov).

(e) *Leasing capital assets*

If you propose to lease capital assets rather than purchase them, you should check the requirements in OMB Circular No. A–94. For additional information, see Appendix B.

(f) *Real property acquisition*

If you plan to acquire real property, you must:

- Include estimates consistent with the policies of Executive Orders 13327 and 13514 in your budget submission, and

- Make sure that estimates for acquisition of real property under contract are consistent with obligations reported in object class 32 (see section 83.7).

33.2 Hospital costs

If you are developing estimates for hospital costs:

- Use data based on the use of resources allocated by diagnosis-related groups and compare these data with payment rates of other payers using similar groupings;

- Indicate whether or not capital and depreciation costs are contained, and describe the cost allocation method underlying the data; and

- Identify the amount of reimbursement collected from third parties and Federal agencies if you provide hospital care on a reimbursable basis.

If you provide estimates for inpatient care facilities and medical care services, make sure they are consistent with Executive Order 12372.

33.3 Advisory committees and interagency groups

If you have advisory committees and interagency groups:

- Reflect the results of the committee reviews required by Executive Order 12838, which requires agencies to reduce the number and cost of non-statutory advisory committees;

- Use the ceilings established by OMB Circular No. A–135; and

- Separately identify the costs of advisory committees established by statute that you are proposing for termination.

You are prohibited from financing interagency groups (including boards (except Federal Executive Boards), commissions, councils, committees, and similar groups) by contributions from member agencies' appropriations by a Government-wide general provision unless such financing is specifically authorized by statute. Therefore, you must propose financing for such groups in the budget in one of the following forms:

- Appropriations specifically for the interagency group.
- Specific language authorizing interagency funding.

33.4 Radio spectrum-dependent communications-electronics systems

Consistent with the Executive Memorandum issued by the President on November 30, 2004, agencies should consider the economic value of radio spectrum used in major telecommunication, broadcast, radar, and similar systems when developing economic and budget justifications for procurement of these systems. The extent of economic and budget analysis required will depend upon the nature and value of the systems and spectrum involved, and agencies should work with their OMB contacts to ensure a proper level of analysis is conducted.

Spectrum should generally not be considered a free resource, but rather should be considered to have value and be included, to the extent practical, in economic analyses of alternative systems. In some cases greater investments in systems would reduce spectrum needs (e.g., purchase of radios that use less bandwidth than less expensive models); in other cases the desired service can be met with other forms of supply (e.g., private wireless services or use of land lines). In addition to considering cost minimizing strategies, agencies are encouraged to consider whether the investment would provide net benefits.

Spectrum valuations may be estimated based on recent prices of similar bands in spectrum auctions, or through other estimation methods.[1] The Commerce Department's National Telecommunications and Information Administration (NTIA), which is responsible for allocating spectrum across Federal users, may also review these analyses in making spectrum assignments.

Spectrum certification. You must obtain a certification by the NTIA, Department of Commerce that the radio frequency required can be made available before you submit estimates for the development or procurement of major radio spectrum-dependent communication-electronics systems (including all systems employing space satellite techniques).

33.5 Spectrum Relocation Fund.

Relocation or modification of systems subject to Commercial Spectrum Enhancement Act. For agencies that are affected by the reallocation of certain frequencies from Federal to private sector use, the Commercial Spectrum Enhancement Act (CSEA, P.L. 108–494) streamlines the process for funding the relocation or modification of systems. Auction receipts from the sale of eligible frequencies (defined in P.L. 108–494 as: a) the 216–220 megahertz (MHz) band, the 1432–1435 MHz band, the 1710–1755 MHz

[1] Sensitivity analysis—showing the costs of choosing an alternative that requires less (or more) spectrum—may also provide useful information. For example, a sensitivity analysis might indicate that one option costs $10 million more, but uses 5 MHz less bandwidth, nationwide, in the 900 MHz range. Even with "conservative" estimated values, the 5 MHz in spectrum savings would likely be worth an additional $10 million in investment, as it conserves spectrum.

band, and the 2385–2390 MHz band; and b) certain other frequencies reallocated from Federal use to non-Federal use after January 1, 2003) will be deposited into the Spectrum Relocation Fund, and these funds will be used to facilitate Federal agencies' relocation.

The Federal Communications Commission (FCC) concluded an auction in September 2006 for licenses in the 1710–1755 MHz band, and agencies' relocation cost estimates were submitted to the Congress in February 2007. Initial transfers of approved amounts were made in March 2007 for agencies to commence relocation activities. Spectrum relocation funds have no-year authority, though agencies are expected to adhere to the timeframes approved by OMB, as indicated in the February 2007 Congressional notification. In accordance with section 120, these funds must be apportioned at least annually prior to obligation, unless specifically exempted. Agencies that receive funds from the Spectrum Relocation Fund will report their expenditures to OMB, concurrent with input into an annual report to the Congress to be submitted by the National Telecommunications and Information Administration (NTIA) of the Department of Commerce. Further guidance will be forthcoming on reporting requirements.

If potential cost over-runs or delays become apparent in any spectrum relocation project, OMB and NTIA should be notified in order to facilitate further review. Under the terms of the CSEA, agencies may receive more than one transfer from the Spectrum Relocation Fund, subject to prior review and approval by OMB, in consultation with NTIA. If the subsequent transfer or transfers exceed 10 percent of the original transfer, OMB will notify Congress and the Government Accountability Office, in accordance with the requirements of the CSEA. If transferred amounts exceed actual relocation costs, excess amounts will be returned to the Spectrum Relocation Fund immediately after NTIA has notified the FCC that the agency's relocation is complete.

As pertains to the remaining frequency bands to which the CSEA applies, the FCC will notify NTIA no later than 18 months prior to the auction of eligible frequencies. Upon such notification, CSEA relocation processes will commence consistent with the Act, as with the implementation of the 1710–1755 MHz band.

33.6 Taxes and tax expenditures

Reflect full and explicit consideration of the resources made available by the Federal Government through tax expenditures and other tax incentives. ***Tax expenditures*** are attributable to provisions of the Federal income tax laws that allow a special exclusion, exemption, or deduction from gross income or that provide a special credit, rate of tax, or deferral of tax (2 U.S.C. 622). Tax expenditures include subsidies provided through the income tax system.

You must consult with the Office of Tax Analysis, Department of the Treasury on all proposals for new taxes or modifications of existing taxes whether or not the modification results in a tax expenditure. After consulting with the Office of Tax Analysis submit a justification of the proposal to OMB. The justification should include the views of the Office of Tax Analysis and address the following items:

- The nature and extent of the problem addressed by the proposal.
- The reason a subsidy is needed.
- The non-tax alternatives.
- The reason a tax change is preferable to the non-tax alternatives.

In addition, you should be prepared to submit justifications for continuing or reenacting existing taxes and tax expenditures in the program areas for which you have primary responsibility. Such justifications will contain the information described above.

In general, tax expenditures are subject to the same degree of performance evaluation as spending and regulatory programs. Tax expenditures often complement or substitute for agencies' spending or regulatory programs, and the resources and incentives provided through tax expenditures can be

substantial. Work with the Office of Tax Analysis, which has lead responsibility for tax policy and analysis of tax expenditures, to develop data and methods to evaluate the effects of tax expenditures that affect (or are directed at the same goals as) your programs. You should be prepared to furnish, upon request, problem analyses, estimates of economic effects, and other materials that will provide explicit quantitative information on the relationship of existing or proposed tax expenditures to proposed budget expenditures.

33.7 Miscellaneous policies and requirements

Develop your budget estimates consistent with the following laws, rules, and policies:

MISCELLANEOUS REQUIREMENTS

Type of program or expenditure	Policies and requirements
Activities covered by the Coastal Barrier Resources Act	Do not include any new Federal expenditures or financial assistance prohibited by the Coastal Barrier Resources Act (Public Law 97–348).
Foreign currencies	Refer to guidelines in the Treasury Financial Manual (Vol. 1, Part 2, chapter 3200 and Vol. 1, Part 4, chapter 9000) and the Department of Foreign Affairs Manual (Volume 4, chapter 360).
Remedial environmental projects at Federal facilities	Follow the policies in Executive Orders 12088, 13423 and 13514.
Mail	Include sufficient amounts for official use of United States mail, package delivery, and/or private carrier service, including postage due. Assume maximum use of available postage discounts.
Records storage	Include sufficient amounts for the costs of storing and servicing temporary and inactive records.
Space and related requirements	Include payments for space, structures and facilities, land, and building service provided by GSA and others.
Systems acquisitions	Follow the guidance in the Capital Programming Guide. Ensure that electronic and information technology acquisitions meet the requirements of section 508 of the Rehabilitation Act of 1973 and allow individuals with disabilities access to and use of data.
Travel	Minimize official travel. Reflect the allowances authorized under the Federal Travel Regulations issued by GSA or comparable regulations issued by the Department of Defense for travel of military personnel and by the Department of State for foreign service personnel.
Tort claims	Do not include amounts for payment of tort claims unless a substantial volume of claims is presented regularly.
Water and sewer payments to the District of Columbia	Include amounts for payment for water and sewer services.
Construction of nuclear reactors	Obtain a letter from the Department of Energy setting forth its recommendations before submitting estimates.

Type of program or expenditure	Policies and requirements
Contractor claims	Include amounts for reimbursement of the claims and judgment fund for the full amount paid from the fund on behalf of the agency during the past year.
Subsidies for Medicare Part D eligible individuals for qualified prescription drug coverage	Do not assume that agency prescription drug costs for the agency's retirees and/or dependents will be reduced by the Part D program. Federal entities will not receive subsidies for Part D eligible individuals for qualified prescription drug coverage through the Retiree Drug Subsidy (RDS) and Federal entities will not administer—or have a third party administer—a Prescription Drug Plan or Medicare Advantage Prescription Drug Plan for their retirees and/or their dependents. Administration policy is that Federal Government entities should not receive the Medicare Part D drug subsidies because this would result in the Medicare Trust Fund cross-subsidizing other Federal programs. The primary rationale for creating the Part D RDS was to encourage employers and unions to continue to provide prescription drug coverage to their Medicare eligible retirees and their qualified dependents after the implementation of the Part D Program. These subsidies are not needed for Federal Government entities because the Federal Government intends to continue providing prescription drug coverage for its retirees and their qualified dependents.

SECTION 51—BASIC JUSTIFICATION MATERIALS

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51.18 Budgeting for the acquisition of capital assets

Summary of Changes

Updates requirements for agency strategic plans, annual performance plans, and annual performance reports pursuant to the GPRA Modernization Act of 2010 (sections 51.1, 51.7, and 51.9).

Includes information on the requirements for justifying capital asset acquisitions and updates related reporting elements (section 51.18).

51.1 General requirements.

Your justification should begin with a summary statement from the head of your agency and include:

- The broad policies and strategies proposed and the total amounts of discretionary and mandatory budgetary resources requested;
- The relationship of the policies, strategies, and resources requested to the planning guidance for budgetary resources provided by OMB;
- Significant proposed differences, if any, from current Administration policies;
- The most important program performance indicators and performance goals, including those that indicate positive and negative results that are the basis for the major proposed policies;
- Any significant proposals for changes in the current year budget and the relationship of such changes to the budget year and outyear requests;

- Any significant proposals or changes in spending patterns for the five- to ten-year period beyond the budget year and their relationship to outyear planning guidance and the policies proposed for the current and budget year;

- If you determine that your agency needs additional funding for individual programs in excess of the budget year guidance levels to meet the President's priorities, you are welcome to submit a separate submission that proposes and justifies the additional funding. This separate submission should also identify potential discretionary offsets in lower priority programs within your agency's budget; and

- Significant changes in full-time equivalent (FTE) employment. Provide justification for changes in relationship to projected workload, strategic planning initiatives, and reengineering efforts.

Other sections in this Circular that address budget justification materials include sections 25 through 54, and section 200. Budget submissions to OMB should be in the form of a performance plan to the greatest extent possible. Section 220 provides detailed instruction on developing and submitting a performance plan as required by GPRA Modernization Act.

51.2 Requirements for program justification.

You must provide a written justification when you submit your budget. You should determine specific informational requirements and timing of submissions in consultation with your OMB representative.

Where possible, you should include the full cost of a program, and you should align budget accounts and program activity lines with programs or the components of the programs that contribute to a single strategic goal or objective.

Your request should be consistent with the funding levels included in policy guidance. If the request is not consistent with policy guidance, you must provide a summary of what your budget request would be at the policy guidance levels and the reasons why a budget request consistent with the guidance is not appropriate. In addition, you may be asked by your OMB representative to identify and discuss the implications of other funding levels.

Prepare your justification in concise, specific terms and cover all programs and activities of your agency. Use tables, charts, and graphs in lieu of or to supplement text. Prepare materials in a manner designed to provide all of the information that you and OMB have agreed is necessary for OMB to understand and evaluate your agency's request and make its determinations.

At the discretion of OMB, you should include the following information for legislative proposals:

- Your estimates of the costs of implementing or administering proposed legislation.

- The assumptions underlying your estimates, including new work years, program outputs, and costs of inputs such as materials, contract costs or personnel costs. You should also include a discussion of alternative implementation strategies considered (e.g., contracting out versus in-house), and a discussion of any models used to develop your estimates.

- The budget classification (mandatory or discretionary) of the costs of implementing and administering the legislative proposal along with a written justification for your selection.

- Productivity savings and/or offsets for these costs. You should also provide a discussion of the methods and assumptions underlying your estimates for productivity savings and offsets.

You should also include the following:

- A comparison of total program benefits and total program costs, using quantitative, objective data to the maximum extent possible, as well as qualitative or judgmental material.

- A comparison of the marginal benefits and the marginal costs associated with the additional funds or reduced funding proposed.

- Supporting information that takes into consideration agency and outside (e.g., think tanks, GAO, CBO, universities, interest groups) program evaluations and related analytic studies, whether or not they agree with the proposed policy.

At the discretion of your OMB representative, these requirements may be modified or alternative justification materials specified. It should be emphasized that late decisions on proposed law provisions for the budget will require flexibility in this process. Other materials may be requested by your OMB representative.

51.3 Analysis of resources.

Use a tabular presentation to identify the financial and personnel resources required at the program levels under consideration. Include also a breakout of resources (financial, and if available, personnel) within each program level for all IT expenditures, and for all expenditures on major IT investments. The tabular presentation should identify IT investments within the program and include the program name, IT investment title, unique project identifier (UPI), and IT budget (PY, CY, and BY). The IT budget should reflect the resources associated with the actual program dollars going to this IT investment.

All justifications should clearly show in text and tables the IT investment request within each account and program activity level. To the extent possible, you should attempt to align your budget accounts with programs, distinguishing among components that contribute to different strategic goals or objectives. This should relate program assessments (see section 220) and budget accounts or sub-accounts.

In addition, you should include the full cost of a program where possible. In some cases, you may want to consider requesting budgetary resources to cover all indirect costs in the budget account or program activity that funds the program, and paying for all central services as they are used. In other cases, you may want to request appropriations for some central accounts providing support services; in these cases, you should include a table showing the full cost of resources used by each program, whether paid from its budget account or not.

Present resources required for PY and CY, as well as the estimated requirements for each funding option for BY through BY+9, where applicable. If CY cancellations or supplementals are pending or proposed, identify these separately. A subsidiary breakdown of such items as personnel compensation, capital outlay, or other categories of special concern would be useful.

Generally, present financial data in terms of new budget authority and outlays. However, your OMB representative may require additional measures, such as unobligated balances and offsetting collections.
Describe budgetary resources requests in the context of your management plan for the programs and activities. Describe resources requested for IT investments in the context of your program requirements. For IT expenditures proposed, demonstrate that all opportunities for coordination with Administration goals and eliminating redundant activities have been explored. Explain the analysis used to determine the resources needed to accomplish program and Administration goals, and demonstrate that all opportunities for making more efficient and effective use of resources have been explored.

51.4 Relationship of justification to account structure.

To the extent possible, you should attempt to align your budget accounts with programs, distinguishing among components that contribute to different strategic goals or objectives. Where the major programs in your justification materials do not coincide with the budget account structure, prepare a table to show the relationship. Arrange this table by program, with all relevant accounts and parts of accounts listed, showing budgetary resources (usually budget authority) in millions of dollars and FTE. Include breakouts of financial resources within each account activity line for total IT expenditures. Report programs that are mainly grants, contracts or other transfers of funds to entities other than your agency, related salaries and expense accounts and parts of accounts, including allocations of overhead amounts. Where it is helpful to explain the coverage of the table or the relationship among accounts, prepare a short narrative to accompany the table. This requirement only applies to major programs and activities. You should consult your OMB representative to ensure that you provide tables for appropriate activities and that you avoid unnecessary paperwork.

51.5 Agency restructuring or work process redesign.

You should identify restructuring or process reengineering activities resulting from proposed and current investments in information technology and other areas that yield budgetary savings. Indicate how these activities allow your agency to utilize existing resources better while improving program management and service delivery.

51.6 Information on grant programs and infrastructure investment.

Include copies of systematic economic analyses of expected benefits and costs completed in accordance with Executive Order 12893. OMB Bulletin No. 94–16 provides additional guidance on this Executive Order, including a listing of the accounts covered by the Order.

51.7 Performance goals, measures, and indicators.

Agency budget submissions for the 2013 budget may serve as the performance plan required by the GPRA Modernization Act of 2010 (see also 31 U.S.C. § 1115). Therefore, you need not submit a separate performance plan to comply with the Act. Your budget submission should cover all of your agency's programs and should consider all statutory requirements of the "annual performance plan" required by GPRA. Section 220 contains more detailed information on performance plans. Additional details on applicable public posting and notification requirements are also included in section 22.

51.8 Other analytical information.

Additional information may be required in budget justifications on the following:

- Workload analyses;
- Unit costs;
- Productivity trends; and
- Impact of capital investment proposals on productivity.

Use productivity measurement, unit costs, and organizational performance standards to the maximum extent possible in justifying staffing and other requirements.

Include as a specific element in productivity improvement for activities of Federal staff the gains planned or being realized from streamlining, including reduction of unnecessary overhead, creative use of technology, and elimination of low priority tasks and programs.

You should also be prepared to provide information on the basis for distributing funds (e.g., formulas or principles for allocation, matching, policies regarding the awarding of loans, grants or contracts, etc.) and data on resulting geographic distribution (e.g., by State, etc.), with identification of any issues.

51.9 Information on program evaluation.

Program evaluation is an important aspect of program planning and monitoring, assessing program results, and determining future funding levels. Program evaluation, studies, and other empirical research should play a complementary role in helping shape budget, management, and policy decisions. Performance management information, such as measures or outputs, typically is high-frequency and timely. In some cases the links between outputs and outcomes are strong enough that such performance information generates actionable evidence. In other cases the performance information is more appropriate as an early warning system, for helping identify questions that merit further study. In these cases, more evidence is needed for establishing a stronger link between program activities/outputs and outcomes. Program evaluation, studies, and other empirical research can help provide actionable evidence when performance information does not. Information from research and evaluation also is critical for designing effective performance measurement and for helping agencies interpret and act upon their data in a way that will improve performance. Agencies should use research and evaluation where available to inform budget, management, and policy decisions.

51.10 Explanations relating to supplemental appropriations requests.

If you request a supplemental, explain why the request was not included in the regular estimates for the period concerned and the reasons why it is considered essential that the additional appropriation be granted during the year. Submit proposals for offsets to be made elsewhere in your agency for both mandatory and discretionary resources and indicate related FTE savings or requirements and appropriate financing changes. Show the effect of requested supplementals in the appropriate portions of the justification material for the program elements affected.

51.11 Major changes in receipts estimates.

Provide narrative explanations for major changes from one fiscal year to the next in the amounts of receipts reported for any account, trends in receipt estimates for the related programs, and any other unusual circumstances relating to the estimates.

Advise OMB of increases in amounts reported to the Treasury Department accounts 1435.00 (General fund proprietary interest receipts, not otherwise classified) and 3220.00 (All other general fund proprietary receipts) when you expect that the amounts collected from a single source will exceed $10 million in any year or when legislation is proposed that will affect any receipts reported to those accounts.

Make your explanations of legislative proposals consistent with your legislative program and outyear policy estimates. Cover the expected timing of enactment and the annual level of receipts anticipated.

51.12 Historically Black Colleges and Universities.

As required by Executive Order 13256, which sets in place the White House Initiative on Historically Black Colleges and Universities (HBCUs), affected agencies and executive departments must produce an annual plan that establishes clear goals for how the agency or department intends to increase the capacity of HBCUs to effectively compete for grants and contracts and to encourage HBCUs to participate in Federal programs. Your submission is required to include the goal(s) identified in your annual plan.

51.13 Unobligated balances in liquidating accounts.

You must submit information justifying any unobligated balances you expect to carry forward into the current year (see section 185.3(k)).

51.14 Direct loan and loan guarantee programs.

Proposed changes to technical assumptions must be included with justification materials for all credit programs unless another date is agreed upon by OMB. Required materials include any proposed changes to technical assumptions, methodology, or source data underlying the credit subsidy cost estimate cash flows, and justification for such changes. Consult with your OMB representative regarding other requirements for direct loan and loan guarantee programs, including policy proposals for new or existing programs (see section 185).

51.15 Information on funding for Inspectors General.

If your agency is covered by the Inspector General Act of 1978, as amended (5 U.S.C. App.), your justification materials must include the following information required by section 6(f) of the Act:

1. Information submitted by the Inspector General to the head of the agency under section 6(f)(1) of the Act:

- The budget estimate and request of the Inspector General to the head of the agency;
- The portion of the budget amount requested by the Inspector General for training, including a certification that the amount requested satisfies all training requirements for that fiscal year; and
- The portion of the budget amount sought by the Inspector General as necessary to support the Council of the Inspectors General on Integrity and Efficiency; and

2. Information required to be submitted by the head of the agency under section 6(f)(2) of the Act:

- An aggregate request by the head of the agency for the Office of Inspector General;
- Amounts requested by the head of the agency for OIG training;
- Amounts requested by the head of the agency for support of the Council of the Inspectors General on Integrity and Efficiency; and
- Any comments of the affected Inspector General with respect to the overall Inspector General request by the head of the agency.

Prior to the President's submission of the President's Budget to the Congress, all of the above categories of pre-decisional deliberative information are subject to the confidentiality provisions of section 22.

The Act requires some of the above categories of information to be included in the President's Budget submitted to the Congress. All of the other categories of information listed above continue to remain subject to the confidentiality provisions of section 22 even after submission to the Congress of the President's Budget.

51.16 Information on agency's tribal consultation process.

Your agency's initial budget submission to OMB must include a description of the tribal consultation process that the agency conducted related to budget development, and the input that was received. If the agency has no programs with tribal implications, the section should indicate that no consultation is required. Please confer with your agency lead on tribal consultation in developing an appropriate and effective approach to consultation, in light of your agency's programs. This requirement is based on Executive Order 13175 (November 2000) and President Obama's Memorandum of November 5, 2009, directing agencies to develop plans to implement the Executive Order.

51.17 Information on agency's health and wellness programs.

Your agency is required to submit a high level summary of leadership, management, and other resources devoted to employee wellness as part of its budget submission to OMB. In addition, your agency will develop a comprehensive health and wellness plan, which is designed to achieve a 75 percent employee participation in wellness activities over the next five years. OPM will issue separate guidance for this plan, along with instructions for submission of the plan to OPM. The information will be available at https://max.omb.gov/community/x/KoLiF.

51.18 Budgeting for the acquisition of capital assets.

(a) *Overview*

The Government should have a high level of assurance that the funds dedicated to capital acquisitions support the agency mission and provide value to the taxpayer. In addition, agencies should be able to justify the acquisition and operation of an asset. The generation of a sound business case is a best practice for providing that justification and assurance. A business case should include the rationale for the investment and reference any supporting analysis.

The Capital Programming Guide provides guidance on the principles and techniques for effective capital programming. Additionally, budget terms and definitions are included in Appendix J, "Principles of Budgeting for Capital Asset Acquisitions." Other references related to capital assets are included in Appendix K, "Selected OMB Guidance and Other References Regarding Capital Assets."

The policy, budget justification, and reporting requirements for capital assets apply to all agencies of the Executive Branch of the Government subject to Executive Branch review. Agency business cases are due at the same time as your agency's annual budget submission (see Table 1 in section 25).

(b) *Information Technology (IT)*

As in past years, required data for all IT investments is provided in exhibits 53A and 53B. Information required for major IT investments, as defined in this guidance, is provided in exhibits 300A and 300B, derived from the old Exhibit 300. These exhibits are to be used only for information technology investments.

Links to templates and instructions for business cases, including exhibits 53A, 53B, 300A, and 300B, are provided in the Documents Library at http://www.whitehouse.gov/omb/e-gov/docs/.

(c) *Non-Information Technology (Non-IT)*

In general, business cases are required for the acquisition and operation of non-IT capital assets. The definition of capital asset can be found in Appendix 1 of the Capital Programming Guide. Links to the

template and instructions for the business case are provided in section 25, Table 1. The instructions include submission requirements, deadlines, and exemptions.

(d) *Aircraft*

An aircraft is a type of non-IT capital asset. A business case template tailored to the needs of the aircraft community is available. Links to the template and instructions are provided in section 25, Table 1. The instructions include submission requirements, deadlines, and exemptions.

SECTION 52—INFORMATION ON FINANCIAL MANAGEMENT

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Ex–52 Report on Resources for Financial Management Activities

52.1 What are the general reporting requirements?

Agencies are required to provide two reports on financial management:

- All agencies should prepare financial management systems initiatives and plans as described further in section 52.4 and OMB Circular A–127. This information should be summarized in each agency's annual Performance and Accountability Report (PAR) or Agency Financial Report (AFR); and

- Agencies covered by the Chief Financial Officers (CFO) Act of 1990 are to provide an annual resource allocation report on financial management activities (exhibit 52) as described in sections 52.5–52.7.

52.2 What policies are addressed by these reports?

For the 24 agencies covered by the Chief Financial Officers (CFO) Act of 1990, the materials required in this section address the following requirements:

- OMB Circular A–127, Financial Management Systems: Requires each agency to prepare and maintain financial management system plans.

- The Federal Financial Management Improvement Act of 1996 (FFMIA): Requires each agency head to determine substantial compliance with the Act. When the agency head determines that the agency's financial management systems do not comply with FFMIA, the Act requires the agency to submit a remediation plan to bring the agency's financial management systems into substantial compliance with FFMIA. Guidance in this section outlines the information that must be provided regarding the remediation plan.

- CFO Act: Requires each agency CFO to prepare a financial management plan.

52.3 Who must report?

CFO Act agencies. All CFO Act agencies must report as prescribed in sections 52.4–52.7. The CFO Act assigns to the CFO the responsibility for preparing and revising the agency's financial management plans and developing the agency's financial management budget. Additionally, the information is used in reviewing the budget submissions of agencies.

Non-CFO Act agencies. Non-CFO Act agencies must report as prescribed in section 52.4; however do not report materials described in sections 52.5–52.7. Non-CFO Act agencies must include in their budget submission a brief summary of their financial management plans to ensure sound financial management practices. An agency should include this information in its PAR or AFR.

52.4 What is the report on financial management systems?

The following information, derived from more specific plans held by the agency, should be synopsized in each agency's annual PAR or AFR (PARs and AFRs are discussed in OMB Circular A–136 and financial systems are addressed in OMB Circular A–127). If any of the information requested in this section is also required by OMB Circular A–136 or A–127, agencies should streamline responses to avoid duplication of effort.

A discussion of an agency's financial management strategy should unite into a coherent and purposeful theme covering all aspects of financial and budget management, including material weaknesses, information systems, and performance measurement. This description should align with the agency's mission and programs, and include, at a minimum:

Goals and the supporting financial system strategies

- Briefly discuss the agency's financial management systems strategy and how it will achieve the goals of improving financial and budget management agency-wide. Include information on the status of financial management activities and systems (see below) to provide a context for the agency's plans and resources request.

- Financial management systems framework

- Present an overview of the agency's current and future financial management systems framework and describe financial management systems critical to effective agency-wide financial management, financial reporting, or financial control.

- Include in the overview a synopsis of critical projects currently underway, or planned to achieve the target framework. Identify FFMIA remediation activities planned and underway, describing target dates and offices responsible for bringing systems into substantial compliance with FFMIA.

- Compile an inventory of baseline financial management and mixed systems, including an assessment of major problems.

52.5 What is the report on resources for financial management activities (exhibit 52)?

Exhibit 52 captures information on obligations for financial management activities; specifically, resource levels for functions overseen by the CFO, including financial statement audit, budget formulation and execution, regardless of whether these three activities are directly under the purview of the CFO. It also collects the full-time equivalent (FTE) employment data and contractor information for the same activities. For each category, agencies will report their prior year (PY) obligations. This information is used for agency oversight and budget review.

Agencies should explain in footnotes to the exhibit, any significant line item changes between the PY amounts and the exhibit 52 submission during the previous year. A significant change is defined as any increase that exceeds the percent increase determined by OMB guidance for the agency as a whole.

52.6 What are the resource descriptions for exhibit 52?

Report obligations for the prior year, in millions of dollars and FTE employment data for the categories described below. Information should represent the agency's salaries, contracts, or other major expenses; it includes systems costs reported on exhibit 53. Allocation of overhead expenses is not required. A footnote should indicate if overhead allocation has been included in the costs; and if so, a brief description of what consists of the overhead expenses.

REPORT ON RESOURCES FOR FINANCIAL MANAGEMENT ACTIVITIES

Category	Description
Agency contact	Include a point of contact for the information provided by the CFO organization of the agency.
Contact information	Include email and telephone number of agency contact.
Accounts Payable	Activities that lead up to disbursing payments due to the public, such as recording obligations, receiving and accepting goods and services, and establishing payables. (Exclude travel obligation activities.)
Accounts Receivable	Activities associated with establishing and collecting amounts due from the public for performance of services, delivery of goods sold, the passage of time (e.g., interest earned), overpayments, or other actions by the agency.
Disbursement	Activities associated with making payments that were warehoused, recording payments made by other systems, and transmitting payment files in the formats required by Treasury for the initiation of EFTs and check payments. It also includes payment activities of agencies that have delegated disbursing authority to print checks or to initiate electronic transfers. (Exclude travel payment activities.)
General ledger	Activities related to performing analysis, reconciling transactions posted, and recording adjustments to the general ledger.
Intra-governmental	Activities associated with identifying and posting entries that resulted from exchange and non-exchange transactions between Federal entities, e.g., reimbursable, fiduciary, transfers, and borrowing authorities.
Travel	Activities associated with establishing travel obligations, advances, and payments.
Financial Reporting	Activities associated with generating internal and external reports such as financial statements, trial balance, 133, 224, 1219/1220, fund status, transaction history, and ad hoc queries.
Accounting Policy	Activities associated with drafting and issuing financial management policies.
Internal Control	Activities associated with monitoring and improving internal control and reporting annual assessment of internal control as required by FMFIA.
Audit Support	Activities associated with supporting the annual financial statement audit, e.g., audit liaison.
Financial Systems	Activities associated with supporting the financial management system(s) maintained by OCFO. This should include both costs of the systems and salaries that are under the purview of the OCFO and are reported on the

Category	Description
	Exhibit 53. While the Exhibit 53 may include costs beyond the OCFO, this category on the 52 should only capture the portion of systems costs that are under the OCFO.
Budget Formulation	Activities associated with determining priorities for future spending and to develop an itemized forecast of future funding and expenditures during a targeted period of time. This includes the collection and use of performance information to assess the effectiveness of programs and develop budget priorities.
Budget Execution	Activities pertaining to the legal and managerial uses of budgetary resources to achieve results that comply with the enacted budget and Administration policy. Budget execution activities include but are not limited to: apportionments, allotments, commitments, reprogramming actions, incurring obligations, and funds control.
OIG Financial Statements Audit	Activities associated with the annual financial statement audit by Inspector General staff and contractors (regardless of the source of funding by OCFO or OIG, for example).
Cost Accounting / Performance Management	Activities associated with accumulating, recognizing, and distributing organization and program costs for management information purposes. Include activities associated with Budget and Performance integration.
Grants management	Activities, directly under the CFO, relating to grants management functions. Grants management activities outside the OCFO should not be included.
Other	All activities directly under the CFO previously not defined, e.g. payroll, procurement, or loan activities.
No. of FTEs	Number of government employee FTEs supporting the activities described in each category. If an employee has performed a number of activities that would fall under more than one category, then report the employee's service under the category that the person had spent the most time. FTE should include Federal employees that are foreign nationals and working in locations outside the United States.
No. of Contractors	Number of contractors supporting the activities described in each category. If a contractor has performed a number of activities that would fall under more than one category, then report the contractor's service under the category that the person had spent the most time. If a fixed price contract is used, report the average number of FTE's in the fiscal year.
Cost of Contractors ($ in millions)	Amount of actual costs incurred for contractors supporting the activities described in each category. This column should not include contract costs, just personnel costs related to the contract. Other non-personnel related contract costs that are associated with contracts should be distributed across the appropriate categories in the total cost column.
Total Cost ($ in millions)	Amount of actual costs incurred for supporting the activities described in each category. Include contract personnel and other contract costs distributed across the appropriate categories.

52.7 How do I submit exhibit 52 and when is it due?

Exhibit 52 is due annually on January 31. It should be approved by the agency CFO before submission to OMB. Use the formatted excel spreadsheet template provided on the MAX Federal Community page

https://max.omb.gov/community/x/3YHYEg. Email the completed spreadsheet to exhibit52@omb.eop.gov. For additional information about this submission, use the same email address for questions.

Department or Agency Name: Department of Government
Agency Contact (prepared by): Jane Doe
Contact Information (email/phone): 202-555-5555 jane.doe@gov

Categories	No of Federal Employees	No of Contractors	Cost of Contractors	Total Cost
	(in Full Time Equivalents)		($ in millions)	
Financial Operations				
Accounts Payable.....	15.00	-	-	3.00
Accounts Receivable.....	20.00	-	-	4.00
Disbursement.....	3.00	-	-	0.40
General Ledger.....	8.00	-	-	1.00
Intragovernmental	3.00	-	-	0.30
Travel.....	1.00	1.50	0.01	0.20
Sub-total Financial Operations	**50.00**	**1.50**	**$ 0.01**	**$ 8.90**
Financial Reports.....	8.00	-	-	1.00
Accounting Policy.....	8.00	-	-	1.00
Internal Control.....	15.00	-	-	2.00
Audit Support.....	4.00	-	-	0.80
Financial Systems.....	5.00	5.00	1.00	2.50
Budget				
Formulation.....	5.00	-	-	1.00
Execution.....	5.00	-	-	1.00
Sub-total Budget	**10.00**	**-**	**$ -**	**$ 2.00**
OIG for Financial Statements Audit.....	-	3.50	0.70	0.70
Cost Accounting/Performance Management.....	10.00	-	-	1.00
Grants Management.....	-	-	-	-
Other (e.g. personnel, procurement, loan etc).....	2.00	-	-	0.30
TOTAL	**112.00**	**10.00**	**$ 1.71**	**$ 20.20**

Is the CFO responsible for handling the budget functions? (Yes/No) **Yes**

Comments:

Auto sum of financial operations.

Budget formulation and execution are the only categories that should include resources that may be located outside the CFO organization.

Auto sum of budget.

Auto sum of all categories above.

Grants management and all non-budget categories should include only resources that are located directly in the CFO organization.

Agencies should explain any significant line item changes between the amount and the exhibit 52 submission during the previous year, in the comments section. A significant change is defined as any increase that exceeds the percent increase determined by OMB guidance for the agency as a whole.

Allocation of overhead expenses is not required. A footnote should indicate if overhead allocation has been included in the costs; and if so, a brief description of what consists of the overhead expenses (e.g. rent...).

SECTION 53—INFORMATION TECHNOLOGY AND E-GOVERNMENT

Summary of Changes

General requirements related to information technology investments are now covered in section 51.18. In addition, section 25.5 provides an electronic link to the specific reporting instructions and exhibits 53A and 53B.

SECTION 54—RENTAL PAYMENTS FOR SPACE AND LAND

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54.1 Do I need to report on rental payments?
54.2 What materials must I provide?
54.3 What terms do I need to know?
54.4 How do I prepare the space budget justification?
54.5 What supporting information must I provide?

Ex–54 Space Budget Justification

54.1 Do I need to report on rental payments?

If your agency obligates more than $5 million annually for rental payments to the General Services Administration (GSA) or to others (e.g., other Federal agencies or commercial landlords) for rental of space, structures and facilities, and land and building services, you must submit a space budget justification in the format of exhibit 54 at the same time as your agency's annual budget submission (see section 54.2 for the e-mail address for the submission, which must be coordinated with all relevant agency officials). OMB uses this information to evaluate your budget request for rent in the context of personnel and program changes (e.g., downsizing). GSA uses this information to refine its estimates of rental costs. You should use this information to analyze your space requirements and rental costs.

For reporting purposes, *include* amounts for the services covered by the basic rental charge assessed by GSA as obligations for rental payments to GSA, but *exclude* amounts above standard services, such as overtime utility services. From GSA's monthly bill, use line D, "Total Annual Rental" plus, in some cases, line 14a "Billing Adjustments and Corrections, Current Year" to compare to the amount on the line "GSA rent estimate" of exhibit 54. These amounts are already *net* of obligations for the cost of operations in buildings where GSA has delegated authority for building operations. The cost of building operations in buildings whose operational authority is delegated should be budgeted in the appropriate object classes, such as 25.4, operations and maintenance of facilities. These costs should appear on exhibit 54.

Make your obligations for rental payments to GSA (Part 1 of exhibit 54) and your obligations for other space services paid to non-GSA entities (Part 2) consistent with data reported as rental payments under the appropriate object classes (see section 54.4).

54.2 What materials must I provide?

You must submit an overall summary report in the format of exhibit 54 for the agency as a whole. This report provides a justification of your agency's budget request for rent. In addition, you must submit a separate report for each bureau or subordinate organization that makes rental payments. Submit a single agency-wide summary report if these costs are paid for centrally from one account.

You must complete exhibit 54 using an electronic Excel spreadsheet available from GSA at http://www.gsa.gov/exhibit54. The spreadsheet format includes inflation factors to calculate outyear estimates automatically and it generates total obligations for rental costs and funding sources.

The report contains information for PY through BY+1 on:

- Rental payments to GSA, which reconciles the GSA rent estimate with actual, planned, and requested changes in inventory.

- Funding sources for these rental payments to GSA.
- Rental payments to others, both non-Federal and Federal sources.
- Supporting detail on all changes from the GSA rent bill or GSA estimates of rental costs (see section 54.5).

Your submission must support your budget year request and list all applicable appropriations and/or other funding sources by account.

Report space requirements to the nearest square foot; state obligations in thousands of dollars and round to the nearest thousand. Where an amount falls exactly halfway in between, round to the nearest even figure (for example, both $11,500 and $12,500 round to $12). Do not identify amounts of $500 or less.

In addition to the materials provided with your budget submission, submit electronic versions of these materials both to GSA and OMB by sending e-mails to the following addresses:

OMBExhibit54@gsa.gov and exhibit54@omb.eop.gov

Exhibit 54 is due with the budget submission. Before sending the completed spreadsheet, verify that the subject line has the three-digit OMB agency code (see Appendix C) and the full agency name.

54.3 What terms do I need to know?

Agency means departments and establishments of the Government, and ***bureau*** means the principal subordinate organizational units of an agency.

GSA bureau code means the agency/bureau code(s) recorded on the GSA rent bills or GSA budget estimates for each bureau making rental payments. (This number is *not* the same as the 2–digit OMB bureau code described in section 79.2 and Appendix C.)

GSA rent estimate means a document developed by GSA and sent to customer agencies once a year. This document provides budget year data on estimated assigned space and the associated costs of that space. It is used by GSA's customers for planning and budgeting purposes. You should use this year's GSA budget estimate (available this summer) to report the GSA rent estimate for the CY and BY.

OMB-approved inflation factor means the inflation factor used in the GSA budget estimate. Mid-Session Review inflation factors will be used for CY through BY+1. The electronic spreadsheet format provided to you will use these factors to automatically inflate certain outyear estimates.

Chargeback *(or adjustments to the bill)* means the process by which GSA's customers contest a GSA billing. If you claim a chargeback, you are required to complete a Standard Form 2972 if you are an IPAC Agency and a form 2992 if you are a non-IPAC Agency and provide supporting chargeback data justifying your claim.

54.4 How do I prepare the space budget justification?

The following table explains the information needed to prepare the space budget justification (see exhibit 54). Exhibit 54 illustrates the summary page of the submission. There are five worksheets that contain the detail for the chargebacks, planned changes to inventory and the requested program changes. One worksheet is for the chargebacks, and there is one for each year in which to detail planned changes to inventory and the requested program changes (i.e., PY, CY, BY and BY+1). The summary justification consists of two parts:

- Rental payments to GSA (Part 1). (With the exception of the lines "Other adjustments," "Statutorily-imposed rent caps," and "Funding sources for Rental Payments to GSA," data in this part is derived by formula from five back-up worksheets); and

- Rental payments to others (Part 2).

Subtotals, totals, and certain other entries indicated in **boldface** will be automatically calculated (see exhibit 54).

INFORMATION REQUIRED FOR THE SPACE BUDGET JUSTIFICATION

Entry	Description
	Report in dollars and to the nearest square foot on the individual worksheets. The totals will be automatically calculated for the summary page, with obligations rounded to the nearest thousand. Report net estimates of rental costs and square feet (i.e., net of any adjustments within the relevant category being reported).
PART 1-A: RENTAL PAYMENTS TO GSA	In Part 1, include information on rental payments to GSA only. Report data on rental payments to others in Part 2.
Sections II, III, AND IV For PY, CY, BY, and BY+1 worksheets	Refer to the Exhibit 54 instructions provided by GSA for specific guidance in completing the supporting worksheets of the Exhibit 54 Excel Workbook. In addition to the instructional guide, GSA will provide the CY and BY Base Rent Estimate files and corresponding files containing anticipated Inventory Changes for those budget years. The GSA Exhibit 54 instructions can be found at http://www.gsa.gov/exhibit54
Space budget justification—the summary worksheet	
Other adjustments	Use this space to enter any other adjustments that are not included in the individual worksheets. Include an explanation of these items.
Statutorily-imposed rent caps	Report only on those rental payments to GSA that you consider constrained for legal reasons. Include as a footnote the legal reference (i.e., public law citation). Supporting detail must be provided, as described in section 54.5.
Total, net rental payments to GSA	The Space Budget Justification worksheet will automatically generate these totals.
PART 1-B: FUNDING SOURCES FOR RENTAL PAYMENTS TO GSA	
Funded by direct appropriations:	List each direct appropriation that funds rental payments to GSA, by account title and identification (ID) code. Use a 9–digit ID code, which includes the OMB agency/bureau code followed by the 4–digit basic account symbol assigned by Treasury (xxx–xx–xxxx) (see section 79.2). For PY–BY+1, include the amount of obligations for rental payments to GSA that are funded from annual appropriations and permanent appropriations to general, special, and trust funds.
Account title and ID code	If there are more than three accounts listed, change the electronic spreadsheet to add rows, as needed.

Entry	Description
Subtotal, direct appropriations	Report the sum of amounts of direct appropriations for a year for accounts listed. If more than three accounts are listed, change the spreadsheet formula to calculate the amount funded by direct appropriations.
Funded by other sources:	List all other sources of funding for rental payments to GSA (i.e., other than direct appropriations) by account title and ID code (described above).
Account title and ID code	Include additional information on the line stub to identify the source of funding, as necessary. For PY–BY+1, include the amount of obligations for rental payments to GSA that are funded from reimbursements, other offsetting collections, and allocations. If there are more than three accounts listed, change the electronic spreadsheet to add rows, as needed.
Subtotal, other funding sources	Report the sum of amounts for other funding sources for a year for accounts listed. If more than three accounts are listed, change the spreadsheet formula to calculate the amount funded by other sources.
Total, net rental payments to GSA (object class 23.1)	Report the sum of amounts paid to the GSA Federal building fund for all funding sources (direct appropriations plus other funding sources) for a year for accounts listed. Report amounts that are consistent with obligations classified as "Rental payments to GSA" (object class 23.1). Make the totals for each year equal to the corresponding "Total, net rental payments to GSA" reported above (see exhibit 54).
PART 2. RENTAL PAYMENTS TO OTHERS	In Part 2, report information on rental payments to Federal agencies other than GSA and to entities outside the Federal Government. Exclude data on rental payments to GSA, which are reported in Part 1.
Non-Federal sources (object class 23.2)	Include obligations for possession and use of space, land, and structures leased from non-Federal sources (i.e., commercial landlords). Report amounts consistent with obligations classified as "Rental payments to others" (object class 23.2).
Federal sources other than GSA (object class 25.3)	Include obligations for payments to Federal agencies other than GSA for space, land, and structures that are subleased or occupied by permits, regardless of whether the space is owned or leased. *Note:* Typically, with the approval of the Administrator of GSA, you may sublease your GSA-assigned space to another agency or bureau. In such cases, if you are the agency assigned the space by GSA, report rental payments for this space in Part 1 as "Rental payments to GSA." If you are the agency or bureau subleasing space from another agency or bureau, report payments for the sublease in Part 2 as "Federal sources other than GSA." Report amounts consistent with obligations for rental payments to Federal sources reported as "Purchases of goods and services from Government accounts" (object class 25.3).
Total, rental payments to others	Report the sum of amounts as rental payments to non-Federal sources and to Federal sources other than GSA. Make the totals consistent with rental obligations classified in object classes 23.2 and 25.3.

54.5 What supporting information must I provide?

Complete and submit all six worksheets of exhibit 54 that support the Space Budget Justification summary page. For each change, include the GSA bureau code; the GSA building number (if known); city and State; type of action; effective date; square feet; and rent, on the appropriate worksheet. For any program changes requested, provide supporting information that identifies the program initiatives related to the requested changes. In addition, provide a list that identifies major acquisitions, renovations, or consolidations required to implement agency planned space changes, as well as the timing, amount of work space, and cost of each action.

Space Budget Justification

Agency_____
Bureau _____
GSA Bureau Code_____

Shaded entries are automatically generated by the electronic spreadsheet.

Note: The PY GSA rent estimate is based on the monthly rent bill with "date of inventory" that matches the GSA budget estimate for BY. CY and BY rent estimates are taken from the GSA budget estimates for the BY.

Round dollars to the nearest thousand, as required by section 54.2. Report space requirements to the nearest square foot.

Department of Government
(obligations in thousands of dollars)

	PY		CY		BY		BY + 1	
	Sq. Ft.	$	Sq. Ft.	$	Sq. Ft.	$	Sq. Ft.	$
PART 1-A: RENTAL PAYMENTS TO GSA								
GSA rent estimate	26,500,000	$400,000	28,300,000	$425,000	28,300,000	$438,000	28,300,000	$447,636
Actual adjustments to the bill:								
Chargebacks (PY only)	-500,000	-$4,000	-500,000	-$7,500	-500,000	-$7,658	-500,000	-$7,826
Other adjustments								
Statutorily imposed rent caps								
Planned changes to inventory:								
PY	200,000	$2,000	200,000	$3,000	200,000	$3,063	200,000	$3,130
CY			100,000	$1,200	100,000	$1,500	100,000	$1,533
BY					135,000	$1,750	135,000	$2,150
BY + 1							115,000	$1,000
BY + 2								
Requested program changes:								
CY			115,000	$1,000	115,000	$1,700	115,000	$1,737
BY					100,000	$1,200	100,000	$1,500
BY + 1							.....	.....
BY + 2								
Total, net rental payment to GSA	26,200,000	$398,000	28,215,000	$422,700	28,450,000	$439,555	28,565,000	$450,860
PART 1-B: FUNDING SOURCES FOR RENTAL PAYMENTS								
Funded by direct appropriations:								
Account title and ID code:								
Acct. 1 Salaries and expenses 016-10-1166		$366,250		$367,750		$372,387		$377,000
Acct. 2								
Acct. 3								
Subtotal, direct appropriations		$366,250		$367,750		$372,387		$377,000
Funded by other sources:								
Account title and ID code:								
Acct. 1 Water resources control 016-12-2650		$31,750		$54,950		$67,168		$73,860
Acct. 2								
Acct. 3								
Subtotal, other funding sources		$31,750		$54,950		$67,168		$73,860
Total, net payments to GSA (object class 23.1)		$398,000		$422,700		$439,555		$450,860
PART 2: RENTAL PAYMENTS TO OTHERS								
Non-Federal sources (object class 23.2)	24,000,000	$290,000	25,000,000	$300,000	22,900,000	$275,000	22,900,000	$275,000
Federal sources (object class 25.3)	150,000	$1,800	150,000	$1,800	150,000	$2,000	150,000	$2,000
Total, rental payments to others	24,150,000	$291,800	$25,150,000	$301,800	$23,050,000	$277,000	$23,050,000	$277,000

Dollar amounts for "Total, net rental payments to GSA" above should equal the corresponding entries at the end of Part 1. Supporting detail is required on each actual, planned, and requested change in inventory (see section 54.5).

Pursuant to section 83.12, only payments made directly to the GSA Federal buildings fund should be classified as object class 23.1. All other rental payments should be classified as object class 23.2 or object class 25.3.

SECTION 79—THE BUDGET DATA SYSTEM

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79.1 What is the MAX system and how do I report data in MAX?
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79.6 What MAX changes were made this year?

Ex–79A Functional Classification
Ex–79B Source Category Codes for Receipt Accounts
Ex–79C When Do I Use Transmit 0, 2, or 4?
Ex–79D Examples of Different Account Identification Codes

Summary of Changes

Includes guidance on using different transmit codes previously included in section 82 (section 79.3).

Uses an exhibit to show examples of different account identification codes (exhibit 79D).

Drops the crosswalks between old and new line numbers in schedule X.

79.1 What is the MAX system and how do I report data in MAX?

MAX A-11 Data Entry (MAX) is a computer system used to collect and process most of the information required for preparing the budget. MAX compiles the budget data using a series of schedules, or sets of data, within the MAX database. Each schedule describes a view of the President's Budget. An overview of all the schedules is provided in section 79.4.

You report data at the budget account level in MAX (see section 20.12(a)). This information is aggregated to provide the totals presented in many of the tables in the President's Budget. Most amounts are reported in millions of dollars. The preferred method of rounding numbers is to the nearest even million (for example, both $11,500,000 and $12,500,000 would round to 12); however, use of standard off-the-shelf packages that round up when a number is exactly mid-way between two whole numbers is acceptable (for example, $11,500,000 would round to 12 and $12,500,000 would round to 13).

The MAX A–11 User's Guide is a comprehensive reference document that provides information on how to use MAX. It is available online, on the MAX A–11 website:

https://max.omb.gov/maxportal/webPage/home/maxA11UsersGuide

You must use the MAX A-11 system to submit your budget data. If data has already been entered for a particular account and transmittal code, you can retrieve and change the data using MAX. For a new account or transmittal code, you must create new shells of schedules before you can enter data. The User's Guide provides detailed instructions on how to create and edit schedules. You can also use MAX to generate several diagnostic computer reports.

MAX contains information on budget account titles and classifications and controls data entry. Before you can submit your budget data, an account must be established. Section 79.4 provides information on how to request new accounts or request changes to existing accounts.

MAX contains numerous crosschecks or error messages ("edit checks") to help ensure the consistency of the data. Appendix D, which will be issued in the fall, describes the edit checks.

79.2 What should I know about account identification codes?

OMB, in consultation with the Department of Treasury, assigns account identification codes. These codes are used to store and access data in MAX, run reports, and identify accounts in OMB and Treasury documents and MAX reports. While you can access your accounts in MAX without knowing the account number, you are required to perform several steps that can be eliminated if you do know it. Each account can be identified in several ways. For example, you can access your accounts in MAX by entering either the OMB account number or the Treasury account number. Regardless of which number you use, familiarity with the following coding options is helpful. See exhibit 79D for examples of various account code combinations.

- OMB agency code—Each department or independent agency has a unique three digit number assigned by OMB (see appendix C for list).

- OMB bureau code—Each bureau within each department or major agency has an agency-unique two-digit number assigned by OMB. Agencies that do not have distinct bureaus have a bureau code of "00" (see appendix C for list). Most receipt accounts do not have a distinct bureau and have a bureau code of "00".

- Treasury agency code—Each agency also has a two-digit number assigned by Treasury (see appendix C for list).

- Account symbol—Each account has an agency-unique number assigned by Treasury or, in the case of merged accounts, by OMB, that corresponds to the fund type (e.g., general, special). For expenditure accounts, this number is four digits and, for receipt accounts, this number is six digits.

- Transmittal code—Each account in MAX has a one-digit code that identifies the nature or timing of the associated schedules as described in section 79.3.

- Fund code—Section 20.12 explains fund codes and the account symbols associated with each fund type.

- Subfunction code—OMB assigns each account a three-digit code that corresponds to the account's subfunctional classification (e.g., national defense, income security, agriculture). (See section 79.4(d) for further explanation of subfunctions and exhibit 79A for a list of functional classifications.)

79.3 Which transmittal code should I use?

The following codes are used to identify the nature or timing of the request.

Most requests that are transmitted to the Congress in the President's Budget are for appropriations for the upcoming fiscal year. These requests are normally reported under transmittal code 0.

Transmittal Code	Title and description	Footnotes used in "Federal Programs by Agency and Account" listing in the budget.
0	Regular budget schedules.	n/a
1	Supplemental proposal. Use only for requesting supplemental CY amounts.	A
2	Legislative proposal, not subject to PAYGO. Use for the effects of proposals requiring authorizing legislation where those effects are not subject to PAYGO. These include both discretionary proposals that are contingent on the enactment of authorizing legislation, as well as mandatory and revenue proposals that do not have a PAYGO impact, which are sometimes referred to as third scorecard (see section 20.3). Do not use for routine reauthorization of ongoing programs.	J
3	Appropriations language to be transmitted later. Use only with prior approval of OMB when language for a significant policy proposal cannot be transmitted in the budget.	I
4	Legislative proposal, subject to PAYGO. Use for the effects of proposals requiring authorizing legislation that are subject to PAYGO. Do not use for routine reauthorization of ongoing programs.	B
5	Rescission proposal pursuant to Title 10 of the Congressional Budget and Impoundment Control Act. Use only for requesting rescission of CY amounts.	H
7	Amounts included in the adjusted baseline. The amounts are excluded by OMB to produce the BEA baseline. Use only at OMB direction.	n/a
8	Overseas contingency operations. Use only for amounts requested for BY through BY+9.	n/a
9	Reserved for OMB use.	n/a

Separate schedules using non-zero transmittal codes are required to identify proposed supplementals, supplementals requested in the budget, and items proposed for later transmittal under either existing or proposed authorizing legislation or their effect on the information presented in the regular schedule for the account. The combination of the regular schedule and the non-zero transmittal code schedule should display the condition of the account as it would exist if the Congress enacts the proposals.

When a supplemental proposal or legislative proposal involves a transfer between accounts, omit the transaction from the regular (transmittal code 0) schedules and display it in separate schedules for each of the affected accounts. See exhibit 79C for help in determining if your legislative proposal should be coded as a transmittal code 0, 2, or 4.

79.4 How do I request new accounts, changes to existing accounts in MAX?

MAX contains information on budget account titles and classifications and controls data entry. Among other things, it contains information on:

- The account title, as it will be printed in the budget;

- The Treasury and OMB identification codes;
- Subfunctional classification;
- Budget Enforcement Act (BEA) category;
- Congressional subcommittee assignment;
- Type of account (e.g., expenditure, receipt, trust, special, revolving);
- Whether more than half of the collections are user charges;
- Whether the account will finance payments to individuals;
- Whether the account is sequestrable or exempt;
- Whether the account has obligation limitations;
- For receipt accounts, the receipt type; and for offsetting receipts, character classification; and
- Where the account will be printed in the budget (see section 95.3).

(a) *General*

If you need to request a new account or make changes to an existing account, please contact your OMB budget representative. If requesting a new account, you will need to provide information on:

- Fund type
- BEA category
- Function
- User charges
- Receipt type
- Receipt source
- Legal authority

These classifications are discussed further below. OMB will coordinate with Treasury, as required, make the necessary changes, and notify you when the change is complete.

If you want to propose new financing methods, reorganizations, account mergers, or changes to the program activity structure in the program and financing schedule, OMB approval is required. You should submit requests for such changes by October 1, unless OMB specifies another date. If a change is dependent on pending decisions or results from late congressional action or other circumstances beyond your control, submit the request as soon as possible after October 1. If prospective internal reorganizations are likely to require budget structure changes, obtain OMB approval prior to implementing the reorganization.

Until requests are approved, base budget materials on the existing structure. If changes are approved, you must revise budget schedules and other materials accordingly.

(b) *Fund type and code*

OMB and Treasury will assign identification codes based on the type of fund involved and other characteristics of the proposed new account. The account symbol is based on the fund type. See section 20.12 for a detailed discussion of fund types.

FUND TYPES AND CODES

Account symbol	Type of fund	Fund Code
0000–3899	General fund	1
5000–5999	Special fund	2
4000–4499	Public enterprise revolving fund	3
4500–4999	Intragovernmental revolving fund	4
3900–3999	Management fund	4
8000–8399 and 8500–8999	Trust non-revolving fund	7
8400–8499	Trust revolving fund	8
6000–6999	Deposit funds	N/A
F3800–F3899	Clearing accounts	N/A
90xx	Assigned by OMB to designate allowances	
991x–998x	Assigned by OMB to designate merged accounts	

In cases where two or more accounts with different account symbols are included in a merged schedule, "99" is used for the first and second positions, the third position designates the fund type, and the fourth position uniquely identifies the merged schedules.

(c) *BEA category*

For each expenditure or receipt account, OMB assigns a BEA category (e.g., discretionary, mandatory) that designates how the budgetary resources of the account will be classified for BEA purposes (see section 81.2 for a summary of BEA data classifications). In cases where the account will contain resources classified in more than one BEA category, OMB will identify the account as a "split" account.

(d) *Functional and subfunctional classification*

OMB normally assigns each expenditure and offsetting receipt account a single subfunction code (see exhibit 79A for a list of functional classifications). In rare cases, an appropriation account may be split between two or more subfunctions. If the subfunctions are in the same function, the code of the function is used (e.g., 500, 550, etc.). If two or more functions are involved, the code "999" is used. Annually, OMB consults with CBO and other relevant budget and appropriation committee staff members regarding functional and subfunctional classification. This process, which is required by statute, typically occurs from October through December (see section 25.3).

(e) *User charge classification*

OMB designates whether any collections related to the account are user charges, as defined in section 20.7(g). Receipts, offsetting receipts, and offsetting collections may be classified as user charges.

(f) *Receipt type*

Receipt accounts are classified either as governmental receipts or offsetting receipts. If the receipts associated with a particular program have more than one classification, separate receipt accounts must be established (see section 20.7 for a full discussion of receipts).

(g) *Source category code*

Each receipt type has a number of unique source category codes that enable MAX to produce tables needed for the budget. OMB assigns the codes when a new receipt account is established by determining the receipt type for the account and selecting an appropriate program category within that receipt type (see exhibit 79B for a list of source category codes).

(h) *Account mergers*

Two or more Treasury accounts may be combined into a single budget account with a single set of budget schedules.

The underlying accounts are replaced and accounted for by a single budget account:

- When two or more appropriation accounts are replaced by a single appropriation. Sometimes the amounts in the old accounts are merged by law into the successor account.

- When the budget proposes to merge several appropriations into a single account and request budget year appropriations on that basis. The objective of such proposed mergers is to permit greater flexibility in achieving program goals by managing and budgeting at a higher level of aggregation. This objective must be balanced against other needs, including the need for public disclosure and review and control by the President and the Congress.

- For revolving fund feeder accounts, which are appropriation accounts whose budgetary resources are available only for transfer to specified revolving fund accounts. They should be merged into the revolving funds to which they relate, and the amounts included in the feeder accounts should not be separately identified.

The underlying accounts are displayed under a single budget account but continue to be accounted for separately for:

- Federal fund accounts for which no budget authority is anticipated after the past year;

- Permanent general and special fund appropriations that are used for similar purposes or where accounts contain small sums that have no direct bearing on programs financed by current appropriations;

- Small trust fund accounts; and

- Below threshold accounts (that is, accounts with amounts of $500,000 or less) with larger accounts. For this purpose, below threshold trust fund accounts may be merged with general fund accounts.

79.5 What are the MAX schedules?

The following table lists the MAX schedules that appear in reports and computer screen:

MAX schedule	Description	A–11 section number
SCHEDULE A	POLICY ESTIMATES OF BUDGET AUTHORITY AND OUTLAYS	81
SCHEDULE C	CHARACTER CLASSIFICATION	84

MAX schedule	Description	A–11 section number
SCHEDULE F	BALANCE SHEET	86.1
SCHEDULE G	STATUS OF DIRECT LOANS, PRESIDENTIAL POLICY	185.11(b)
SCHEDULE H	STATUS OF GUARANTEED LOANS, PRESIDENTIAL POLICY	185.11(c)
SCHEDULE J	STATUS OF FUNDS	86.3
SCHEDULE K	RECEIPTS, BASELINE ESTIMATES	81
SCHEDULE N	SPECIAL AND TRUST FUND RECEIPTS	86.4
SCHEDULE O	OBJECT CLASSIFICATION	83
SCHEDULE P	PROGRAM AND FINANCING	82
SCHEDULE Q	EMPLOYMENT SUMMARY	85
SCHEDULE R	RECEIPTS, PRESIDENTIAL POLICY	81
SCHEDULE S	BASELINE ESTIMATES OF BUDGET AUTHORITY AND OUTLAYS	81
SCHEDULE T	BUDGET YEAR APPROPRIATIONS REQUESTS IN THOUSANDS OF DOLLARS	86.2
SCHEDULE U	LOAN LEVELS AND SUBSIDY DATA, PRESIDENTIAL POLICY	185.10(c)
SCHEDULE X	COMBINED SCHEDULE	EX-81A, EX-79D, EX-79E
SCHEDULE Y	FEDERAL CREDIT DATA, BASELINE ESTIMATES	185.11(d)

79.6 What MAX changes were made this year?

Schedules N and J will be updated on a real-time basis. You will be able to view them in a report available through MAX A-11; they will no longer be separate MAX A-11 tabs, even though OMB will continue to print them in the Budget Appendix.

The following table lists the MAX changes that will affect the FY 2013 Budget:

MAX schedule, line code, and title		Change
Program and Financing (P)		
1012	Unobligated balance transfers between expired and unexpired accounts	Change
1013	Unobligated balance of contract authority transferred to or from other accounts (net) (+ or -)	Change
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	Change
1030	Adjustment to foreign exchange valuation for Exchanges Stabilization Fund	Delete
1101, 1201	Appropriation (special or trust fund)	Change

MAX schedule, line code, and title		Change
1102, 1202	Appropriation (trust fund)	Delete
1103	Advance funding	Change
1104	Appropriation available in prior year (-)	Delete
1171	Advance appropriation (special or trust fund)	Change
1172	Advance appropriation (trust fund)	Delete
1230	Appropriations and/or unobligated balance of appropriations permanently reduced (-)	Add
1231	Appropriations permanently reduced (-)	Delete
1232	Appropriations and/or unobligated balance of appropriations temporarily reduced (-)	Change
1233	Appropriations temporarily reduced (-)	Delete
1234	Unobligated balance of appropriations temporarily reduced (-)	Delete
1271	Advance appropriation (special or trust fund)	Change
1520, 1620	Contract authority and/or unobligated balance of contract authority permanently reduced (-)	Change
1521, 1621	Unobligated balance of contract authority permanently reduced (-)	Delete
1723, 1823	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	Change
1724	Unobligated balance of spending authority from offsetting collections temporarily reduced (-)	Delete
1822	Spending authority from offsetting collections temporarily reduced (-)	Delete
Schedule C		
1463-xx	U.S. Global Change Research Program Report (budget authority, outlays and obligations)	Delete
1464-xx	Networking and information technology R&D (budget authority)	Delete
1465-xx	National nanotechnology initiative (budget authority)	Delete
1466-xx	Climate change technology programs (budget authority, outlays and obligations)	Delete
1467-xx	Climate change international assistance (budget authority, outlays and obligations)	Delete
Schedule O		
11.6	Other Personnel compensation – housing allowance	Add

FUNCTIONAL CLASSIFICATION

050 NATIONAL DEFENSE
- 051 Department of Defense-Military
- 053 Atomic energy defense activities
- 054 Defense-related activities

150 INTERNATIONAL AFFAIRS
- 151 International development and humanitarian assistance
- 152 International security assistance
- 153 Conduct of foreign affairs
- 154 Foreign information and exchange activities
- 155 International financial programs

250 GENERAL SCIENCE, SPACE, AND TECHNOLOGY
- 251 General science and basic research
- 252 Space flight, research, and supporting activities

270 ENERGY
- 271 Energy supply
- 272 Energy conservation
- 274 Emergency energy preparedness
- 276 Energy information, policy, and regulation

300 NATURAL RESOURCES AND ENVIRONMENT
- 301 Water resources
- 302 Conservation and land management
- 303 Recreational resources
- 304 Pollution control and abatement
- 306 Other natural resources

350 AGRICULTURE
- 351 Farm income stabilization
- 352 Agricultural research and services

370 COMMERCE AND HOUSING CREDIT
- 371 Mortgage credit
- 372 Postal Service
- 373 Deposit insurance
- 376 Other advancement of commerce

400 TRANSPORTATION
- 401 Ground transportation
- 402 Air transportation
- 403 Water transportation
- 407 Other transportation

450 COMMUNITY AND REGIONAL DEVELOPMENT
- 451 Community development
- 452 Area and regional development
- 453 Disaster relief and insurance

500 EDUCATION, TRAINING, EMPLOYMENT, AND SOCIAL SERVICES
- 501 Elementary, secondary, and vocational education
- 502 Higher education
- 503 Research and general education aids
- 504 Training and employment
- 505 Other labor services
- 506 Social services

550 HEALTH
- 551 Health care services
- 552 Health research and training
- 554 Consumer and occupational health and safety

570 MEDICARE
- 571 Medicare

600 INCOME SECURITY
- 601 General retirement and disability insurance (excluding social security)
- 602 Federal employee retirement and disability
- 603 Unemployment compensation
- 604 Housing assistance
- 605 Food and nutrition assistance
- 609 Other income security

650 SOCIAL SECURITY
- 651 Social security

700 VETERANS BENEFITS AND SERVICES
- 701 Income security for veterans
- 702 Veterans education, training, and rehabilitation
- 703 Hospital and medical care for veterans
- 704 Veterans housing
- 705 Other veterans benefits and services

750 ADMINISTRATION OF JUSTICE
- 751 Federal law enforcement activities
- 752 Federal litigative and judicial activities
- 753 Federal correctional activities
- 754 Criminal justice assistance

800 GENERAL GOVERNMENT
- 801 Legislative functions
- 802 Executive direction and management
- 803 Central fiscal operations
- 804 General property and records management
- 805 Central personnel management
- 806 General purpose fiscal assistance
- 808 Other general government
- 809 Deductions for offsetting receipts

900 NET INTEREST
- 901 Interest on Treasury debt securities (gross)
- 902 Interest received by on-budget trust funds
- 903 Interest received by off-budget trust funds
- 908 Other interest
- 909 Other investment income

920 ALLOWANCES
- 921–929 Allowances [Assigned by OMB]

950 UNDISTRIBUTED OFFSETTING RECEIPTS
- 951 Employer share, employee retirement (on-budget)
- 952 Employer share, employee retirement (off-budget)
- 953 Rents and royalties on the Outer Continental Shelf
- 954 Sale of major assets
- 959 Other undistributed offsetting receipts

MULTIPLE FUNCTIONS
- 999 Multifunction account [used for accounts that involve two or more major functions]

SOURCE CATEGORY CODES FOR RECEIPT ACCOUNTS

GOVERNMENTAL RECEIPTS

[RECEIPT TYPE "G"]

Individual income taxes:
- Federal Funds 0121

Corporation income taxes:
- Federal funds 0130
- Trust funds (Hazardous substance superfund) 0135

Social insurance taxes and contributions (trust funds):
- Employment taxes and contributions:
  - Old-age and survivors insurance (Off-budget) 0211
  - Disability insurance (Off-budget) 0213
  - Hospital insurance 0215
  - Railroad retirement:
    - Social Security equivalent account 0219
    - Rail pension and supplemental annuity funds 0217
- Unemployment insurance:
  - State taxes deposited in Treasury 0221
  - Federal unemployment tax receipts 0222
  - Railroad unemployment tax receipts 0223
  - Railroad debt repayment 0224
- Other retirement contributions:
  - Federal employees' retirement-employee contributions 0232
  - Contributions for non-Federal employees 0233

Excise taxes:
- Federal funds:
  - Miscellaneous excise taxes 0320
  - Tobacco excise taxes 0311
  - Ozone depletion excise tax 0315
  - Alcohol excise tax 0312
  - Telephone excise tax 0314
  - Transportation fuels tax 0316
  - Other Federal fund excise taxes 0310
- Trust funds:
  - Highway trust fund 0322
  - National recreational trails trust fund 0323
  - Airport and airway trust fund 0325
  - Aquatic resources trust fund 0330
  - Black lung disability insurance trust fund 0333
  - Inland waterway trust fund 0336
  - Hazardous substance superfund 0339
  - Oil spill liability trust fund 0341
  - Post-closure liability trust fund 0342
  - Vaccine injury compensation trust fund 0345
  - National endowment for the environment 0346
  - Leaking under ground storage tank trust fund 0348
  - Other trust fund excise taxes 0349

Estate and gift taxes 0350

Custom duties and fees 0400

Miscellaneous Receipts:
- Miscellaneous taxes 0459
- Net tobacco settlement 0462
- United Mine Workers of America: Combined benefit fund 0470
- Employees health benefits fund 0473
- Deposit of earnings, Federal Reserve System 0651
- Transfers from the Federal Reserve 0652
- Defense Cooperation 0653
- Alternative fuels production 0655
- Fees for permits and regulatory and judicial services
  - Immigration, passport, and consular fees 0830
  - Patent and copyright fees 0840
  - Registration and filing fees 0850
  - Coal mining reclamation fees 0885
  - Miscellaneous fees for permits, licenses, etc 0869
  - Miscellaneous fees for regulatory and judicial services 0890
  - Fees for legal and judicial service 0860
- Fines, penalties, and forfeitures 1050
- Restitutions, reparations, and recoveries under military occupation 1100
- Confiscated assets 1150
- Confiscated Iraqi assets 1155
- Refunds and recoveries 1250

Proposed Legislative Plug 1300

OFFSETTING RECEIPTS

INTRAGOVERNMENTAL TRANSACTIONS

[RECEIPT TYPE "IF"]

Federal intrafund transactions:
- Distributed by agency:
  - Interest from the Federal Financing Bank 1405
  - Interest on Government capital in enterprises 1400
  - lnterest received by retirement and health benefits funds 1410
  - General fund payments to retirement and health benefits funds:
    - Employees health benefits fund 1432
    - DoD retiree health care fund 1430
    - Miscellaneous Federal retirement funds 1438
  - Subsidy balance transfers 1440
  - Other 1471

[RECEIPT TYPE "UF"]

Federal intrafund transactions:
- Undistributed by agency:
  - Employing agency contributions:
    - Employees health benefits fund 1482
    - DoD retiree health care fund 1480
    - Miscellaneous Federal retirement funds 1488

[RECEIPT TYPE "IT"]

Trust intrafund transactions:
- On-Budget:
  - Payment to railroad retirement (from off-budget) 1691
  - Interest payments, to hospital insurance (from off-budget) 1692
  - Other 1521
- Off-Budget:
  - Interest on intertrust borrowing 1693
  - Other 1511

[RECEIPT TYPE "ID"]

Inter-fund transactions:
- Distributed by Agency:
- On Budget:

Federal fund payments to trust funds:
- Contributions to retirement and insurance programs:
  - Military retirement fund 1612
  - Supplementary medical insurance 1613
  - Hospital insurance 1614
  - Railroad social security equivalent fund 1615
  - Rail industry pension fund 1620
  - Civilian supplementary retirement contributions 1616

Unemployment insurance.....1617
Other contributions 1618
State and local government fiscal assistance.....1623
Miscellaneous payments.....1622
Trust fund payments to Federal funds:
Repayment of loans or advances to trust funds 1644
Quinquennial adjustment of military service credits.....1695
Other 1643
Off-Budget:
Old-age, survivors and disability, insurance 1681

[RECEIPT TYPE "UI"]

Undistributed by agency:
On-Budget:
Employer share, employee retirement (on-budget):
Civil service retirement and disability insurance 1661
CSRDI from Postal Service.....1697
Hospital insurance (contribution as employer).....1662
Employer contributions to FHI from Postal Service 1696
Military retirement fund.....1664
Other Federal employees retirement 1669
Interest received by on-budget trust funds 1670
Off-Budget:
Employer share, employee retirement (off-budget).....1682
Interest received by off-budget trust fund.....1683

PROPRIETARY RECEIPTS FROM THE PUBLIC

[RECEIPT TYPE "P"]

Distributed by agency:
Interest:
Interest on foreign loans and deferred foreign collections.....1715
Interest on deposits in tax and loan accounts 1716
Other interest 1717
Dividends and other earnings.....1750
Royalties and rents 2050
Sale of products:
Sale of timber and other natural land products.....2220
Sale of minerals and mineral products 2230
Sale of power and other utilities 2240
Other.....2299
Fees and other charges for services and special benefits:
Medicare premiums and other charges 2460
Employees health benefits premiums 2462
Nuclear waste disposal revenues 2464
Veterans life insurance (trust funds).....2465
Tolls and other revenues, Panama Canal 2466
Other.....2467
Sale of Government property:
Military assistance program sales (trust funds).....2637
Sale of land and other real property.....2515
Sale from the stockpile of strategic and other materials 2636
Other.....2799
Realization upon loans and investments:
Dollar repayments of loans, Agency for International Development 2961
Foreign military credit sales 2962
Negative subsidies and downward re-estimates....2965
Repayment of loans to foreign nations 2997
Other.....2998
Recoveries and refunds 3100
Gifts and contributions.....3101
Miscellaneous receipt accounts.....3102

[RECEIPT TYPE"UP"]

Undistributed by agency:*
Outer Continental Shelf escrow account (Function 908).....3220
Outer Continental Shelf rents and bonuses (953) 3230
Outer Continental Shelf royalties (953).....3240
Arctic National Wildlife Refuge (959).....3245
Sale of major assets (954) 3250
Other undistributed offsetting receipts (959).....3252

OFFSETTING GOVERNMENTAL RECEIPTS

[RECEIPT TYPE "OG"]

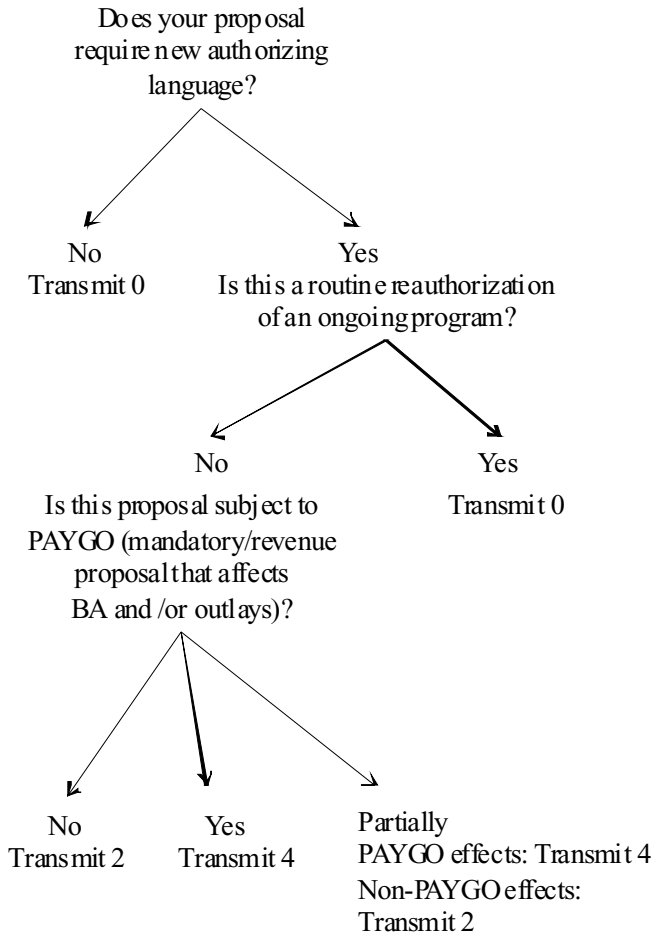
Distributed by Agency:
Defense cooperation.....4001
Regulatory fees 4025
Other 4050

[RECEIPT TYPE "UG"]

Undistributed by agency:
Spectrum auction proceeds.....5000

NOTE: Functions may not be mixed within a "UP" source category.

When do I use Transmit 0, 2, or 4?[1]

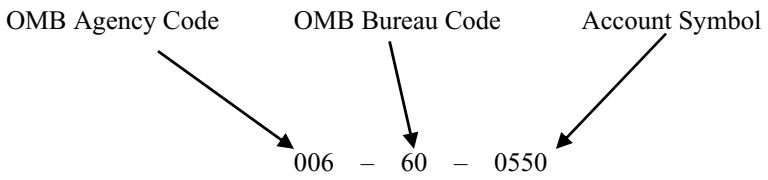


[1] Use transmit 1 for supplemental proposals for current year BA that do not require new authorizing language.

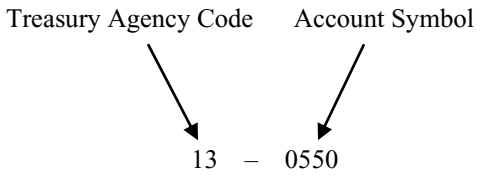
Examples of Different Account Identification Codes

The following example illustrates the various account code combinations for the Salaries and Expenses account of the National Telecomm unications and Information Administration of the Department of Commerce:

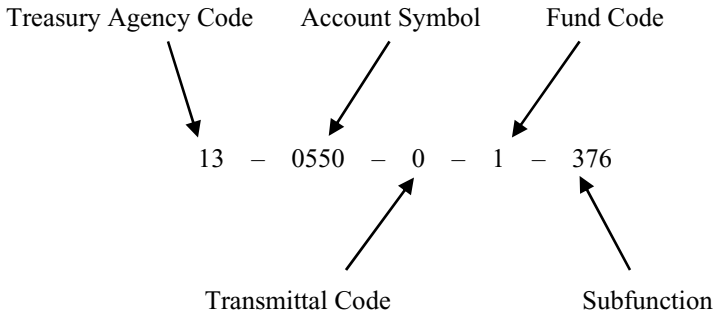
- OMB account number



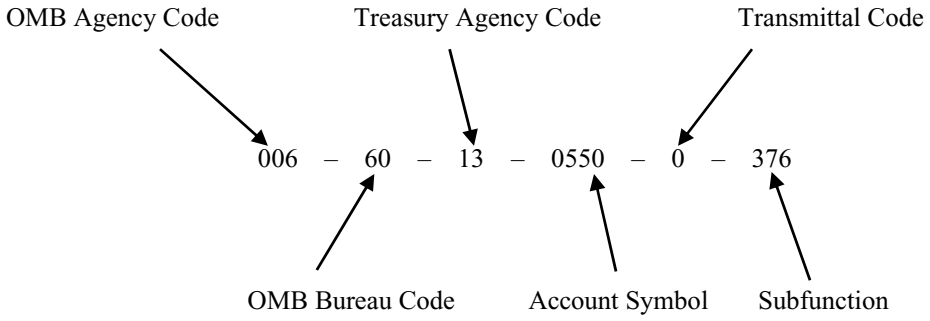
- Treasury account number



- Account identification code as shown in Budget Appendix



- Account identification code as shown at top of MAX data entry screen



SECTION 80—DEVELOPMENT OF BASELINE ESTIMATES

Table of Contents

80.1 What are the basic requirements?
80.2 What general rules do I need to know?
80.3 What rules apply to discretionary spending and collections?
80.4 What rules apply to mandatory spending and collections?
80.5 What rules apply to mandatory supplemental requests?
80.6 What rules apply to governmental receipts?
80.7 What materials must I provide in support of baseline estimates?

Summary of Changes

Clarifies the method for extending expiring mandatory programs with definite budget authority in the baseline (section 80.4).

Clarifies the policy treatment of excise taxes dedicated to trust funds that are assumed to continue in the baseline (section 80.6).

80.1 What are the basic requirements?

OMB baseline estimates follow the rules in section 257 of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Enforcement Act of 1990 (BEA).

Each agency, including the legislative and judicial branches, must submit estimates of budgetary resources, outlays, and receipts that project the CY levels into BY through BY+9, except:

- For credit financing accounts, baseline data is required only for net financing disbursements; and
- Government-sponsored enterprises do not have to submit baseline estimates.

Section 82 provides detailed information on entering baseline data into MAX.

The BEA provides explicit instructions on how to develop the baseline estimates. Some apply to all baseline estimates. However, most rules are specific to two categories of collections and spending:

- Those that are controlled through annual appropriations acts (discretionary spending); and
- Those that are controlled through authorizing legislation (mandatory spending and receipts).

The classification of collections and spending as discretionary or mandatory spending generally follows the criteria specified in the BEA. Consult your OMB representative if you have questions concerning BEA classification.

OMB may work with affected agencies to make adjustments to the estimates to produce an adjusted baseline to be used in the budget documents.

80.2 What general rules do I need to know?

The baseline is a projection of the budgetary resources, outlays, and receipts for mandatory programs and governmental receipts based generally on current law, and a projection of the current year (CY) levels of

budgetary resources, outlays, and receipts into the outyears for discretionary programs. Below are rules that apply to all baseline estimates:

- *Legislative proposals*. Legislative proposals are considered to be changes from the baseline projection. Do not reflect their budgetary effects in the baseline estimates.

- *Supplementals*. Include only supplementals associated with mandatory programs that would finance obligations required by current law in the baseline.

- *Regulations, management initiatives, and administrative actions*. Include the effects of these, including planned regulations that are not final, in the baseline estimates, as long as they can be implemented without further legislation.

- *Credit programs*. Base the estimates for credit programs on enacted appropriations of subsidy budget authority for direct loans and guaranteed loan commitments. In addition, see section 185.11(d) for baseline requirements for net financing disbursements in liquidating and financing accounts (Schedule Y).

80.3 What rules apply to discretionary spending and collections?

Follow the BEA guidelines and base the baseline estimates for discretionary spending and collections on the levels provided in the most recent appropriations act or full-year continuing resolution (CR). If a part-year CR is in effect, base the estimates on the annualized level of the CR. Except for advance appropriations, the most recent appropriations act or full-year CR is normally for the current year. The BEA provides special rules for estimating the baseline for BY through BY+9 when no appropriations have been enacted.

(a) *Current year base*

Estimates will equal the enacted current year amounts reported in MAX under transmittal code 0. You must separate discretionary budgetary resources, except those related to spending authority from offsetting collections, into portions related to civilian pay and benefits, military pay and benefits, or not related to pay and benefits. See section 81.2 for pay and non-pay definitions.

(b) *BY through BY+9 baseline estimates*

In most cases, baseline estimates of budgetary resources are calculated by MAX to be equal to the most recent full year appropriation (generally the CY level) adjusted for anticipated pay and non-pay inflation using factors supplied by OMB.

For the four BEA-specified accounts with social insurance administrative expenses (the Federal hospital insurance trust fund, the supplementary medical insurance trust fund, the unemployment trust fund, and the rail industry pension fund), you must report estimates of the beneficiary population (see explanation of line 5150-00 in section 82.9).

For programs financed by the Highway and Mass Transit trust fund and controlled by annual obligation limitations, projections of discretionary outlays are derived from a projection with inflation of the CY level of the obligation limitation.

Outlays from budgetary resources provided prior to the budget year should be the same in the baseline and in the Presidential policy estimates. New budgetary resources generally should outlay at a rate that is consistent with Presidential policy spendout rates. Section 82.6 describes outlays more fully.

(c) *Advance appropriations*

If an account is completely funded through advance appropriations, the last year of the enacted advance appropriation is the base for calculating the baseline estimate for the remaining years. However, if Congress discontinues an advance appropriation and provides the funding for that advance in the current appropriations instead, the last year of the advance appropriation should be assumed to be zero, and the regular appropriation should be inflated accordingly.

If an account is funded with both current and advance appropriations, inflate the current appropriation as described in (b) above; for the advance appropriation, follow the guidance in the paragraph above.

(d) *Discretionary credit accounts*

MAX inflates CY subsidy budget authority using the annual adjustment factor for non-pay costs from the economic assumptions for the budget. The estimated policy subsidy rate for the BY should be a separate and distinct calculation from that done for the CY. The OMB subsidy model computes the subsidy rate using the economic assumptions for the budget. (See section 185.5 for instructions on calculating baseline subsidy estimates, including programs with negative subsidies.) OMB does not collect baseline information on direct loan obligations and guarantee commitments.

(e) *Discretionary offsetting collections and receipts*

The baseline estimates should be consistent with the levels of budgetary resources assumed for the account conducting the activity that generates the collections. When the level of collections is independent of the appropriated level, reflect collections consistent with the level of activity anticipated under current law.

(f) *Multi-account appropriations*

If an appropriation covers more than one account and does not specify the amount provided for each account, such as the limitation on administrative expenses under the Social Security Act, the distribution of the budget authority by account in the CY is the base for subsequent years. Inflate the CY amount by account to derive the budget authority for BY through BY+9.

(g) *Accounts with negative budget authority in the CY*

- If the account has net negative budget authority as a result of a rescission, reduction, or transfer of balances, estimate the budget authority for BY through BY+9 as zero.

- If the account has negative budget authority because the offsetting collections credited to the account exceed the spending authority from those offsetting collections (e.g., as a result of limitations on administrative expenses or repayments of debt), provide your best estimate of the *offsetting collections* under current law, and

  - If the *spending authority is controlled by appropriations*, project the authority using the guidance in section 80.3(b).

  - If the *spending authority from offsetting collections is indefinite*, reflect the level of activity anticipated under current law.

80.4 What rules apply to mandatory spending and collections?

The Statutory Pay-As-You-Go Act of 2010 requires the estimates for budgetary resources provided in authorizing law and for appropriated entitlements to reflect the level of activity anticipated under current

law, using the same economic and technical assumptions that are used for the Presidential policy estimates. Include the effect of changes to programs and activities directed by previously enacted legislation (such as a change in a benefit formula that becomes effective in BY+2) in the year that the changes become effective. The following special rules apply:

- *Expiring authorizations*. Assume that a program explicitly designated as temporary will expire. Assume that programs scheduled to expire under current law (even if not explicitly designated as temporary) will expire if outlays for the program in the last full year before expiration are $50 million or less. Assume that expiring programs will continue if outlays in the last full year of the program before expiration exceed $50 million. For programs with definite BA, extend the BA at the same level provided in the last full year, and for programs with indefinite BA, project future BA and outlays based on the program's eligibility criteria, benefit formulas, and other provisions in effect at the point of expiration. Assume an expiring *provision* of law (in contrast to an expiring *program*) will expire if that assumption does not have the effect of terminating the basic program.

- *Veterans' compensation cost-of-living-adjustment (COLA)*. Assume enactment of a COLA for veterans' compensation that is equal to the COLA required by law for veterans' pensions.

Affected agencies should contact their OMB representative for guidance.

Base collections affected by Federal pay rates on rates used for Presidential policy, not on the levels of compensation assumed in the baseline for the pay portion of discretionary accounts.

Substantive changes to or restrictions on entitlement law or other mandatory spending law contained in appropriations laws (including changes in offsetting receipts or collections) shall be treated as changes in discretionary spending for the purposes of scoring those appropriations laws (see Appendix A). However, in the subsequent budget, OMB can decide to reclassify such changes, especially in accounts that are generally mandatory. If advised by OMB to reclassify the change, the mandatory spending entries for the account should reflect the change made in appropriations law.

80.5 What rules apply to mandatory supplemental requests?

Baseline estimates for mandatory supplemental requests will reflect *current year* baseline estimates of budget authority and the related outlays insofar as that budget authority will finance obligations that exist under current law. Budget authority estimates for BY through BY+9 will be zero. However, you should reflect the spendout of current year budget authority, as appropriate, over the period BY through BY+9.

80.6 What rules apply to governmental receipts?

Governmental receipts should be projected based on provisions of the tax code under current law, except that excise taxes dedicated to trust funds are assumed to continue after their scheduled expirations. (These receipts will not necessarily be carried over in policy if the trust fund spending is assumed to expire.) Thus, estimates should include the effect of changes to governmental receipts directed by previously enacted legislation (such as a change in a tax rate, deduction, or credit that becomes effective in BY+2) in the year that the changes become effective.

80.7 What materials must I provide in support of baseline estimates?

After final budget decisions, you must submit a table showing the impact on the baseline of estimates of:

- Major regulations;
- Expiring provisions of law assumed to be extended in the baseline;
- Caseloads for major mandatory programs;
- Management initiatives;

- Administrative actions; and
- Other major program assumptions included in the baseline.

Show the budgetary impact of each major assumption separately. For example, a change in outlays due to a regulatory change should be shown separately from a change due to the expiration of a provision of law. Consult with your OMB representative on the format and content of this table.

SECTION 81—POLICY AND BASELINE ESTIMATES OF BUDGET AUTHORITY, OUTLAYS, AND RECEIPTS (SCHEDULES A, S, R, AND K)

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81.1 What are the basic requirements?
81.2 What data classifications do I use to enter data into MAX?
81.3 What information do I need to report?
(a) Expenditure accounts
(b) Receipt accounts

Summary of Changes

Reorganizes the guidance for reporting policy and baseline estimates of budget authority and outlays and program and financing data (schedules A, S, and P) to clarify the relationship to schedule X.

Clarifies that amounts classified as civilian and military pay should include personnel compensation and benefits (section 81.2).

Updates guidance for reporting budget enforcement subcategories consistent with the discretionary spending limits and cap adjustments established pursuant to section 251 of the Balanced Budget and Emergency Deficit Control Act of 1985 (BBEDCA), as amended by the Budget Control Act of 2011 (section 81.2).

81.1 What are the basic requirements?

MAX contains detailed information on budgetary resources, outlays, and receipts for *presidential policy* (schedules A and R) and *baseline* (schedules S and K). You will enter the data for schedules A and S in the combined schedule X in MAX. The system will copy the appropriate entries from schedule X into schedules A and S.

- Presidential policy data covers the period PY through BY+9.
- Baseline data covers the period CY through BY+9.
- Schedules A and S include information on budget authority, limitations and outlays.
- Schedules R and K include information on receipts.

For all accounts, except credit financing accounts and Government-sponsored enterprises, you must:

- Submit policy data (all transmittal codes).

- Submit baseline data for the regular budget schedule (transmittal code "0").

- Submit baseline data for supplemental requests (transmittal code "1") that are classified as *mandatory* and finance obligations that exist under current law (such as payments under entitlement programs).

  - Do not provide baseline estimates for *discretionary* supplemental requests.

- Do not provide baseline estimates for other transmittals (e.g., codes "2", "4", "8") unless specifically requested by OMB.

Use the guidance in sections 31–33 to develop the policy estimates. Use the guidance in section 80 to develop the baseline estimates.

81.2 What data classifications do I use to enter data into MAX?

Report data using the classifications specified below. Multiple entries are required when more than one classification applies to a budgetary resource, limitation, offset, or outlay. When inserting or revising data in MAX, choose the appropriate line number, subfunction, Budget Enforcement subcategory, and other classifications from a list provided on the screen.

DATA CLASSIFICATIONS FOR SCHEDULES X (A and S), R, AND K

Classification	Description
LINE NUMBER	Line numbers for schedules A, S, R and K consist of a four-digit number and a two-digit suffix (xxxx–xx). For schedule A and S, the first four digits tells the type of data being reported and the last 2 digits distinguishes between policy and baseline data or describes the types of outlays (see exhibit 81B). For schedules R and K, the six-digit number (xxxx–xx) indicates the character classification (see section 81.3 and 84.4)
SUBFUNCTION	For accounts with a single subfunctional classification (see section 79.2), you can enter data without specifying the subfunction; MAX automatically provides the subfunction designation. For multifunction accounts, you must enter data under each of the appropriate subfunctions.
CIVILIAN PAY AND BENEFITS/ MILITARY PAY AND BENEFITS/ NON-PAY	Indicates whether amounts are used to fund personnel compensation and benefits ("pay") or other activities ("non-pay"). This is entered in schedule X on line xxxx–50. Applies to baseline budget authority (other than spending authority from offsetting collections) and limitations. The requirement to distinguish baseline pay and benefits from other amounts applies only to discretionary budget authority and limitations. For mandatory amounts, you may choose to make the distinction, or just to code all amounts as non-pay. ***Civilian pay and benefits*** means the amount of new budgetary resources used to fund personnel compensation and benefits for civilian personnel, consistent with the definitions for object classes 11.1 through 11.5 and 12.1. ***Military pay and benefits*** means the amount of new budgetary resources used to fund personnel compensation and benefits for military personnel, consistent with object classes 11.7 and 12.2. ***Other than pay and benefits*** means the amount of new budgetary resources not used to fund personnel compensation.
BUDGET ENFORCEMENT CATEGORY/ SUBCATEGORY/ JURISDICTION/	Indicates: • ***Budget enforcement category.*** (e.g., discretionary, mandatory, net interest, governmental receipt) In most cases, if an account is classified as *discretionary* under BBEDCA, you classify any spending authority from offsetting collections (line 1750), the offsetting collections from which they are derived (lines 4030-4060), and the outlays from the offsetting collections as discretionary. Likewise, you classify these amounts as *mandatory* in

Classification	Description

	accounts designated as mandatory under BBEDCA, except for administrative expenses, which are classified as discretionary.
	• ***Subcategory.*** Includes subcategories from before discretionary enforcement expired in 2002 (e.g. third scorecard, highway, mass transit, non-emergency supplemental funding, economic recovery, and change in a mandatory program), as well as the new cap adjustments included in the Budget Control Act of 2011 (BCA) (e,g. overseas contingency operations/global war on terrorism, emergency funding, program integrity, and disaster relief). Report data by the categories listed in the next table, "Summary of Budget Enforcement Data Classifications." Use multiple entries if more than one classification applies to the budgetary resources and outlays in an account.
	• ***Jurisdiction.*** (appropriations or authorizing committee) All discretionary resources are under the jurisdiction of appropriations committees. The classification for mandatory resources differentiates between appropriations and authorizing committee jurisdiction.
	• ***Homeland security.*** MAX tracks spending on homeland security activities. For selected budget enforcement subcategories, MAX will prompt you to indicate whether the amounts should be further classified as:
	  o Homeland security. Activities focused on combating and protecting against terrorism. These activities may occur within the United States and its territories, or outside of the United States and its territories in support of domestically based systems or activities (e.g. visa processing). Such activities include efforts to detect, deter, protect against, and, if needed, respond to terrorist attacks. A complete definition can be found in the National Strategy for Homeland Security;
	  o Regular. Those programs, projects, and other activities that are not classified as homeland security.
	• ***Rescissions and cancellations.*** Use an emergency, overseas contingency operations/global war on terrorism (OCO/GWOT), or disaster relief subcategory to classify rescissions and cancellations of amounts that have been designated as emergency, OCO/GWOT, or as disaster relief appropriations, respectively. Reductions of funds that have been designated as emergency requirements will not be counted as PAYGO offsets for the purposes of the Statutory Pay-As-You-Go Act of 2010. Reductions of funds that have been designated as emergency requirements, as OCO/GWOT appropriations, or as disaster relief will not be counted as discretionary offsets for appropriations of non-emergency funds.
	• ***Other***. The above rules apply to all line entries *except* the number of beneficiaries (line 5150-00).

SUMMARY OF BUDGET ENFORCEMENT DATA CLASSIFICATIONS

If the resource is classified as ...	And is controlled by the ...	And the following conditions apply ...	Then the data classification is ...
Discretionary	Appropriations committee	None of the conditions described below applies.	DISCRETIONARY This category includes spending authority that requires appropriations committee action and the associated outlays, as well as receipts made available through action by appropriations committees in discretionary accounts. Do not use this category if amounts can be classified in any of the other discretionary categories described below.
		The amounts are under the ***discretionary highway category*** of BBEDCA, as amended by TEA-21 and SAFETEA-LU (Pub .L. No. 105–178, Pub. L. No. 109-59).	DISCRETIONARY, HIGHWAY Classify amounts in excess of the highway category spending cap as "discretionary" not as "discretionary, highway."
		The amounts are under the ***discretionary mass transit category*** of BBEDCA, as amended by TEA-21 and SAFETEA-LU (Pub. L. No. 105–178, Pub. L. No. 109-59).	DISCRETIONARY, MASS TRANSIT Classify amounts in excess of the mass transit category spending cap as "discretionary" not as "discretionary, mass transit."
		The amounts include ***enacted or proposed emergency funding for the current year and proposed emergency funding for the budget year*** (i.e., funding that is either proposed or enacted with an emergency designation by both the President and the Congress pursuant to Section 251(b)(2)(A) of BBEDCA, as amended) and is limited to emergency amounts that are not for Overseas Contingency Operations/Global War on Terrorism, or Disaster Relief.	DISCRETIONARY, EMERGENCY Use only with OMB approval. Do not use this category if amounts can be classified in any of the other discretionary categories described below.
		Use for enacted or proposed NON-emergency funding for the current year and proposed NON-emergency funding for the budget year for funding requested or provided in a supplemental act.	NON-EMERGENCY SUPPLEMENTAL FUNDING Use only with OMB approval.

If the resource is classified as ...	And is controlled by the ...	And the following conditions apply ...	Then the data classification is ...
		The amounts that were provided in the American Recovery and Reinvestment Act of 2009 (Pub. P.L. No. 111–5).	EMERGENCY ECONOMIC RECOVERY FUNDING Use only with OMB approval.
		Use for ***enacted or proposed funding for the current year and proposed funding for the budget year*** that is designated by both the President and the Congress as being for Overseas Contingency Operations/Global War on Terrorism pursuant to Section 251(b)(2)(A) of the BBEDCA, as amended.	OVERSEAS CONTINGENCY OPERATIONS/GLOBAL WAR ON TERRORISM Use only with OMB approval.
		Use for enacted or proposed funding for the current year and proposed funding for the budget year for either SSA Continuing Disability Reviews and Redeterminations or for the HHS Health Care Fraud and Abuse Control account for program integrity efforts pursuant to Sections 251(b)(2)(B) and 251(b)(2)(C) of BBEDCA, as amended. This may also be used for Administration proposals for program integrity efforts only for Internal Revenue Service tax enforcement or unemployment insurance improper payment reviews.	PROGRAM INTEGRITY FUNDING Use only with OMB approval.
		Use for enacted or proposed funding for the current year and proposed funding for the budget year that is designated by the Congress as being for Disaster Relief pursuant to Section 251(b)(2)(D) of BBEDCA, as amended.	DISASTER RELIEF FUNDING Use only with OMB approval.
		Appropriations action that modifies the spending authority or receipts in an otherwise mandatory account.	DISCRETIONARY, CHANGE IN A MANDATORY PROGRAM Does not apply to baseline estimates. Use only with OMB approval. (See definition of CHIMPs in section 20.3.)
Mandatory	Appropriations committee	None of the conditions described below applies.	MANDATORY, APPROPRIATIONS COMMITTEE

If the resource is classified as ...	And is controlled by the ...	And the following conditions apply ...	Then the data classification is ...
			Do not use this category if amounts can be classified in any of the other mandatory categories described below.
		The amounts include ***emergency funding*** (i.e., funding that is proposed to be designated as emergency by the President and the Congress in statute).	MANDATORY, EMERGENCY, APPROPRIATIONS COMMITTEE Use only with OMB approval.
	Authorizing committee	None of the conditions described below applies.	MANDATORY, AUTHORIZING COMMITTEE Do not use this category if amounts can be classified in any of the other mandatory categories described below.
		The amounts include ***emergency funding*** (i.e., funding that is proposed to be designated as emergency by the President and the Congress in statute.)	MANDATORY, EMERGENCY, AUTHORIZING COMMITTEE Use only with OMB approval.
Net Interest		None of the conditions described below applies.	NET INTEREST Applies to budget authority, outlays, and offsetting receipts included in the net interest functions (function 900).
		The amounts result from the effects of proposed legislative changes on interest budget authority, outlays, or receipts, and are not scored as PAYGO.	NET INTEREST, THIRD SCORECARD Does not apply to baseline estimates.
Governmental receipts	Authorizing committee	None of conditions described below applies.	GOVERNMENTAL RECEIPTS Applies to governmental receipts in schedules K and R.
	Appropriations committee	The amounts result from appropriations action modifying Governmental receipts.	DISCRETIONARY MODIFICATION OF GOVERNMENTAL RECEIPTS Applies to governmental receipts in schedule R; does not apply to schedule K. Use only with OMB approval.

81.3 What information do I need to report?

(a) *Expenditure accounts*

Report all budgetary resources, limitations, outlays, and offsets into schedule X and MAX will automatically copy the data to schedules A and S. For more information about schedule X, see section 82.

The following rules apply to expenditure accounts:

- For PY through BY, the sum of amounts for total policy BA (lines xxxx-40) and offsets (lines xxxx-41) must equal the amounts entered for schedule P (four-digit line numbers).

- For discretionary CY amounts in transmit 0, baseline BA; limitations; and offset amounts must equal policy amounts. You will enter data in the baseline lines, and MAX will copy it to policy and lock the policy amount.

- For mandatory amounts in CY through BY+9 in transmit 0, all baseline amounts must equal policy amounts. You will enter data in the baseline lines, and MAX will copy it to policy and lock the policy amounts.

- For discretionary baseline BA and limitations (except spending authority from offsetting collections), you will enter a CY amount and MAX will generate and lock BY through BY+9. For mandatory baseline BA and limitations, you will enter all amounts.

- For discretionary policy BA and limitations (except spending authority from offsetting collections), you will enter a BY amount and MAX will generate and lock BY+1 through BY+9. In some cases, OMB will unlock BY+1 through BY+9 so you can overwrite the amounts in the outyears.

- For discretionary offsets and spending authority from offsetting collections, you will enter data for CY in baseline and BY in policy, and MAX will generate the outyears. You may overwrite these generated amounts.

- For discretionary outlays, you will enter in policy:

    - Outlay ***amounts*** in PY.

    - Outlay ***amounts*** in all years for outlays from balances (both obligated and unobligated) of budget authority brought forward from PY (end of PY balances).

    - Outlay ***rates*** that apply to BA or limitations provided in the CY and beyond. You may use different outlay rates for the CY than you use for BY and beyond.

  MAX will copy all outlay rates and end of PY balance outlay amounts to baseline.

- For mandatory outlays, you may choose to enter all amounts by hand, or use the outlay rates where applicable. MAX will copy outlay amounts and rates to baseline.

(b) *Receipt accounts*

Report data on all collections deposited in receipt accounts (i.e., governmental receipts and offsetting receipts) in schedules R and K. The line numbers for offsetting receipts are also used to designate receipt character classification (see section 84.4). Only one character classification (line number) is valid for each receipt account, and that information must be specified in advance in OMB's database of account information before you can report the character classification data for the applicable account.

The following rules apply to receipts:

- Past year data will be loaded into schedule R from agency data reported to Treasury. These amounts cannot be overridden but can be changed by OMB when agencies provide valid justification, to include coordination with Treasury (see section 82.12).

- MAX automatically calculates *discretionary policy receipts* in schedule R through BY+9 for the years that are subject to across-the-board rules. You may overwrite these amounts, if necessary.

- MAX also automatically calculates *discretionary baseline receipts* in schedule K for BY through BY+9 based on the CY budgetary resources entered by the agency and inflation factors entered by OMB. You may overwrite these amounts, if necessary.

- MAX copies the mandatory baseline receipts data you enter in schedule K to schedule R. To change the policy estimates, you must revise the baseline estimates.

The following table indicates the line numbers used to report receipts in schedules K and R:

RECEIPTS

Entry	Title	Description
0000–00	Governmental receipts	Report all collections classified as governmental receipts (see section 20.7).
	Offsetting receipts:	Report all offsetting receipts based on the character classification of the receipts (see section 84.4). *Most offsetting receipts will be reported on line 2004–03.*
1330–03	Proceeds from sale of commodities	
1340–03	Receipts from sales of property or assets	
1352–03	Receipts from other physical assets	
1512–03	Receipts for education and training	
2004–03	All other offsetting receipts	

SECTION 82—COMBINED SCHEDULE X

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Summary of Changes

Reorganizes the guidance in sections 81 and 82 for reporting policy and baseline estimates of budget authority and outlays and program and financing data (schedules A, S, and P) to clarify the relationship to schedule X.

Requires additional lines to tie to amounts reported in FACTS II (section 82.11(a)).

Consolidates budgetary resources line entries in schedule X related to schedule P (section 82.18).

82.1 What is schedule X?

Schedule X facilitates entering like data into the MAX database. Instead of entering similar or identical data into 3 different schedules, you use one master worksheet. The data entered into schedule X populates:

- Schedule P (Program and financing schedule)
- Schedule A (Presidential policy data for expenditure accounts)
- Schedule S (Presidential baseline data for expenditure accounts)

For credit financing accounts and government sponsored enterprises, schedule X populates only schedule P, because these accounts do not have policy or baseline data.

82.2 What are schedules P, A, and S?

Schedule P is the program and financing schedule. It is printed in the budget *Appendix* and presents information on agency programs, the allocation of budgetary resources by activity, the status of those resources, and spending patterns. The schedule covers PY through BY. It is used to:

- Analyze and evaluate the estimates;
- Compare enacted funding levels to the President's request;
- Relate budget formulation to budget execution (estimates to actuals); and
- Identify programmatic and historical trends.

Schedule A shows budget authority and outlays by OMB account for the most recent actual year (PY), enacted levels for the current year (CY), and the levels proposed by the President for the budget year (BY) through BY+9.

Schedule S shows baseline estimates of budget authority and outlays by OMB account and covers CY through BY+9.

To learn more about the additional data classifications you will use for schedules A and S, see section 81.

82.3 How is schedule X organized?

Schedule X follows the flow of the program and financing schedule (schedule P):

• Obligations by program activity	(lines 0001–0900)	(section 82.5)
• Budgetary resources	(lines 1000–1966)	(section 82.6)
• Change in obligated balance	(lines 3000–3100)	(section 82.7)
• Budget authority and outlays, net	(lines 4000–4190)	(section 82.8)
• Memorandum (non-add) entries	(lines 5000–5150)	(section 82.9)
• Unfunded deficiencies	(lines 7000–7020)	(section 82.10)

The data you enter in the Budgetary Resources section and the Budget Authority and Outlays, Net section will automatically populate schedules P, A, and S. The remainder of the sections populate schedule P.

The Budgetary Resources section is a common section used in schedule X, the SF133 report on budget execution, and the apportionment schedule. The Change in obligated balance; the Budget authority and outlays, net; and the Unfunded deficiencies sections are used in schedule X and the SF133.

82.4 How are schedules A and S derived from schedule X?

In the Budgetary Resources section, where schedule X shows the total for a type of budget authority (e.g., line 1160), you will also enter a more detailed breakout of budget authority and outlays used to populate schedules A and S. In the Budget Authority and Outlays, Net section, where schedule P shows offsets (e.g., line 4030), you will also enter a more detailed breakout of offsets for schedules A and S.

You will do this by using more than one version of the line. For example, for total discretionary appropriations, you will use line X 1160 to populate schedule P, line X 1160–40 to populate schedule A, and line X 1160–50 to populate schedule S. Since baseline and policy should be equal in CY for all data in transmit 0 and for BY through BY+9 in transmit 0 for mandatory receipts and spending, MAX will copy your data entry from baseline lines to policy. MAX will display a CY error if the amounts you enter in schedule X to populate the P and A schedules do not match the corresponding amounts that populate schedule A.

Schedules A and S also require that you associate outlays with your BA, so for each line of policy and baseline BA, you will show the associated outlays. These outlays are copied directly into schedules A and S, and are used to populate the Budget authority and outlays, net section of schedule P. See exhibit 82B for more guidance on entering outlays.

Schedule P line numbers always have four digits. Schedule A and S line numbers always have six digits. Subtotals that appear only onscreen (i.e., do not print) also have 6 digits. This chart shows what the fifth and sixth digits in line numbers mean:

MAX Line and Line Numbers		MAX Schedule
New Budget Authority and limitations:		
xxxx–40	Policy program	Schedule A
xxxx–50	Baseline program	Schedule S
Outlays (policy):		
xxxx–61	Outlays from new authority	Schedule S
xxxx–62	Outlays from balances	Schedule S
xxxx–63	Outlays from end of PY balances	Schedule S
xxxx–64	Outlay subtotal	Schedule S
Outlays (baseline):		
xxxx–81	Outlays from new authority	Schedule A
xxxx–82	Outlays from balances	Schedule A
xxxx–83	Outlays from end of PY balances	Schedule A
xxxx–84	Outlay subtotal	Schedule A
Offsets:		
xxxx–41	Policy program	Schedule A
xxxx–71	Baseline program	Schedule S

MAX Line and Line Numbers		MAX Schedule
Other:		
xxxx–10	Sum of detail lines	
xxxx–20	Computed totals	
	Sum of the detail lines	
xxxx–30	Pick list placeholders	
	MAX displays these lines only in the pick lists for collapsible lines in schedule X. Choose this line number when you want to enter a line with a new BEA category, BEA subcategory and Spending Committee (e.g., authorizing committee) code combination.	
5150–00	Number of beneficiaries (in thousands)	Schedule S
	Use only with OMB approval	

82.5 How do I report obligations by program activity?

The Obligations by Program Activity section of schedule X, lines 0001–0900, shows the new obligations incurred for each of the principle program activities or projects financed by the account (see section 20.5 for instructions on when to record obligations). Direct obligations are shown on lines 0001–0799, reimbursable obligations are shown on lines 0801–0899 (see section 83.5 for more on the distinction between direct and reimbursable obligations), and the 07xx series is reserved for credit-specific activities. The total direct and reimbursable obligations in this section must tie to the totals in schedule O, object classification.

In transmit 0, all amounts in this section must be positive.

(a) *Selecting program activities*

Use activities that provide a constructive basis for analyzing and evaluating the estimates. Keep the number of activities to a reasonable minimum without sacrificing clarity. Do not use subactivities (such as projects or recipient institutions), unless the amounts are significant and the breakdown necessary to provide full understanding. The activities should:

- Clearly indicate the services to be performed or the programs to be conducted;
- Finance no more than one strategic goal or objective;
- Distinguish investment, developmental, grant and subsidy, and operating programs; and,
- Relate to administrative control and operation of the agency.

Unless otherwise noted, you must:

- Distinguish direct obligations from reimbursable programs; and,
- Have adequate accounting support for obligations shown in the actual column.

Having adequate accounting support means that your agency's financial system records obligations in a way that allows you to create a straight-forward cross-walk between the projects or limitations in the financial system and Schedule X program activities. Typically, you will have many projects or limitations in your financial systems that correspond to one Schedule X activity.

Obtain approval for any changes in activity structure from OMB prior to your budget submission.

(b) *Allocating expenses to activities*

Charge personnel compensation to activities on the basis of organizational units or on the basis of specific assignments. When feasible, distribute other administrative and overhead expenses among activities. However, you must be able to readily separate these overhead expenses from other charges. If you need to distribute amounts between two or more activities, base the distribution on readily supportable factors. Be consistent from year to year, and do not rely on overly detailed procedures.

Do not report adjustments to obligations in expired accounts in this part of Schedule X. Report them under changes in obligated balance, on lines 3031 and 3081 (see section 82.5).

(c) *Reimbursable programs*

If your account includes reimbursable obligations (see section 20.5), show the obligations financed by reimbursements separately from direct obligations. If the same activities are conducted on both a direct and reimbursable basis, you may list the same entries in both sections.

Report all the obligations in non-credit revolving fund accounts as reimbursable; report all the obligations in credit program and liquidating accounts as direct.

(d) *Program activity codes*

Program activity codes are unique to each account and have no relationship to the codes shown in other schedules, except for credit programs. For obligations specific to credit accounts, use the 07xx series, as specified in the list of line numbers at the end of this chapter.

82.6 How do I report the budgetary resources available for obligation?

This section identifies the budgetary resources available for obligation in the account and provides detailed information on the new budget authority. This section is also used in the SF 133 report on budget execution and in the apportionment schedule.

(a) *Unobligated balance*

The entries include unobligated balances carried over from prior years and adjustments to those amounts (such as transfers of balances to and from other budget accounts and recoveries resulting from downward adjustments of prior year unpaid obligations). The unobligated balances reported on Schedule X do not include expired amounts or amounts unavailable for obligation. The end-of-year balances are shown as a memorandum entry on line 1941.

(b) *Budget authority*

The entries indicate the type of budget authority (such as appropriations, contract authority, spending authority from offsetting collections) and whether the authority:

- Is discretionary or mandatory; and
- Pertains to a special or trust fund account.

Separate entries identify adjustments resulting from transfers, temporary and permanent reductions, capital transfers, repayments of outstanding borrowing, etc.

Discretionary budget authority means budget authority under the jurisdiction of appropriations committees and controlled by annual appropriations acts. It includes budget authority provided in

appropriations acts except where such authority funds direct-spending programs, such as appropriated entitlements. Use the appropriate discretionary entries to report budget authority that is classified as *discretionary* under the Balance Budget and Emergency Deficit Control Act of 1985 (BBEDCA), see sections 20.4(e) and 81.3.

Mandatory budget authority means budget authority resulting from permanent laws and includes programs the BBEDCA defines as "appropriated entitlements and mandatories," direct spending programs included in appropriations Act such as the Medicare program. Use the appropriate mandatory entries to report all budget authority that is classified as *mandatory* under the BBEDCA, as well as budget authority that is classified as *net interest*. Also use the appropriate mandatory entries to report budget authority associated with credit financing accounts.

(c) *Entering policy and baseline budgetary resources data*

Below is additional detail on entering the data into schedule X that will populate schedules A and S for budgetary resources and outlays.

BUDGETARY RESOURCES

Entry	Description
1160–xx to 1850–xx	***Budget Authority.*** Includes total lines for each BEA category (e.g., discretionary, mandatory,) for the different budgetary authority types (i.e., appropriations, advance appropriations, borrowing authority, contract authority, spending authority from offsetting collections). Policy estimates of advance appropriations (line 1180) for BY+2 and beyond will be set equal to BY+1, unless OMB approves as exception.
1963–xx to 1966–xx	***Limitations.*** MAX includes data on limitations for selected accounts where limitations on program level or administrative expenses are enacted or proposed. Limitation lines are also used, with OMB approval, for special purposes, such as to report information on mandatory administrative expenses for the social security and medicare trust funds. The limitation(s) applicable to an account must be specified in advance in OMB database of account information before you can report limitation data in MAX. When more than one limitation is applicable, report each one separately. Supplemental requests and legislative proposals that involve limitations should be reported under the appropriate transmittal code. Mandatory budget authority that is subject to a discretionary limitation on obligations established in an appropriations act is scored as discretionary budget authority rather than as a limitation for all affected accounts except trust fund accounts in the Department of Transportation.
xxxx–40	***Policy budget authority.*** The amounts on this line will be copied to schedule A. For *discretionary* policy budget authority and spending authority from offsetting collections, as a general rule, MAX automatically calculates entries for BY+1 through BY+9 based on the BY budgetary resources entered by the agency and growth factors entered by OMB. For discretionary spending authority from offsetting collections entries (line 1750), you may overwrite these amounts, if necessary. For *mandatory* budget authority and spending authority from offsetting collections, amounts will be copied from line xxxx–50 in transmittal code 0 only.
xxxx–50	***Baseline budget authority.*** The amounts on this line will be copied to schedule S.

Entry	Description
	As mentioned in section 81.2, amounts on this line should be broken out by civilian pay/ military pay/ non-pay. For *discretionary* baseline budget authority and spending authority from offsetting collections, as a general rule, MAX automatically calculates entries for BY through BY+9 based on the CY budgetary resources entered by the agency and growth factors entered by OMB. For discretionary spending authority from offsetting collections (line 1750), you may overwrite these amounts, if necessary, to accurately reflect levels of activity anticipated under current law. For *mandatory* budget authority and offsetting collections, entries should reflect the levels of activity anticipated under current law.

(d) *Entering policy and baseline outlay data*

Discretionary outlays. MAX automatically calculates discretionary outlays (policy and baseline) for CY through BY+9 based on the information reported in schedule X for:

- The levels of budgetary resources reported;
- The percentage of new BA that is outlayed in the year the BA is provided and in each subsequent year (outlay rate); and
- Outlays from PY balances.

You report outlay rates using the separate MAX drop down menu that is accessible for each budgetary resource, as described in the MAX A–11 User's Guide (see exhibit 82B). If necessary, you can report multiple outlay rates for the budgetary resources within an account, along with the corresponding outlays from PY balances. To support the automatic outlay generation feature in MAX, you must enter information developed using the method of calculation (i.e., the waterfall method) that is specified in this Circular and the MAX A–11 User's Guide (see exhibit 82C). As a general rule, you cannot override automatically generated discretionary outlay amounts.

Mandatory outlays. If you enter outlay rates for mandatory resources, MAX will automatically generate the outlays. Remember to include information on outlays from PY balances if you use the automatic feature. Otherwise, you must enter mandatory outlays by hand for all years. A benefit of using outlay rates to calculate outlays is that MAX will automatically generate revised outlays if you change the BA, saving you the work of calculating and entering revised outlay estimates.

Outlays from new and prior authority. Outlays must be distributed between those from new authority and those from balances of prior authority. The distribution of prior authority should be available from accounting records. For CY through BY+9, estimate the distribution based on experience in the timing of outlays for the respective obligations.

The following line numbers indicate the type of outlays. You will enter these data in schedule X, and MAX will automatically copy them to schedules A and S.

OUTLAYS

Policy	Baseline	Description
xxxx–61	xxxx–81	***Outlays from new authority.*** The outlays from new budget authority for that year.

Policy	Baseline	Description
		For outlays from discretionary and mandatory authority, the sum of all outlays from new authority may not exceed the sum of new budget authority entries (lines 11xx through 16xx) for that year. For outlays from spending authority from offsetting collections, outlays may not exceed the total amount reported on lines 1750 and 1850. Policy (xxxx–61) and baseline (xxxx–81) outlays from new authority will generally be the same for mandatory programs in all years and discretionary programs in the CY. Discretionary policy outlays may be different from baseline outlays if budget authority amounts are different between the two.
xxxx–62	xxxx–82	***Outlays from balances.*** The outlays from balances (both obligated and unobligated) of budget authority brought forward from CY to BY+9. Policy (xxxx–62) and baseline (xxxx–82) outlays from balances will generally be the same for mandatory programs in all years and discretionary programs in the BY. Discretionary policy outlays may be different from baseline outlays if budget authority amounts are different between the two.
xxxx–63	xxxx–83	***Outlays from end of PY balances.*** The outlays from balances (both obligated and unobligated) of budget authority brought forward from PY. Amounts should be shown in the year the outlay will be made, from CY to BY+9. Do not report outlays from new budget authority provided in CY to BY+9. This line can also be used to display the outlay impact (+ or –) of balance transfers (lines 1010 to 1031) and adjustments in expired accounts (line 3031, 3081). The sum of all years of the outlays from end of PY balances lines (xxxx–63) should not exceed the total end of PY balances plus PY unpaid obligations, end of year, plus or minus CY and BY balance transfers / adjustments. The amounts shown on baseline outlays from PY balances (xxxx–83) will be copied from policy outlays from PY balances (xxxx–63).

82.7 How do I report the change in obligated balances?

Obligated balances are composed of unpaid obligations (shown as positive amounts) and uncollected customer payments from Federal sources (shown as negative amounts). Unpaid obligations are obligations you have incurred but have not yet paid. Uncollected customer payments are money you're owed from Federal sources plus orders that have been placed with you by Federal sources, but you have not yet fulfilled. Only if an account has explicit legal authority to count orders from non-Federal sources as a budgetary resource may it do so.

Schedule X bridges between start and end of year obligated balances. New obligations are added to the start of year balance, and gross outlays are deducted. Adjustments, such as transfers of obligated balances and the change in uncollected customer payments from Federal sources (both unexpired and expired), are added or subtracted, as appropriate, to determine the obligated balance at the end of the year. In addition to reporting transactions in unexpired accounts, reflect outlays from and adjustments in expired (but not canceled) accounts.

82.8 How do I report budget authority and outlays, net?

This section of schedule X bridges between gross and net budget authority and outlays. It begins with mandatory and discretionary gross budget authority and outlays. Budget authority is reported for unexpired accounts only; outlays include both expired and unexpired accounts. Outlays are distinguished between outlays from new authority and from balances.

Next, cash collections of offsetting collections are shown as negative amounts that offset both gross budget authority and gross outlays. Following that are two items that offset only gross budget authority: changes in uncollected customer payments and offsetting collections credited to expired accounts.

Increases in uncollected customer payments from the start to the end of the year increase the amount of the offset (and are shown as negative amounts in this section) because the increase constitutes an increase in gross budget authority; decreases reduce the amount of the offset because a decrease means that a portion of the offsetting collections (cash) received has been applied to liquidate obligations for which an offset was already counted. Offsetting collections credited to expired accounts are shown as positive amounts here so that there is no total effect on budget authority of receiving a cash collection that is credited to an expired account. The amount on this line (line 4052 or 4142) and the amount in the cash collection line (e.g., 4030) have opposite signs and sum to zero. We do this because gross budget authority includes only unexpired amounts.

Finally, net outlays are shown as the sum of gross budget authority and outlays and any applicable offsets.

Below is additional detail on entering the data into schedule X that will populate schedules A and S for offsets.

OFFSETS

Entry	Description
4030–xx to 4142–xx	***Offsets against gross budget authority and outlays*** Includes total lines for each BEA category (e.g., discretionary, mandatory, see section 82.3 for line definitions) within the different sources of offsetting collections (e.g., Federal sources, interest on Federal securities, interest on uninvested funds, non-Federal sources, offsetting governmental collections from non-Federal sources, change in uncollected customer payments from Federal sources unexpired accounts and offsetting collections credited to expired accounts).
xxxx–41	***Policy offsetting collections.*** The amounts on this line will be copied to schedule A. For discretionary policy offsetting collections, as a general rule, MAX automatically calculates entries for BY+1 through BY+9 based on the BY amounts entered by the agency and growth factors entered by OMB. You may overwrite these amounts, if necessary.
xxxx–71	***Baseline offsetting collections.*** The amounts on this line will be copied from policy offsetting collections (xxxx–41) and will be copied to schedule S. For discretionary baseline offsetting collections, MAX automatically calculates entries for BY through BY+9 based on the CY amounts entered by the agency and growth factors entered by OMB.

82.9 What memorandum information must I report on Schedule X?

Lines 5000–5101 of schedule X display supplementary information related to investments in Federal securities; investments in non-Federal securities, balances of contract authority, unavailable offsetting collections, and discretionary mandated transfers. The amounts are not added or deducted from the budget authority or outlay amounts reported above.

In addition, certain accounts will use line 5150–00 to report on the annual average number of beneficiaries who are served by Federal hospital insurance, supplementary medical insurance, unemployment insurance, and rail industry pension fund programs. MAX uses this data to generate discretionary baseline budget authority for administrative expenses for these programs. Use only with OMB approval.

82.10 How do I show unfunded deficiencies that have not been liquidated?

Section 145 explains prohibited agency actions under the Antideficiency Act and associated reporting requirements when a violation is discovered.

Lines 7000–7020 of Schedule X identify unfunded deficiencies that have not yet been liquidated by either a new appropriation that specifically authorizes amounts to be applied to the deficiency or by the administrative application of other budgetary resources not expressly provided to liquidate deficiencies.

82.11 What control totals do I need to tie to?

Some of the data you enter into MAX needs to tie to control totals. The following list is not exhaustive:

(a) *Controls reported by the agency*

The following is data that your agency has already reported. You must either tie to those controls, or, if appropriate, fix your other reporting:

FACTS II. This data is drawn from the 4th quarter U.S. Standard General Ledger (USSGL) accounting information reported by your agency accounting office at the Treasury Appropriation Fund Symbol-level into a Treasury-operated system named Federal Agencies Centralized Trial-Balance System II (FACTS II).

In the 2013 Budget, almost all the lines that are used to populate schedule P will be edit checked against your FACTS II submission. The following types of lines are not edit checked against FACTS II:

- Individual obligations by program activities (X0001–X0899)
- Nonexpenditure transfers, e.g. appropriation transfers from other accounts (–) (X1120)
- Specific MAX-generated detail entries, e.g. obligations incurred, unexpired accounts (X3030)
- Specific MAX-generated subtotals and totals, e.g., total discretionary appropriations (X1160)
- Specific memorandum (non-add) entries, e.g. unobligated balance, SOY: contract authority (X5050)

PY net outlays (line X4190) and PY receipts (schedule R). This data is drawn from the following budget execution documents: FMS 224, FMS 1219, and SF 1220. The data is loaded into MAX by OMB and locked. The net outlays reported in FACTS II must also equal the PY net outlay amount locked on line X4190.

- If you do not agree with the amount on line P 4190 "Outlays, net (discretionary and mandatory)", after the FACTS II database is locked (late-October) and the amount is reported in FACTS II and imported into MAX A–11, then you must submit a written explanation of the difference to your OMB representative before OMB will consider revising the amount. Since these types of issues generally require a revised Statement of Transactions, you must submit your explanation via a backdated Treasury document request at https://max.omb.gov/community/x/6YLrHQ. Applies to FACTS II and non-FACTS II users.

- Follow the process in the bullet above if your agency does not agree with the receipt actuals that have been imported into MAX schedule R from Treasury FMS 224 data. (See section 81.1). Receipt account information is not collected via FACTS II.

Non-Federal securities (Market value). Line X5011, Total investments, end of year: non-Federal securities: Market value is checked against amounts agencies report to Treasury's Financial Management Service in subclasses 42 and 43 on the Statements of Transactions.

Homeland security. Policy and baseline amounts coded as 'homeland security' must match agency reporting to the homeland security database. Use the MAX data entry "View" menu to see a comparison of the homeland security control totals vs. the related amounts entered in the account. OMB will provide a separate budget data request (BDR) with agency instructions on uploading and revising these control totals.

Credit. For Federal credit programs, credit subsidy cost data must match amounts approved by OMB. Control totals for schedule X reestimate and interest on reestimate obligations are verified against agency submissions to OMB through the Credit Supplement Report Exercise (CSR). For most programs, both control totals and Schedule X obligation data for reestimates are automatically loaded into MAX, upon OMB approval.

Start of year balances. Start of year balances for investments in non-Federal securities (X 5010) and the unavailable balance of offsetting collections (X 5054) are checked against the end of year amount shown in the previous budget. If you disagree with this number, provide an explanation to your OMB representative for the discrepancy.

(b) *Controls reported by Treasury*

Interest earnings on Federal securities. Lines X4031 and X4121, Offsetting collections collected from interest on Federal securities are checked against amounts reported by Treasury's Bureau of Public Debt.

Federal securities (Par value). Lines X5000 and X5001, Total investments, start and end of year: Federal securities: Par value are checked against amounts reported by Treasury's Financial Management Service.

Financing account interest. Lines X0713 (Obligations for payment of interest to Treasury) and X4122 (Offsetting collections from interest on uninvested funds) are checked against amounts reported by Treasury's Bureau of Public Debt for financing accounts only.

(c) *Controls reported by OMB*

For both the formulation of the Budget and for mid-session review, OMB provides control totals for net discretionary levels. There are three types of edit checks which compare net discretionary levels in MAX to OMB control totals.

- BA/Obligation Limitation Edit Check: The BA/OBLIM edit check sums line numbers 1160, 1340, 1540, 1180, and 1966 for each account and checks against the control total.

- Offsetting Collections and Spending Authority Check: This checks net totals for discretionary offsetting collections, spending authority, and orders on hand for each account (the sum of line numbers 1750 and the discretionary amounts for 4030, 4031, 4032, 4033, 4034, 4050, and 4052) against the account. A net total of zero is anticipated for most accounts.

- Offsetting Receipts Edit Check: This checks the total for discretionary offsetting receipts in Schedule R for each account (e.g., line number 2004–03) against the control.

Contact your OMB representative about how to view reports comparing live MAX data to the OMB discretionary control totals.

CY net discretionary control totals. The OMB control totals are based on BEA scoring of enacted appropriations for CY. If there are no final enacted CY appropriations at the time, OMB will make a determination as to what funding levels to include in the CY column.

In some cases, OMB's control total may need to be updated (e.g., for updated offsetting collection or receipt estimates, for transfers, or for other technical updates). Please contact your OMB representative if a change is needed to a control total. You will need to provide a written explanation of the change and the enacted legislation supporting that explanation.

BY net discretionary controls for mid-session. The OMB control totals will be the net discretionary levels from the President's Budget, with limited changes based on:

- technical adjustments due to legislation enacted since the Budget's release
- budget amendments formally transmitted to Congress
- corrections submitted to OMB's errata database

OMB anticipates very few changes to the net BY discretionary levels during mid-session. Please contact your OMB representative if you believe a change is needed to a control total. You will need to provide a written explanation of the change and the enacted legislation and/or Budget Appendix language supporting that explanation.

82.12 How do I resolve issues with my FACTS II control totals?

(a) *What actuals in schedule X are imported from the actual I reported to Treasury?*

In order to reduce duplicate reporting while improving the consistency of year-end data, your agency accounting office reports U.S. Standard General Ledger (USSGL) accounting information at the Treasury account-level into a Treasury-operated system named Federal Agencies Centralized Trial-Balance System II (FACTS II), which was developed by agencies, Treasury, and OMB. The FACTS II information is then translated/crosswalked and copied into the following reports:

- SF 133 Report on Budget Execution and Budgetary Resources (used to monitor SF 132 Apportionments and used as the basis of the audited Statement of Budgetary Resources);

- FMS 2108 Year-end Closing Statement (used as a primary source of the Treasury Combined Statement); and,

- Much of the PY column of Schedule P.

For more information about FACTS II and the USSGL and crosswalks from the USSGL to Schedule P, see USSGL Treasury Financial Manual (TFM) supplement located at http://www.fms.treas.gov/ussgl/index.html.

When year-end FACTS II information is submitted, the information must not only pass a number of FACTS II edit-checks, but a person separate from the "preparer" (i.e. data entry person) named a "certifier" must certify that the information is correct. In addition, GAO requires your auditors to determine whether controls exist to ensure that the amounts in your systems and the amounts submitted via FACTS II agree. See GAO–02–126G "Guide for Auditing the Statement of Budgetary Resources".

On a daily basis, Treasury provides your agency with an Account Statement via the Governmentwide Accounting System. The Account Statement reflects all activity reported to Treasury. You are required to reconcile the Account Statement with your accounting system each month. At year-end, this reconciliation should be accomplished before submitting your FACTS II data.

During the preparation of the Budget, refer to [website link] for a budget season FACTS II reports that include the following:

- MAX A–11 Issue Status Report – FACTS II only

- FACTS II submissions that will lead to errors in MAX
- List of TAFSs that have submitted revisions
- FACTS II revision reports (link)
- FACTS II suppression requests (link)

The following table summarizes the actions you need to take if MAX does not agree with FACTS II edit-checked amounts:

If an error is found…	Then…
Before FACTS II and MAX A–11 agency lock-out AND Financial audit was ongoing or complete	• Consult with your accounting office. • Correct the amount in MAX A–11. • Ensure that your accounting office revises the amount in FACTS II. Your accounting office *must* revise both material and non-material amounts in FACTS II. • Work with your accounting office to determine the source of the problem and internally develop a plan to make sure the problem does not recur in the future. Your accounting office will also need to talk with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II. • For limited situations where there appears to be insufficient budgetary accounting to support the budget presentation, submit a PY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw. OMB will review the suppression requests on a case-by-case basis. Agency requests should include affected Treasury Appropriation Fund Symbol, MAX A–11 edit error, the amount of the adjustment in actual dollars, agency contact information, and an action plan that explores the various options to improve the budgetary accounting.
After FACTS II and MAX A–11 agency lock-out AND Financial audit was complete	• Consult with OMB representative Submit a PY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where appropriate revisions were not made in the FY 2011 FACTS II revision window. Refer to section 82.12(d) below. • Submit a CY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where the certified end of year unobligated and/or obligated balance(s) differ from the balances shown in MAX A–11. Refer to section 82.12 (d) below. • OMB will review the suppression requests on a case-by-case basis.

The FACTS II revision window will be open to agency accounting offices at the same time agency budget offices are working on the actual column (PY) data in the budget database. During this time, the FACTS II-related suppression request exercise (located at https://max.omb.gov/community/x/kQJuFw) will also

be available. Agencies may prepare suppression requests during and after the FACTS II revision window. As a general rule, OMB will not suppress any MAX A–11 edit-checks related to FACTS II data before the FACTS II revision window closes.

While the FACTS II revision window is open, OMB will use the revised FACTS II data in its edit checks. If your agency accounting office has made all the appropriate revisions in FACTS II, then your agency should have no edit-checks problems related to FACTS II.

(b) *What do I do if I do not agree with FACTS II non-edit-checked PY amounts imported from Treasury?*

You may over-write amounts imported from FACTS II that are not edit-checked. However, before over-writing an amount in the PY column of Schedule P in MAX A–11, you should talk with the person who entered the data into FACTS II to see why they entered that amount. If you both find that an amount reported via FACTS II was incorrect, then over-write the amount and let the person who entered the information in FACTS II know, so that they can revise it. This may indirectly impact other FACTS II data that is edit checked.

(c) *What do I need to do if a backdated Treasury document is required to revise MAX to report corrections to data for previous fiscal years?*

If you have discovered an error in the budgetary reporting for a previous fiscal year, you may be required to record the correction as an adjustment to the data for the previous fiscal year, even though the action taken to correct the data occurs in the current year. This is because budgetary transactions must be booked against the fiscal year in which they were incurred so that they can be reconciled to the legal period of availability of the appropriations available at the time. Where necessary, Treasury will backdate the correction to the appropriate fiscal year, to prevent recording prior fiscal activity as current fiscal year activity. This is accomplished by filing a backdated Treasury document (Statement of Transactions, nonexpenditure transfer, or warrant), which shows both the date the correction is requested and a prior-year adjustment attribute to backdate the change to the correct period. If this also requires making a change to MAX data, then you are required to submit a request in the exercise (located at https://max.omb.gov/community/x/6YLrHQ) and identify the appropriate information such as an explanation of why the error happened, affected Treasury Appropriation Fund Symbol, MAX A–11 edit error, the amount of the adjustment in actual dollars, an action plan, and agency contact information.

For details of what should be submitted, contact Treasury's Budget Reports Division at (202) 874–8668 for backdated Statements of Transactions and (202) 874–9865 for backdated nonexpenditure transfers and warrants.

Once you have submitted your request in the exercise and your backdated document to Treasury's Budget Reports Division, you may monitor the status of your request via the exercise. You should get PY-related matters like this taken care of as soon as the budget database opens so that you can concentrate on the BY column later.

For additional Treasury guidance for processing requests to back date corrections to a prior fiscal year, please refer to TFM Bulletin No. 2008–05 titled Prior-Year Adjustment Attribute Required for Federal Agencies' Centralized Trial-Balance System (FACTS) II Reporting (http://www.fms.treas.gov/tfm/vol1/08-05.html).

The following table summarizes the actions you need to take to process a backdated Treasury document:

If an error is found…	Then…
Before FACTS II and MAX A–11 agency lock-out AND Financial audit was ongoing or complete	• Consult with your accounting office. • Submit a backdated Treasury document (Statement of Transactions, nonexpenditure transfer, or warrant) request to https://max.omb.gov/community/x/6YLrHQ if the action impacts line P 4190 "Outlays (net)" or receipt data. Contact Budget Reports Division if your request is accepted, line P 4190 or the receipt data will be centrally changed. • If the action impacts any line P other than line P 4190, ensure that your accounting office revises the amount in FACTS II. Refer to section 82.11. Your accounting office *must* revise both material and non-material amounts in FACTS II. • Work with your accounting office to determine the source of the problem and internally develop a plan to make sure the problem does not recur in the future. Your accounting office will also need to talk with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II.
After FACTS II and MAX A–11 agency lock-out AND Financial audit was complete	• Consult with OMB representative. Submit a backdated Treasury document (Statement of Transactions, nonexpenditure transfer, and/or warrant) request to https://max.omb.gov/community/x/6YLrHQ. If the action impacts line P 4190 "Outlays (net)" or receipt data, OMB will update MAX if the request is approved. • If the action impacts any line P other than line P 4190, submit a PY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where appropriate revisions were not made in the FY 2011 FACTS II revision window. Refer to section 82.12(d) below. • If the action impacts any line P other than line P 4190, submit a CY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where the certified end of year unobligated and/or obligated balance(s) differ from the balances shown in MAX A–11. Refer to section 82.12 (d) below. OMB will review the suppression requests on a case-by-case basis.

(d) *Why do I need to revise FACTS II if I do not agree with PY amounts imported from Treasury?*

Before the MAX A–11 agency lock-out, the FACTS II database opens for revisions. You must revise the incorrect information in FACTS II because the revised FACTS II database is used as a basis for revised SF 133s, audited Statements of Budgetary Resources (if material), and central analysis. Information is

copied from FACTS II to MAX A–11 once per year before MAX A–11 opens to agency budget offices. However, information is never copied from MAX A–11 to FACTS II.

Revisions are intended to help you correct errors (not to give you extra time to verify your data) and should be used sparingly. The primary purpose of this revision period is to make FACTS II consistent with the amounts in the prior-year column of the Budget. Consult with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II that result in differences between the Statement of Budgetary Resources and the Budget. For FACTS II reporting periods, see http://www.fms.treas.gov/factsii/.

(e) *What actions do I need to take if I changed amounts imported from FACTS II in MAX A–11 for the Budget but did not change them in the FACTS II revision window?*

Before OMB will suppress any PY or CY FACTS II-related edit error request, agencies must submit an a suppression request to https://max.omb.gov/community/x/kQJuFw and identify the appropriate information such as affected Treasury Appropriation Fund Symbol, MAX A–11 edit error, the amount of the adjustment in actual dollars, an action plan, and agency contact information.

If the changes *do not affect ending balances* (e.g., changes to discretionary versus mandatory coding), you do not need to make changes in FACTS II in the next fiscal year FACTS II reporting window. For example, if you changed an appropriation from mandatory to discretionary, this change does not impact the ending balances. Therefore, no change is required in FACTS II after the revision window has closed.
If the changes *affect ending balances* (e.g., changes to amounts of budget authority, obligations incurred, gross outlays, beginning balances), you will need to make changes in FACTS II in the next fiscal year FACTS II reporting window. You should consult with the person who entered the data into FACTS II. If you both agree that the amount should have been revised in FACTS II, then the person who entered the information in FACTS II should adjust the appropriate beginning balances (whether material or non-material) in the next fiscal year FACTS II reporting window. For example, if you increased the amount of obligations incurred (but not disbursed) by 100, then the ending unobligated balance would decrease by 100, and the obligated balance would increase by 100. Therefore, the beginning unobligated balance reported in the preceding fiscal year FACTS II reporting window should be decreased by 100, and the beginning obligated balance reported in the preceding fiscal year FACTS II reporting window should be increased by 100.

Until changes are made in both FACTS II and MAX A–11, there will be an ongoing difference in the balances reported in FACTS II and the Budget.

(f) *How can I prepare?*

Actuals reported in the budget must be consistent with amounts reported to Treasury and must be based on actual accounting data. Review any differences from last year's actuals reported to Treasury at https://max.omb.gov/community/x/HAAQAw to prevent these differences from reoccurring. The website also includes reports that show FY 2011 quarterly FACTS II submissions and how they would crosswalk into Schedule P.

Typically, one group within your agency (for example, the accounting office) reports amounts to Treasury (see section 130.2), while another group (for example, the budget office) prepares budget schedules. Before your accounting office submits its actuals to Treasury in FACTS II (described below), you must ensure that the amounts are conceptually and numerically consistent with the amounts that you are going to report in MAX A–11. FACTS II facilitates, and to a large extent eliminates the need for, this reconciliation.

Consult with your accounting office for any differences that you are aware of and review your obligations and balances reported on your quarterly SF 133 throughout the year. Also, review any differences from last year at https://max.omb.gov/community/x/HAAQAw to prevent these differences from reoccurring.

82.13 What amounts in schedule X need to tie to other schedules?

The data you enter into schedule X needs to tie to data in other schedules. The following list is not exhaustive:

(a) *Other schedules in the same account*

All accounts, not including financing accounts

- Schedule O (obligations): The total obligations you report in the Obligations by program activities section of schedule X must equal the total obligations you report in schedule O, the object classification schedule. In addition, the breakdown of direct vs. reimbursable obligations must be the same as in O, with a small rounding tolerance.

- Schedule C (net BA and outlays): Net policy BA and outlays you report in schedule X must match, by subfunction, the net BA and outlays reported in schedule C, the character classification schedule. If you have only one BA line and one outlay line in schedule C, MAX will generate these amounts for you.

- Schedule T (pre-transfer appropriations): The pre-transfer policy BA you report in schedule X as controlled by the appropriations committee must match the BA you report in schedule T, the schedule for the budget year appropriations request in thousands of dollars.

Credit accounts only

- Schedule U (obligations and outlays): In credit program accounts, the obligations you report on lines 0701–0709 in schedule X must tie to schedule U. In addition, the gross outlays you report in schedule U cannot exceed the gross outlays you report in schedule X on lines xxxx–61, xxxx–62, and xxxx–63.

- Schedules G and H (obligations): In credit financing accounts, obligations you report on lines 0710–0744 in schedule X must tie to schedule G for direct loan financing accounts or schedule H for guaranteed loan financing accounts.

- Schedule Y (net financing disbursements): In credit financing accounts, the net financing disbursements you report on line 4190 of schedule X must match the policy net financing disbursements you report in schedule Y.

(b) *Schedules in other accounts*

- Nonexpenditure transfers: When you enter a line in schedule X for a nonexpenditure transfer to or from another account, you must enter the primary Treasury account code associated with that account. The amounts you enter for your account must match the amounts entered in the other account for PY through BY.

- Credit accounts: Transactions between program accounts, financing accounts, and receipt accounts for the same program must match. For example, if the program account reports negative subsidies in schedule U on lines x341–99, the same amount must be reported in the associated financing accounts on line 0740 in schedule X and in the associated negative subsidy receipt account.

- Interfund account: For general fund accounts that make payments to trust fund accounts, the amounts paid by the general fund account must match the amounts received by the trust fund account.

82.14 How do I present transfers of resources?

Transfers between agencies resulting from Presidential reorganization plans or enacted reorganization legislation may involve unique problems. Agency staff must consult with OMB representatives in each instance. When the gaining agency assumes *all* of the activities previously financed under a single account in another agency, as a general rule, the losing agency should omit budget schedules and appropriation language for the affected account and the gaining agency should show the transferred activities and appropriation language with its schedules. Use footnotes to identify the amounts involved. (See section 82.13 for an example of how the footnote should be worded and section 95 for guidance on submitting the footnotes for printing.)

82.15 How do I present transfers in the estimates?

When a transfer in the estimates (see section 20.4(k)) for the budget year results in a significant increase to or decrease from the amount of budget authority for the past or current year, include footnotes explaining the transfer after the program and financing schedule. (See section 95 for guidance on submitting the footnotes for printing.)

For the account assuming the responsibility, use the following footnote:

Note—Includes $–million in budget authority in BY for activities previously financed from:

PY CY
[List the full title of each losing account, including agency and bureau, and the budget authority amount applicable to each. Where it is appropriate to show the amount on some other basis, such as obligations, you may modify the footnote accordingly.]

If the entire BY estimate is for the transferred activity, the footnote may be worded, "BY estimate is for activities previously financed from [List agency, bureau, and account title]."

For the account losing the activity, use the following footnote:

Note—Excludes $–million in budget authority in BY for activities transferred to:

[List the title of each gaining account, including agency and bureau, and the budget authority amount applicable to each. Where it is more appropriate to show the amount on some other basis, such as obligations, modify the footnote accordingly.]

Comparable amounts for PY ($–million) and CY ($–million) are included above.

You only need to provide a transfer in the estimates footnote in the year the transfer proposal is made. If you use more than one footnote, include them under a centered heading, "NOTES." Modify the wording of footnotes as necessary to explain current year transfers.

At the discretion of OMB, transfers in the estimates may be shown on a three-year comparable basis. If they are, the footnotes should be modified accordingly.

82.16 How do I present merged accounts and consolidated schedules?

(a) *Merged accounts.*

Where two or more appropriations have been or are proposed to be replaced by a single appropriation (see section 79.3(h)), submit a single set of schedules for the new appropriation covering PY through BY. Show a distribution of budget authority and outlays by account at the end of each merged program and financing schedule. Also use the following footnote:

Note.—The activities previously financed under [agency title, bureau title, account title] in PY and CY are presented in these schedules and are proposed to be financed in this account in BY. Budget authority and outlays are distributed by account above.

(See section 95 for guidance on submitting the footnotes for printing.)

(b) *Consolidated schedules*

When two or more accounts are consolidated in a single set of schedules (see section 79.3(h)), list the title of each unexpired account as an activity. You may use subentries to identify activities carried under the individual accounts when the amounts are significant. Show a distribution of budget authority and outlays by account at the end of the program and financing schedule.

(c) *Distribution of budget authority and outlays*

When you consolidate or merge accounts, append a distribution of budget authority and outlays by account to the bottom of the program and financing schedule. List each merged or consolidated budget account by name and provide data for PY through BY. (See section 95 for guidance on submitting the distribution of budget authority and outlays for printing.)

82.17 How should I treat allocation accounts?

Combine Schedule P information for allocation accounts with the parent account without separate identification (see section 20.4(l)). However, you must identify the obligations incurred by allocation accounts in a separate section of the object class schedule of the parent account (see section 83.18).

Receiving agencies should include the following note at the end of each bureau that receives funding through allocations:

Note.—Obligations incurred under allocations from other accounts are included in the schedules of the parent appropriations as follows: [list agency, bureau, and account title for each parent appropriation].

(See section 95 for guidance on submitting the note for printing.)

82.18 What should I know about the individual lines in schedule X?

Use the entries in the following tables to prepare the individual lines in schedule X. MAX will automatically generate the line entries indicated in **bold face**.

OBLIGATIONS BY PROGRAM ACTIVITY

This section only includes obligations by program activity in unexpired Treasury Appropriation Fund Symbols.

Entry	MAX Details
All accounts:	
0xxx	The first digit will always be zero (0).
Non-credit programs:	The line codes are unique to each account and have no relationship to information shown in other schedules.
Direct programs (0001–0799):	
0Xxx	For the second digit, use the values 0 through 7 to identify the activity or subactivity group.
0xXX	For the third and fourth digits, use the values 01 through 89 to identify activity or subactivity detail items. Any number sequence in this range is valid. For subtotals, use the values 91 through 98 as follows: • Xx91—Subtotal for a single group of detail lines (e.g., 0001–0089) • Xx92—Subtotal of two groups of detail lines (e.g., 0001–0189) • Xx93—Subtotal of three groups of detail lines (e.g., 0001–0289) Use the value 0x00 for running subtotals (e.g., 0500 = the sum of detail lines 0001–0489). MAX will generate line 0799 for the total direct obligations if there are multiple direct detail lines and at least one reimbursable detail line.
Reimbursable programs (0800–0899):	If coding requirements for reimbursable programs create difficulties in developing the account display, consult with OMB. The second digit will always be 8.
08Xx	For the third digit, use the values 0 through 8; for the fourth digit, use the values 1 through 8 to identify activity or subactivity detail items.
08xX	For subtotals, use the value 9 for the fourth digit as follows: • 0809—Subtotal of activities on lines 0801 through 0808 • 0819—Subtotal of activities on lines 0810 through 0818 • 0829—Subtotal of activities on lines 0820 through 0828 • 0839—Subtotal of activities on lines 0830 through 0838 • 0859—Subtotal of activities on lines 0840 through 0858 • 0869—Subtotal of activities on lines 0860 through 0868 • 0879—Subtotal of activities on lines 0870 through 0878 • 0889—Subtotal of activities on lines 0880 through 0888 MAX will generate line 0899 for the total reimbursable obligations if there are multiple reimbursable detail lines and at least one direct detail line.

Entry	MAX Details
Credit activities:	Use the following standard line coding scheme for credit programs. See sections 185.11 and 185.12 for more information on requirements related to credit financing and liquidating accounts.
Credit program accounts:	
0701	Direct loan subsidy
0702	Loan guarantee subsidy
0703	Subsidy for modifications of direct loan terms
0704	Subsidy for modifications of loan guarantees
0705	Reestimates of direct loan subsidy
0706	Interest on reestimates of direct loan subsidy
0707	Reestimates of loan guarantees
0708	Interest on reestimates of loan guarantee subsidy
0709	Administrative expenses
Credit financing accounts:	
0710	Direct loan obligations
0711	Default claim payment on principal
0712	Default claim payments on interest
0713	Payment of interest to Treasury
0715–0739	Other
0740	Negative subsidies obligations
0741	Modification savings
0742	Downward reestimate paid to receipt account
0743	Interest on downward reestimates
0744	Adjusting payments to liquidating account
All accounts:	
0900	Total new obligations. MAX will generate this line from the detail amounts on the detail lines 0001 to 0899. Equals line 3030.

BUDGETARY RESOURCES

This section only includes budgetary resources from unexpired Treasury Appropriation Fund Symbols.

Entry	MAX Details
Unobligated Balance:	
1000 Unobligated balance brought forward, Oct 1	For CY and BY, MAX automatically generates this entry from the end of year amounts reported on line 1941 for the previous year.

Entry		MAX Details
		If unobligated balances are used to liquidate deficiencies, report the amount used as an adjustment on line 1901; do not reduce the amount on line 1000. For PY, this amount must tie to the PY end of year amounts reported in FACTS II for 2010, including all changes made during the 2010 FACTS II revision window.
Nonexpenditure Transfers:		
1010	Unobligated balance transferred to other accounts (–)	*This line is copied into Schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
1011	Unobligated balance transferred from other accounts	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
1012	Unobligated balance transfers between expired and unexpired accounts	Use lines 1105/1204 for reporting expired balance transfers that are classified as reappropriations.
1013	Unobligated balance of contract authority transferred to or from other accounts (net) (+ or –)	This line is only for use by the Department of Transportation.
Adjustments:		
1020	Adjustment to unobligated balance carried forward, Oct 1 (+ or –)	*This line is copied into Schedule J line 0110.* Changes to the PY start of year balances made after the 2010 FACTS II revision window closed. Use only for PY, unless specifically approved by OMB for CY.
1021	Recoveries of prior year unpaid obligations	Equals line 3080, but with opposite sign. Use only for PY or CY if recoveries have already occurred prior to transmittal of the budget—unless specifically approved in advance by OMB. Note: Report recoveries of prior year obligations in expired accounts on line 3081.
1022	Capital transfer unobligated balance to general fund (–)	*This line is copied into schedule J line 7650.*
1023	Unobligated balance applied to repay debt (–)	*This line is copied into schedule J line 7650.*
1024	Unobligated balance of borrowing authority withdrawn (–)	The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against borrowing authority, report the amounts on lines 1139, 1239, 1728, or 1827, as appropriate.
1025	Unobligated balance of contract authority withdrawn (–)	The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against contract authority, report the amounts on lines 1137, 1238, 1727, or 1826, as appropriate.

	Entry	MAX Details
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	*This line is copied into schedule N line 0620, with the opposite sign.* This line is only for use by the Social Security Administration, the Department of Health and Human Services, and the Department of the Treasury.
1027	Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	*This line is copied into schedule N line 0621.* Use only for special and non-revolving trust funds.
1028	Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	Use only for revolving funds.
1029	Other balances withdrawn (–)	
1031	Refunds and recoveries temporarily precluded from obligation (special and trust funds)(–)	*This line is copied into schedule N lines 0610–0613.*
1050	**Unobligated balance (total)**	Automatically generated by MAX.

Entry	Discre-tionary	Man-datory	MAX Details
Budget Authority:			
Appropriations:			
Appropriation	1100	1200	For indefinite authority, record only the amount that will be obligated.
Appropriation (special or trust fund)	1101	1201	*This line is copied into schedule N lines 0500–0589.*
Appropriation (previously unavailable)	n/a	1203	*This line is copied into schedule N lines 0500–0589.* Use only with OMB approval.
Advance funding	1103	n/a	Use only in PY and CY and only with OMB approval.
Reappropriation	1105	1204	Use line 1012 for transfers of expired balances to unexpired accounts that are not considered to be reappropriations.
Nonexpenditure Transfers:			
Appropriations transferred to other accounts (–)	1120	1220	*This line is copied into schedule J line 7645.* For transfers from mandatory to discretionary accounts pursuant to proposed appropriations law, show the transfer on line 1120 in the losing account, using the BBEDCA classification for a discretionary, modification of a mandatory account and on line 1121 in the receiving account, using the appropriate BBEDCA classification for that account. However, if the losing account is an entitlement program, report the transfer on line 1220 in the losing account and on line 1121 in the receiving account, using the appropriate BBEDCA classifications for the respective accounts.

Entry	Discre-tionary	Man-datory	MAX Details
			For transfers from mandatory accounts to discretionary accounts pursuant to existing law (generally in PY and CY), show the transfer on line 1220 in the losing account and on line 1121 in the receiving account, using the appropriate BBEDCA classifications for the respective accounts. Consult your OMB representative about suppressing any MAX error messages that occur. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Appropriations transferred from other accounts	1121	1221	*This line is copied into schedule J line 7645.* For transfers from mandatory accounts to discretionary accounts, see the guidance under lines 1120/1220. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Adjustments:			
Appropriations permanently reduced (–)	1130	n/a	*This line is copied into schedule J line 7625.*
Unobligated balance of appropriations permanently reduced (–)	1131	n/a	
Appropriations and/or unobligated balance of appropriations permanently reduced (–)	n/a	1230	*This line is copied into schedule J line 7625.* For unobligated balance of appropriations permanently reduced, use only for PY of CY unless specifically approved by OMB.
Appropriations temporarily reduced (–)	1132	n/a	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* Use only for special and non-revolving trust funds.
Unobligated balance of appropriations temporarily reduced (–)	1133	n/a	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* Use only for special and non-revolving trust funds in PY and CY.
Appropriations and/or unobligated balance of appropriations temporarily reduced (–)	n/a	1232	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* Use only for special and non-revolving trust funds in PY and CY. For appropriations temporarily reduced, no BY amount can be entered. For unobligated balance of appropriations permanently reduced, use only for PY of CY unless specifically approved by OMB.
Appropriations precluded from obligation (–)	1134	1235	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* When the amount becomes available for obligation, report it on line 1203. Use only with OMB approval.
Appropriations applied to repay debt (–)	1135	1236	*This line is copied into schedule J line 7650.*
Appropriations applied to deficiency by law (–)	1136	1237	

Entry	Discre-tionary	Man-datory	MAX Details
Appropriations applied to liquidate contract authority (–)	1137	1238	
Appropriations applied to liquidate contract authority withdrawn (–)	1138	n/a	Use only in PY or CY and only with OMB approval.
Appropriations substituted for borrowing authority (–)	1139	1239	
Appropriation (total)	**1160**	**1260**	Automatically generated by MAX.
Advance Appropriations:			
Advance appropriation	1170	1270	*Lines 1171 and 1271 are copied into schedule N lines 0500–0589.*
Advance appropriation (special or trust fund)	1171	1271	
Adjustments:			
Advance appropriations permanently reduced (–)	1173	1272	For line 1272, no BY amount can be entered.
Advance appropriations temporarily reduced (–)	1174	1273	*This line is copied into schedule N lines 0500–0589, with the opposite sign.*
Advance appropriations (total)	**1180**	**1280**	Automatically generated by MAX.
Borrowing Authority:			
Borrowing authority	1300	1400	Amount of new borrowing authority. For indefinite authority, record only the amount that will be obligated.
Adjustments:			
Borrowing authority permanently reduced (–)	1320	1420	For line 1420, no BY amount can be entered.
Borrowing authority applied to repay debt (–)		1421	Use only in financing accounts in PY unless specifically approved by OMB.
Borrowing authority (total)	**1340**	**1440**	Automatically generated by MAX.
Contract Authority:			
Contract authority	1500	1600	Amount of new contract authority. For indefinite authority, record only the amount that will be obligated.
Nonexpenditure Transfers:			
Contract authority transferred to other accounts (–)	1510	1610	Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Contract authority transferred from other accounts	1511	1611	Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).

Entry	Discre-tionary	Man-datory	MAX Details
Adjustments:			
Contract authority and/or unobligated balance of contract authority permanently reduced (–)	1520	1620	For contract authority permanently reduced, no amount can be entered for BY. For unobligated balance of contract authority permanently reduced, use only for PY of CY unless specifically approved by OMB.
Contract authority precluded from obligation (limitation on obligations) (–)	1522	1622	Use only with OMB approval.
Contract authority (total)	**1540**	**1640**	Automatically generated by MAX.
Spending Authority from Offsetting Collections:			*As a general rule, spending authority from offsetting collections is classified as discretionary if the amounts are credited to a discretionary account and as mandatory if credited to a mandatory account.*
Collected	1700	1800	
Change in uncollected payments, Federal sources (+ or –)	1701	1801	The amounts reported on these lines are added and automatically copied to line 3050, but with the opposite sign. Additionally, lines 1701 and 1801 are automatically copied to lines 4050 and 4140 respectively, but with the opposite sign.
Offsetting collections (previously unavailable)	1702	1802	Amount previously reported as precluded from obligation on line 1785 or 1824 that will be available for obligation.
Nonexpenditure Transfers:			
Spending authority from offsetting collections transferred to other accounts (–)	1710	1810	*This line is copied into schedule J line 7645.* Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C). Note: Although the spending authority is transferred to another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124, as appropriate.
Spending authority from offsetting collections transferred from other accounts	1711	1811	*This line is copied into schedule J line 7645.* Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C). Note: Although the spending authority is transferred from another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124.
Adjustments:			
Capital transfer of spending authority from offsetting collections to general fund (–)	1720	1820	Primarily used by revolving funds; however, may be used by other accounts with OMB approval. *This line is copied into schedule J line 7650.*

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Entry	Discre-tionary	Man-datory	MAX Details
Spending authority from offsetting collections applied to deficiency by law(–)	1721	1821	
Spending authority from offsetting collections permanently reduced (–)	1722	n/a	Use only in PY and CY.
New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (–)	1723	1823	Use only in PY and CY.
Spending authority from offsetting collections precluded from obligation (limitation on obligations) (–)	1725	1824	When the amount becomes available for obligation, report it on line 1702 or 1802. Use only with OMB approval.
Spending authority from offsetting collections applied to repay debt (–)	1726	1825	*This line is copied into schedule J line 7650.*
Spending authority from offsetting collections applied to liquidate contract authority (–)	1727	1826	
Spending authority from offsetting collections substituted for borrowing authority (–)	1728	1827	
Spending authority from offsetting collections (total)	**1750**	**1850**	Automatically generated by MAX.
Budget authority (total)	**1900**	**1900**	Automatically generated by MAX.
Adjustment for budgetary resources applied to liquidate deficiencies (–)	**1901**	**1901**	Report appropriations specifically applied to deficiencies on lines 1100, 1200, 1700 or 1800; and 1136, 1237, 1721, or 1821, as explained above. The line adjusts the total budgetary resources available for obligation without reducing the amount of budget authority appropriated.
Total budgetary resources available	**1930**	**1930**	Automatically generated by MAX. Sums the adjusted amounts of unobligated balances and budget authority.

MEMORANDUM (NON-ADD) ENTRIES

This section includes data from unexpired and expired Treasury Appropriation Fund Symbols.

	Entry	MAX Details
	All Accounts:	
1940	**Unobligated balance expiring (–)**	
1941	**Unexpired unobligated balance, end of year**	Automatically generated from the sum of the detailed entries on lines 1930 plus 1940 minus 0900. *This line is copied into schedule J line 8802.*
Special and Non-Revolving Trust Funds only:		
1950	**Other balances withdrawn**	*This line is copied into schedule N lines 0610–0613.* Automatically generated by MAX.
1951	**Unobligated balance expiring**	*This line is copied into schedule J line 8891.* Use only for accounts with schedule J (see section 86.3). Automatically generated by MAX.
1952	**Expired unobligated balance, start of year**	Use only for accounts with schedule J (see section 86.3). Automatically generated by MAX. Amount excluded in the start of year unobligated balances reported on line 1000 in special and non-revolving trust funds that must be included in the unexpended balances reported on schedule J line 0100.
1953	**Expired unobligated balance, end of year**	*This line is copied into schedule J line 8890.* Use only for accounts with schedule J (see section 86.3). Amount excluded from the end of year unobligated balances reported on line 1941 in special and non-revolving trust funds that must be included in the unexpended balances reported on Schedule J line 8799.
1954	**Unobligated balance canceling**	*This line is copied into schedule N lines 0610–0613.*

CHANGE IN OBLIGATED BALANCE

This section only includes change in obligation balances from unexpired and expired Treasury Appropriation Fund Symbols.

	Entry	MAX Details
Obligated Balance, Start of Year (Net):		
3000	**Unpaid obligations, brought forward, Oct 1 (gross)**	MAX copies CY and BY from the end of year mount reported on line 3090 for the previous year.
3001	Adjustment to unpaid obligations, brought forward, Oct 1(+ or –)	*This line is copied into schedule J line 0111.* Report any changes to the PY start of year balances made after the 2010 FACTS II revision window closed. Use only for PY, unless specifically approved by OMB.
3010	**Uncollected pymts, Fed sources, brought forward, Oct 1 (–)**	MAX copies CY and BY from the end of year mount reported on line 3091 for the previous year.
3011	Adjustment to uncollected pymts, Fed sources, brought forward, Oct 1(+ or –)	*This line is copied into schedule J line 0111.* Report any changes to the PY start of year balances made after the 2010 FACTS II revision window closed. Use only for PY, unless specifically approved by OMB.

	Entry	MAX Details
3020	**Obligated balance, start of year (net)**	For PY, this amount must tie to the PY end of year amounts reported in FACTS II for 2010 including all changes made during the 2010 FACTS II revision window. Automatically generated by MAX.
Change in Obligated Balance during the Year:		
3030	**Obligations incurred, unexpired accounts**	Automatically generated by MAX.
3031	Obligations incurred, expired accounts	Use only for PY, unless specifically approved by OMB.
3040	**Outlays (gross) (–)**	Automatically generated by MAX. This line is copied into schedule J lines 4500–4525 under transmittal codes 0 and 3; and schedule J lines 5500–5525 under transmittal codes 1, 2, 4, and 5.
3050	**Change in uncollected pymts, Fed sources, unexpired accounts (+ or –)**	Automatically generated by MAX.
3051	Change in uncollected pymts, Fed sources, expired accounts (+ or –)	
3060	Unpaid obligations transferred to other accounts (–)	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3061	Unpaid obligations transferred from other accounts	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3070	Uncollected pymts, Fed sources transferred to other accounts	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3071	Uncollected pymts, Fed sources transferred from other accounts (–)	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3080	**Recoveries of unpaid prior year obligations, unexpired accounts (–)**	Automatically copied from line 1021, but with the opposite sign.
3081	Recoveries of unpaid prior year obligations, expired accounts (–)	Use only for PY, unless specifically approved by OMB.
Obligated Balance, End of Year (Net):		
3090	**Unpaid obligations, end of year (gross)**	*This line is copied into schedule J line 8801.* Automatically generated by MAX.
3091	**Uncollected pymts, Fed sources, end of year (–)**	*This line is copied into schedule J line 8801.* Automatically generated by MAX.

Entry		MAX Details
3100	**Obligated balance, end of year (net)**	Automatically generated by MAX.

BUDGET AUTHORITY AND OUTLAYS, NET

This section includes budget authority from unexpired Treasury Appropriation Fund Symbols; and outlays and offsets from unexpired and expired Treasury Appropriation Fund Symbols.

Entry	Discre-tionary	Man-datory	MAX Details
Gross Budget Authority and Outlays:			
Budget authority, gross	4000	4090	Automatically generated by MAX.
Outlays, gross			
Outlays from new authority	4010	4100	
Outlays from balances	4011	4101	
Outlays, gross (total)	4020	4110	Automatically generated by MAX. For credit financing accounts, use line 4110 instead of lines 4100 and 4101.
Offsets against Gross Budget Authority and Outlays:			
Offsetting collections (collected) from:			
	Identify the source of the payment (see the descriptions below). Use subentries when there are significant amounts of different types of income, such as insurance premiums, loan repayments, interest, fees, etc.		
Federal sources (–)	4030	4120	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5.
Interest on Federal securities (–)	4031	4121	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5.
Interest on uninvested funds (–)	4032	4122	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5.
Non-Federal sources (–)	4033	4123	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5. Use line titles to identify separately the primary sources of collections. Small amounts may be aggregated. See exhibits 185C, 185F and 185I.
Offsetting governmental collections (–)	4034	4124	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5. Use line titles to identify separately the primary sources of collections.
Offsets against gross budget authority and outlays (total) (–)	**4040**	**4130**	Automatically generated by MAX.

Entry	Discre-tionary	Man-datory	MAX Details
Additional Offsets against Gross Budget Authority only:			
Change in uncollected pymts, Fed sources, unexpired accounts (+ or –)	**4050**	**4140**	Automatically generated by MAX.
Offsetting collections credited to expired accounts	**4052**	**4142**	Automatically generated by MAX.
Additional offsets against budget authority only (total)	**4060**	**4150**	Automatically generated by MAX.
Budget authority, net	**4070**	**4160**	Automatically generated by MAX.
Outlays, net	**4080**	**4170**	Automatically generated by MAX.
Budget Authority and Outlays, Net (total):			
Budget authority, net (total)	**4180**	**4180**	Automatically generated by MAX. This line will always be used, even if the amount is zero.
Outlays, net (total)	**4190**	**4190**	Automatically generated by MAX. This line will always be used, even if the amount is zero.

MEMORANDUM (NON-ADD) ENTRIES

Entry		MAX Details
Investments in Federal securities:		*Report the par value of Federal securities; do not reflect unrealized discounts. Include all the balances invested at the start of the year, including those that are not available for obligation, i.e., those reported in the schedule on special and trust fund receipts (MAX schedule N). If a special or trust fund has multiple expenditure accounts, report the invested portion of the unavailable collections in schedule P of the account that receives the largest appropriation from the fund.*
5000	**Total investments, SOY: Federal securities: Par value**	MAX copies CY and BY from the end of year amounts reported on line 5001 for the previous year.
5001	Total investments, EOY: Federal securities: Par value	*This line is copied into schedule J line 8701.*
Investments in non-Federal securities:		*Report the market value of non-Federal securities. Include all the balances invested at the start of the year, including those that are not available for obligation, i.e., those reported in the schedule on special and trust fund receipts (MAX schedule N). Include changes in the value of the account's portfolio due to purchases, sales, and market conditions.*
5010	**Total investments, SOY: non-Federal securities: Market value**	MAX copies CY and BY from the end of year amounts reported on line 5011 for the previous year.
5011	Total investments, EOY: non-Federal securities: Market value	

Entry		MAX Details
Contract authority:		*Contract authority is unfunded. When appropriation or offsetting collections are provided to liquidate contract authority, the amounts are no longer considered to be contract authority, and should be excluded from the balances of contract authority reported below.*
5050	**Unobligated balance, SOY: Contract authority**	Cannot exceed the amount on line 1000 of the program and financing schedule. MAX copies CY and BY from the end of year amounts reported on line 5051 for the previous year.
5051	Unobligated balance, EOY: Contract authority	Cannot exceed the amount on line 1941 of the program and financing schedule.
5052	**Obligated balance, SOY: Contract authority**	Cannot exceed the amount on line 3000 of the program and financing schedule. MAX copies CY and BY from the end of year amounts reported on line 5053 for the previous year.
5053	Obligated balance, EOY: Contract authority	Cannot exceed the amount on line 3090 of the program and financing schedule.
5054	**Fund balance in excess of liquidating requirements, SOY: Contract authority**	MAX copies CY and BY from the end of year amounts reported on line 5055 for the previous year.
5055	Fund balance in excess of liquidating requirements, EOY: Contract authority	
5061	Limitation on obligations (Transportation trust funds)	Automatically generated by MAX from information on limitations reported in schedule X (see section 81.3).
Unavailable offsetting collections:		*The amount of offsetting collections previously precluded from obligation, or temporarily reduced that have s not yet become available for obligation. Does not apply to special and non-revolving trust funds.*
5090	**Unavailable balance, SOY: Offsetting collections**	MAX copies CY and BY from the end of year amounts reported on line 5091 for the previous year.
5091	Unavailable balance, EOY: Offsetting collections	*This line is copied into schedule J line 8804.* Automatically generated by MAX.
Discretionary mandated transfers:		
5100	Discretionary mandated transfer to other accounts (–)	The line shows the amount of discretionary transfers mandated by law that are included in line 1120. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1010. Use in PY. If the account has enacted appropriations, also use for CY. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
5101	Discretionary mandated transfer from other accounts	The line shows the amount of discretionary transfers mandated by law that are included in line 1121. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1011. Use in PY. If the account has enacted appropriations, also use for CY.

Entry	MAX Details
	Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).

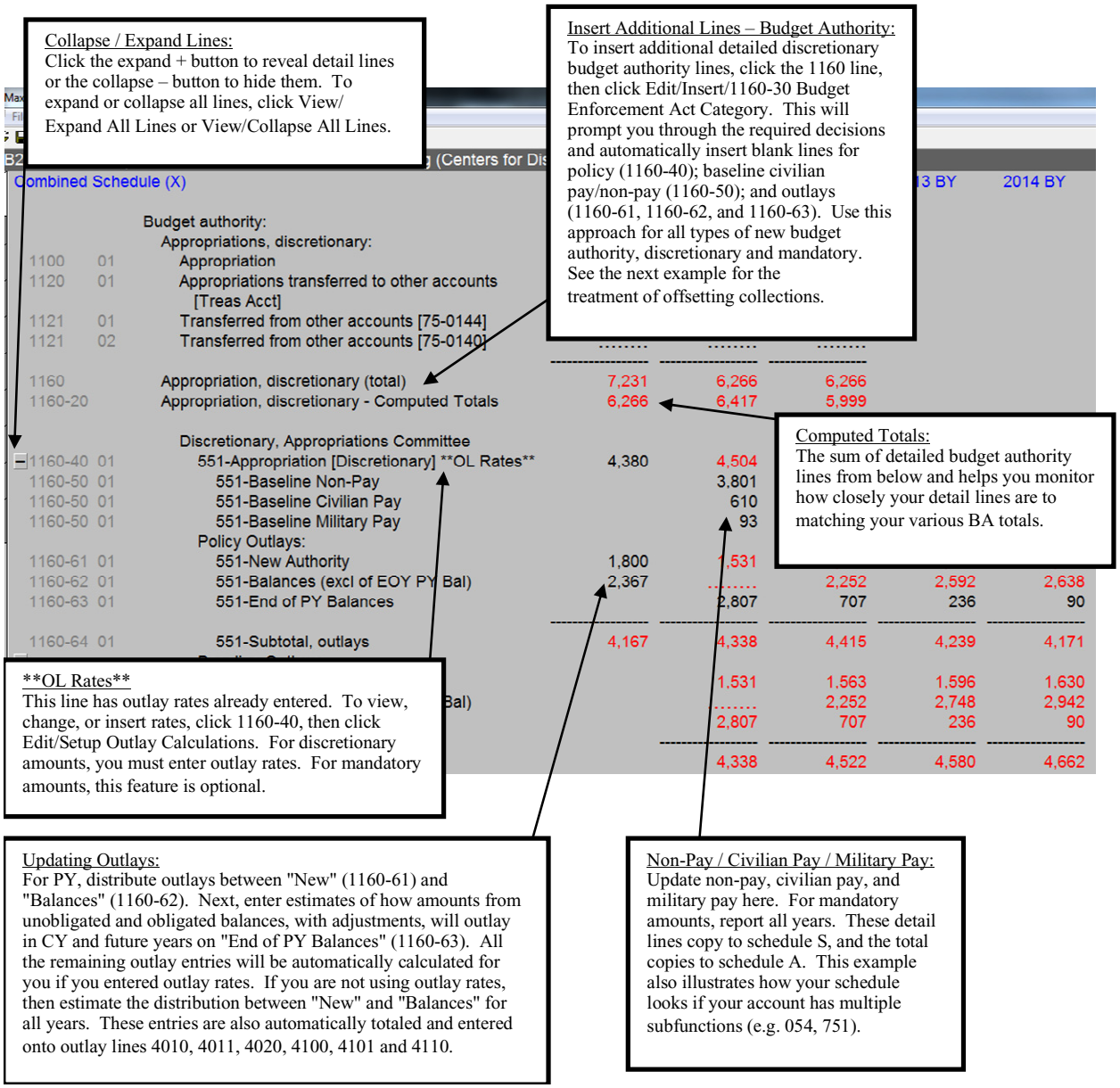
UNFUNDED DEFICIENCIES

Note: See section 145 for additional reporting requirements on deficiencies.

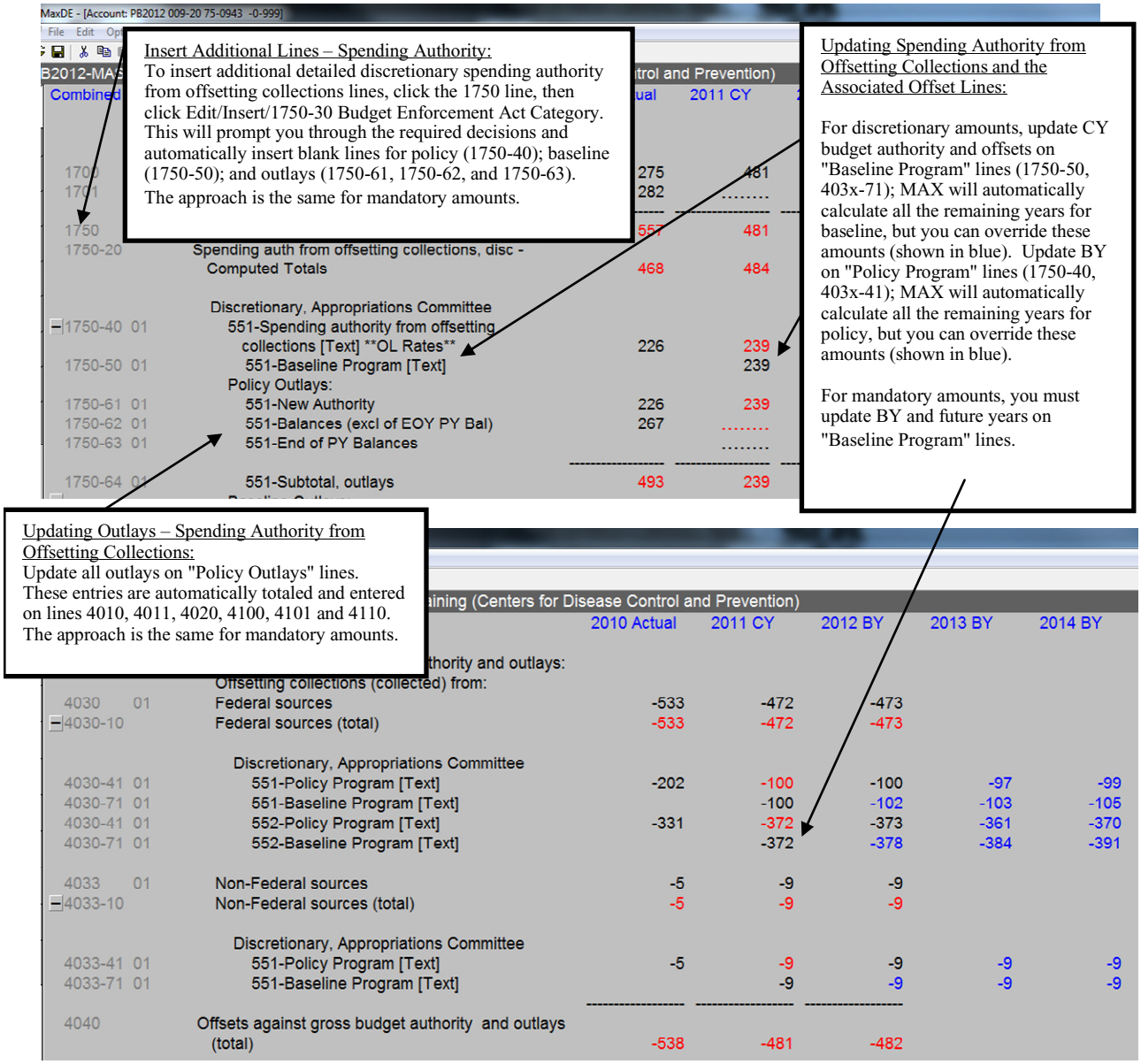
	Entry	MAX Details
7000	**Unfunded deficiency, start of year (–)**	Automatically generated by MAX in CY and BY.
7010	**New deficiency (–)**	Automatically generated by MAX.
7011	**Appropriations available expressly to liquidate deficiencies**	Automatically generated by MAX.
7012	**Available budgetary resources used to liquidate deficiencies**	Automatically generated by MAX.
7020	**Unfunded deficiency, end of year (–)**	Automatically generated by MAX.

Updating MAX Combined Schedule X

Schedule X is where users enter all budgetary resource and outlay data; MAX will then automatically populate lines in schedules P, A, and S. Schedule X looks identical to schedule P until the "Budget Authority" line. This exhibit illustrates how to insert data and new lines, unique features of schedule X, and where data entered in schedule X crosswalks to schedules A and S. See sections 80–82 for an overview and detailed line descriptions for schedules S, A, and P respectively.



Updating MAX Combined Schedule X—CONTINUED



Setting Up Outlay Calculations

You can enter multiple outlay rates for an account and show different programs on separate BA lines even if the rates are the same. To do this, use multiple line sequence numbers (01, 02, 03, etc.). MAX will generate separate outlay data that corresponds to each BA line. In schedule X, MAX displays BA and corresponding outlays together. The examples below show how to enter two different outlay rates.

			PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5
		Discretionary, Appropriations Committee								
1160-40	01	751-Appropriation [Text] **OL Rates**		8,098	8,341	8,600	8,866	9,141	9,424	9,820

Estimates for BY+6 through BY+9 can be viewed by scrolling across the MAX screen.

To get to the Setup Outlay Calculation screen, make sure you have selected line 1160-40/01. Then go to the MAX menu and select EDIT -> SETUP OUTLAY CALCULATION .

SETUP OUTLAY CALCULATION

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
CY Rates:[1]	10.00	10.00	10.00	10.00	10.00	10.00
BY Rates:[1]	10.00	10.00	10.00	10.00	10.00	10.00
	Year 7	**Year 8**	**Year 9**	**Year 10**	**Year 11**	**Total[2]**
CY Rates:	10.00	10.00	10.00	10.00	---	100.00%
BY Rates:	10.00	10.00	10.00	10.00	---	100.00%

			PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5
		Discretionary, Appropriations Committee								
1160-40	02	751-Appropriation [Text] **OL Rates**		23,296	24,438	25,464	26,533	27,648	28,809	30,019

To get to the Setup Outlay Calculation screen, make sure you have selected line 1160-40/02. Then go to the MAX menu and select EDIT -> SETUP OUTLAY CALCULATION .

SETUP OUTLAY CALCULATION

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
CY Rates:[1]	85.00	15.00	--	--	--	--
BY Rates:[1]	85.00	15.00	--	--	--	--
	Year 7	**Year 8**	**Year 9**	**Year 10**	**Year 11**	**Total[2]**
CY Rates:	--	--	--	--	---	100.00%
BY Rates:	--	--	--	--	---	100.00%

[1] Enter the outlay rates for the budgetary resources provided in the current and budget years. For CY rates, Year 1 represents CY, Year 2 represents BY, etc. For BY rates, Year 1 represents BY, Year 2 represents BY+1, etc.

[2] Outlay rates should total 100 percent unless the budget authority does not spend out within 11 years. MAX generates an error message if the total exceeds 100 percent.

Automatic Generation of Discretionary Outlays

To automatically calculate outlays, enter discretionary budgetary resources and outlay rates. Outlays from end of PY balances will have to be manually entered. The steps below show how MAX calculates the discretionary outlays.

Enter Budgetary Resource amounts in Schedule X:

		PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6	BY+7	BY+8	BY+9
	Discretionary, Appropriations Committee												
1160-40 01	751-Appropriation [Text]												
	OL Rates.....	40	45	50	55	60	65	70	75	80	85	90	95
	Policy Outlays:												
1160-61 01	751-New Authority.....	8	9	10	11	12	13	14	15	16	17	18	19
1160-62 01	751-Balances(excl of EOY PY Bal)..	14	---	16	22	40	37	47	53	58	63	67	71
1160-63 01	751-End of PY Balances.....		14	6	12								
1160-64 01	751-Subtotal, outlays.....	22	54	60	66	72	78	84	90	96	102	108	114

MAX will automatically calculate these lines based on the BA amounts and the outlay rates entered in the Setup Outlay Calculation window.

Enter outlay rates in SETUP OUTLAY CALCULATION window:

To get to this window, make sure you have selected the budetary resource line. Then go to MAX menu and select EDIT -> SETUP OUTLAY CALCULATION

SETUP OUTLAY CALCULATION

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
CY Rates:	20.00	35.00	15.00	30.00	--	--
BY Rates:	20.00	30.00	20.00	15.00	15.00	--

	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Total
CY Rates:	--	--	--	--	--	100%
BY Rates:	--	--	--	--	--	100%

To calculate outlays from new authority, MAX multiplies the budgetary resource amount by the Year 1 outlay rate:
CY: 45*.20=9
BY: 50*.20=10
BY+1 to BY+9: same as BY

MAX automatically calculates outlays by multiplying the budgetary resource amounts with the outlay ra

	PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6	BY+7	BY+8	BY+9
Total - Outlay from New Authority...		**9**	10	11	12	13	14	15	16	17	18	19

	PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6	BY+7	BY+8	BY+9
Outlay from Balances - CY.....			15.8	6.8	13.5							
Outlay from Balances - BY.....				15	10	7.5	7.5					
Outlay from Balances - BY+1.....					16.5	11	8.3	8.3				
Outlay from Balances - BY+2.....						18	12	9	9			
Outlay from Balances - BY+3.....							19.5	13	9.8	9.8		
Outlay from Balances - BY+4.....								22.5	15	11.3	11.3	
Outlay from Balances - BY+5.....									24	16	12	12
Outlay from Balances - BY+6.....										25.5	17	12.8
Outlay from Balances - BY+7.....											27	18
Outlay from Balances - BY+8.....												28.5
Total - Outlays from Balances.....			16	22	40	37	47	53	58	63	67	71

To calculate outlays from from balances for BY+1, MAX takes the third year spendout of CY balances (45*.15=6.8) plus the second year spendout from BY balances (50*.30=15)

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Obligations by program activity				
	Direct obligations				
0001-0700	Direct Program Activity	✓			
	Credit program obligations				
0701	Direct loan subsidy	✓			
0702	Loan guarantee subsidy	✓			
0703	Subsidy for modifications of direct loans	✓			
0704	Subsidy for modifications of loan guarantees	✓			
0705	Reestimates of direct loan subsidy	✓			
0706	Interest on reestimates of direct loan subsidy	✓			
0707	Reestimates of loan guarantee subsidy	✓			
0708	Interest on reestimates of loan guarantee subsidy	✓			
0709	Administrative expenses	✓			
0710	Direct loan obligations	✓			
0711	Default claim payments on principal	✓			
0712	Default claim payments on interest	✓			
0713	Payment of interest to Treasury	✓			
0715-0739	Other	✓			
0740	Negative subsidy obligations	✓			
0741	Modification savings	✓			
0742	Downward reestimate paid to receipt	✓			
0743	Interest on downward reestimates	✓			
0744	Adjusting payments to liquidating accounts	✓			
	Reimbursable obligations				
0801-0899	Reimbursable program activity	✓			
0900	Total new obligations	✓			
	Budgetary resources				
	Unobligated balance				
1000	Unobligated balance brought forward, Oct 1	✓			
1010	Unobligated balance transferred to other accounts	✓			
1011	Unobligated balance transferred from other accounts	✓			
1012	Unobligated balance transfers between expired and unexpired accounts	✓			+
1013	Unobligated balance of contract authority transferred to or from other accounts	✓			+
1020	Adjustment of unobligated bal brought forward, Oct 1	✓			
1021	Recoveries of prior year unpaid obligations	✓			
1022	Capital transfer of unobligated balances to general fund	✓			
1023	Unobligated balances applied to repay debt	✓			
1024	Unobligated balance of borrowing authority withdrawn	✓			
1025	Unobligated balance of contract authority withdrawn	✓			
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	✓			+
1027	Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	✓			
1028	Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	✓			
1029	Other balances withdrawn	✓			
1031	Refunds and recoveries temporarily precluded from obligation (special and trust funds)	✓			
1050	Unobligated balance (total)	✓			

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources				
	Budget authority				
	Appropriations, discretionary				
1100	Appropriation	✓			
1101	Appropriation (special or trust fund)	✓			+
1103	Advanced funding	✓			
1105	Reappropriation	✓			
1120	Appropriations transferred to other accounts	✓			
1121	Appropriations transferred from other accounts	✓			
1130	Appropriations permanently reduced	✓			
1131	Unobligated balance of appropriations permanently reduced	✓			
1132	Appropriations temporarily reduced	✓			
1133	Unobligated balance of appropriations temporarily reduced	✓			
1134	Appropriations precluded from obligation	✓			
1135	Appropriations applied to repay debt	✓			
1136	Appropriations applied to deficiency by law	✓			
1137	Appropriations applied to liquidate contract authority	✓			
1138	Appropriations applied to liquidate contract authority withdrawn	✓			
1139	Appropriations substituted for borrowing authority	✓			
1160	Appropriation, discretionary (total)	✓			
	Discretionary, {BEA Subcategory}				
1160-40	Appropriation [Text]		✓		
1160-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1160-61	New Authority		✓		
1160-62	Balances (excl of EOY PY Bal)		✓		
1160-63	End of PY Balances		✓		
1160-64	Subtotal, outlays		✓		
	Baseline Outlays				
1160-81	New Authority			✓	
1160-82	Balances (excl of EOY PY Bal)			✓	
1160-83	End of PY Balances			✓	
1160-84	Subtotal, outlays			✓	
	Advance appropriations, Discretionary				
1170	Advance appropriation	✓			
1171	Advance appropriation (special or trust fund)	✓			+
1173	Advance appropriations permanently reduced	✓			
1174	Advance appropriations temporarily reduced	✓			
1180	Advance appropriation, discretionary (total)	✓			
	Discretionary, {BEA Subcategory}				
1180-40	Advance appropriation [Text]		✓		
1180-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1180-61	New Authority		✓		
1180-62	Balances (excl of EOY PY Bal)		✓		
1180-63	End of PY Balances		✓		
1180-64	Subtotal, outlays		✓		
	Baseline Outlays				
1180-81	New Authority			✓	
1180-82	Balances (excl of EOY PY Bal)			✓	
1180-83	End of PY Balances			✓	
1180-84	Subtotal, outlays			✓	

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Appropriations, Mandatory				
1200	Appropriation	✓			
1201	Appropriation (special or trust fund)	✓			+
1203	Appropriation (previously unavailable)	✓			
1204	Reappropriation	✓			
1220	Appropriations transferred to other accounts	✓			
1221	Appropriations transferred from other accounts	✓			
1230	Appropriations and/or unobligated balance of appropriations permanently reduced	✓			+
1232	Appropriations and/or unobligated balance of appropriations temporarily reduced	✓			+
1235	Appropriations precluded from obligation	✓			
1236	Appropriations applied to repay debt	✓			
1237	Appropriations applied to deficiency by law	✓			
1238	Appropriations applied to liquidate contract authority	✓			
1239	Appropriations substituted for borrowing authority	✓			
1260	Appropriations, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1260-40	Appropriation [Text]		✓		
1260-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1260-61	New Authority		✓		
1260-62	Balances (excl of EOY PY Bal)		✓		
1260-63	End of PY Balances		✓		
1260-64	Subtotal, outlays		✓		
	Baseline Outlays				
1260-81	New Authority			✓	
1260-82	Balances (excl of EOY PY Bal)			✓	
1260-83	End of PY Balances			✓	
1260-84	Subtotal, outlays			✓	
	Advance appropriations, mandatory				
1270	Advance appropriation	✓			
1271	Advance appropriation (special or trust fund)	✓			+
1272	Advance appropriations permanently reduced	✓			
1273	Advance appropriations temporarily reduced	✓			
1280	Advance appropriation, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1280-40	Advance appropriation [Text]		✓		
1280-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1280-61	New Authority		✓		
1280-62	Balances (excl of EOY PY Bal)		✓		
1280-63	End of PY Balances		✓		
1280-64	Subtotal, outlays		✓		
	Baseline Outlays				
1280-80	New Authority			✓	
1280-81	Balances (excl of EOY PY Bal)			✓	
1280-82	End of PY Balances			✓	
1280-83	Subtotal, outlays			✓	
	Borrowing authority, Discretionary				
1300	Borrowing authority	✓			
1320	Borrowing authority permanently reduced	✓			
1340	Borrowing authority, discretionary (total)	✓			

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Discretionary, {BEA Subcategory}				
1340-40	Authority to borrow [Text]		✓		
1340-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1340-61	New Authority		✓		
1340-62	Balances (excl of EOY PY Bal)		✓		
1340-63	End of PY Balances		✓		
1340-64	Subtotal, outlays		✓		
	Baseline Outlays				
1340-81	New Authority			✓	
1340-82	Balances (excl of EOY PY Bal)			✓	
1340-83	End of PY Balances			✓	
1340-84	Subtotal, outlays			✓	
	Borrowing authority, Mandatory				
1400	Borrowing authority	✓			
1420	Borrowing authority permanently reduced	✓			
1421	Borrowing authority applied to repay debt	✓			
1440	Borrowing authority, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1440-40	Authority to borrow [Text]		✓		
1440-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1440-61	New Authority		✓		
1440-62	Balances (excl of EOY PY Bal)		✓		
1440-63	End of PY Balances		✓		
1440-64	Subtotal, outlays		✓		
	Baseline Outlays				
1440-81	New Authority			✓	
1440-82	Balances (excl of EOY PY Bal)			✓	
1440-83	End of PY Balances			✓	
1440-84	Subtotal, outlays			✓	
	Contract authority, Discretionary				
1500	Contract authority	✓			
1510	Contract authority transferred to other accounts	✓			
1511	Contract authority transferred from other accounts	✓			
1520	Contract authority and/or unobligated balance of contract authority permanently reduced	✓			+
1522	Contract authority precluded from obligation (limitation on obligations)	✓			
1540	Contract authority, discretionary (total)	✓			
	Discretionary, {BEA Subcategory}				
1540-40	Contract authority [Text]		✓		
1540-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1540-61	New Authority		✓		
1540-62	Balances (excl of EOY PY Bal)		✓		
1540-63	End of PY Balances		✓		
1540-64	Subtotal, outlays		✓		
	Baseline Outlays				
1540-81	New Authority			✓	
1540-82	Balances (excl of EOY PY Bal)			✓	
1540-83	End of PY Balances			✓	
1540-84	Subtotal, outlays			✓	

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Contract authority, Mandatory				
1600	Contract authority	✓			
1610	Contract authority transferred to other accounts	✓			
1611	Contract authority transferred from other accounts	✓			
1620	Contract authority and/or unobligated balance of contract authority permanently reduced	✓			+
1622	Contract authority precluded from obligation (limitation on obligations)	✓			
1640	Contract authority, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1640-40	Contract authority [Text]		✓		
1640-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1640-61	New Authority		✓		
1640-62	Balances (excl of EOY PY Bal)		✓		
1640-63	End of PY Balances		✓		
1640-64	Subtotal, outlays		✓		
	Baseline Outlays				
1640-81	New Authority			✓	
1640-82	Balances (excl of EOY PY Bal)			✓	
1640-83	End of PY Balances			✓	
1640-84	Subtotal, outlays			✓	
	Spending authority from offsetting collections, discretionary				
1700	Collected	✓			
1701	Change in uncollected payments, Federal sources	✓			
1702	Offsetting collections (previously unavailable)	✓			
1710	Spending authority from offsetting collections transferred to other accounts	✓			
1711	Spending authority from offsetting collections transferred from other accounts	✓			
1720	Capital transfer of spending authority from offsetting collections to general fund	✓			
1721	Spending authority from offsetting collections applied to deficiency by law	✓			
1722	Spending authority from offsetting collections permanently reduced	✓			
1723	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced	✓			+
1725	Spending authority from offsetting collections precluded from obligation (limitation on obligations)	✓			
1726	Spending authority from offsetting collections applied to repay debt	✓			
1727	Spending authority from offsetting collections applied to liquidate contract authority	✓			
1728	Spending authority from offsetting collections substituted for borrowing authority	✓			
1750	Spending auth from offsetting collections, disc (total)	✓			
	Discretionary, {BEA Subcategory}				
1750-40	Spending authority from offsetting collections [Text]		✓		
1750-50	Baseline Program [Text]			✓	
	Policy Outlays				
1750-61	New Authority		✓		
1750-62	Balances (excl of EOY PY Bal)		✓		
1750-63	End of PY Balances		✓		
1750-64	Subtotal, outlays		✓		

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Baseline Outlays				
1750-81	New Authority			✓	
1750-82	Balances (excl of EOY PY Bal)			✓	
1750-83	End of PY Balances			✓	
1750-84	Subtotal, outlays			✓	
	Spending authority from offsetting collections, mandatory				
1800	Collected	✓			
1801	Change in uncollected payments, Federal sources	✓			
1802	Offsetting collections (previously unavailable)	✓			
1810	Spending authority from offsetting collections transferred to other accounts	✓			
1811	Spending authority from offsetting collections transferred from other accounts	✓			
1820	Capital transfer of spending authority from offsetting collections to general fund	✓			
1821	Spending authority from offsetting collections applied to deficiency by law	✓			
1823	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced	✓			+
1824	Spending authority from offsetting collections precluded from obligation (limitation on obligations)	✓			
1825	Spending authority from offsetting collections applied to repay debt	✓			
1826	Spending authority from offsetting collections applied to liquidate contract authority	✓			
1827	Spending authority from offsetting collections substituted for borrowing authority	✓			
1850	Spending auth from offsetting collections, mand (total)	✓			
	Mandatory, {BEA Subcategory}				
1850-40	Spending authority from offsetting collections [Text]		✓		
1850-50	Baseline Program [Text]			✓	
	Policy Outlays				
1850-61	New Authority		✓		
1850-62	Balances (excl of EOY PY Bal)		✓		
1850-63	End of PY Balances		✓		
1850-64	Subtotal, outlays		✓		
	Baseline Outlays				
1850-81	New Authority			✓	
1850-82	Balances (excl of EOY PY Bal)			✓	
1850-83	End of PY Balances			✓	
1850-84	Subtotal, outlays			✓	
1900	Budget authority (total)	✓			
1901	Adjustment for budgetary resources applied to liquidate deficiencies	✓			
1930	Total budgetary resources available	✓			
	Memorandum (non-add) entries				
1940	Unobligated balance expiring	✓			
1941	Unexpired unobligated balance carried forward, end of year	✓			
	Special and non-revolving trust funds	✓			
1950	Other balances withdrawn	✓			
1951	Unobligated balance expiring	✓			
1952	Expired unobligated balance carried forward, start of year	✓			
1953	Expired unobligated balance carried forward, end of year	✓			
1954	Unobligated balance canceling	✓			

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S
	Limitations			
1963	Limitations: Not result of G-R-H [Text]			
	Mandatory, {BEA Subcategory}			
1963-40	Limitation [Text]		✓	
1963-50	Baseline Pay/Non-Pay			✓
	Policy Outlays			
1963-61	New Authority		✓	
1963-62	Balances (excl of EOY PY Bal)		✓	
1963-63	End of PY Balances		✓	
1963-64	Subtotal, outlays		✓	
	Baseline Outlays			
1963-81	New Authority			✓
1963-82	Balances (excl of EOY PY Bal)			✓
1963-83	End of PY Balances			✓
1963-84	Subtotal, outlays			✓
1966	Limitations: Not result of G-R-H [Text]			
	Discretionary, {BEA Subcategory}			
1966-40	Limitation [Text]		✓	
1966-50	Baseline Pay/Non-Pay			✓
	Policy Outlays			
1966-61	New Authority		✓	
1966-62	Balances (excl of EOY PY Bal)		✓	
1966-63	End of PY Balances		✓	
1966-64	Subtotal, outlays		✓	
	Baseline Outlays			
1966-81	New Authority			✓
1966-82	Balances (excl of EOY PY Bal)			✓
1966-83	End of PY Balances			✓
1966-84	Subtotal, outlays			✓
	Change in obligated balance			
	Obligated balance, start of year (net)			
3000	Unpaid obligations, brought forward, Oct 1 (gross)	✓		
3001	Adjustments to unpaid obligations, brought forward, Oct 1	✓		
3010	Uncollected pymts, Fed sources, brought forward, Oct 1	✓		
3011	Adjustments to uncollected pymts, Fed sources, brought forward, Oct 1	✓		
3020	Obligated balance, start of year (net)	✓		
3030	Obligations incurred, unexpired accounts	✓		
3031	Obligations incurred, expired accounts	✓		
3040	Outlays (gross)	✓		
3050	Change in uncollected pymts, Fed sources, unexpired	✓		
3051	Change in uncollected pymts, Fed sources, expired	✓		
3060	Unpaid obligations transferred to other accounts	✓		
3061	Unpaid obligations transferred from other accounts	✓		
3070	Uncollected pymts, Fed sources transferred to other accounts	✓		
3071	Uncollected pymts from Fed sources transferred from other accounts	✓		
3080	Recoveries of prior year unpaid obligations, unexpired accounts	✓		
3081	Recoveries of prior year unpaid obligations, expired accounts	✓		
	Obligated balance, end of year (net)			
3090	Unpaid obligations, end of year (gross)	✓		
3091	Uncollected pymts, Fed sources, end of year	✓		
3100	Obligated balance, end of year (net)	✓		

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S
	Budget authority and outlays, net			
	Discretionary			
4000	Budget authority, gross	✓		
	Outlays, gross			
4010	Outlays from new discretionary authority	✓		
4011	Outlays from discretionary balances	✓		
4020	Outlays, gross (total)	✓		
	Offsets against gross budget authority and outlays			
	Offsetting collections (collected) from			
4030	Federal sources	✓		
	Discretionary, {BEA Subcategory}			
4030-41	Policy Program [Text]		✓	
4030-71	Baseline Program [Text]			✓
4031	Interest on Federal securities	✓		
	Discretionary, {BEA Subcategory}			
4031-41	Policy Program [Text]		✓	
4031-71	Baseline Program [Text]			✓
4032	Interest on uninvested funds	✓		
	Discretionary, {BEA Subcategory}			
4032-41	Policy Program [Text]		✓	
4032-71	Baseline Program [Text]			✓
4033	Non-Federal sources	✓		
	Discretionary, {BEA Subcategory}			
4033-41	Policy Program [Text]		✓	
4033-71	Baseline Program [Text]			✓
4034	Offsetting governmental collections	✓		
	Discretionary, {BEA Subcategory}			
4034-41	Policy Program [Text]		✓	
4034-71	Baseline Program [Text]			✓
4040	Offsets against gross budget authority and outlays (total)	✓		
	Additional offsets against gross budget authority only			
4050	Change in uncollected pymts, Fed sources, unexpired	✓		
	Discretionary, {BEA Subcategory}			
4050-41	Policy Program [Text]		✓	
4050-71	Baseline Program [Text]			✓
4052	Offsetting collections credited to expired accounts	✓		
	Discretionary, {BEA Subcategory}			
4052-41	Policy Program [Text]		✓	
4052-71	Baseline Program [Text]			✓
4060	Additional offsets against budget authority only (total)	✓		
4070	Budget authority, net (discretionary)	✓		
4080	Outlays, net (discretionary)	✓		
	Mandatory			
4090	Budget authority, gross	✓		
	Outlays, gross			
4100	Outlays from new mandatory authority	✓		
4101	Outlays from mandatory balances	✓		
4110	Outlays, gross (total)	✓		

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S
	Budget authority and outlays, net (cont.)			
	Offsets against gross budget authority and outlays			
	Offsetting collections (collected) from			
4120	Federal sources	✓		
	Mandatory, {BEA Subcategory}			
4120-41	Policy Program [Text]		✓	
4120-71	Baseline Program [Text]			✓
4121	Interest on Federal securities	✓		
	Mandatory, {BEA Subcategory}			
4121-41	Policy Program [Text]		✓	
4121-71	Baseline Program [Text]			✓
4122	Interest on uninvested funds	✓		
	Mandatory, {BEA Subcategory}			
4122-41	Policy Program [Text]		✓	
4122-71	Baseline Program [Text]			✓
4123	Non-Federal sources	✓		
	Mandatory, {BEA Subcategory}			
4123-41	Policy Program [Text]		✓	
4123-71	Baseline Program [Text]			✓
4124	Offsetting governmental collections	✓		
	Mandatory, {BEA Subcategory}			
4124-41	Policy Program [Text]		✓	
4124-71	Baseline Program [Text]			✓
4130	Offsets against gross budget authority and outlays (total)	✓		
	Additional offsets against gross budget authority only			
4140	Change in uncollected pymts, Fed sources, unexpired	✓		
	Mandatory, {BEA Subcategory}			
4140-41	Policy Program [Text]		✓	
4140-71	Baseline Program [Text]			✓
4142	Offsetting collections credited to expired accounts	✓		
	Mandatory, {BEA Subcategory}			
4142-41	Policy Program [Text]		✓	
4142-71	Baseline Program [Text]			✓
4150	Additional offsets against budget authority only (total)	✓		
4160	Budget authority, net (mandatory)	✓		
4170	Outlays, net (mandatory)	✓		
4180	Budget authority, net (total)	✓		
4190	Outlays, net (total)	✓		

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Memorandum (non-add) entries				
5000	Total investments, SOY: Federal securities: Par value	✓			
5001	Total investments, EOY: Federal securities: Par value	✓			
5010	Total investments, SOY: non-Federal securities: Market value	✓			
5011	Total investments, EOY: non-Federal securities: Market value	✓			
5050-00	Unobligated balance, SOY: Contract authority	✓			+
5051	Unobligated balance, EOY: Contract authority	✓			
5052	Obligated balance, SOY: Contract authority	✓			
5053	Obligated balance, EOY: Contract authority	✓			
5054	Fund balance in excess of liquidating requirements, SOY: Contract authority	✓			
5055	Fund balance in excess of liquidating requirements, EOY: Contract authority	✓			
5061	Limitation on obligations (Transportation Trust Funds)	✓			
5090	Unavailable balance, start of year: Offsetting collections	✓			
5091	Unavailable balance, end of year: Offsetting collections	✓			
5100	Discretionary mandated transfer to other accounts	✓			
5101	Discretionary mandated transfer from other accounts	✓			
5150	Number of beneficiaries (in thousands) - Adj. Baseline			✓	
	Unfunded deficiencies				
7000	Unfunded deficiency, start of year	✓			
	Change in deficiency during the year				
7010	New deficiency	✓			
7011	Appropriations available expressly to liquidate deficiencies	✓			
7012	Available budgetary resources used to liquidate deficiencies	✓			
7020	Unfunded deficiency, end of year	✓			

+Updated line

SECTION 83—OBJECT CLASSIFICATION (MAX SCHEDULE O)

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Classifying Specific Types of Transactions

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The Printed Object Class Schedule and MAX Schedule O

83.17 How is object class information presented in MAX schedule O and the Appendix?
83.18 When I report data in MAX Schedule O will it generate subtotals or totals?

Ex–83A Summary of Object Class Codes and Standard Titles (MAX Schedule O)
Ex–83B Object Classification—Without Allocation Accounts
Ex–83C Object Classification—With Allocation Accounts

Summary of Changes

Adds a new object class code (11.6) for Military personnel—basic allowance for housing (section 83.6).

Clarifies that special personal services payments (object class 11.8) include payments from the Working Capital Fund to the military personnel accounts to reimburse for work done by military personnel for the Working Capital Fund (section 83.6).

Changes the title of object class 25.2 to "Other services from non-Federal sources" and of object class 25.3 to "Other goods and services from Federal sources" (section 83.6).

Clarifies that only refunds of amounts collected by the Government in the previous fiscal year are reported as new obligations in object class 44; when the collection and payment is made in the same fiscal year, the amounts are netted (section 83.6).

83.1 What are object classes?

Object classes are categories in a classification system that presents ***obligations by the items or services purchased*** by the Federal Government. These are the major object classes:

- 10 Personnel compensation and benefits
- 20 Contractual services and supplies
- 30 Acquisition of assets
- 40 Grants and fixed charges
- 90 Other

We divide these major classes into smaller classes and present them in the Budget Appendix in object class schedules.
The object classes present obligations according to their initial purpose, *not the end product or service*. For example, if you pay a Federal employee who constructs a building, classify the obligations for the employee's wages under *Personnel compensation and benefits*, rather than *Acquisition of assets*. If you purchase a building, classify the contractual obligations under *Acquisition of assets*.

You record *obligations* when the Federal Government places an order for an item or a service, awards a contract, receives a service, or enters into similar transactions that will require payments in the same or a future period (see section 20.5). You also record obligations when you make an *expenditure* transfer between Federal Government accounts (see section 20.4(j)).

83.2 Why must I report object class information?

You must report object class information because the law (31 U.S.C. 1104(b)) requires the President's Budget to present obligations by object class for each account.

83.3 How do object classes compare to functional and character classes and program activity?

The following table shows how the object classification system differs from the other classification systems used in the President's Budget.

Classification System	What is classified?	What does it tell me?
Object class	Obligations	Goods or services or items purchased, for example, supplies, rent, or equipment
Program activity (see section 82.5)	Obligations	Activity, project, or other programmatic distinction
Functional class (see section 79.3(d))	Budget authority, outlays, and offsetting receipts	Major purpose served, for example, national defense, health, income security
Character class (see section 84.4)	Budget authority, outlays, and offsetting receipts	Whether the amount pays for an *investment* or noninvestment and whether the amount is a *grant* to a State and local government or a *direct* Federal program; If investment, then, what type: physical asset, conduct of R&D, or conduct of education and training

83.4 How does the object class schedule relate to the program and financing schedule?

You report object class information whenever you report obligations on a program and financing (P&F) schedule (except you do not report object class information for credit financing accounts). This means you report obligations by object class separately for the regular budget requests, supplemental budget requests, rescission proposals, and legislative proposals.

In addition, object class schedules separately identify the following types of obligations:

- Direct and reimbursable obligations (see section 83.5).
- Obligations between agencies (see section 83.14).

83.5 How can I determine whether an obligation should be classified as direct or reimbursable?

In general, reimbursable obligations are those financed by offsetting collections (see section 20.7(d)) received in return for goods and services provided, while all other obligations are direct. However, there are exceptions. Classify *obligations* as "direct" or "reimbursable" in accordance with the following criteria:

If the obligations are . . .	**And if . . .**	**The classification is . . .**
NOT financed from offsetting collections		Direct
Financed from any type of budgetary resources, including offsetting collections	The account is a CREDIT program or liquidating account	Direct
Financed from offsetting collections from: • Asset sales (including GSA recycling funds); • Interest on Federal securities; • Interest on uninvested funds; • Compulsory collections from the public, such as taxes, compulsory user charges, customs duties, license fees; • Intragovernmental expenditure transfers with no benefit (e.g., goods and services) to the paying account; • Donations; or • Refunds.		Direct
Financed from offsetting collections received in return for goods or services provided, including: • Reimbursements under the IPA (see section 83.15); and • Voluntary insurance premiums	The account is NOT a credit program or liquidating account	Reimbursable
Financed from offsetting collections from other Federal government account(s)	The collections are for a jointly funded grant or project	Reimbursable

The amounts you classify as reimbursable obligations in both MAX Schedule O and MAX schedule P for a budget account should be identical with the following exceptions:

- Line 9995, *Below reporting threshold*, in MAX Schedule O may contain a mixture of direct and reimbursable obligations. These amounts are not material because they are normally $4 million or less;

- Credit financing accounts do not have any MAX Schedule O

MAX Schedule O. Use the 4–digit object class line numbers in exhibit 83A when you enter obligations by object class in MAX schedule O. Be sure to use the correct prefix to distinguish reimbursable from direct obligations. For reimbursable obligations, if the obligations are for the parent account use 2xxx and if the obligations are in an allocation account use 4xxx.

MAX Schedule P. Use the 4–digit program activity codes described in section 82.5 when you report obligations. For reimbursable obligations, use x8xx.

83.6 What object class codes and definitions should I use?

Earlier, we said that we divided the major object classes into smaller ones. The following table provides the codes, standard titles, and definitions used to identify detailed object class data. Exhibit 83A summarizes the codes and standard titles used in MAX Schedule O.

Entry		Description
10	**PERSONNEL COMPENSATION AND BENEFITS**	This major object class consists of object classes 11, 12, and 13.
11	Personnel compensation	Compensation directly related to duties performed for the Government by Federal civilian employees, military personnel, and non-Federal personnel. Object class 11 covers object classes 11.1 through 11.8.
11.1	Full-time permanent	For full-time civilian employees with permanent appointments. Full-time permanent employees are those who are full-time civilian employees with *permanent appointments as defined by the Office of Personnel Management* (OPM). The nature of the employee's appointment is controlling, not the nature of the position. For this object class, include full-time permanent employees in the: • Competitive Service with career and career-conditional appointments. • Excepted Service whose appointments carry no restriction or condition. Include those serving trial periods or whose tenure is equivalent to career-conditional tenure in the Competitive Service. Exclude those serving on indefinite appointments and appointments limited to a specific time. • Senior Executive Service (SES) with career appointments as defined in 5 U.S.C. 3132(a)(4) and non career appointments as defined in 5 U.S.C. 3132(a)(7). Refer to your agency's human resources office for assistance on the types of appointments for staff in your agency.

Entry		Description
		Include: • Regular salaries and wages paid to the employees (some of which may be withheld from the employee's check to pay taxes, to pay a bill in a credit union, or to pay the employee's share of life and health insurance). • Other payments that become part of their basic pay (for example, geographic differentials, and critical position pay). • Regular salaries and wages paid while the employees are on paid leave, such as annual, sick, or compensatory leave. • Lump sum payments for annual leave upon separation (also known as terminal leave payments). Exclude: • Compensation above the basic rate, for example, overtime or other premium pay, which will be classified in object class 11.5, *Other personnel compensation.* • Full-time *temporary* employees who are full-time civilian employees with *temporary appointments as defined by OPM* who will be classified in object class 11.3, *Other than full-time permanent*.
11.3	Other than full-time permanent	Regular salaries and wages paid to civilian employees for part-time, temporary, or intermittent employment (see note below). Include: • Part-time permanent employees, that is, employees with appointments that require work on a prearranged schedule of fewer hours or days of work than prescribed for full-time employees in the same group or class. • Temporary employees, that is, employees with appointments for a limited period of time that is generally less than a year. For example: (a) full-time temporary employees, (b) seasonal employees without permanent appointments, (c) employees with term appointments, and (d) employees with indefinite appointments. • Personnel appointments and advisory committees. • Intermittent employees, that is, employees with appointments that require work on an irregular or occasional basis and who are paid only for the time actually employed or services actually rendered. • *Note:* For personal services contracts with individuals, who are classified by OPM as Federal employees, classify the basic pay in this object class and classify compensation above the basic pay in object class 11.5, *Other personnel compensation*. On the other hand, classify the payments to a contractor principally for the personal services of a group of the contractor's employees according to the type of contract involved (for example, classify

Entry		Description
		personal services contracts for operation and maintenance of facilities under object class 25.4).
11.5	Other personnel compensation	Compensation *above the basic rates* paid directly to civilian employees. Include: • Overtime, which is pay for services in excess of the established work period as defined in 5 U.S.C. 5542, standby duty and administratively uncontrollable overtime as defined in 5 U.S.C. 5545, and unscheduled availability duty hours for criminal investigations as defined in 5 U.S.C. 5545(a). • Holiday pay as defined in 5 U.S.C. 5546(b). • Night work differential, which is pay above the basic rate for regularly scheduled night work. • Post differentials, which are authorized under 5 U.S.C. 5925 above the basic rate for service at hardship posts abroad that are based upon conditions of environment substantially different from those in the continental United States and warrant additional pay as a recruitment and retention incentive. • Hazardous duty pay, which is pay above the basic rate because of assignments involving performance of duties that subject the employee to hazards or physical hardships. *Note*: Post differentials and hazardous duty pay result from the job or services performed. For example, a job performed at a hardship post abroad or under hazardous duty is different from what might appear to be the same job performed elsewhere and under non-hazardous conditions. Hence, both are classified with other pay in object class 11 and not as benefits in object class 12. By contrast, compensation in the form of cost of living allowances are classified as benefits in object class 12 because they do not result from the job or services performed. The cost for a job in one locale is different from the same job in another locale simply because the cost of living is higher in one locale. • Supervisory differential, which is pay above the basic rate to adjust the compensation of a supervisor to a level greater than the highest paid subordinate. The differential applies to a General Schedule employee who supervises one or more employees not covered by the General Schedule. • Cash incentive awards, which are payments for cash awards that do not become part of the Federal civilian employee's basic rate of pay, such as those authorized under 5 U.S.C. 4503, 4504, 4505(a), 4507, and 5384. • Other payments above basic rates, which are payments for other premium pay, such as stand-by pay and premium pay in lieu of overtime and special pay that is paid periodically during the year in the same manner and at the same time as regular salaries and wages are paid. Exclude other payments which are classified in object class 12.1, *Civilian personnel benefits*. • Royalties to Federal scientists and inventors which may last up to 17 years and may be paid after the employee has left Federal service or to the employee's beneficiary.

	Entry	Description
11.6	Military personnel - basic allowance for housing	Basic allowance given for housing to personnel of the uniformed service, including the commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.
11.7	Military personnel	The regular salaries and wages paid to personnel of the uniformed service, including the commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration (some of which may be withheld from the employee's check to pay taxes, to pay a bill in a credit union, or to pay the employee's share of life and health insurance) as well as amounts above the basic pay rates. For "amounts above the basic pay rates", apply the same definitions as for civilian employees in object class 11.5. Include: • Flight pay. • Basic allowance for subsistence (BAS).--- • Extra pay based upon conditions of environment (except cost of living allowances for locations outside the contiguous 48 States and the District of Columbia which will be classified in object class 12.2, Military personnel benefits).
11.8	Special personal services payments	Payments for personal services that do not represent salaries or wages paid directly to Federal employees and military personnel. Include: • Reimbursable details, that is, payments to other accounts for personal services of civilian employees and military personnel on reimbursable detail (both compensation and personnel benefits). • Reemployed annuitants, that is, payments by an agency employing an annuitant to reimburse the Civil Service Retirement and Disability Fund for the annuity paid to that employee under 5 U.S.C. 8339 through 8344. • Non-Federal civilians, such as witnesses; casual workers, patient and inmate help, and allowances for trainees and volunteers. • Salary equalization (authorized under 5 U.S.C. 3372 and 3584) to individuals on leave of absence while employed by international organizations or State and local governments, when the equalization payment is 50 percent or less of the person's salary. • Staff of former Presidents paid by the General Services Administration (GSA) under 3 U.S.C. 102(b). • Payments from the Working Capital Fund to the military personnel accounts to reimburse for work done by military personnel for the Working Capital Fund.
11.9	Total personnel compensation	This line is automatically generated when there are multiple direct compensation lines.
12	Personnel benefits	Benefits for ***currently*** employed Federal civilian, military and certain non-Federal personnel. Covers object classes 12.1 and 12.2. *Note:* Show benefits to certain ***former*** civilian and military personnel in object classes 13.0 and 42.0.
12.1	Civilian personnel benefits	Cash payments (from the agency, not funds withheld from employee compensation) to other funds for the benefit of Federal civilian employees

Entry		Description
		or direct payments to these employees. Include payments to or for certain non-Federal employees as required by law. Non-Federal civilian employees are employees who are not reportable to the Office of Personnel Management as Federal employees, such as witnesses, casual workers, trainees, volunteers. For example, Peace Corps and VISTA volunteers, Job Corps enrollees, and U.S. Department of Agriculture Extension Service agents. Include: • Insurance and annuities, which are the employer's share of payments for life insurance, health insurance, employee retirement (including payments to finance fiduciary insurance costs of the Federal Retirement Thrift Investment Board), work injury disabilities or death and professional liability insurance (which are payments to reimburse qualified Federal employees for up to one half the cost of professional liability insurance premiums, as authorized by P.L. 104–208 and amended by P.L. 106–58). • Recruitment, retention, and other incentives, such as: ▸ Payments above the basic rate for recruitment bonuses, relocation bonuses, and retention allowances authorized by 5 U.S.C. 5753 and 5754. ▸ Payment to the loan holder (e.g., the bank) to repay an employee's student loan as a recruitment incentive. ▸ Extended assignment incentives. ▸ Relocation and other expenses related to permanent change of station (PCS), except expenses for travel and transportation and the storage and care of vehicles and household goods (see section 83.8). ▸ Cash allowances for separate maintenance, education for dependents, transfers for employees stationed abroad, and personal allowances based upon assignment or position, and overseas differentials. ▸ Cost-of-living allowances (COLAs) as authorized under 5 U.S.C. 5924 and 5941 and other laws. *Note*: COLAs are classified as benefits in object class 12 (and not as compensation in object class 11) because they are not related to the job or service performed. ▸ Student loan repayments authorized by 5 U.S.C. 5379. • Other allowances and payments such as allowances for uniforms and quarters, special pay that is paid in a lump sum (such as compensatory damages or employee settlements), reimbursements for notary public expenses, and subsidies for commuting costs, that is, payments to subsidize the costs of Federal civilian employees in commuting by public transportation.
12.2	Military personnel benefits	Cash allowances and payments of employer share to other funds for military personnel.

Entry		Description
		Include: • Cash allowances such as ▸ Uniform allowances. ▸ Extended assignment incentives. ▸ Reenlistment bonuses. ▸ Cost-of-living allowances. ▸ Dislocation and family separation allowances. ▸ Personal allowances based upon assignment or rank. • Payments to other funds, such as the employer's share of military retirement, Medicare-Eligible Retiree Health Care, Federal Insurance Contribution Act taxes, Servicemen's Group Life Insurance premiums, and education benefits. • Subsidies for commuting costs, which are payments to subsidize the costs of military personnel in commuting by public transportation. Exclude: • Hazardous duty pay, flight pay, extra pay based upon conditions of work environment, and other such pay, which are classified as military personnel compensation in object class 11.7, and benefit payments to veterans resulting from their past service, which are classified as benefits to former personnel in object class 13.0. • Homeowners assistance which are classified as grants, subsidies and contributions in object class 41.0.
13.0	Benefits for former personnel	Benefits for former officers and employees or their survivors that are based (at least in part) on the length of service to the Federal Government. Include: • Retirement benefits in the form of pensions, annuities, or other retirement benefits paid to former military and certain civilian Government personnel or to their survivors. Exclude payments made directly to beneficiaries from retirement (special or trust) funds, which are classified as insurance claims and indemnities under object class 42.0. • Separation pay, which are severance payments to former employees who were involuntarily separated through no fault of their own and voluntary separation incentive (VSI) payments, also known as "buy-outs" to employees who voluntarily separate from Federal service. • Payments to other funds for ex-Federal employees and ex-service personnel (e.g., agency payments to the unemployment trust fund for ex-employees and one-time agency payments of final basic pay to the civil service retirement fund for employees who took the early-out under buy-out authority) and other benefits paid directly to the beneficiary. Also, Government payment to the employees health benefits and life insurance funds for annuitants.

Entry		Description
		Exclude: • In-kind benefits, such as hospital and medical care, which are classified under the object class representing the nature of the items purchase.
20	**CONTRACTUAL SERVICES AND SUPPLIES**	This major object class covers purchases of contractual services and supplies in object classes 21.0 through 26.0.
21.0	Travel and transportation of persons	Travel and transportation costs of Government employees and other persons, while in an authorized travel status, that are to be paid by the Government either directly or by reimbursing the traveler. Consists of both travel away from official stations, subject to regulations governing civilian and military travel, and local travel and transportation of persons in and around the official station of an employee. Include: • Contracts to transport people from place to place, by land, air, or water, such as commercial transportation charges; rental or lease of passenger cars; charter of trains, buses, vessels, or airplanes; ambulance service or hearse service; and expenses incident to the operation of rented or chartered conveyances. (Rental or lease of all passenger-carrying vehicles is to be charged to this object class, even though such vehicles may be used incidentally for transportation of things.) • Incidental travel expenses which are other expenses directly related to official travel, such as baggage transfer, and telephone and telegraph expenses, as authorized by travel regulations.
22.0	Transportation of things	Transportation of things (including animals), the care of such things while in process of being transported, and other services incident to the transportation of things. Include: • Freight and express charges by common carrier and contract carrier, including freight and express, switching, crating, refrigerating, and other incidental expenses. • Trucking and other local transportation charges for hauling, handling, and other services incident to local transportation, including contractual transfers of supplies and equipment. • Mail transportation charges for express package services (i.e., charges for transporting freight) and postage used in parcel post. Exclude other postage and charges that are classified under object class 23.3. • Transportation of household goods related to permanent change of station (PCS). Exclude: • Transportation paid by a vendor, regardless of whether the cost is itemized on the bill for the commodities purchased by the Government.

Entry		Description
23	Rent, Communications, and Utilities	Payments for the use of land, structures, or equipment owned by others and charges for communication and utility services. Object class 23 covers object classes 23.1 through 23.3.
23.1	Rental payments to GSA	Payments to the General Services Administration (GSA) for rental of space and rent related services. Exclude: • Payments to a non-Federal source, which will be reported in object class 23.2, *Rental payments to others*. • Payments to agencies other than GSA for space, land, and structures that are subleased or occupied by permits, which will be classified in object class 25.3, *Other goods and services from Federal sources*, regardless of whether the space is owned or leased by the agency other than GSA. • Payments for related services provided by GSA in addition to services provided under rental payments, e.g., extra protection or extra cleaning, which will be classified in object class 25.3, *Other goods and services from Federal sources*. • Payments for rental of transportation equipment, which are classified under object class 21.0, *Travel and transportation of person*, or object class 22.0, *Transportation of things*.
23.2	Rental payments to others	Payments to a non-Federal source for rental of space, land, and structures.
23.3	Communications, utilities, and miscellaneous charges	Payment for information technology, utilities and miscellaneous charges. Include: Rental or lease of information technology equipment, include any hardware or software, or equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information, such as mainframe, mid-tier, and workstation computers. Exclude contractual services involving the use of equipment in the possession of others, such as computer time-sharing or data center outsourcing, which will be classified in object class 25.7, *Operation and maintenance of equipment*. • Information technology services, include data, voice, and wireless communication services, such as long-distance telephone services from other Federal agencies or accounts. Exclude charges for maintenance of information technology and related training and technical assistance, when significant and readily identifiable in the contract or billing, which will be classified in object class 25.7, *Operation and maintenance of equipment*. • Postal services and rentals, include postage (exclude parcel post and express mail service for freight); contractual mail (include express mail service for letters) or messenger service; and rental of post office boxes, postage meter machines, mailing machines, and teletype equipment.

Entry		Description
		• Data communication services (voice, data, and wireless) from other Government agencies or accounts. • Utility services include heat, light, power, water, gas, electricity, and other utility services. • Miscellaneous charges, for example, periodic charges under purchase rental agreements for equipment. (Payments subsequent to the acquisition of title to the equipment should be classified under object class 31.0, *Equipment*.) Exclude payments under lease-purchase contracts for construction of buildings, which will be classified in object class 32.0, *Land and structures*, or object class 43.0, *Interest and dividends*, and for lease-purchase contracts for information technology and telecommunications equipment which will be classified in object class 31.0, *Equipment*.
24.0	Printing and reproduction	Printing and reproduction obtained from the private sector or from other Federal entities. Include: • Typesetting and lithography. • Duplicating. • Standard forms when specially printed or assembled to order and printed envelopes and letterheads. • Publication of notices, advertising, radio and television time. • Photo composition, photography, blueprinting, photostating, and microfilming. • The related composition and binding operations performed by the Government Printing Office, other agencies, or other units of the same agency on a reimbursable basis, and commercial printers or photographers. *Note*: In determining subclasses for administrative use, agencies may appropriately maintain a distinction between traditional printing technologies and photo static reproduction.
25	Other contractual Services	Object class 25 covers object classes 25.1 through 25.8.
25.1	Advisory and assistance services	Services acquired by contract from non-Federal sources (that is, the private sector, foreign governments, State and local governments, tribes), as well as, from other units within the Federal Government. This object class consists of three types of services: • Management and professional support services. • Studies, analyses, and evaluations. • Engineering and technical services. Each is described in further detail below. Management and professional support services. Include: • Services that assist, advise, or train staff to achieve efficient and

Entry	Description
	effective management and operation of organizations, activities, or systems (including management and professional support services for information technology and R&D activities). • Services that are normally closely related to the basic responsibilities and mission of the agency contracting for the services. • Services that support or contribute to improved organization of program management, logistics, management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative/technical support for conferences and training programs. • Exclude auditing of financial statements, which will be classified in object class 25.2, *Other services from non-Federal sources*. Studies, analyses, and evaluations provide organized analytic assessments or evaluations in support of policy development, decision-making, management, or administration. Include: • Studies in support of information technology and R&D activities. • Models, methodologies, and related software supporting studies, analyses, or evaluations. Engineering and technical services (excluding routine engineering services and operation and maintenance of information technology and data communications services). Include: • Services that support the program office during the acquisition cycle by providing such services as information technology architecture development, systems engineering, and technical direction (FAR 9.505–1(b)). • Services that ensure the effective acquisition, operation, and maintenance of a major acquisition, weapon system or major system, as defined in OMB Circular No. A–109 and in this Circular's supplement, Capital Programming Guide. • Provide direct support of a major acquisition or weapons system that is essential to planning, R&D, production, or maintenance of the acquisition or system. Include information technology consulting services, such as information technology architecture design and capital programming, and investment control support services. • Include software services such as implementing a web-based, commercial off-the-shelf software product that is an integral part of a consulting services contract. Exclude: • Information technology consulting services, which have large scale systems acquisition and integration or large scale software development as their primary focus. Classify these in object class 31.0, *Equipment*.

Entry		Description
		• Personnel appointments and advisory committees. Classify these in object class 11.3, *Other than full-time permanent*. • Contracts with the private sector for operation and maintenance of information technology and telecommunication services. Classify these in object class 25.7, *Operation and maintenance of equipment*. • Architectural and engineering services as defined in the Federal Acquisition Regulations (FAR) 36.102 (40 U.S.C. 541). • Research on theoretical mathematics and basic medical, biological, physical, social, psychological, or other phenomena which will be classified in object class 25.5, *Research and development contracts*. Other contractual services classified in object classes 25.2, *Other services from non-Federal sources*, through 25.8, *Subsistence and support of persons*, and 26.0, *Supplies and materials*.
25.2	Other services from non-Federal sources	Report contractual services with non Federal sources that are *not otherwise classified* under this object class. Include: • Auditing of financial statements when done by contract with the private sector. Exclude performance auditing by contract with the private sector, which will be classified in object class 25.1, *Advisory and assistance services* and auditing of financial statements when done by contract with another Federal Government entity, which will be classified in object class 25.3, *Other goods and services from Federal sources*. • Typing and stenographic service contracts with the private sector. • Purchases from State and Local governments, the private sector, and Government sponsored enterprises that are not otherwise classified. • Tuition for the general education of employees (e.g., for courses for credit leading to college or post graduate degrees). Exclude tuition for training closely-related to the basic responsibilities and mission of the agency, which are classified under object class 25.1, *Advisory and assistance services.* • Fees and other charges for abstracting land titles, premiums on insurance (other than payments to the Office of Personnel Management), and surety bonds. Exclude: • Advisory and assistance services contracts, which are classified under object class 25.1, *Advisory and assistance services*. • Contractual services reported in other object classes 21.0, 22.0, 23.1–23.3, 24.0, 25.1, 25.3–25.8, and 26.0. • Services in connection with the initial installation of equipment, when performed by the vendor, which will be classified in object class 31.0, *Equipment*.

Entry		Description
		• Expenditure transfers between Federal accounts, which are classified in object classes 25.3, *Other goods and services from Federal sources,* and 92.0, *Undistributed*, as described below. • Repair, maintenance, and storage of vehicles and storage of household goods, which are reported in object class 25.7, *Operation and maintenance of equipment*. • Repairs and alterations to buildings, which are classified in object classes 25.4, *Operation and maintenance of facilities*, or 32.0, *Land and structures*, as appropriate. • Subsistence and support of persons, which is classified as object class 25.8, *Subsistence and support of persons*. • Research and development contracts which will be classified in object classes, *Advisory and assistance services*, 25.4, *Operation and maintenance of facilities*, and 25.5, *Research and development contracts*, as appropriate.
25.3	Other goods and services from Federal sources	Purchases from other Federal Government agencies or accounts *that are not otherwise classified*. **Do not use this object class if a more specific object class applies. See section 83.14.** Include: • Rental payments to Federal Government accounts other than the GSA Federal Buildings Fund. • Interagency agreements for contractual services (including the Economy Act) for the purchase of goods and services, except as described below. • Expenditure transfers between Federal Government accounts for jointly-funded grants or projects. Exclude: • Purchases from State and local governments, the private sector, and Government sponsored enterprises that are not otherwise classified. Classify these in object class 25.2, *Other services from non-Federal sources*. • Data communication services (voice, data, and wireless) from other agencies or accounts. Classify these in object class 23.3, *Communications, utilities, and miscellaneous charges*. • Agreements with other agencies to make repairs and alterations to buildings. Classify these in object classes 25.4, *Operation and maintenance of facilities*, or 32.0, *Land and structures*, as appropriate. • Storage and maintenance of vehicles and household goods. Classify these in object class 25.7, *Operation and maintenance of equipment*. • Subsistence and support of persons. Classify these in object class 25.8, *Subsistence and support of persons*. • Development of software, or maintenance of software or hardware. Classify these in object classes 31.0, *Equipment*, and 25.7,

Entry		Description
		Operation and maintenance of equipment, respectively. • Advisory and assistance services. Classify these in object class 25.1, *Advisory and assistance services*. • Payments made to other agencies for services of civilian employees or military personnel on reimbursable detail. Classify these in object class 11.8, *Special personal services payments*. • Contractual services classified under object classes 21.0, 22.0, 23.1–23.3, 24.0, 25.2, 25.4–25.8, and 26.0.
25.4	Operation and maintenance of facilities	Operation and maintenance of facilities when done by contract with the private sector or another Federal Government account. Include: • Government-owned contractor-operated facilities (GOCOs). • Service contracts and routine repair of facilities and upkeep of land. • Operation of facilities engaged in research and development activities. Exclude: • Alterations, modifications, or improvements to facilities and land, which will be reported in object class 32.0, *Land and structures.*
25.5	Research and development contracts	Contracts for the conduct of basic and applied research and development. Exclude: • Advisory and assistance services for research and development (object class 25.1, *Advisory and assistance services*). • Operation and maintenance of R&D facilities (object class 25.4, *Operation and maintenance of facilities*).
25.6	Medical care	Payments to private sector contractors as well as Federal agency contractors for medical care. Include: • Payments to Medicare contractors. • Payments to private hospitals. • Payments to nursing homes. • Payments to group health organizations for medical care services provided to veterans. • Payments to carriers by the Employees and retired employees' health benefits fund and the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). • Payments to HHS for medical care provided by Public Health Service officers. Exclude: • Contracts with individuals who are reportable under Office of Personnel Management regulations as Federal employees (object

Entry		Description
		class 11.3, *Other than full-time permanent*, or 11.5, *Other personnel compensation*, as appropriate). • Payments to compensate casual workers and patient help (object class 11.8, *Special personal services payments*).
25.7	Operation and maintenance of equipment	Operation, maintenance, repair, and storage of equipment, when done by contract with the private sector or another Federal Government account. Include: • Storage and care of vehicles and storage of household goods, including those associated with a permanent change of station (PCS). • Operation and maintenance of information technology systems, including maintenance that is part of a rental contract, when significant and readily identifiable in the contract or billing. • Contractual services involving the use of equipment in the possession of others, such as computer time-sharing or data center outsourcing. Exclude: • Rental of information technology systems, services and other rentals, which are classified in object class 23.3, *Communications, utilities, and miscellaneous charges.* • Contracts where the principal purpose is to develop or modernize software, which are classified in object class 31.0, *Equipment*.
25.8	Subsistence and support of persons	Contractual services with the public or another Federal Government account for the board, lodging, and care of persons, including prisoners Exclude travel items, which are classified under object class 21.0, *Travel and transportation of persons*, and hospital care, which is classified under object class 25.6, *Medical care*.
26.0	Supplies and materials	Commodities that are: • Ordinarily consumed or expended within one year after they are put into use. • Converted in the process of construction or manufacture. • Used to form a minor part of equipment or fixed property. • Other property of little monetary value that does not meet any of the three criteria listed above, at the option of the agency. Include: • Office supplies, such as pencils, paper, calendar pads, notebooks, standard forms (except when specially printed or assembled to order), unprinted envelopes, other office supplies, and property of little monetary value, such as desk trays, pen sets, and calendar stands. • Publications, such as pamphlets, documents, books, newspapers, periodicals, records, cassettes, or other publications whether printed, microfilmed, photocopied, or otherwise recorded for

Entry		Description
		auditory or visual use that are off-the-shelf rather than specially ordered by or at the request of the agency. Exclude publications acquired for permanent collections, which are classified under object class 31.0, *Equipment*. • Information technology supplies and materials, such as manuals, data storage media (CD-ROM, diskettes, digital tape), and toner cartridges for laser printers or fax machines. Exclude charges for off-the-shelf software purchases which should be classified in object class 25.1, *Advisory and assistance services*, if the purchase is an integral part of a consulting services contract, or object class 31.0, *Equipment*, if the purchase is considered equipment. • Chemicals, surgical and medical supplies. • Fuel used in cooking, heating, generating power, making artificial gas, and operating motor vehicles, trains, aircraft, and vessels. • Clothing and clothing supplies, such as materials and sewing supplies used in manufacture of wearing apparel. • Provisions such as food and beverages. • Cleaning and toilet supplies. • Ammunition and explosives. • Materials and parts used in the construction, repair, or production of supplies, equipment, machinery, buildings, and other structures.
30	**ACQUISITION OF ASSETS**	This major object class covers object classes 31.0 through 33.0. Include capitalized (depreciated) assets and non-capitalized assets.
31.0	Equipment	Purchases of: • Personal property of a durable nature, that is, property that normally may be expected to have a period of service of a year or more after being put into use without material impairment of its physical condition or functional capacity. • The initial installation of equipment when performed under contract. Include: • Transportation equipment. • Furniture and fixtures. • Publications for permanent collections. • Tools and implements. • Machinery including construction machinery. • Instruments and apparatus. • Information technology hardware or software, custom and commercial off-the-shelf software, regardless of cost, such as central processing units (CPUs), modems, signaling equipment,

Entry		Description
		telephone and telegraph equipment, and large scale system integration services. Exclude software that is an integral part of consulting services contracts, as defined in object class 25.1, *Advisory and assistance services*. Also exclude rental of information technology systems and services, which are classified under object class 23.3, *Communications, utilities, and miscellaneous charges*. • Armaments including special and miscellaneous military equipment. • Payments for lease-purchase contracts for information technology and telecommunications equipment. Exclude: • Supplies and materials classified under object class 26.0, *Supplies and materials*; purchase of fixed equipment, which is classified under object class 32.0, *Land and structures*; and operation, maintenance and repair of equipment classified in object class 25.7, *Operation and maintenance of equipment.*
32.0	Land and structures	Purchase and improvement (additions, alterations, and modifications) of land and structures. Include: • Land and interest in lands, including easements and rights of way. • Buildings and other structures, including principal payments under lease-purchase contracts for construction of buildings. • Nonstructural improvements of land, such as landscaping, fences, sewers, wells, and reservoirs. • Fixed equipment when acquired under contract (whether an addition or a replacement). These are fixtures and equipment that become *permanently* attached to or a part of buildings or structures. Examples include elevators, plumbing, power-plant boilers, fire-alarm systems, lighting or heating systems, and air-conditioning or refrigerating systems. Include the cost of the initial installation when performed under contract. Exclude: • Routine maintenance and repair, which will be classified in object class 25.4, *Operation and maintenance of facilities*.
33.0	Investments and loans	Purchase of investments and loans. Include: • Stocks, bonds, debentures, and other securities that are neither U.S. Government securities nor securities of wholly-owned Federal Government enterprises. • Temporary or permanent investments. • Interest accrued at the time of purchase and premiums paid on all investments. *Note:* For credit "program" accounts and "liquidating" accounts, see section 185 for object classification related to defaults. There should be no

Entry		Description
		object classification for credit "financing" accounts printed in the Appendix. However, the agency's financial system should continue to provide object class information for the "financing" accounts.
40	**GRANTS AND FIXED CHARGES**	This major object class covers object classes 41.0 through 44.0.
41.0	Grants, subsidies, and contributions	Cash payments to States, other political subdivisions, corporations, associations, and individuals. Include: • Grants (including shared revenues). • Subsidies (including credit program costs). • Gratuities and other aid (including readjustment and other benefits for veterans, other than indemnities for death or disability). • Contributions to foreign countries, international societies, commissions, proceedings, or projects that are: 1. Lump sum or quota of expenses. 2. Fixed by treaty. 3. Discretionary grants. • Taxes imposed by State and local taxing authorities where the Federal Government has consented to taxation (excluding the employer's share of Federal Insurance Contribution Act taxes) and payments in lieu of taxes. *Note:* Obligations under grant programs that involve the furnishing of services, supplies, materials, and the like by the Federal Government, rather than cash, are not charged to this object class, but to the object class representing the nature of the services, articles, or other items that are purchased.
42.0	Insurance claims and indemnities	Benefit payments from the social insurance and Federal retirement trust funds and payments for losses and claims including those under the Equal Access to Justice Act. Include: Social insurance and retirement payments for individuals from special and **trust funds** for: • Social security. • Medicare. • Unemployment insurance. • Railroad retirement. • Federal civilian retirement. • Military retirement. • Other social insurance and retirement programs. Insurance payments from Federal insurance revolving funds, such as the Bank Insurance Fund, for:

Entry		Description
		• Liquidation and insurance. • Litigation settlements due receivers and trustees. • Working capital outlays. • Net case resolution losses. • Other unpaid resolution obligations, not otherwise classified. • Other claim or indemnity payments: • To veterans and former civilian employees or their survivors for death or disability, whether service-connected or not. • Of claims and judgments arising from court decisions or abrogation of contracts; indemnities for the destruction of livestock, crops, and the like; damage to or loss of property; and personal injury or death. • To or for persons displaced as a result of Federal and federally assisted programs, as authorized under 42 U.S.C. 4622–4624. • For losses made good on Government shipments. • From liquidating accounts on guarantees where no asset is received and where forgiveness is not provided by law. *Note:* Classify other payments by Federal insurance revolving funds to the object classes to which they apply, for example classify premiums on investments in object class 33.0, Investments and loans, and interest expenses in object class 43.0, Interest and dividends).
43.0	Interest and dividends	Include: • Payments to creditors for the use of moneys loaned, deposited, overpaid, or otherwise made available. • Distribution of earnings to owners of trust or other funds. • Interest payments under lease-purchase contracts for construction of buildings. Exclude the interest portion of the payment of claims when a contract has been delayed by the Government. Classify these costs under the same object class used for the original contract.
44.0	Refunds	Payments of amounts collected by the Government in a previous fiscal year. Include: • Payments to correct errors in computations, erroneous billing, and other factors (see section 20.10). • Payments to former employees or their beneficiaries for employee contributions to retirement and disability funds (e.g., payments made when employees die before retirement or before their annuities equal the amount withheld). • Payments to return cash advances or other offsetting collections received in a prior fiscal year (see section 20.11). *Note*: In the account receiving the refund, previously recorded obligations will be reduced in the appropriate object class(es) by the amount of the

Entry		Description
		refund, if the refund is received in the same year as the obligations are reported (see section 20.10).
90	**OTHER**	This major object class covers object classes 91.0 through 99.5.
91.0	Unvouchered	Charges that may be incurred lawfully for confidential purposes and are not subject to detailed vouchering or reporting.
92.0	Undistributed	Charges that cannot be distributed to the object classes listed above. Use this object class only with the prior approval of OMB.
94.0	Financial transfers	This object class is used for obligations that represent financial interchanges between Federal government accounts that are not in exchange for goods and services. Use this object class only with the prior approval of OMB.
99.0	Subtotal, obligations	This entry is automatically generated by MAX: • For *direct or allocation* account obligations, the subtotal stub entry should appear when more than one object class category is reported in a single account. For *reimbursable* obligations, the subtotal stub entry, "Reimbursable obligations," should appear, even if all reimbursable obligations are classified in a single object class category.
99.5	Below reporting threshold	Use this object class adjustment line when: • The sum for an object class entry is $500 thousand or less, that is, it is below the reporting threshold, *and* • The sum of *all* the below threshold amounts rounds to $1 million or more. There will be *only one* adjustment line per object class schedule. It will: • Follow the last subtotal (object class 99.0) for the schedule. • Be coded 9995 in MAX. Do not report amounts of more than $4 million in this object class, unless approved by OMB.
99.9	Total new obligations	This entry is automatically generated by MAX.

83.7 What object classes do I associate with civilian and military pay and benefits in the baseline?

Civilian pay and benefits means the budgetary resources used to fund civilian compensation and benefits consistent with object classes 11.1 through 11.5 and 12.1.

Military pay and benefits means the budgetary resources used to fund military personnel compensation and benefits consistent with object classes 11.7 and 12.2.

83.8 How do I classify relocation expenses related to a permanent change of station (PCS)?

When an employee accepts a Federal position at a different location, such as at a different State, this is called a permanent change of station. An agency, at its discretion, may reimburse the employee for a variety of expenses related to the relocation. Follow the instructions in the table to classify these expenses among the object classes.

If the obligations are for ...	Then classify in object class ...
Transportation, per diem while in travel status, or reimbursement of actual travel expenses for the employee or the employee's immediate family	21.0 Travel and transportation of persons
Transportation of household goods, house trailers, and effects	22.0 Transportation of things
Storage and care of vehicles and household goods	25.7 Operation and maintenance of equipment
All other relocation expenses for *civilian* employees, such as: • Allowances for expenses incurred in connection with a sale of a residence or settlement of an unexpired lease. • Subsistence when occupying temporary quarters (in contrast to per diem while in travel status, above). • Reimbursements of amounts equal to income taxes incurred by transferred employees for moving or storage expenses under 5 U.S.C. 5724(b). • Contractual charges for relocation services under 5 U.S.C. 5724(c). • Miscellaneous moving expenses under 5 U.S.C. 5724(a).	12.1 Civilian personnel benefits
All other relocation expenses for *military* personnel	12.2 Military personnel benefits

83.9 How do I classify purchases related to information technology (IT)?

For some reason, we have had many questions on how to classify IT obligations among the various object classes. The general rule is to focus on the nature of the services, articles or other items for which obligations are first incurred. The following table shows the application of this rule.

If the obligations are for ...	Then classify in object class ...
IT services or the rental of IT equipment	23.3 Communications, utilities, and miscellaneous charges
Operation and maintenance of IT systems by the private sector	25.7 Operation and maintenance of equipment
Operation and maintenance of IT systems by another Federal Government account	25.3 Other goods and services from Federal sources
IT hardware and software	31.0 Equipment
IT supplies and materials, such as manuals, diskettes, toner cartridge	26.0 Supplies and materials

If the obligations are for ...	Then classify in object class ...
IT consulting services in the form of: • Management and professional support services. • Studies, analyses, and evaluations. • Engineering and technical services.	25.1 Advisory and assistance services

83.10 How do I classify obligations for education and training?

We have also had many questions on how to classify education and training obligations among the various object classes. The general rule is to focus on the nature of the services, articles or other items for which obligations are first incurred. The following table shows the application of this rule.

If the obligations are for ...	Then classify in object class ...
Payments of tuition to universities or colleges leading to a degree, or for attendance at conferences	25.2 Other services from non-Federal sources
All other payments to a private sector company for training courses	25.1 Advisory and assistance services
Payments to other Federal government agencies for training courses	25.3 Other goods and services from Federal sources
Cash allowances for the education of dependents that are provided as recruitment and retention incentives for civilian employees	12.1 Civilian personnel benefits
Payment to the loan holder (e.g., the bank) to repay an employee's student loan as a recruitment incentive	12.1 Civilian personnel benefits
Cash allowances for the education of dependents that are provided as recruitment and retention incentives for military personnel	12.2 Military personnel benefits

83.11 How do I classify obligations for real property (space, land, and structures)?

Classify obligations for the *purchase, including lease purchase, or improvement* (that is, alteration or modification) of real property in object class 32, *Land and structures.*

Classify the *rental or lease* of real property, as follows:

If the obligation are for ...	And if ...	Then classify in object class ...
Payment to another Federal government account	The other account is GSA's Federal Buildings Fund*	23.1 Rental payments to GSA
Payment to another Federal government account	The other account is NOT GSA's Federal Buildings Fund	Purchases of goods and services from Government accounts

If the obligation are for ...	And if ...	Then classify in object class ...
		Note: The paying account must use this object class code but may change the title to "Rental payments to GSA."
Payment to the private sector		23.2 Rental payments to others

* Classify amounts for the *standard* services, such as cleaning and security, covered by the *basic rental charge* assessed by GSA in object class 23.1, *Rental payments to GSA*. However, if the payment is for rent "related" services provided by GSA in addition to services provided under rental payments, for example, extra protection or extra cleaning, report the amounts under object class 25.3, *Other goods and services from Federal sources*.

GSA operating delegations. When GSA *delegates* the operation of a facility back to an agency ("operating delegations"), the agency is in charge of operating the facility.

GSA bills for basic rental charges differ depending on whether the building is owned or leased by GSA.

For GSA-leased buildings, the GSA bills the total (gross) amount of the basic rental charge which includes a charge for operating the building. In these cases, the following transactions occur:

- GSA bills the agency for the *gross* amount of the basic rental charge.
- Agency records obligations in object class 23.1, *Rental payments to GSA*, and pays GSA's Federal Buildings Fund the *gross* amount.
- GSA *rebates* the amount for operating the facility back to the agency.
- Agency records the amount rebated as offsetting collections.
- If the agency, in turn, contracts with the private sector to clean the facilities, the obligations are classified in object class 25.4, *Operation and maintenance of facilities.*
- If the agency, in turn, contracts with another agency (for example, to guard the building), the obligations are classified in object class 25.3, Other goods and services from Federal sources.

The above treatment will continue for rental of ***GSA-leased buildings***.

83.12 How do I classify obligations for Federal civilian retirement under the Civil Service Retirement System (CSRS)?

Use the following:

If the obligations are for ...	Then classify in object class ...
The accrual for the future retirement cost of current civilian personnel covered by CSRS that is charged to the accounts that pay direct compensation to those personnel. *Note:* The corresponding receipts credited to the civil service retirement and disability trust fund are treated as undistributed offsetting receipts (Employer share, employee retirement on the inter fund transaction line).	12.1 Civilian personnel benefits

If the obligations are for ...	Then classify in object class ...
The Government's share of retirement costs that amortize increases in the static unfunded liability created since October 20, 1969 by any statute which authorizes new or liberalized benefits, an extension of retirement coverage, or pay increases *Note:* This applies to OPM's "Payment to the Civil Service Retirement and Disability Fund" account only.	12.1 Civilian personnel benefits
Interest on the static unfunded liability and annuity disbursements attributable to military service and the payment to provide annuities to former spouses of annuitants who died between September 1978 and May 1986 and who did not elect survivor coverage *Note:* This applies to OPM's "Payment to the Civil Service Retirement and Disability Fund" account only.	13.0 Benefits for former personnel
Payments to CSRS retirees *Note:* This applies to OPM's "Civil Service Retirement and Disability Fund" account only.	42.0 Insurance, claims, and indemnities

83.13 How do I classify obligations for military retirement?

Since 1985, when the financing of military retirement changed to an accrual basis, the payments should be classified as follows:

If the obligations are ...	Then classify in object class ...
The accrual for the future retirement cost of current military personnel that is charged to the accounts that pay direct compensation to those personnel *Note:* The corresponding receipts credited to the military retirement trust fund are treated as undistributed offsetting receipts (Employer share, employee retirement on the inter fund transaction line).	12.2 Military personnel benefits
From general revenues to the military retirement fund to finance retirement costs for service prior to 1985 *Note:* This applies to the "Payment to Military Retirement Fund" account only.	13.0 Benefits for former personnel
Made to military retirees *Note:* This applies only to the "Military Retirement Fund" and the Veterans Affairs “Compensation and Benefits” accounts .	42.0 Insurance, claims, and indemnities

See also section 83.16 for the classification of Tricare benefits earned by all uniformed service members.

83.14 How do I classify intragovernmental transactions?

For payments between two Federal government accounts for:

- Relocation expenses, see section 83.8;
- Information technology, see section 83.9;
- Education and training, see section 83.10;
- Real property, see section 83.11;
- Federal civilian retirement under CSRS, see section 83.12; and
- Military retirement, see section 83.13.

For other payments between two Federal government accounts, classify the obligations as follows:

If the obligations are ...	**Then classify in object class ...**
Transfers by the paying account to reimburse the receiving account for an asset or a service *with a specific object class*	The paying account should classify the *direct* obligations in the object class that best describes the purchase, such as: 21.0 Travel and transportation of persons 22.0 Transportation of things 23.1 Rental payments to GSA 23.2 Rental payments to others 23.3 Communications, utilities, and miscellaneous charges 24.0 Printing and reproduction 25.1 Advisory and assistance services 25.4 Operation and maintenance of facilities 25.5 Research and development contracts 25.6 Medical care 25.7 Operation and maintenance of equipment 25.8 Subsistence and support of persons 26.0 Supplies and materials 31.0 Equipment 32.0 Land and structures 33.0 Investment and loans 43.0 Interest and dividends 44.0 *Refunds*
Transfers by the paying account to reimburse the receiving account for an asset or a service *without a specific object class*	25.3 *Other goods and services from Federal sources.* Do not use this object class if a more specific object class applies.
Transfers that merely moves resources between Federal government accounts. Normally these transfers result from appropriations action or general transfer authority where the obligations are simply accounting transfers.	94.0 Financial transfers *Note:* The paying account should report direct obligations in object class 94.0 and the receiving account should distribute the obligations as direct obligations in the appropriate object classes.

83.15 How do I classify obligations under the Intergovernmental Personnel Act (IPA)?

Under the IPA, a Federal employee, with his or her consent, may be assigned temporarily to a non-Federal organization.

- *Detailed Federal employees*. A detailed Federal employee continues to receive pay, allowances, and benefits from the Federal agency. In some cases, these costs are reimbursed by the non-Federal organization.

- *Federal employees on leave without pay (LWOP)*. A Federal employee on LWOP is paid by the non-Federal organization to which he or she is assigned. The salary paid by the non-Federal organization may be more or less than the employee's current Federal salary. If the rate of pay of the non-Federal organization is less, then the Federal agency may pay a supplemental salary to the employee.

Also under the IPA, an employee of a non-Federal organization may be assigned temporarily to a Federal agency either (1) with a temporary Federal appointment or (2) on detail.

- *Non-Federal employees with temporary Federal appointments*. A non-Federal employee with a temporary Federal appointment is paid by the Federal agency to which he or she is assigned. However, he or she is eligible to enroll in the Federal Employees Health Benefits program only if the Federal appointment results in the loss of coverage under the non-Federal health benefits system. He or she is not covered by any retirement system for Federal employees or by the Federal Employees Group Life Insurance Program.

- *Non-Federal employees detailed to a Federal Position*. A non-Federal employee who is detailed to a Federal agency continues to receive pay, allowances, and benefits from the non-Federal organization to which he or she is employed. In some cases these costs may be reimbursed by the Federal agency. In addition, if the non-Federal salary of the employee on detail is less than the minimum rate of pay for the Federal position, the Federal agency may supplement the salary to make up the difference.

Cost-sharing arrangements for IPA assignments are negotiated between the participating organizations. The Federal agency may agree to pay all, some, or none of the costs associated with an assignment. These include basic pay, supplemental pay, fringe benefits, and travel and relocation expenses.

Because of these cost-sharing arrangements you should use the following table to classify these obligations.

If the obligations are ...	And if the employees is ...	Then classify in object class ...	
Regular salaries and wages	Federal full-time and on detail to a non-Federal organization	11.1	Full-time permanent
	Federal but not full-time and on detail to a non-Federal organization	11.3	Other than full-time permanent
	Non-Federal with a temporary Federal appointment.		
	Non-Federal on detail to a Federal agency to provide consulting services	25.1	Advisory and assistance services

If the obligations are ...	And if the employees is ...	Then classify in object class ...	
	Non-Federal on detail to a Federal agency to provide services other than consulting	11.8	Special personal services payments
Supplemental pay	Federal on LWOP Non-Federal on detail	11.8	Special personal services payments
Cash incentive awards	Federal Non-Federal with a temporary Federal appointment (*Note:* you cannot give this type of award to a non-Federal employee who is detailed to a Federal position.)	11.5	Other personnel compensation
Travel or relocation expenses		See sections 83.5 and 83.9	
Other expenses		See section 83.5	

83.16 How do I classify obligations for Tricare benefits for uniformed service members?

Tricare is a regionally administered program which provides healthcare for uniform service members, retirees, survivors, and their families. This program combines healthcare resources of the Air Force, Army, and Navy while enhancing them with a variety of civilian healthcare professionals.

The National Defense Authorization Act replaces annual appropriations to the military personnel accounts of the Department of Defense (DoD) with permanent, indefinite appropriations from the General Fund of the Treasury. The Tricare accrual payments are made at the beginning of each year, instead of at the end of each month, and will be based on planned troop levels within the enacted DoD budget, instead of on the actual number of military personnel at the end of each month. The funding is shown in separate accounts for the Army, the Navy, the Marine Corps, the Air Force, the Army reserve, the Navy reserve, the Marine Corps reserve, the Air Force reserve, the Army National Guard and the Air Force National Guard. These accounts will, in turn, pay the accruals to the DoD Medicare-Eligible Retiree Health Care Fund.

Tricare benefits are earned by all current uniformed service members not just those in the DoD. This means that accounts for the Commissioned Corps in the Public Health Service in the Department of Health and Human Services, the United States Coast Guard in the Department of Homeland Security, and the Commissioned Corps in the National Oceanic and Atmospheric Administration in the Department of Commerce will also pay the accruals to the DoD Medicare-Eligible Retiree Health Care Fund.

In turn, the DoD Medicare-Eligible Retiree Health Care Fund pays the health benefits for retired members of the uniformed service.

If the obligations are ...	Then classify in object class ...
The employing agency contributions by the Department of Defense (DoD), the Department of Health and Human Services, the Department of Homeland Security, and the Department of Commerce to the special DoD Medicare-Eligible Retiree Health	12.2 Military personnel benefits

If the obligations are ...	Then classify in object class ...
Care Fund to pay for *future* benefits earned by *current* uniformed service members. *Note:* The corresponding receipts deposited in the special fund receipt account are permanently appropriated to the DoD Medicare-Eligible Retiree Heath Care Fund expenditure account.	
The annual payment from the general treasury to finance the accrued unfunded liability of *retired* uniformed service members. This is paid to the Department of Defense Medicare-Eligible Retiree Heath Care Fund. *Note:* This applies to the "Payment to the Department of Defense Medicare-Eligible Retiree Health Care Fund."	13.0 Benefits for former personnel
Direct payments for uniformed service retirees. *Note:* This applies to the "DoD Medicare-Eligible Retiree Health Care Fund" account only."	42.0 Insurance, claims, and indemnities

83.17 How is object class information presented in MAX Schedule O and the Appendix?

You must first enter all object class information in MAX Schedule O in order to populate the Appendix with object class data. The *Appendix* presents object class information in tables called object class schedules, which display the object class codes, the object class titles, and the amounts of obligations in the past, current, and budget year.

MAX Schedule O. Object class data are displayed in MAX on the basis of a 4–digit line number. This line number is made up of a *prefix* and a *3–digit object class code*. See the box on exhibit 83A for the type of obligations indicated by each prefix. Also, see exhibit 83A for a list of the 3–digit object class codes.

Note: The 3–digit object class code in MAX Schedule O is the same 3–digit object class code in the *Appendix*, except that in the *Appendix* there is a decimal before the last digit. See section 83.7 for the definitions of the object classes.

Appendix schedules. The object class schedules in the *Appendix* present the 3–digit object class codes and the object class titles.

Normally, the *Appendix* will include a separate object class schedule for each P&F schedule that reports obligations (see exhibits 83B and 83C). However, when all obligations in a P&F schedule are classified in a *single object class,* there will be no object class schedule in the *Appendix*. Instead, the code for the appropriate object class will be identified in the P&F schedule in parentheses () at the end of the line for total new obligations. For example, if all obligations in a P&F are for grants, then "(object class 41.0)" will be at the end of the stub entry on line 10.00 of the P&F. Although there will be no object class schedule in the *Appendix*, you must enter the data in MAX Schedule O.

Normally, the *Appendix* includes only one object class line for each object class code and uses the standard titles listed in section 83.7. However, you may insert additional object class lines in MAX and edit the standard titles. For example, to present employee travel separately from grantee travel in object class 21.0, *Travel and transportation of persons*, you may insert another line in MAX Schedule O, edit the standard titles, and distribute the obligations between the two lines.

Allocations between agencies. In some cases, funds appropriated to the President or to an agency are allocated to one or more agencies that help to carry out the program. Obligations incurred under such allocations are included in the data for the account to which the appropriation was made in the allocating agency, that is, the parent account. You must enter the data in MAX Schedule O. Use the appropriate prefix in the box on exhibit 83A as the first digit in the 4–digit line number. See exhibit 83C for an illustration of an *Appendix* galley of an object class schedule for a parent account with allocations.

83.18 When I report data in MAX Schedule O will it generate subtotals or totals?

Yes. MAX will generate subtotals for different types of obligations from the amounts that you entered, as follows:

- For "reimbursable" obligations (lines 2XXX and 4XXX), MAX will automatically generate subtotal lines (2990 and 4990) when you enter "at least one" amount on lines 2XXX or 4XXX.

- For “direct” obligations (lines 1XXX and 3XXX), MAX will automatically generate subtotal lines (1990 and 3990) when you enter "more than one" amount on lines 1XXX, or 3XXX

MAX will generate "Total new obligations" on line 9999, when you enter more than one amount above this line.

Summary of Object Class Codes and Standard Titles (MAX Schedule O)

3-digit object class code	Standard Titles
	Personnel compensation and benefits
	Personnel compensation
X111	Full-time permanent
X113	Other than full-time permanent
X115	Other personnel compensation
X117	Military personnel
X118	Special personal services payments
X119	**Total personnel compensation***
X121	Civilian personnel benefits
X122	Military personnel benefits
X130	Benefits for former personnel
	Contractual services and supplies
X210	Travel and transportation of persons
X220	Transportation of things
	Rent, communications, and utilities
X231	Rental payments to GSA
X232	Rental payments to others
X233	Communications, utilities, and miscellaneous charges
X240	Printing and reproduction
	Other contractual services
X251	Advisory and assistance services
X252	Other services
X253	Other purchases of goods and services from Government accounts
X254	Operation and maintenance of facilities
X255	Research and development contracts
X256	Medical care
X257	Operation and maintenance of equipment
X258	Subsistence and support of persons
X260	Supplies and materials
	Acquisition of assets
X310	Equipment
X320	Land and structures
X330	Investments and loans
	Grants and fixed charges
X410	Grants, subsidies, and contributions
X420	Insurance claims and indemnities
X430	Interest and dividends
X440	Refunds
	Other
X910	Unvouchered
X920	Undistributed
X940	Financial transfers
X990	**Subtotal, obligations ***
9995	Below reporting threshold
9999	**Total new obligations ***

* Automatically calculated by MAX

4-digit object class line number in MAX schedule O.

Prefix	Type of obligation
1xxx	Parent account—direct
2xxx	Parent account—reimbursable
3xxx	Allocation account—direct
4xxx	Allocation account—reimbursable

Object Classification—Without Allocation Accounts

Report data rounded to the nearest million. If the total of amounts that fall below the threshold rounds to $1 million or more, report the total in object class 99.5. To determine the amount on line 99.5, add the below threshold amounts in thousands, and round the total to the nearest million.

DEPARTMENT OF GOVERNMENT
OFFICE OF THE SECRETARY
Salaries and Expenses

VGOV08161166

S3643

Use to show payments that do not represent salaries or wages paid directly to Federal employees (section 83.5).

Object Classification (in millions of dollars)

Identification code 09-2650-0-1-301		PY act.	CY est.	BY est.
	Direct obligations:			
	Personnel compensation:			
11.1	Full-time permanent	113	112	115
11.3	Other than full-time permanent	3	3	3
11.5	Other personnel compenstation	3	3	3
11.8	Special personal services payments	1	1	1
11.9	Total personnel compensation	120	119	122
12.1	Civilian personnel benefits	24	24	25
23.1	Rental payments to GSA	23	23	24
25.4	Operation and maintenance of facilities	5	5	5
25.7	Operation and maintenance of equipment	1	1	1
99.2	Undistributed	.....	4	4
99.0	Direct obligations	211	208	209
99.0	Reimbursable obligations	26	27	28
99.5	Below reporting threshold	1	2	2
99.9	Total new obligations	238	237	239

The reimbursable subtotal line will always appear whenever more than one category (e.g., direct, reimbursable, allocation, etc.) is reported and whenever any reimbursable obligations are reported in nonrevolving fund accounts.

Total new obligations and subtotals for direct and reimbursable obligations will agree with the corresponding amounts on the program and financing schedule.

Object Classification—With Allocation Accounts

DEPARTMENT OF GOVERNMENT
BUREAU OF PUBLIC WORKS
Construction

VGOV08161166
S3643

Object Classification (in millions of dollars)

Identification code 16-3044-0-1-452		PY act.	CY est.	BY est.
	BUREAU OF PUBLIC WORKS			
	Personnel compensation:			
11.1	Full-time permanent	47	54	56
11.3	Other than full-time permanent	2	3	3
11.5	Other personnel compenstation	1	1	1
11.9	Total personnel compensation	50	57	60
12.1	Civilian personnel benefits	9	12	12
21.1	Travel and transportation of persons	4	2	2
99.0	Subtotal, obligations, Bureau of Public Works	971	711	561
	ALLOCATION ACCOUNTS			
	Personnel compensation:			
11.1	Full-time permanent	23	27	28
11.3	Other than full-time permanent	1	2	2
11.5	Other personnel compensation	1	1	1
11.9	Total personnel compensation	25	30	31
12.1	Civilian personnel benefits	5	6	6
99.0	Subtotal, obligations, allocation accounts	60	55	50
99.9	Total new obligations	1,031	766	611
	Obligations are distributed as follows:			
	Bureau of Public Works	971	711	561
	Bureau of Inspection	30	35	30
	Department of the Interior	10	5	5
	General Services Administration	20	20	25

Where there is only one allocation, the center heading and the subtotal line will contain the name of the organizational unit involved and the distribution below will be omitted.

This entry will agree with the total new obligations on the program and financing schedule.

In the distribution of total obligations, the parent organizational unit will be listed first, followed, as applicable, by (a) other bureaus within the same agency, and (b) other agencies in budget order.

SECTION 84—CHARACTER CLASSIFICATION (SCHEDULE C)

Table of Contents

84.1 What is the purpose of the character classification system?
84.2 What terms do I need to know?
84.3 What do I need to know about reporting the data and relationships with other data requirements?
84.4 How do I report character classification in MAX?

Ex–84 Summary of Character Classification Codes (Schedule C)

Summary of Changes

Removes the memorandum R&D entries, formerly lines 1463-1467, from MAX schedule C: these data are now collected outside of MAX A-11 in an online MAX collect tool (section 84.3(g)).

84.1 What is the purpose of the character classification system?

We use character classification to distinguish between investment and non-investment activities. Investments finance activities that yield benefits largely in the future. We also use character classification to report data on grants to State and local governments separately from direct Federal programs. Character class line numbers include the following:

- Investment activities:
  - Lines 13xx, physical assets.
  - Lines 14xx, research and development (R&D).
  - Lines 15xx, education and training.

- Non-investment activities:
  - Lines 2xxx.

See exhibit 84 for a summary of character classification line numbers. See section 84.4 for detailed descriptions of all of the line numbers that you must use to report character classification.

84.2 What terms do I need to know?

(a) *State or local governments*

For preparing character classification data, State or local governments include the following:

- The 50 States and the District of Columbia.

- Cities, counties, townships, school districts, special districts, and other local governmental units, as defined by the Bureau of the Census.

- Puerto Rico, the Virgin Islands, and other U.S. territories.

- The Federated States of Micronesia, Marshall Islands, and Palau, if the payments are a relatively small part of the accounts that have grants to State or local governments.

- Indian Tribal governments when:
  - The legislation authorizing the payment includes such entities within the definition of eligible State or local units.
  - The Tribal government acts as a nonprofit agency operating under State or local auspices.
- Quasi-public nonprofit entities, such as community action agencies, when the boards of such entities must either be elected in State or local elections, or must include significant representation of State or locally elected officials.

(b) *Grants to State and local governments*

Report budget authority and outlays as grants to State and local governments if the Federal government's resources support State or local programs of government operations or provision of services to the public. For reporting character classification data for grants, include the following:

- Direct cash grants to State or local governmental units, to other public bodies established under State or local law, or to their designee.
- Payments for grants-in-kind, such as purchases of commodities distributed to State or local governmental institutions (e.g., school lunch programs).
- Payments to nongovernmental entities when such payments result in cash or in-kind services or products that are passed on to State or local governments, for example, payments to the Corporation for Public Broadcasting, or to the American Printing House for the Blind.
- Payments to regional commissions and organizations that are redistributed at the State or local level to provide public services.
- Payments to State and local governments for research and development that is an integral part of the State and local governments' provision of services to the general public (e.g., research on crime control financed from law enforcement assistance grants, or on mental health associated with the provision of mental rehabilitation services; see discussion below for exclusions related to research and development and payments for services rendered).
- Direct loan or loan guarantee subsidies to State or local governments.
- Shared revenues. These payments to State or local governments are computed as a percentage of the proceeds from the sale of certain Federal property, products, or services (e.g., payments from receipts of Oregon and California grant lands). Tax or other collections by the Federal Government that are passed on to State or local governments (e.g., internal revenue collections for Puerto Rico) are also included.

Exclude the following:

- Federal administrative expenses associated with grant programs.
- Grants directly to profit-making institutions, individuals, and non-profit institutions not covered above, for example, payments to Job Corps centers and trainees.
- Payments for research and development not directly related to the provision of services to the general public, for example, basic research awarded via competitive grants.

- Payments for services rendered, for example, utility services, training programs and expenses for Federal employees, research and development for Federal purposes conducted under contracts, grants, or agreements by such agencies as the National Institutes of Health (NIH), the National Science Foundation (NSF), the Department of Energy (DOE), the National Aeronautics and Space Administration (NASA), and the Department of Defense (DOD).

- Federal grants to cover administrative expenses for regional bodies and other funds not redistributed to the States or their subordinate jurisdictions, for example, the administrative expenses of the Appalachian Regional Commission.

(c) *Direct Federal programs*

Federal programs that are not classified as grants to State and local governments will be classified as direct Federal programs.

84.3 What do I need to know about reporting the data and relationships with other data requirements?

(a) *General requirements*

- If an account has only one character class code, MAX will automatically generate the amounts for Schedule C.

- Report credit program accounts related to investments (i.e., for physical assets, the conduct of research and development, or the conduct of education and training) net of offsetting collections.

- Report budget authority and outlays by subfunction.

- Do not report character class for credit financing accounts.

- OMB does not control centrally the addition or deletion of character classification codes of expenditure accounts. If the nature of an account changes or otherwise requires the use of different classes, you may add (or delete) the appropriate code and enter budget authority and outlays in MAX in that code without advance approval from OMB.

- If a transaction fits into more than one classification, report it in the classification category with the lowest numerical character classification code. For example, record amounts for construction of research and development facilities in the appropriate 13xx grouping, not in the 14xx grouping.

- If accounts are split between two or more character classifications, omit a classification involving less than $1 million in each of the three fiscal years, and include the amounts in some larger classification for that particular account.

- *Grants:* Report grants by BEA category (e.g. discretionary or mandatory). In some cases, grants to State and local governments allow the recipient jurisdiction the option of using funds for current or investment-type purposes, such as in community development block programs. In such instances, record all of the budget authority and outlays for grants in the category where the majority of the funds are anticipated to be used.

(b) *Reporting offsetting collections (expenditure accounts)*

- Offsetting collections are reflected in Schedule C. The sum of budget authority and outlay entries in Schedule C will equal budget authority and outlays net of offsetting collections. In almost all

cases, offsetting collections will be included in character class code 2004 (direct Federal, noninvestment) and netted from the other budget authority and outlays for that code as described below. An exception would be offsetting collections from the sale of physical assets (e.g. land, structures, equipment, or commodities), which will be reported as negative amounts in the corresponding physical asset character classes.

Identify first the budget authority and outlays for investments and grants (if any) and classify this spending in the appropriate character class code (i.e., character class codes 1xxxx, 2001, or 2003). For the remaining spending and offsetting collections, use character class code 2004 as a residual balancing entry to ensure that the sum of entries in Schedule C add to total net budget authority and outlays. This means that in some cases, character class code 2004 amounts can be negative.

As an example, consider an account with net outlays of zero that receives $50 million in offsetting collections from the public and spends all of it. If half of the outlays are for direct Federal construction, non-R&D (character class code 1314) and half for direct Federal noninvestment (character class code 2004), then character class code 1314 would show $25 million in outlays for construction, and character class code 2004 would show a net $–25 million. The $–25 million can be thought of two ways: as a residual balancing entry to ensure that total net outlays are zero, or as the sum of $25 million for direct Federal noninvestment, and $–50 million for collections from the public. The sum of all character class codes would add to net outlays and, in this example, would be zero.

(c) *Classifying activities financed by offsetting collections from Federal sources*

If grants to State or local governments or investments are financed by payments from one Federal account to a second Federal account (i.e., offsetting collections from Federal sources), you must ensure that the amounts are recorded as grants or investments only once (i.e., ensure that they are not double-counted). As a general rule, the amounts should be recorded as follows:

- For all grants to State or local governments, record the grants in the second account, i.e., the account that actually makes the payment to the State or local government.

For direct Federal investment (which includes all investments except grants to State or local governments), record the investment in the account that is primarily responsible for funding the investment. (Note that grants to research institutions are classified as direct Federal investment, not as grants to State or local governments.) This is usually the initial account. For example, if the Environmental Protection Agency provides funds to the National Science Foundation for research, record the R&D in the EPA account that funds the research, not in NSF. However, in certain cases, primary responsibility might occur in the second account. For example, regarding rental payments to the GSA Federal Buildings Fund, some of the rental receipts may ultimately be used for construction by GSA. In these situations, the investment should be recorded in the second account because primary responsibility for the investment would be in that account.

(d) *Reporting offsetting receipts (receipt accounts)*

You must also report offsetting receipts for PY through BY by character class in schedules K and R. OMB controls the character classification of offsetting receipts centrally, and you must ask your OMB representative to change the classification in the Budget Account Title (BAT) file before you can enter data under a different code. (See section 79.3 for proposing changes to the BAT file.)

Report character class information for collections deposited in offsetting receipt accounts in Schedules K (baseline) and R (policy) using the instructions in section 81.3(b). You must use line 2004–xx for offsetting receipt accounts, with the following two exceptions:

- Report the proceeds from the sale of physical assets (e.g., land, structures, equipment, or commodities) in the corresponding physical asset character classes; and

- Report credit reform offsetting receipt accounts for downward reestimates and negative subsidies for investment-related programs (i.e., for physical assets or for the conduct of education and training) on the appropriate investment line number (i.e., 13xx or 1512).

(e) *Relationships with other data requirements*

You should be able to reconcile information reported in this schedule related to the conduct of research and development with information reported in the National Science Foundation (NSF) Survey of Federal Funds for Research and Development (see description of line 14xx).

Actual outlays for past year grants and shared revenue must be consistent with the respective amounts reported to the Department of Commerce, Bureau of the Census, pursuant to the instructions regarding its "Federal Aid to States" publication.

(f) *Outyear projections*

A–11 data will be reported for PY through BY. MAX will automatically generate outyear projections of grant outlays through BY+9 based on in-year data. Other entries will be shown through BY only.

For the projection of grant outlays, using an algorithm, MAX will assume that the percentage of grant outlays estimated for the outyears is the same as that reported in the BY. For example, if 18 percent of outlays in the account are on line 1511–02 (grant outlays for education and training) in BY, then 18 percent of net outlays will be estimated on line 1511–02 for each outyear. Agencies may view these outyear projections on-screen. If projections do not accurately reflect outyear policy, you may override the projections by entering the correct amounts (not percentages) directly into MAX.

(g) *Memorandum research and development requirements*

Schedule C no longer contains memorandum entries on lines 1463–xx through 1467–xx that supplemented, and were a subset of, R&D information reported on lines 1311–xx through 1432–xx, and meant for the reporting of information on crosscutting R&D data for specific areas identified by the National Science and Technology Council (NSTC) and required by law. While this reporting is still required, the data is now collected outside of MAX A-11 in an online MAX Collect tool (see section 25.5). Information and instructions are distributed by OMB staff for this tool prior to the reporting period. The definitions for the memorandum R&D classifications have not changed for the new environment, and are summarized in the following table.

Entry	Description
Memorandum R&D classifications:	
Conduct of National Science and Technology Council (NSTC) crosscuts:	
U.S. Global Change Research Program Report budget authority, outlays, and obligations.	Activities in which the primary focus is on: Observations, research, and analysis of climate change and its underlying causes. Managing data in support of climate research and applications. Modeling and predicting climate change and its impacts at global, regional, and local scales. Analyses of climate impacts, the vulnerability of ecosystems, human health, and socioeconomic activity

Entry	Description
	to climate, and implications and efficacy of adaptation options. Decision support tools that inform climate adaptation and mitigation, but this crosscut does not include activities that implement adaptation and mitigation strategies. Communication of information related to the aforementioned activities. Procurement, acquisition, and construction in support of activities mentioned above should also be included if the project primarily supports climate science. P.L. 101–606 requires this program crosscut.
Networking and information technology R&D (Report budget authority only.)	OMB will work with the agencies to collect data on the following program component areas of networking and information technology R&D as required by P.L. 102–194: High-end computing infrastructure and applications to extend the state of the art in high-end computing systems, infrastructure supporting these systems, and advanced applications. High-end computing R&D to optimize the development and performance of future generations of high-end computing systems. Cyber security and information assurance to protect computer-based systems from actions that compromise or threaten to compromise the authentication, availability, integrity, or confidentiality of these systems and/or the information they contain. Human computer interaction and information management to expand human capabilities and knowledge through information use and management by computer systems and humans working with information technologies. Large scale networking to extend the state of the art in networking architectures, technologies, services, security, and enhanced network performance. Software design and productivity to advance software engineering concepts, methods, techniques, and tools that result in more usable, dependable, cost effective, and sustainable software intensive systems. High confidence software and systems to advance science enabling the routine production of certifiably dependable, safe, secure complex computing and cyber-physical systems (IT-enabled engineered systems). Social, economic, and workforce implications of IT and IT workforce development to advance the science of socio-technical systems, including understanding the co-evolution of IT and social and economic systems;

Entry	Description
	develop the workforce of the 21st century; and develop innovative IT applications in education and training. P.L. 102–194 requires this program crosscut.
National nanotechnology initiative (Report budget authority only.)	Research and development concerning the understanding and control of matter at dimensions between approximately 1 and 100 nanometers, where unique phenomena enable novel applications. Such research and development involves imaging, measuring, modeling, and manipulating matter at this length scale. OMB will work with the agencies to collect data on the following program component areas of nanotechnology R&D as required by P.L. 108–153: Fundamental nanoscale phenomena and processes: Discovery and development of fundamental knowledge pertaining to new phenomena in the physical, biological, and engineering sciences that occur at the nanoscale. Elucidation of scientific and engineering principles related to nanoscale structures, processes, and mechanisms. Nanomaterials: Research aimed at the discovery of novel nanoscale and nanostructured materials and at a comprehensive understanding of the properties of nanomaterials (ranging across length scales, and including interface interactions). R&D leading to the ability to design and synthesize, in a controlled manner, nanostructured materials with targeted properties. Nanoscale devices and systems: R&D that applies the principles of nanoscale science and engineering to create novel, or to improve existing, devices and systems. Includes the incorporation of nanoscale or nanostructured materials to achieve improved performance or new functionality. To meet this definition, the enabling science and technology must be at the nanoscale, but the systems and devices themselves are not restricted to that size. Instrumentation research, metrology, and standards for nanotechnology: R&D pertaining to the tools needed to advance nanotechnology research and commercialization, including next-generation instrumentation for characterization, measurement, synthesis, and design of materials, structures, devices, and systems. Also includes R&D and other activities related to development of standards, including standards for nomenclature, materials, characterization and testing, and manufacture. Nanomanufacturing: R&D aimed at enabling scaled-up, reliable, and cost effective manufacturing of nanoscale materials, structures, devices, and systems. Includes R&D and integration of ultra-miniaturized top-down processes and increasingly complex bottom-up or self-assembly processes.

Entry	Description
	Major research facilities and instrumentation acquisition: Establishment of user facilities, acquisition of major instrumentation, and other activities that develop, support, or enhance the Nation's scientific infrastructure for the conduct of nanoscale science, engineering, and technology research and development. Includes ongoing operation of user facilities and networks. Environmental, health, and safety: Research primarily directed at understanding the environmental, health, and safety impacts of nanotechnology development and corresponding risk assessment, risk management, and methods for risk mitigation. Education and societal dimensions: Education-related activities such as development of materials for schools, undergraduate programs, technical training, and public communication, including outreach and engagement. Research directed at identifying and quantifying the broad implications of nanotechnology for society, including social, economic, workforce, educational, ethical, and legal implications.
Climate change technology programs Report budget, outlays, and obligations.	Activities focused on: Approved research, development, and deployment activities classified as part of the Climate Change Technology Program (CCTP) must be activities that are relevant to providing opportunities for the following: Current and future reductions in or avoidances of emissions of greenhouse gases; Greenhouse gas capture and/or long-term storage, including biological uptake and storage; Conversion of greenhouse gases to beneficial use in ways that avoid emissions to the atmosphere; Monitoring and/or measurement of GHG emissions, inventories and fluxes in a variety of settings; Technologies that improve or displace other GHG emitting technologies, such that the result would be reduced GHG emissions compared to technologies they displace; Technologies that could enable or facilitate the development, deployment and use of other GHG-emissions reduction technologies; Technologies that alter, substitute for, or otherwise replace processes, materials, and/or feedstocks, resulting in lower net emission of GHGs; Technologies that mitigate the effects of climate change, enhance adaptation or resilience to climate change impacts, or potentially counterbalance the likelihood of human-induced climate change; and

Entry	Description
	Basic research activities undertaken explicitly to address a technical barrier to progress of one of the above climate change technologies. Greenhouse gas emission reductions resulting from clear improvements in management practices or purchasing decisions. P.L. 101–606 requires this program crosscut.
Climate change international assistance Report budget authority, outlays, and obligations.	Core international assistance activities funded by the U.S. Agency for International Development, the Department of State, and the Treasury Department with a primary objective to address climate change, and activities funded by domestic or international agencies that provide technical expertise and financial resources to complement the core activities that are focused on: Clean energy investments; Sustainable landscapes activities that reduce net GHG emissions from forests and land use; and Adaption activities to address the effects of climate change through science, analysis, and dissemination of information for decision making; support for effective governance systems; and implementation of climate solutions. P.L. 101–606 requires this program crosscut.

84.4 How do I report character classification in MAX?

Character class data in Schedules C, K, and R are identified by a line number that consists of a four-digit number and a two-digit suffix (xxxx–xx). The line number identifies data as investment or noninvestment, and as grants or direct Federal programs.

Classify all investment activities in the 1xxx series and all noninvestment activities in the 2xxx series. For credit program accounts, classify subsidies for direct loans and loan guarantees and their administrative expenses according to the purpose of the program. For example, credit subsidies for construction should be in the character class for construction and rehabilitation, and credit subsidies for the conduct of education should be in the character class for the conduct of education and training.
The two-digit suffix differentiates among budget authority, outlays, and offsetting receipts, as follows:

- 01—Budget authority.
- 02—Outlays.
- 03—Offsetting receipts.
- 04—Obligations (for climate change memorandum (non-add) R&D entries only).

Ensure that data are reported in the correct categories. For example, report data on R&D activities using the appropriate R&D character class entries. Report data on activities other than R&D in non-R&D character classes. Only some of the following codes apply to offsetting receipts; they are specifically noted below with an asterisk (*). All of the line numbers apply to budget authority and outlays.

The following table indicates the line numbers you use to report character classification. See exhibit 84 for a summary of the coding structure.

Entry	Description
1xxx INVESTMENT ACTIVITIES	Budget authority, outlays, or offsetting receipts for programs that yield benefits largely in the future.
13xx Physical assets:	Amounts for the purchase, construction, manufacture, rehabilitation, or major improvement of physical assets regardless of whether the assets are owned or operated by the Federal Government, States, municipalities, or private individuals. Physical assets are land, structures, equipment, and intellectual property (e.g., software) that have an estimated useful life of two years or more; and commodity inventories. The cost of the asset includes both its purchase price and all other costs incurred to bring it to a form and location suitable for its use.
131x Construction and rehabilitation:	Amounts for construction and rehabilitation, including both grants and direct Federal programs. Construction and rehabilitation means the design and production of fixed works and structures or substantial alterations to such structures or land. Includes new works and major additions, alterations, improvements to and replacements of existing works. Excludes preliminary surveys, maintenance, repair, administration of such facilities and other Federal operating expenses.
Research and development facilities: 1311–xx Grants to State and local governments 1312–xx Direct Federal programs	Amounts for the construction and rehabilitation of research and development facilities (see category 14xx for the definition of research and development). Includes the acquisition, design, and construction of, or major repairs or alterations to, all physical facilities for use in R&D activities. Facilities include land, buildings, and fixed capital equipment, regardless of whether the facilities are to be used by the Government or by a private organization, and regardless of where title to the property may rest. Includes fixed facilities such as reactors, wind tunnels, and particle accelerators. Include: • Construction of R&D facilities only. Exclude: • Other facility funding (show on line 1313–xx or 1314–xx). • Movable R&D equipment (show on line 132x–xx).
Other construction and rehabilitation: 1313–xx Grants to State and local governments 1314–xx Direct Federal programs	Amounts for all other construction and rehabilitation.
132x Major equipment:	Amounts for identifiable items of major equipment, including information technology (see section 53), vehicles, ships, machine tools, aircraft, tanks, satellites and other physical assets in space, and nuclear weapons. Excludes routine purchases of ordinary

Entry	Description
	office equipment or furniture and fixtures. However, where there are major programs for acquisition of equipment, includes all equipment purchases.
Research and development equipment: 1321–xx Grants to State and local governments 1322–xx Direct Federal programs	Amounts for major equipment for research and development. (See category 14xx for the definition of research and development.) Includes acquisition or design and production of movable equipment, such as spectrometers, research satellites, detectors, and other instruments. At a minimum, this line should include programs devoted to the purchase or construction of R&D equipment.
Other major equipment: 1323–xx Grants to State and local governments 1324–xx Direct Federal programs	Amounts for all other major equipment.
Commodity inventories: 1330–xx* Direct Federal programs	Amounts for federally-owned commodities held for resale or in stockpiles.
Proceeds from the sale of commodities	Offsetting receipts collected from the sale of federally-owned commodities that were previously purchased by the government or from reduction in stockpiles.
Purchases and sales of land and structures for Federal use: 1340–xx* Direct Federal programs	Amounts for purchase, including lease-purchases, of land and structures for use by the Federal Government and sales of such land and structures. Includes office buildings and park and forest lands. Does not include land or structures acquired as temporary inventory, such as collateral on defaulted loans.
Receipts from sales of property or assets	Offsetting receipts collected from sales of federally-owned property or assets used by the Federal Government. Includes office buildings and park and forest lands.
Other physical assets: 1351–xx Grants to State and local governments 1352–xx* Direct Federal programs	Amounts for all other physical assets, such as conservation, reforestation and range improvements; grants to State or local governments for the purchase of land or structures; and amounts for certain privately-held assets, including improvements to private farms, land and structures acquired as collateral on defaulted loans, and sales of such land and structures. Does not include operation and maintenance of land and structures.
Receipts from sales of other physical assets	Offsetting receipts collected from the sale of physical assets not used by the Federal Government. Includes sales of assets obtained by the Federal Government as collateral on defaulted loans.
14xx Conduct of research and development (R&D):	Research and development (R&D) activities comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

Entry	Description
	Include: • Administrative expenses for R&D, including the operating costs of research facilities and equipment. Exclude: • Physical assets for R&D such as R&D equipment and facilities (show on lines 13xx). • Routine product testing, quality control, mapping, collection of general-purpose statistics, experimental production, routine monitoring and evaluation of an operational program, and the training of scientific and technical personnel. Definitions of basic and applied research and development are provided below. You should be able to reconcile information reported in this schedule with information subsequently reported in the National Science Foundation (NSF) Survey of Federal Funds for Research and Development (see http://www.nsf.gov/statistics/randdef/fedgov.cfm#gs).
Basic research: 1411–xx Grants to State and local governments 1412–xx Direct Federal programs	Basic research is defined as systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind. Basic research, however, may include activities with broad applications in mind.
Applied research: 1421–xx Grants to State and local governments 1422–xx Direct Federal programs	Applied research is defined as systematic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met.
Development: 1431–xx Grants to State and local governments 1432–xx Direct Federal programs	Development is defined as systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements.
15xx Conduct of education and training: 1511–xx Grants to State and local governments 1512–xx* Direct Federal programs	Amounts for programs whose primary purpose is education, training, and vocational rehabilitation. Includes veterans' education and training; operating assistance for elementary, secondary, vocational, adult, and higher education; agricultural extension services; and income support activities directly contingent upon participating in such programs. Excludes training of military personnel or other persons in government service. Also excludes amounts for physical assets, which are classified in 13xx, and amounts for the conduct of research and development, which are classified in 14xx.
Receipts from education and training	Offsetting receipts for negative subsidies, and downward reestimates of loan subsidies that are associated with the conduct of education and training.

Entry		Description
2xxx	NON–INVESTMENT ACTIVITIES	Amounts that are not classified as investment activities.
Grants to State and local governments:		Grant amounts that are not classified as investment activities.
2001–xx	Other than shared revenues	
2003–xx	Shared revenues	
2004–xx*	Direct Federal programs	Amounts for all other non-investment activities, including offsetting collections (see 84.3 (b) for exceptions). This is a residual balancing entry to ensure that the sum of all items in schedule C equals total budget authority and outlays net of offsetting collections. Includes transactions related to credit liquidating accounts.
	All other offsetting receipts	Offsetting receipts collected and deposited in receipt accounts that are not otherwise classified.

Summary of Character Classification Codes (Schedule C)

Schedule C's 6 digit line numbers are comprised of a 4 digit prefix and a 2 digit suffix.

2 digit suffix:
xxxx-01 Budget authority
xxxx-02 Outlays
xxxx-03 Offsetting receipts
xxxx-04 Obligations (for 1463-xx, 1466-xx, and 1467-xx only)

Totals for budget authority and outlays reported in schedule C must equal those reported in schedule A net of offsetting collections.

The ten shaded categories should add to the agency's R&D total.

4 digit prefix	Standard titles
	INVESTMENT ACTIVITIES
	Physical assets:
	Construction and rehabilitation:
1311-xx[1]	Research and development facilities: Grants
1312-xx	Research and development facilities: Direct Federal programs
1313-xx[1]	Other construction and rehabilitation: Grants
1314-xx	Other construction and rehabilitation: Direct Federal program
	Major equipment:
1321-xx[1]	Research and development equipment: Grants
1322-xx	Research and development equipment: Direct Federal programs
1323-xx[1]	Other major equipment: Grants
1324-xx	Other major equipment: Direct Federal programs
1330-xx	Commodity inventories: Direct Federal programs
1340-xx	Purchases and sales of land and structures for Federal use: Direct Federal programs
1351-xx[1]	Other physical assets: Grants
1352-xx	Other physical assets: Direct Federal programs
	Conduct of research and development:
1411-xx[1]	Basic research: Grants
1412-xx	Basic research: Direct Federal programs
1421-xx[1]	Applied research: Grants
1422-xx	Applied research: Direct Federal programs
1431-xx[1]	Development: Grants
1432-xx	Development: Direct Federal programs
	Conduct of education and training:
1511-xx[1]	Grants
1512-xx	Direct Federal programs
	NON-INVESTMENT ACTIVITIES
2001-xx[1]	Grants-other than shared revenues
2003-xx[1]	Grants-shared revenues
2004-xx	Direct Federal programs (residual)

[1] You must report budget authority and outlays for grants by BEA subcategory (e.g. discretionary or mandatory).

SECTION 85—ESTIMATING EMPLOYMENT LEVELS AND THE EMPLOYMENT SUMMARY (SCHEDULE Q)

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Reporting Employment Levels
85.1 How should my agency's budget address workforce planning and restructuring?
85.2 What terms do I need to know?
85.3 What should be the basis for my personnel estimates?
85.4 What is the requirement for reporting employment data to OMB via OPM?
85.5 What do I need to know about FTE budgeted levels?
85.6 What do I need to know about the employment summary (schedule Q)?
85.7 Are allocation and reimbursable FTE presented differently in the Budget?
85.8 How does OMB check prior year civilian FTE totals (actuals) in the Budget?
85.9 How do I account for active duty military personnel in the Budget?
85.10 Are there other places in A–11 where I can find related guidance?

Summary of Changes

Updates guidance on validating FTE (section 85.5).

85.1 How should my agency's budget address workforce planning and restructuring?

Your budget submission must identify the human capital management and development objectives, key activities, and associated resources that are needed to support agency accomplishment of programmatic goals.

Furthermore, your budget submission should describe the specific activities and/or actions planned to meet the standards for success under human capital initiatives, the associated resources, the expected outcomes, and how performance will be measured. For example, you should:

Identify the organizational changes you are proposing to:

- Reduce the number of managers, reduce organizational layers, and reduce the time it takes to make decisions.

- Increase the span of control and redirect positions within the agency to ensure that the largest number of employees possible are in direct service delivery positions and retrain and/or redeploy employees as part of restructuring efforts to make the organization more citizen centered.

Identify the training, development, leadership development, and staffing actions you propose to take to:

- Ensure continuity of leadership.
- Ensure that leaders and managers effectively manage people.
- Sustain a learning environment that drives continuous improvement in performance.
- Prepare for and respond to changes driven by e-Government.

Present agency competency and skill needs (or gaps) you identify as part of your workforce planning effort and how you plan to address those needs through recruitment, development, and related strategies.

85.2 What terms do I need to know?

Employee, as defined in 5 U.S.C. 2105, means an officer or individual who is appointed under a delegated authority, is engaged in the performance of a Federal function, and is subject to the supervision of an officer or employee of the Federal Government.

Full-time equivalent (FTE) employment means the total number of regular straight-time hours (i.e., not including overtime or holiday hours) worked by employees divided by the number of compensable hours applicable to each fiscal year. Annual leave, sick leave, compensatory time off and other approved leave categories are considered "hours worked" for purposes of defining full-time equivalent employment that is reported in the employment summary (see section 85.6). This definition is consistent with guidance provided by the Office of Personnel Management (OPM) in connection with reporting FTE data as part of the SF 113G reporting system. A list of compensable days (with associated hours) is provided in section 85.5(b).

85.3 What should be the basis for my personnel estimates?

(1) *Staffing requirements*. Base estimates for staffing requirements on the assumption that improvements in skills, organization, procedures, and supervision will produce a steady increase in productivity. Personnel should be reassigned, to the maximum extent, to meet new program requirements. Use personnel currently funded to the maximum extent in staffing new programs and expansions of existing programs. These actions should be part of your agency's overall human capital strategy, and reflected in the integrated performance plan (see section 220). Reductions generally should be planned where the workload is stable. Where information technology systems are installed or enhanced, gains in productivity should result in lower personnel requirements after the first year. You should be prepared to explain the assumptions underlying staffing requirement adjustment upon request.

Where appropriate, use calculations converting workload to required personnel that include an estimate of available workhours per employee. You should exclude annual leave, sick leave, administrative leave, training, and other non-work time from these calculations. Base estimates of available time on current data, reflect steps taken to improve the ratio of available time to total time, and recognize differences in available time by organization, location, or activity. Base exclusions for annual and sick leave on current experience of actual leave taken rather than leave earned. Employment levels should reflect budget proposals and assumptions with regard to workload, efficiency, proposed legislation, interagency reimbursable arrangements, and other special staffing methods. Employment intended for proposed legislation, or for carrying out proposed supplemental appropriations, cannot begin until the additional funds become available by congressional action. Employment proposed for activation of new facilities or start-up of new programs cannot begin until the new activity begins. Employment under estimated reimbursable arrangements also cannot begin until such arrangements have been negotiated and justified.

(2) *Personnel resources.* Base estimates of personnel resources on the total number of regularly scheduled straight-time hours (worked or to be worked) in the fiscal year (see section 85.5(b)). Note that, although budgetary resources must be sufficient to cover any extra compensable days in a fiscal year, some of the corresponding outlays may not occur until the following year.

(3) *Requirement for FTE data*. Wherever entries in schedules or materials required by this Circular pertain to personnel requirements or total employment levels, state such entries for all years in terms of FTEs, as defined in section 85.2, unless another measure is explicitly required. For military employment, see section 85.8.

85.4 What is the requirement for reporting employment data to OMB via OPM?

With the exception of some national security functions, agencies with Federal civilian employees are required to report quarterly personnel data to the Office of Personnel Management. Agency personnel strength is reported using Standard Form 113A and FTE data is reported using Standard Form 113G. Both 113 series reports are due to OPM not later than the 15th of the month following the report month. OPM then provides FTE totals by agency to OMB. The agencies' end-of-fiscal-year totals act as the control totals for checking prior year employment in the Budget database (MAX Schedule Q). See OPM's "Operating Manual for the SF-113 Summary Data Reporting System" for additional detail and reporting guidance at http://www.opm.gov/feddata/reporting.asp.

85.5 What do I need to know about FTE budgeted levels?

(a) *Federal FTE requirements*

Agencies should take steps to assess and, as appropriate, restructure, retrain, and resize its FTE count to achieve its mission as effectively and efficiently as possible. Such steps should be consistent with all Human Capital Management Reports. All increases in FTEs should be accompanied by a detailed justification of its purpose and workload. Agencies should take precaution to not overstate FTE levels, and provide justification supporting the accuracy of FTE estimates.

(b) *Workforce conversions*

Consistent with the general policy of making the most effective use of Government resources, each agency head will ensure close management of budgeted FTE levels for their agency. Agencies should not convert the work of their employees to contractors unless they determine that the work is not inherently governmental (as defined in the Federal Activities Inventory Reform Act of 1998, P.L. 105-270), the agency has sufficient internal capability and capacity to maintain control of its mission and operations, and the agency undertakes cost comparisons that demonstrate that such a conversion is of financial advantage to the Government (see OMB Circular A-76).

(c) *Determining FTE usage*

You must prepare budget estimates relating to personnel requirements in terms of FTE employment as specified in this Circular.

To determine current year and budget year FTE employment estimates, divide the estimated total number of regular hours by the number of compensable hours in each fiscal year. The table below shows the number of compensable hours for the upcoming Budget. However, in order to take advantage of existing payroll data, agencies may compute prior year FTE actuals using the regular hours obtained from their pay systems (normally based on 26 bi-weekly pay periods) and divide by a constant 2,080 hours (also see OPM Operating Manual, The Standard Form 113 Summary Data Reporting System).

COMPENSABLE DAYS AND HOURS FOR CURRENT AND FUTURE FISCAL YEARS

Year	Days	Hours
2011	261	2,088
2012	260	2,080
2013	261	2,088

FTE employment levels apply to straight-time hours only. Include foreign national *direct* hire employees in your FTE employment totals. FTEs funded by allocations from other agencies will be included with the performing agency where the employees work and are paid (see section 85.7).

Be sure to include in FTE employment estimates for all Federal employees, including persons appointed under the Worker Trainee Opportunity Program, Presidential Management Fellows, Federal Cooperative Education Program, summer aids, Stay-in-School Program, and the Federal Junior Fellowship Program.

(d) *Justification and estimates of FTE usage*

The FTE estimates for each agency are determined at the time of the annual budget review, for the fiscal year in progress and for the succeeding fiscal year. In addition, you must ensure that the FTE estimates are consistent with all applicable laws. In particular, some statutes providing agencies with authority to use voluntary separation incentive proposals (or "buy-outs") stipulate that agency-wide FTE levels must be reduced one-for-one for each buy-out. Further, FTE estimates must represent an effective and efficient use of resources to meet program requirements.

Actual FTE usage reported in the PY column of the budget must equal the year-end FTE usage reported on the SF 113G to OPM (see section 85.8).

Current year FTE estimates should be consistent with PY actuals, should be fully funded, and should be very close to the actual usage reported at the end of the fiscal year. For example, the 2007 estimate in the FY 2008 Budget should be very close to the 2007 actuals published in the 2009 Budget.

(e) *FTE transfers between agencies*

Prior to entering into new or expanded agreements to perform work for other agencies on a reimbursable basis, you must prepare a cost justification. As part of this agreement, you may transfer FTEs on a one-for-one basis, provided that you notify OMB prior to making such a transfer. You may proceed with the FTE transfer fifteen days after notification to OMB, unless OMB objects.

(f) *Adjustment requests*

Send all requests for adjustments in employment levels, including agreements to transfer FTEs between agencies, to your OMB representative.

85.6 What do I need to know about the employment summary (schedule Q)?

This schedule shows the total full-time equivalent (FTE) civilian employment of straight-time compensable workyears (i.e., not overtime) financed by an account for PY through BY. FTE employment excludes estimates for terminal leave and overtime hours. The method for calculating FTE employment is described in section 85.5. You must provide a employment summary when an account contains an entry for either direct or reimbursable personnel compensation in the object class schedule (i.e., object class entry 11.1 or 11.3 (see section 83.7)). You must also provide a employment summary when employees are compensated via an allocation account. For reimbursable and allocation FTE arrangements, see the discussion on their budget schedule treatment in section 85.7. This schedule also shows military average strength employment as discussed in section 85.9.

The definition of object class 11.1 stipulates that compensation must be included for all workdays in the fiscal year. You must ensure that FTE levels in the employment summary and funding for FTEs in the object class schedule are reported consistently.

You must also ensure that agency-wide FTE totals agree with the negotiated levels in the current and budget years. Prior year FTEs in the employment summary must equal the year-end FTE usage that your agency reported on the SF 113–G to the Office of Personnel Management (OPM).

When entering FTE data in schedule Q, use the four-digit line numbering scheme described in the following table:

EMPLOYMENT SUMMARY (SCHEDULE Q)

Entry	Description
Xxxx	The first digit of the line number distinguishes between direct, reimbursable, and other categories, consistent with the reporting of data in the object classification schedule (see section 83.5). Use the following codes: 1—direct 2—reimbursable 3—allocation account
xXxx	The second digit of the line number distinguishes between civilian and military employment. Use the following codes: 0—civilian employment 1—military employment
xx0x	The third digit is 0.
xxx1	The fourth digit is 1.

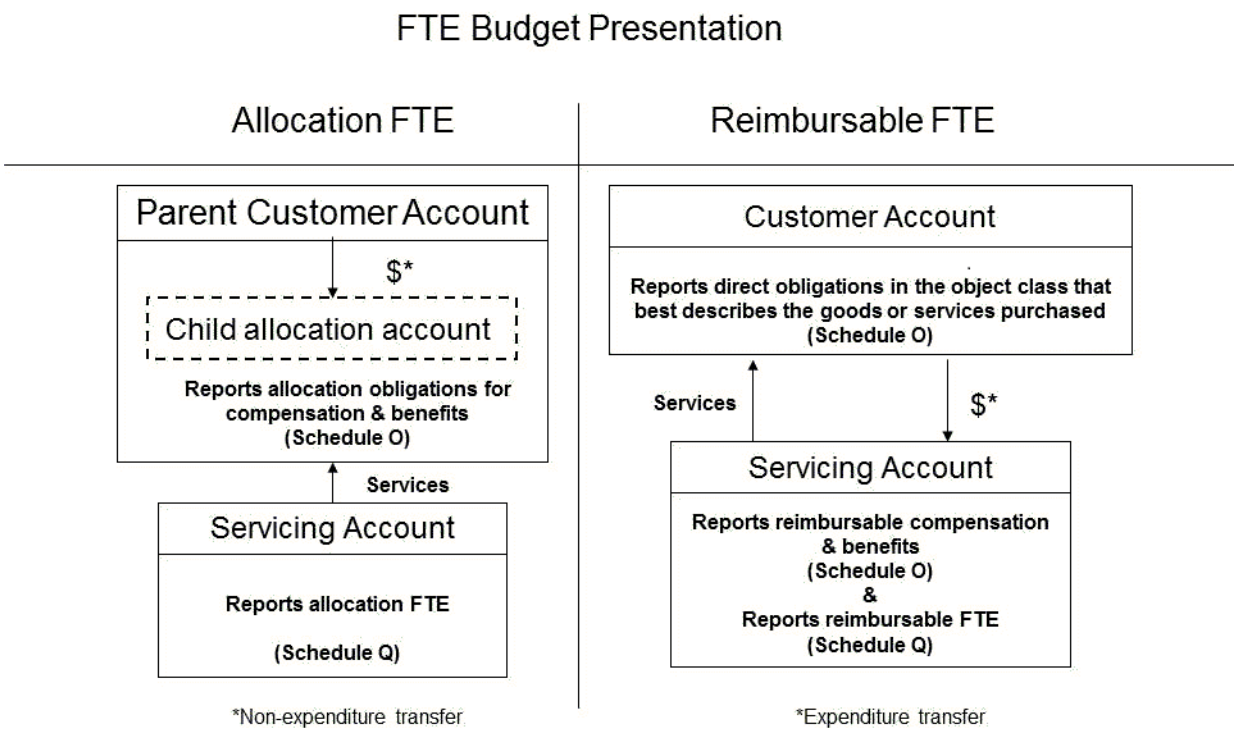
85.7 Are allocation and reimbursable FTE presented differently in the Budget?

Yes, FTE financed by allocation and reimbursements are presented differently as depicted in the diagrams below. In an allocation arrangement, one account acts as the parent account. The parent account is the account that receives the budget authority. In addition, a child allocation account is tied to the parent account for budget execution purposes. The child allocation account receives funding from the parent account in the form of a non-expenditure transfer. The compensation and benefit obligations are reported as allocation account lines in the parent account's schedule O. The servicing account is the account that provides the services performed by the allocation FTE. The servicing account may be within the same agency as the parent account or within a separate agency. The servicing account reports the FTE as allocation lines in schedule Q, but does not report obligations in schedule O. Therefore, the FTE are not reported in the parent account, but rather in the servicing account. For example, if legislation mandates that OMB allocate funds to an account for printing and reproduction workload in the Government Printing Office, then OMB will report allocation obligations in schedule O and the Government Printing Office will report allocation FTE in schedule Q.

In a reimbursable arrangement, the customer account receives the services and reports direct obligations in the object class that best describes the services received (e.g., printing and reproduction). The transfer of funds to the servicing account is accomplished in the form of an expenditure transfer. The servicing account reports reimbursable compensation and benefit obligations in schedule O. Likewise, the reimbursable FTE are reported in schedule Q of the servicing account.

85.8 How does OMB check prior year civilian FTE totals (actuals) in the Budget?

Agencies use the Office of Personnel Management (OPM) SF–113G reporting system to submit their actual civilian FTE data to OPM on a quarterly basis. OPM provides OMB with total FTEs by agency for the past fiscal year. During budget season, OMB compares the OPM totals to the prior year FTE data that agencies enter in their MAX A–11 employment summaries (schedule Q). OMB provides a diagnostic report on our website showing the status of FTE data in MAX. For agency MAX users, the prior-year lock will apply to schedule Q in accordance with the schedule included in section 25.



The OMB and OPM employment totals must match at the agency level within a specified tolerance. If you believe the OPM reported total is not correct, please work with OPM to change the total in OPM's SF–113G system. Once OPM revises the total, OMB will revise its control total. In the vast majority of cases, the original total reported to OPM is correct, and the agency must adjust the PY column in one or more accounts (schedule Q) so that the FTEs in MAX agree with the FTEs reported to OPM. Lastly, OPM does not collect military employment data. For military employment, see section 85.9.

85.9 How do I account for active duty military personnel in the Budget?

Your budget submission should also account for all active duty personnel in the seven Uniformed Services. These Services include the Army, Air Force, Navy, Marines, Coast Guard, plus the NOAA and PHS Commissioned Corps. Since active duty personnel are always full-time employees, attempting to compute full-time equivalents is not appropriate. Therefore, for active duty personnel, "average strength" data is used in place of FTEs for the prior fiscal year. Estimate average strengths for current and budget

years as well. For the non-DoD Uniformed Services, record military average strengths in the MAX A–11 employment summaries using the line designated for military (see section 85.6 regarding schedule Q line numbers). The Department of Defense will continue to provide military employment data directly to their OMB representative.

85.10 Are there other places in A–11 where I can find related guidance?

See the following table for additional guidance on Federal employment:

Other Federal employment guidance and A–11 links	Section
How do I report Federal employees at overseas embassies, consulates, etc?	25.5
How should I estimate personnel compensation in my Budget request?	32.1
What FTE-related information should I provide in my justification materials?	51.4
Will OMB request FTE plans to support apportionment requests?	120.22
How should I address workforce adjustments in my strategic plan?	210.1

SECTION 86—SPECIAL SCHEDULES

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Special schedules requiring user input

86.1 What do I need to know about balance sheets (schedule F)?
86.2 What do I need to know about reporting budget year appropriations requests in thousands of dollars (schedule T)?

Special schedules automatically generated by MAX

86.3 What do I need to know about the schedule on the status of funds (schedule J)?
86.4 What do I need to know about the special and trust fund receipts schedule (schedule N)?
86.5 What do I need to know about the summary of budget authority and outlays?

Ex–86A Financial Statements Balance Sheet (MAX Schedule F)
Ex–86B Budget Year Appropriations Request in Thousands of Dollars (MAX Schedule T)

Summary of Changes

Updates schedules N and J on a real-time basis and drops as separate MAX A-11 tabs; they can be viewed in a report available through MAX A-11 and will continue to print in the Budget Appendix (sections 86.3 and 86.4).

86.1 What do I need to know about balance sheets (schedule F)?

(a) *General instructions*

The balance sheet provides information on program assets, liabilities, and net position and is used to assess the resources available for Federal programs for PY–1 through PY.

You must submit balance sheets for:

- All Government-sponsored enterprise funds;
- All credit liquidating and financing accounts;
- Financing vehicles; and
- Revolving funds, when specifically required by OMB.

For budget presentation purposes, data in program and financing schedules (MAX schedule P) fulfill the legal requirement in 31 U.S.C. 9103 for "business-type budget" information on wholly-owned Government corporations in the President's budget.

Amounts in schedule F for PY–1 should be consistent with your agency's audited financial statements.

Prepare balance sheets in the format of exhibit 86A with audited actual amounts as of the close of PY–1 and actual amounts as of the close of PY.

(b) *Balance sheet entries*

Use the entries listed below to prepare the balance sheets. These entries correspond to entries used in OMB Circular A-136, Financial Reporting Requirements-Revised which instructs agencies to prepare financial statements at the entity level. Use the terms, definitions, and instructions provided in that bulletin to prepare the balance sheets at the account level. MAX will automatically generate the line entries indicated in **boldface**.

If your agency is a Government-sponsored enterprise (GSE), you will need to modify line entries to reflect the non-Federal status of GSEs. Consult your OMB representative for additional guidance.

BALANCE SHEET

Entry		Description
ASSETS		
Federal assets:		
These assets arise from transactions among Federal agencies. Federal agency assets are claims of a Federal agency against other Federal agencies which, when collected, can be used in the agency's operations.		
1101	Fund balances with Treasury	The unobligated and obligated balances with Treasury from which you are authorized to make expenditures and pay liabilities, including clearing account balances and the dollar equivalent of foreign currency account balances. Your agency's fund balance with Treasury also includes the unobligated balances in guaranteed loan financing accounts, the obligated balances in direct loan financing accounts, and the unobligated and obligated balances in liquidating accounts.
Investments in Federal securities:		Total investments in Federal securities. These consist of securities issued by Federal agencies including non-marketable par value Treasury securities, market-based Treasury securities, marketable Treasury securities, and securities issued by other Federal agencies.
1102	Treasury securities, net	Net value of Treasury securities acquired—the par (face or nominal) value of a security minus the amount of any unamortized discounts or plus the amount of any unamortized premiums.
1104	Agency securities, net	Net value of agency securities acquired—the par (face or nominal) value of a security minus the amount of any unamortized discounts or plus the amount of any unamortized premiums.
1106	Receivables, net	Accounts receivable and interest receivable, net of uncollectible amounts. Interest receivable is the amount of interest income earned but not received for an accounting period. Report receivables from Federal agencies separately from receivables from non-Federal entities (on line 1206). Report interest receivable related to direct loans and acquired defaulted guaranteed loans separately below as a component of credit program receivables.
1107	Advances and prepayments	Advances are cash outlays made by a Federal agency to cover a part or all of the recipients' anticipated expenses or advance payments for the costs of goods and services the agency is to receive. Prepayments are payments made by a Federal agency to cover certain period expenses before those expenses are incurred.

Entry		Description
		Advances and prepayments made to Federal agencies are intragovernmental and are accounted for and reported separately from those made to non-Federal entities.
Non-Federal assets: These assets arise from transactions of the Federal Government with non-Federal entities. These entities include domestic and foreign persons and organizations outside the U.S. Government.		
1201	Investments in non-Federal securities, net	Securities issued by State and local governments, private corporations, and government-sponsored enterprises, net of premiums, discounts and allowances for losses. Securities are normally reported at acquisition cost or amortized acquisition cost. However, you should use market value when there is: • An intent to sell the securities prior to maturity; and • A reduction in the value of the securities that is more than temporary.
1206	Receivables, net	Accounts and interest receivable due from non-Federal entities, net of an allowance for estimated uncollectible amounts. Do not recognize interest as revenue on accounts receivable or investments that are determined to be uncollectible unless the interest is actually collected. Report interest receivable related to direct loans and acquired defaulted guaranteed loans as a component of credit program receivables.
1207	Advances and prepayments	Advances are cash outlays made by a Federal agency to its employees, contractors, grantees or others to cover a part or all of the recipients' anticipated expenses or advance payments for the costs of goods and services the agency receives. Prepayments are payments made by a Federal agency to cover certain periodic expenses before those expenses are incurred.
Credit program receivables and related foreclosed property: These items represent the net value of assets related to pre–1992 and post–1991 direct loans receivable and acquired defaulted guaranteed loans receivable. Net value of assets related to post–1991 direct loans receivable:		
1401	Direct loans receivable, gross	The face value of all direct loans outstanding excluding amounts repaid or written off.
1402	Interest receivable	Amount of interest receivable.
1403	Accounts receivable from foreclosed property	Amount of accounts receivable related to foreclosed property.
1404	Foreclosed property	Value of foreclosed property associated with post–1991 direct and acquired defaulted guaranteed loans at the net present value of the projected cash flows associated with the property. To practicably accomplish this requirement, you may record foreclosed property at the estimated net realizable value at the time of foreclosure. A portion of the related allowance for subsidy account will apply to the foreclosed property, but that amount need not be separately determined. Rather, subtract the allowance account from the sum of the credit program assets to determine the net present value of the assets.

Entry		Description
1405	Allowance for subsidy cost (–)	The unamortized amount of subsidy expenses for the direct loan disbursements that the direct loan financing account has made in that year and all previous years, for all direct loans outstanding. (The allowance for subsidy costs of a direct loan is the present value of estimated cash outflows over the life of the loan minus the present value of estimated cash inflows. It is due to defaults, delinquencies, lending at interest rates below the Treasury borrowing rate, etc., with an offset for fees, penalties, and recoveries.)
1499	**Net present value of assets related to direct loans**	The sum of lines 1401 through 1405.
Net value of assets related to post–1991 acquired defaulted guaranteed loans receivable:		
1501	Defaulted guaranteed loans receivable, gross	Amount of defaulted guaranteed loans that resulted in the acquisition of a loan receivable that is still outstanding.
1502	Interest receivable on defaulted guaranteed loans	Amount of interest receivable related to defaulted guaranteed loans.
1504	Foreclosed property related to defaulted guaranteed loans	The estimated net realizable value of related foreclosed property.
1505	Allowance for subsidy cost on defaulted guaranteed loans (–)	The unamortized amount of subsidy for those defaulted guaranteed loans that the guaranteed loan financing account has acquired in that year and all previous years, for all such loans outstanding that are still held by the financing account. (The subsidy of a defaulted guaranteed loan is the present value of estimated cash outflows over the life of the loan minus the present value of estimated cash inflows. It is due to defaults, delinquencies, interest subsidies, etc., with an offset for fees, penalties, and recoveries.)
1599	**Net present value of assets related to defaulted guaranteed loans**	The sum of lines 1501 through 1505.
Net value of assets related to pre–1992 direct loans receivable and acquired defaulted guaranteed loans receivable:		
1601	Direct loans, gross	For each pre–1992 direct loan program, report loans gross.
1602	Interest receivable	Amount of interest receivable.
1603	Allowance for estimated uncollectible loans and interest (–)	Estimated amount of loans and interest that will not be collected.
1604	**Direct loans and interest receivable, net**	The sum of lines 1601 through 1603.
1605	Accounts receivable from foreclosed property	Amount of accounts receivable related to foreclosed property.
1606	Foreclosed property	The estimated net realizable value of related foreclosed property.
1699	**Value of assets related to direct loans**	The sum of lines 1604 through 1606.

Entry		Description
1701	Defaulted guaranteed loans, gross	For each pre–1992 loan guarantee program, report receivables as defaulted guaranteed loans acquired by the Government.
1702	Interest receivable	Amount of interest receivable related to defaulted guaranteed loans.
1703	Allowance for estimated uncollectible loans and interest (–)	Estimated amount of defaults on loans, interest, and accounts receivable.
1704	Defaulted guaranteed loans and interest receivable, net	The gross amount of defaulted guaranteed loans that resulted in the acquisition of a loan receivable and interest receivable net of an allowance for uncollectible amounts. The sum of lines 1701 through 1703.
1705	Accounts receivable from foreclosed property	Amount of accounts receivable related to foreclosed property.
1706	Foreclosed property	The estimated net realizable value of related foreclosed property.
1799	**Value of assets related to loan guarantees**	The sum of lines 1704 through 1706.
Other Federal assets:		
1801	Cash and other monetary assets	The total of all cash resources and all other monetary assets. Cash consists of: • Coins, paper currency, and readily negotiable instruments, such as money orders, checks, and bank drafts on hand or in transit for deposit; • Amounts on demand deposit with banks or other financial institutions; • Cash held in imprest funds; and • Foreign currencies, which, for accounting purposes, should be translated into U.S. dollars at the exchange rate on the financial statement date. Other monetary assets include gold, special drawing rights, and U.S. Reserves in the International Monetary Fund. This category is principally for use by the Treasury.
1802	Inventories and related properties	Inventory is tangible personal property that is: • Held for sale; • In the process of production for sale; or • To be consumed in the production of goods for sale or in the provision of services for a fee. It includes inventory (i.e., items held for sale), operating materials and supplies, stockpile materials, seized and forfeited property, and goods held under price support and stabilization programs.
1803	Property, plant and equipment, net	The amount of real and personal property (i.e., land, structures and facilities, construction in progress, purchased and self-developed software, equipment and related improvements) that has been capitalized, net of accumulated depreciation if any.

Entry		Description
		Also includes assets acquired by capital leases and leasehold improvements; and property owned by the agency in the hands of the agency or contractors.
1901	Other assets	Other assets not included on the lines above.
1999	**Total assets**	The sum of lines 1101 through 1207, 1499, 1599, 1699, 1799, 1801 through 1901.
LIABILITIES		
Recognize liabilities when they are incurred regardless of whether they are covered by available budgetary resources. This includes liabilities related to canceled appropriations.		
Federal liabilities:		
These liabilities arise from transactions among Federal agencies. Federal liabilities are claims against the agency by other Federal agencies.		
2101	Accounts payable	The amounts owed by a Federal agency for goods and services received from, progress in contract performance made by, and rents due to other Federal agencies.
2102	Interest payable	The amount of interest expense incurred but unpaid on debts to other Federal agencies.
2103	Debt	The cumulative amounts of borrowing (less repayments) from the Treasury, the Federal Financing Bank, or other Federal agencies.
2104	Resources payable to Treasury	Amounts of collections or receivables that must be transferred to Treasury.
2105	Other	Use this item for other liabilities that are not recognized in specific categories or lines above. Include advances and prepayments received from other Federal agencies for goods to be delivered or services to be performed and deposit fund amounts held in escrow.
Non-Federal liabilities:		
These liabilities arise from transactions of an agency of the Federal Government with non-Federal entities. Non-Federal liabilities are claims against the agency by non-Federal entities.		
2201	Accounts payable	The amounts owed by a Federal agency for goods and services received from, progress in contract performance made by, and rents due to non-Federal entities.
2202	Interest payable	The amount of interest expense incurred but unpaid on debt owed to non-Federal entities.
2203	Debt	Debt issued to non-Federal entities under general or special financing authority (e.g., Treasury bills, notes, bonds and FHA debentures).
2204	Liabilities for loan guarantees	For guaranteed loan financing accounts, report the net present value of the estimated cash flows to be paid as a result of loan guarantees. For liquidating accounts, report the amount of known and estimated losses. (The net present value of estimated cash flows is the present value of estimated cash outflows over the life of the loan guarantee minus the present value of estimated cash inflows. It is due to defaults, interest subsidies, etc., with an offset for fees, penalties, and recoveries.)

Entry		Description
2205	Lease liabilities, net	The present value of the liability for capital leases. A capital lease is one that transfers substantially all the benefits and risks inherent in the ownership of property. This transfer occurs if, at the inception of the lease, one or more of the following criteria exist: • Ownership of the property is transferred to the lessee by the end of the lease term; • The lease contains a bargain purchase option; • The lease term is substantially (i.e., 75% or more) equal to the estimated useful life of the leased property; or • At the beginning of the lease term, the present value of the minimum lease payments, with certain adjustments, is 90% or more of the fair value of the property. The lessee accounts for such a lease as the acquisition of an asset and the incurrence of a liability.
2206	Pension and other actuarial liabilities	For agency-administered pension, health insurance and similar plans requiring actuarial determinations. Report the actuarial accrued liability for pension, health insurance, and similar plans requiring actuarial determination using the aggregate entry age normal method.
2207	Other	Other liabilities that are not recognized in specific categories. Include in this line the total amount due non-Federal entities for other liabilities that are not included on other lines above. This includes: • Entitlement benefits due and payable at the end of the year; • Advances and prepayments received from other non-Federal agencies or the public for goods to be delivered or services to be performed; • Deposit fund amounts held in escrow, estimated losses for commitments, and contingencies if: ▸ Information available before the statements are issued indicates an asset probably has been impaired or a liability incurred as of the date of the statements; and ▸ The amount can be reasonably estimated as a specific amount or range of amounts (e.g., the amount of employee accrued annual leave (i.e., earned but not used) that would be funded and paid from future years' appropriations). Examples of commitments and contingencies for which you should report the estimated losses on this line are: • Insurance—insurance payments due for losses resulting from bank failures, crop failures, floods, expropriations, loss of life, and similar unplanned events. • Indemnity agreements—reimbursements due to licensees or contractors for losses incurred in support of Government activities.

Entry		Description
		• Adjudicated claims—claims against the Government that are in the process of judicial proceedings. • Commitments to international institutions—payments due to international financial institutions.
2999	**Total liabilities**	The sum of lines 2101 through 2207.
NET POSITION The components of net position are classified as follows:		
3100	Unexpended appropriations	The portion of the agency's appropriations represented by undelivered orders and unobligated balances.
3300	Cumulative results of operations	The net results of operations since inception plus the cumulative amount of prior period adjustments, including the cumulative amount of donations and transfers of assets in and out without reimbursement.
3999	**Total net position**	The sum of lines 3100 through 3300.
4999	**Total liabilities and net position**	The sum of lines 2999 and 3999.

86.2 What do I need to know about reporting budget year appropriations requests in thousands of dollars (schedule T)?

Use MAX schedule T to report, in thousands of dollars, the net amount of budget year budgetary resources contained in the appropriations language request for your account (see exhibit 86B). If your account has appropriations language requesting new budget authority for the budget year, you are required to complete schedule T for amounts reported under transmittal code 0 (see section 79.2 for information about transmittal codes). For accounts with transfers specified in appropriations language, report amounts on a pre-transfer basis.

Include:

- Discretionary appropriations;
- Discretionary limitations on expenses;
- Appropriated entitlements;
- Changes in a mandatory program (either a cost or a savings) proposed in appropriations language (see the definition of CHIMP in section 20.3);
- Appropriations for the account included in a general provision or in an administrative provisions;
- Best estimates for indefinite appropriations; and
- Proposed cancellations.

Exclude:

- Spending authority from offsetting collections;
- Advance appropriations for any year;
- Amounts applied to repay debt; and
- Amounts applied to liquidate contract authority or deficiencies.

For the majority of budget accounts, only a single line is required. For merged accounts, use separate lines for each component account and identify all lines using the six-digit basic account symbol assigned by Treasury. Ensure that all amounts reported in MAX schedule T are consistent with the amounts in the program and financing schedule (MAX schedule P).

86.3 What do I need to know about the schedule on the status of funds (schedule J)?

This Appendix schedule presents cash flow data for certain special, trust, and other funds. The MAX database generates the data for the status of funds schedule from other data and stores it in the database as schedule J.

The accounts listed in the following table require a schedule J.

FUNDS REQUIRED TO SUBMIT STATUS OF FUNDS DATA

Agency	Account
HHS	Federal Hospital Insurance Trust Fund
	Federal Supplementary Medical Insurance Trust Fund
DHS	Oil Spill Liability Trust Fund
Interior	Abandoned Mine Reclamation Fund
Labor	Unemployment Trust Fund
	Black Lung Disability Trust Fund
State	Foreign Service Retirement and Disability Fund
Transportation	Highway Trust Fund
	Airport and Airways Trust Fund
Veterans Affairs	National Service Life Insurance Fund
	United States Government Life Insurance Fund
DOD-Civil	Military Retirement Fund
	Education Benefits Fund
	Uniformed Services Retiree Health Care Fund
EPA	Hazardous Substance Superfund
	Leaking Underground Storage Tank Trust Fund
IAP	Overseas Private Investment Corporation (noncredit)
OPM	Civil Service Retirement and Disability Fund
	Employees and Retired Employees Health Benefits Fund
SSA	Federal Old-Age and Survivors Insurance Trust Fund
	Federal Disability Insurance Trust Fund
RRB	National Railroad Retirement Investment Trust
	Rail Industry Pension Fund
	Railroad Social Security Equivalent Benefit Fund

Starting in the FY 2013 Budget, you can run a report that shows what Schedule J looks like "real time". This is an improvement over past years when Schedule J was updated every hour or two. You will not see Schedule J as a MAX A-11 tab even though OMB will publish Schedule J in the Budget Appendix.

MAX generates schedule J from:

- Data you enter in other MAX schedules for the receipt and expenditure accounts that make up the fund; and
- For selected accounts, commitments against unexpended balances that you enter directly into schedule J.

The budget includes only *one* schedule J for each of the specified funds. The schedule covers all the collections in the receipt accounts and all the cash outlays from the various expenditure accounts that receive appropriations from the funds. It aggregates all the data reported under different transmittal codes to a single schedule presented under transmittal code 0. The CY and BY columns of schedule J include any effects of supplemental requests (transmittal code 1), rescission proposals (transmittal code 5), proposed legislation (transmittal codes 2 and 4), and appropriations language to be transmitted at a later date (transmittal code 3).

When you upload changes to other MAX schedules that affect the fund (for example, you change receipt estimates in schedule R), you will see the effect on MAX schedule J the next time you download the account if the account, transmit, and line number are already included in the crosswalk used by the MAX A-11 system to identify which accounts affect each fund. When you add new lines to schedule P or N that are not yet in the crosswalk, you must wait several hours to see the effect of the change because of the time required to update the crosswalk.

Schedule J includes several sets of adjustment lines. These include adjustments for start of year balances, cash income, and cash outgo. These lines will only be used by OMB if there is a compelling need to make an adjustment. The reason for the adjustment will be included in the stub description for each line.

The following table identifies the source for each line in MAX schedule J.

SCHEDULE ON THE STATUS OF FUNDS

Entry	Description and Source
Unexpended balance, start of year:	Start of year balances of budgetary resources and investments in Federal securities, net of amounts borrowed from the Treasury.
0100 Balance, start of year	MAX derives the PY amount from the PY amount reported on line 8799 in the previous year's *Budget Appendix.* If you believe the PY amount is incorrect, provide your OMB representative with a detailed written explanation of the difference. Any differences will be shown on adjustment lines 0190–0195. MAX copies CY and BY amounts from the end of year amounts reported on line 8799 for the previous year.
0110 Adjustment to unobligated balance carried forward	MAX copies this amount from line 1020 in schedule P.
0111 Adjustment to obligated balance carried forward	MAX copies this amount from line 3001 and 3011 in schedule P.
0190–0195 Other adjustments	These lines allow OMB to further adjust the initial balance.
0199 Total balance, start of year	MAX calculates this amount as the sum of lines 0100–0195.
Cash income during the year:	Collections deposited in special and trust fund receipt accounts and offsetting collections (cash) credited to expenditure accounts. MAX presents current law amounts (transmittal codes 0 and 3)

Entry	Description and Source
	separately from proposed legislation amounts (transmittal codes 1, 2, 4, and 5).
Current law:	
1200–1219 Receipts	MAX copies the detail lines from receipts with transmittal codes 0 and 3 reported in schedule N on lines 0200–0279. MAX lists each receipt account separately by title.
1220–1239 Offsetting receipts (proprietary)	
1240–1259 Offsetting receipts (intragovernmental)	
1260–1279 Offsetting governmental receipts:	
1280–1289 Offsetting collections	MAX copies these amounts from schedule P, lines 4030–4034 and 4120-4124 under transmittal codes 0 and 3.
1290–1295 Adjustments	These lines allow OMB to adjust receipts and offsetting receipts under current law and are copied from schedule N lines 0290–0295, transmit 0.
1299 Income under current law	Subtotal for income under present law. MAX calculates this amount as the sum of lines J 1200–1295.
Proposed legislation:	MAX uses line serial numbers in the range 01–05 to identify different transmittal codes, as described in the MAX User's Guide.
2200–2219 Receipts	MAX copies the detail lines from receipts with transmittal codes 1, 2, 4, and 5 reported in schedule N on lines 0200–0279. MAX lists each receipt account separately by title.
2220–2239 Offsetting receipts (proprietary)	
2240–2259 Offsetting receipts (intragovernmental)	
2260–2279 Offsetting governmental	
2280–2289 Offsetting collections	MAX copies these amounts from schedule P, lines 4030–4034 and 4120-4124 under transmittal codes 1, 2, 4, and 5.
2290–2295 Adjustments	These lines allow OMB to adjust receipts and offsetting receipts under proposed legislation and are copied from schedule N lines 0290–0295, transmits 2 and 4.
2299 Income under proposed legislation	Subtotal for income under proposed legislation. MAX calculates this amount as the sum of lines 2200–2295.
3299 Total cash income	MAX calculates this amount as the sum of lines 1299 and 2299.
Cash outgo during the year (–):	These entries present gross outlays from the fund. MAX presents current law amounts (transmittal codes 0 and 3) separately from proposed legislation amounts (transmittal codes 1, 2, 4, and 5).
4500–4525 Current law (–)	MAX automatically generates the detail lines from amounts in schedule P on line 3040 for transmittal codes 0 and 3.
4540–4545 Adjustments	These lines allow OMB to adjust cash outgo under current law.
4599 Outgo under current law (–)	Subtotal for outgo under current law. MAX calculates this amount as the sum of lines 4500–4545.
5500–5525 Proposed legislation	MAX automatically generates the detail lines from amounts in schedule P on line 3040 for transmittal codes 1, 2, 4, and 5.MAX uses line serial numbers in the range 01–05 to identify different transmittal codes, as described in the MAX User's Guide.

Entry	Description and Source
5540–5545 Adjustments	These lines allow OMB to adjust cash outgo under proposed legislation.
5599 Outgo under proposed legislation (–)	Subtotal for outgo under proposed legislation. MAX calculates this amount as the sum of lines 5500–5545.
6599 Total cash outgo (–)	MAX calculates this amount as the sum of lines 4599 and 5599.
Adjustments:	
7625 Permanently canceled balances (–)	Amount that is transferred from the expenditure account to the general fund of the Treasury as a result of a specific provision of law. MAX generates this amount from the "permanent" reductions of new budget authority in schedule P on lines1130, 1131, and 1231.
7645 Transfers, net	Net amount of transfers of budget authority and balances (obligated and unobligated). MAX generates this amount from the transfers in schedule P on lines1010, 1011, 1120, 1121, 1220, 1221, 1710, 1711, 1810, 1811, 3060, 3061, 3070, and 3071.
7650 Other adjustments, net	Other adjustments that affect the fund balances, such as capital transfers to the general fund of the Treasury and repayment of debt. MAX generates this amount from the amounts in schedule P on lines1022, 1023, 1135, 1236, 1720, 1726, 1820, and 1825.
7690–7695 Miscellaneous adjustments	These lines allow OMB to make additional miscellaneous adjustments, such as adjustments for expired/canceled unobligated balances.
7699 Total adjustments	MAX calculates this amount as the sum of amounts on lines 7625–7695.
Unexpended balance, end of year:	End of year balances of budgetary resources and investments in Federal securities.
8700 Uninvested balance (net), end of year	MAX calculates this as the difference of lines 8799–8701. This uninvested balance is net of unrealized discounts.
8701 Invested balance, end of year	MAX copies the invested balance from schedule P line 5001.
8799 Total balance, end of year	MAX calculates this amount as the sum of the start of year total balance, the cash income, the cash outflow, and the total adjustments.
Balances, end of year:	*This section serves as a check against the total balance entered on line 8799 (except for the Airport and airway trust fund and the Highway trust fund). It does not print in the Budget Appendix. Line 8799 is calculated by beginning with the start of year balance, adding income, subtracting outflow, and adding adjustments. The total in this section equals the sum of obligated balances, unobligated balances, and special or trust fund receipt balances that are available for new budget authority (e.g., new appropriations or contract authority).*
8801 Obligated balances (net)	MAX calculates this amount as the sum of lines P 3090 and 3091 from all the accounts that receive budget authority from the special or trust fund.
8802 Unexpired unobligated balances	MAX calculates this amount as the sum of lines P 1941 from all the accounts that receive budget authority from the special or trust fund.

Entry		Description and Source
8803	Special or trust fund receipt balances	MAX copies this amount from line 0799 in schedule N.
8804	Unavailable balance: offsetting collections	MAX copies this amount from line 5091 in schedule P.
8890	Expired unobligated balance	MAX copies this amount from line 1953 in schedule P.
8891	Expiring unobligated balance	MAX copies this amount from Line 1951 in schedule P.
8892–8895	Other adjustments	These lines allow OMB to make additional miscellaneous adjustments.
8899	Total balance, end of year	MAX calculates this amount as the sum of lines 8801–8895. Except for the Airport and airway trust fund and the Highway trust fund, the amount on this line should equal the amount on line 8799. If it does not, you will receive an error message.
Commitments against unexpended balance, end of year:		*Use the below lines only at the direction of OMB.* *The memorandum entry "Commitments against unexpended balances, end of year" is provided to show how much of the cash is still available for new budget authority, e.g., new appropriations or new contract authority.* *In order to calculate the cash available for new budget authority, also called the "uncommitted balance, end of year", subtract the unexpended balances that were provided as budget authority (i.e., the unobligated and obligated balances on J 9801 and J 9802) from the total cash balance at the end of the year (line J 8799).*
9801	Obligated balance (–)	Amounts on this line require user input. The obligated balance of the budget authority on schedule P lines 3090 and 3091 of the account that received budget authority from the special or trust fund. If more than one account receives budget authority from the special or trust fund, then J 9801 is equal to the sum of all the obligated balances, that is, the portion of lines P 3090 and 3091 in each account that was originally derived from the special or trust fund.
9802	Unobligated balance (–)	Amounts on this line require user input. The unobligated balance of the budget authority on line P 1941 of the account that received budget authority from the special or trust fund. If more than one account receives budget authority from the special or trust fund, then J 9802 is equal to the sum of all the unobligated balances, that is, the portion of line P 1941 in each account that was originally derived from the special or trust fund.
9899	Total commitments (–)	MAX calculates this line as the sum of lines 9801 and 9802. Another term for total commitments is unexpended balances.

86.4 What do I need to know about the special and trust fund receipts schedule (schedule N)?

Schedule N provides information on receipts, balances, and appropriations for special and non-revolving trust funds. The MAX database generates schedule N data from other data and stores it in the database as schedule N.

Starting in the FY 2013 Budget, you can run a report in MAX A-11 that shows what Schedule N looks like "real time". This is an improvement over past years when Schedule N was updated every hour or two. You will not see Schedule N as a MAX A-11 tab. You must upload all changes to MAX schedules X and R that affect schedule N to see the effect of the changes when you redownload the account. This applies to changes in the same account as well as changes to other accounts that feed into schedule N.

The following types of accounts require schedule N:

- Special funds; and
- Non-revolving trust funds.

MAX generates schedule N from:

- Data reported in the previous year's *Budget Appendix*;
- Data in schedule R; and
- Data in schedule P.

The budget includes only *one* schedule N for each fund. The schedule covers all the receipts and offsetting receipts that pertain to a particular special or trust fund account. It aggregates all the data reported under different transmittal codes to a single schedule presented under transmittal code 0. The CY and BY columns of schedule N will include the effect of supplemental requests (transmittal code 1), rescission proposals (transmittal code 5), proposed legislation (transmittal codes 2 and 4), and appropriations language to be transmitted at a later date (transmittal code 3).

When requesting new special or trust fund accounts (see section 79.3), please specify whether the MAX database should include a *new* schedule N or use an *existing* schedule N to report the transactions related to the new account.

You can use the view feature in MAX to see which lines from which accounts feed each of the detailed lines in schedule N.

Schedule N includes several sets of adjustment lines. These include adjustments for start of year balances, cash income, and cash outgo. These lines will only be used by OMB if there is a compelling need to make an adjustment. The reason for the adjustment will be included in the stub description for each line.

The following table identifies the source for each line in MAX schedule N. Even though the data are automatically generated and you cannot change any amounts, you can change the line titles of the detail lines (lines 02xx, 05xx).

SPECIAL AND TRUST FUND RECEIPTS SCHEDULE

Entry		Description
0100	Balance, start of year	MAX derives the PY amount from the PY amount reported on line 0799 in the previous year's *Budget Appendix*. If you believe the PY amount is incorrect, provide your OMB representative with a detailed written explanation of the difference. Any differences will be shown on an adjustment line (0190–0195). MAX copies CY and BY amounts from the end of year amounts reported on line 0799 for the previous year.
0190–0195	Adjustments	These lines allow OMB to adjust the initial balance.

Entry		Description
0199	Balance, start of year, total	MAX calculates this line as the sum of lines 0100 and 0195.
Receipts and offsetting receipts:		MAX uses line serial numbers in the range 10–15 to identify different transmittal codes, as described in the MAX User's Guide.
0200–0219	Receipts	Amount of new collections deposited in special and trust fund receipt accounts. Each receipt account will be listed separately by title and transmittal code. MAX copies these amounts from schedule R.
0220–0239	Offsetting receipts (proprietary)	
0240–0259	Offsetting receipts (intragovernmental)	These lines are copied into schedule J.
0260–0279	Offsetting governmental receipts	
0290–0295	Adjustments	These lines allow OMB to adjust receipts and offsetting receipts.
0299	Total receipts	MAX calculates this amount as the sum of lines 0200 through 0295.
0400	Total: Balances and receipts	MAX calculates this amount as the sum of lines 0199 and 0299.
0500–0589	Appropriations, net (–)	MAX calculates this amount from schedule P. It consists of: • the appropriations (reported on lines1101, 1171, 1201, and 1271); and • the amounts that become available for obligation from balances of receipts that were previously unavailable (reported on line1203). • Minus: • the amounts precluded from obligation in a fiscal year because of provisions of law such as benefit formulas or limitations on obligations (reported on lines1134 and 1235); and • the temporary reductions reported on lines1132, 1133, 1174, 1233, and 1273. If more than one appropriation is made from the fund, each will be listed separately by title and transmittal code. MAX uses line serial numbers in the range 10–15 to identify different transmittal codes, as described in the MAX User's Guide.
0590–0595	Adjustments	These lines allow OMB to adjust appropriations.
0599	Total appropriations (–)	MAX calculates this amount as the sum of lines 0500–0595.
0610–0613	Special and trust fund receipts returned	Include amount of special and trust fund unobligated balances that are unexpired and written off or withdrawn by administrative action and that are expired (e.g. the fifth year that is canceling) that become available for subsequent appropriation action. Also, include cash refunds or recoveries temporarily precluded from obligation that are available for a subsequent appropriation and are returned to unappropriated receipts. Exclude amounts permanently cancelled and rescinded or withdrawn in special or trust funds that are returned to the general fund of the Treasury. MAX calculates this amount from amounts in schedule P on lines 1031,1950, and 1954.

Entry		Description
0620	Adjustment for change in allocation	MAX copies PY amount from schedule P line 1026.
0621	Adjustment for change in investments in zero coupon bonds	MAX copies PY amount from schedule P line 1027, with the opposite sign.
0700	Balance, end of year	MAX calculates this amount as the sum of lines 0199, 0299, 0599 and 0610-0621.
0795	Rounding adjustment	This line allows OMB to adjust for rounding. The amount will not exceed +\- $2 million.
0799	Balance, end of year	MAX calculates this amount as the sum of lines 0700 and 0795. This line is copied as a memorandum entry into schedule J.

86.5 What do I need to know about the summary of budget authority and outlays?

If you have a regular account that has separate program and financing schedules for supplemental requests, legislative proposals, or rescission proposals, a summary will be printed in the Budget Appendix to report the totals for budget authority and outlays for PY through BY. MAX automatically generates the summary from data in schedule A. However, it is not a separate MAX schedule and cannot be viewed in the database. The summary normally will contain the following entries, as applicable, in the sequence shown:

SUMMARY OF BUDGET AUTHORITY AND OUTLAYS

Entry	Description
Enacted/requested: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in the regular program and financing schedule under transmittal code 0.
Supplemental: Budget authority Outlays	Total budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 1.
Legislative Proposal, Not subject to PAYGO: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 2.
Proposed for later transmittal: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 3.

Entry	Description
Legislative Proposal, Subject to PAYGO: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 4.
Rescission proposal: Budget authority Outlays	Total amount of reduction of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 5.
Amounts included in adjusted baseline: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 7. Used by OMB to produce BEA baseline.
Total: Budget authority Outlays	Sum of all preceding entries.

Financial Statements
Balance Sheet (Schedule F)

Balance Sheet (in millions of dollars)

Identification code 16-4023-0-3-754		PY-1 act.	PY act.
	ASSETS		
	Federal assets:		
	Investments in Federal securities:		
1102	Treasury securities, net	4	4
1104	Agency securities, net	1	2
1106	Receivables, net	1	1
	Non-Federal assets:		
1201	Investments in non-Federal securities, net	1	2
1999	Total assets	7	9
	LIABILITIES		
	Federal liabilities:		
2101	Accounts Payable	1	1
2103	Debt	1	1
	Non-Federal liabilities:		
2203	Debt	3	3
2999	Total liabilities	5	5
	NET POSITION		
3100	Unexpended appropriations	3	3
3999	Total net position	3	3
4999	Total liabilities and net position	8	8

Note: Additional information is required for direct and guaranteed loan financing accounts under the Federal Credit Reform Act (see section 86.1).

Budget Year Appropriations Requests in Thousands of Dollars (Schedule T)

OFFICE OF THE SECRETARY
Salaries and Expenses

For necessary expenses, including services authorized by 5 U.S.C. [$89,786,000] $100,788,000.

Use schedule T to report *in thousands of dollars* the net budgetary resources contained in the appropriations language request.

Account: 007-55-76-0030

Appropriations Requests in Thousanes of Dollars (T):	PY	CY	BY
1001 01 Budget year budgetary resources [Treasury Acct]……			100,788

Amounts in schedule T must be consistent with amounts in schedule P.

Report amounts on a pre-transfer basis.

Exclude amounts applied to repay debt, liquidate contract authority, or liquidate deficiencies.

Do not report advance appropriations or spending authority from offsetting collections.

Account: 007-55-76-0030

Program and Financing (P)	PY actual	CY	BY
New budget authority (gross), detail:			
Discretionary:			
1100 01 Appropriation……	96	90	101
1121 01 Transferred from other accounts [75-1503]……	1	…..	5
1160 01 Appropriation (total)……	97	90	106

For consolidated or merged accounts, use separate line entries to report the budget year appropriation request. Include in each line the six-digit basic account symbol assigned by Treasury. You do not need to enter the Treasury code when only a single account is involved.

Account: 007-54-72-9915

Appropriations Requests in Thousands of Dollars (T)	PY	CY	BY
1000 01 Budget year budgetary resources [76-0819]……			97,843
1000 02 Budget year budgetary resources [76-0820]……			54,287
1000 03 Budget year budgetary resources [76-0824]……			21,000
1000 04 Budget year budgetary resources [76-0825]……			6,500

SECTION 95—BUDGET APPENDIX AND PRINT MATERIALS

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95.1 What is the budget *Appendix*?

The *Appendix—Budget of the United States* is one of several volumes that constitute the President's Budget. Like the other volumes, the President transmits the *Appendix* to the Congress, and it is published through the Government Printing Office (GPO) and digitally on http://www.whitehouse.gov/omb/. The Appropriations Committees, in particular, use the *Appendix* because it contains the appropriation language proposed by the President for each account that requires such language. The *Appendix* contains other detailed information about each account, such as program and financing information, expenditures by object class, narrative statements and data about the work performed, and employment data. The information printed in the *Appendix* is often referred to as *print materials*.

95.2 How is the *Appendix* organized?

The *Appendix* consists of these parts:

- Detailed Budget Estimates by Agency—This part, the main part of the *Appendix,* contains general provisions of law that apply to all Government activities, and print materials for accounts organized by agency. Section 95.3 describes the organization of this part in more detail.
- Other Materials—This part may contain:
  - A summary of proposed changes to current year estimates through supplemental appropriations and rescissions;
  - Detailed print materials for proposed supplemental appropriations and rescissions;

  - A list of amendments and revisions to budget authority requested between transmittal of the previous and current budgets; and
  - A list of advance appropriations.

- Financing Vehicles and the Board of Governors of the Federal Reserve—Contains descriptions of and data on certain entities that are excluded from the main part of the *Appendix.*
- Government-Sponsored Enterprises—Contains descriptions of and data on Government-sponsored enterprises (private corporations chartered by Federal law), such as Fannie Mae.

95.3 How is the "Detailed Budget Estimates" section organized?

This part of the *Appendix* presents materials in the following general order:

- Legislative Branch
- Judicial Branch
- Cabinet agencies in alphabetical order
- Large or prominent non-departmental agencies (for example, the Environmental Protection Agency and the Executive Office of the President) and accounts grouped under the heading, "Other Defense—Civil Programs"
- The remaining agencies, under the heading "Other Independent Agencies," in alphabetical order.

We use the term *chapter* to refer to the presentation of materials for a separate agency or group of agencies. Within the chapter for a department or large agency, the materials are organized by bureaus or other major subordinate organizations within the agency (for example, the Farm Service Agency in USDA) or by major program areas (for example, Community Planning and Development in HUD). When we establish a new account in the MAX database, we assign a bureau and account sequence code, which determines the order in which bureaus and accounts appear in the *Appendix* (see section 79). For the sake of convenience in these instructions, we refer to all equivalent subdivisions of a chapter as bureaus.

The *Appendix* presents accounts in a uniform, logical order in all bureaus, unless there is a compelling reason for an exception. Accounts normally appear as follows:

- General fund accounts
- Special fund accounts
- Public enterprise funds
- Intragovernmental revolving funds and management funds
- Credit reform accounts, with related accounts grouped together in the following order:
  - Program account
  - Financing account
  - Liquidating account
- Trust funds
- Trust revolving funds
- General fund receipt accounts

A heading and a note for allocations from other accounts is shown at the end of the bureau (see section 82.17).

Certain materials are required for each account. The following table shows the print requirements and print sequence for all materials that could be required for an account. Because not all materials apply to a given account, the second column describes the circumstances in which they apply. The fourth column tells you which materials are generated from MAX and which ones you must revise using the MAX A-11 software, as outlined in the User's Guide.

BUDGET APPENDIX PRINT MATERIALS

Type of material	Applicability	See A–11 section...	How generated?
Appropriations language	Required for each account with appropriations enacted for the CY or proposed for the BY. Language is usually not submitted for legislative or rescission proposals—transmittal codes 2, 4, or 5.	95.5	MAX edited directly
Special and trust fund receipts schedule	Required for all special and non-revolving trust fund accounts.	86.4	Generated from schedule N
Program and financing schedule	Required for all accounts.	82	Generated from schedule X
Distribution of budget authority and outlays by account	Required for merged and consolidated accounts.	82.16	MAX edited directly
Summary of budget authority and outlays	Required for each regular account that also has a supplemental request, legislative proposal, or rescission proposal.	86.5	Generated from schedule A for accounts reporting data under multiple transmittal codes
Status of direct loans	Required for all credit liquidating and financing accounts with direct loan activity, including Government-sponsored enterprises.	185.11	Generated from schedule G
Status of guaranteed loans	Required for all credit liquidating and financing accounts with guaranteed loan activity, including Government-sponsored enterprises.	185.11	Generated from schedule H
Summary of loan levels, subsidy budget authority, and outlays by program	Required for all credit program accounts with direct loan or loan guarantee subsidies.	185.10	Generated from schedule U
Narrative statement	Required for all accounts.	95.9	MAX edited directly
Schedule on the status of funds	Required for major trust funds and certain other accounts specified in section 86.5.	86.3	Generated from schedule J
Balance sheet	Required for Government-sponsored enterprises and credit liquidating accounts. For noncredit revolving funds, optional at the discretion of OMB.	86.1	Generated from schedule F

Type of material	Applicability	See A–11 section...	How generated?
Object classification	Required for all accounts and annual limitations.	83	Generated from schedule O
Employment summary	Required for each account that reports personnel compensation in object class 11.1 or 11.3. Also required when FTE are funded by allocations from other accounts.	85.5	Generated from schedule Q

95.4 What is the process for getting print materials published in the *Appendix*?

All appropriations language and narrative must be updated through the MAX A-11 software, per the User's Guide, available at: https://max.omb.gov/maxportal/pdf/AutomatedAppendixTextUsersGuide.pdf. Appropriations language appears in the "PA20xx" exercises; narrative language appears in exercises under "PN20xx" and schedules under "PB20xx."

When the MAX database opens in early-November, you will be able to edit your narrative with the MAX A-11 software. In order to view and edit your data, you will need a MAX ID and the MAX software. For information about how to obtain a MAX ID and the necessary software, visit the MAX homepage: https://max.omb.gov/maxportal/

The process for getting print materials published includes these steps:

- When Congress passes appropriations bills, OMB will load the appropriations language into the MAX database. You will then be notified that your appropriations language is ready to be edited. At this time, begin updating the appropriations language and narrative. For appropriations language, if your agency has outstanding funding decisions and not any outstanding policy decisions that require new language, you may use a funding placeholder that is $0,000,000.

- When you have finished editing the appropriations language and narrative, you will mark it as complete. This notifies OMB that you are finished and gives editing permission to OMB. If you miss your deadline, OMB may move accounts from the agency editing stage to the OMB editing stage.

OMB will review the text and make changes as necessary. If funding placeholders were used, OMB will contact you, as needed, to update the funding request. At any time during the process, you can print out the latest text by account or (depending on your user permissions) for your whole *Appendix* chapter in draft form. OMB will also, from time to time during the process, provide a PDF of your chapter for your review. For detailed information on how to use the MAX A-11 software to edit and print your text, see the user guide: https://max.omb.gov/maxportal/webPage/a11/maxA11UsersGuide

95.5 What do I need to know about revising appropriations language?

Appropriations language constitutes the President's request to the Congress for budget authority or other legislative authority (such as general provisions) to be provided through the annual appropriations process. The *Appendix* includes appropriations language for each account for which appropriations or limitation language was enacted in the CY or is proposed for the BY.

In most cases, you will submit proposed BY appropriations language by marking up language enacted as part of a regular CY appropriations act provided by OMB in the MAX A-11 software. However, if regular appropriations have not been enacted, OMB will provide you with special instructions.

If you propose new provisions or changes to enacted language (other than changes in amounts) for individual accounts or administrative and general provisions, include an explanation and justification. If you propose language that relates to employment of personnel without regard to civil service or classification laws, send a copy of the letter from the Office of Personnel Management approving the new provision(s) to your OMB contact. Submit this information separately from the language submissions; do not write any explanations in MAX. Whenever possible, try to include proposed substantive changes in appropriations language with the budget submission to provide adequate time for review by OMB.

When making technical edits to appropriations language, follow the guidelines below (See exhibit 95B for illustrations of technical edits for appropriations language):

1. Inserting language.

   If you are inserting language to replace deleted language, insert such language *after* the deleted language; also, add new General Provisions at the very end of existing General Provisions.

2. Punctuation.

   a. Dollar Symbols. Include the $ dollar symbol for funding levels, whether you are inserting or deleting text. If funding levels are not yet available, use "$0,000,000" as a placeholder (not "$X,XXX,XXX" and not "$0")

   b. Existing Punctuation. When inserting text, do so before existing punctuation (and, in so doing, *retain* existing punctuation).

3. Provisos.

- Use colons before provisos (not semi-colons or periods);
- Use "Provided" for the first proviso (capitalized), and "Provided further" for any subsequent proviso in the paragraph [note, new paragraphs begin this rule again];
- Place a comma after "Provided" or "Provided further" (as the case may be); and
- Capitalize "That".

95.6 What supporting statutory references must I provide?

Provide the supporting statutory references described below, inserting them following the appropriations language (in parentheses), in the following sequence: basic authorizing legislation (including currently effective amendments), treaties, or executive orders that continue in effect during the budget year. These references are informational only. Follow these guidelines in referring to basic authorizing legislation:

- Cite the legislation in one of the following forms, in this order of preference:
  - United States Code;
  - Public law number;
  - Popular title of the law (if there is one); or
  - Date of the Act, followed by the applicable volume and page of the Statutes at Large.
- Do not include references to Government-wide, generally applicable laws (such as Title 5 of the U.S. Code).
- Cite executive orders by number.

- Consolidate citations to the same title of the U.S. Code, and list titles (and sections thereunder) in ascending numerical order.

- Avoid multiple citations to the same statute.

- If a citation is included in statutory text, do not repeat it in parentheses.

95.7 What are the special appropriations language requirements for credit programs?

The Federal Credit Reform Act imposes special appropriations language requirements for credit programs. (See section 185 for general guidance on credit programs.) Each program account for a direct loan or loan guarantee program must contain:

- A request for an appropriation for the subsidy costs on a net present value basis;
- A specification of the loan level supportable by the subsidy cost appropriation; and
- A request for an appropriation for the administrative expenses for operating the credit program.

Use the following standard subsidy appropriation language, using the bracketed elements as appropriate. If you need to transfer the amount for administrative expenses to a salaries and expenses account, modify the language as described below. Where loans are disbursed beyond the five year period after obligation, you need to add the proviso discussed in section 95.8.

> [For the cost of direct loans, $___,] [and] [for the cost of guaranteed loans, $___,] as authorized by [authorizing statute]: *Provided*, That such costs, including the cost of modifying such loans, shall be as defined in section 502 of the Congressional Budget Act of 1974: *Provided further*, That these funds are available to subsidize [gross obligations for the principal amount of direct loans not to exceed $___] [,and] [total loan principal, any part of which is to be guaranteed, not to exceed $___.] In addition, for administrative expenses to carry out the [direct] [and] [guaranteed] loan program[s], $___.

Where you propose to transfer administrative expenses to a salaries and expenses account, substitute the following for the last sentence above:

> In addition, for administrative expenses to carry out the [direct] [and] loan [guarantee] program[s], $___, which shall be [paid to appropriation for [name of account]] [or, to the extent necessary,] [used to reimburse the Federal Financing Bank as authorized in section 505(c) of the Congressional Budget Act of 1974].

If you believe that the nature of a program requires a modification of the specified language, you may request an exception (see section 25.2).

95.8 What are the special language requirements for programs that disburse over a period longer than five fiscal years?

Unless otherwise specified by law, budget authority is available for liquidating obligations (that is, outlays) for only five fiscal years after the authority expires. This could be problematic for programs funded by annual or multi-year budget authority where disbursements are expected to occur more than five fiscal years after the authority expires. Where loans or other costs (such as termination costs for some contracts and annual lease payments under operating leases, capital leases, or lease-purchase agreements) will be disbursed beyond the five-year period, use the following standard proviso, modified as appropriate, to ensure that the budget authority will remain available for disbursement over the full term of the contract:

Provided, That such sums are to remain available through 20XX for the liquidation of valid obligations incurred fiscal year 20XX.

95.9 How do I prepare narrative statements?

Exhibit 95 provides general style guidance for use in preparing narrative statements. The exhibit also describes other conventions, such as those used for capitalizing account titles and program activities.

(a) *Active accounts.*

You must prepare a narrative statement (revising last year's statement, if there was one) for every active account, including supplemental requests, rescission proposals, and legislative proposals. An account is active if the program and financing schedule shows obligations in the CY or BY, or you estimate that the account will incur obligations in the outyears. Follow these guidelines when writing the narrative for an active account:

- Write the narrative statements in a concise and factual manner, avoiding hyperbole.
- Orient them toward the policies and objectives for the budget year.
- Include quantitative tables that match program performance and dollar data.
- Discuss performance goals and indicators and how the budget request supports them.
- Discuss efforts to improve program performance and efficiency
- Discuss pertinent legislation enacted since the previous budget and legislative initiatives proposed in the budget.
- Do not discuss the history, authorizing statutes, and other legal references except in special cases, as explained below.

The separate activities (and any subactivities) listed in the obligations by program activity section of the program and financing schedule should present a meaningful breakdown of the total program (see section 82.5). Therefore, it usually makes sense to address them separately in the narrative statements. You should identify the activities in side headings by the title used in the program and financing schedule and present them in the same order.

(b) *Inactive accounts.*

An account is inactive if it shows no obligations in the CY or BY and you estimate that no obligations will be incurred in the outyears. The narrative for inactive accounts should explain why the account is inactive. For example, it may be that the account funded a temporary study commission that is no longer authorized, received no appropriation after the PY, and simply spends out obligated balances. If an inactive account shows any budgetary resources (budget authority or unobligated balances) in the CY, BY, or outyears, the narrative should explain the expected disposition of the budgetary resources.

95.10 How should performance information be incorporated into the narrative statements?

The statements should support the performance plan by explaining what outcomes the agency expects to achieve with the requested funding and how the agency is working to improve performance and efficiency. Statements should also highlight how quarterly assessments are used to inform funding allocations and what follow-up the agency is taking to improve program performance. Additionally,

statements should describe, where appropriate, how implementation of the Priority Goals helps the agency improve its operations and make better use of taxpayer dollars.

95.11 Are there any special requirements for narrative statements?

In addition to the information required for active accounts, the narrative should include certain specific information, described in the following paragraphs, if the account involves any of the following:

(a) *Narrative statements for revolving funds.*

For revolving funds, the narrative statement should include the information required for active accounts in general (see section 95.9) using the side heading *Budget program.* In addition, the narrative statement should address the following topics, with the side headings shown:

- *Financing*. Provide significant information on the fund's means of financing, such as sources of income and authority to borrow (including limits on such authority, amounts actually borrowed and repaid during the year). For funds with a statutory limit on the amount of borrowing or on the amount of debt that can be outstanding at any one time, indicate the amount of the limit and discuss the position of the fund with respect to the limit during the budget year. Include in the statement a discussion of how close to the limit the fund will approach during the year.

- *Operating results*. Provide significant information relating to levels of revenue, expense, and net income or loss. Explain the steps being taken to dispose of any deficits and the planned disposition of net earnings. Include an analysis of retained income on a cumulative basis, disclosing any budget authority amounts used to offset deficits for non-revenue producing outlays since the inception of the fund.

For each fund covered by section 102 of the Government Corporation Control Act, include a specific recommendation on the application of the retained earnings or restoration of capital impairment at the end of the past year. The recommendation should indicate:

- The amount of retained income to be returned to the Treasury and the use to be made of the remainder, if any; and

- Whether restoration of any capital impairment is required and whether this should be done by appropriations or other means.

(b) *Narrative statements for Federal credit programs.*

Narrative statements for Federal credit programs should address these items:

- Significant factors in developing subsidy estimates, such as default rates and interest rates charged to borrowers.

- Where relevant, information about how risk categories are defined (see section 185.3).

- For loan guarantee programs, the percentage of the loan covered by the guarantee.

Use the following paragraphs, modified as necessary, to describe each account for a credit program.

For liquidating accounts:

> As required by the Federal Credit Reform Act of 1990, this account records, for this program, all cash flows to and from the Government resulting from [direct loans obligated] [and] [loan

guarantees committed] prior to 1992. All new activity in this program (including modifications of direct loans or loan guarantees that resulted from obligations or commitments in any year) is recorded in corresponding program accounts and financing accounts.

For program accounts:

As required by the Federal Credit Reform Act of 1990, this account records, for this program, the subsidy costs associated with the [direct loans obligated] [and] [loan guarantees committed] in 1992 and beyond (including modifications of direct loans or loan guarantees that resulted from obligations or commitments in any year), as well as administrative expenses of this program. The subsidy amounts are estimated on a present value basis; the administrative expenses are estimated on a cash basis.

For direct loan financing accounts:

As required by the Federal Credit Reform Act of 1990, this non-budgetary account records all cash flows to and from the Government resulting from direct loans obligated in 1992 and beyond (including modifications of direct loans that resulted from obligations in any year). The amounts in this account are a means of financing and are not included in the budget totals.

For guaranteed loan financing accounts:

As required by the Federal Credit Reform Act of 1990, this non-budgetary account records all cash flows to and from the Government resulting from loan guarantees committed in 1992 and beyond (including modifications of loan guarantees that resulted from commitments in any year). The amounts in this account are a means of financing and are not included in the budget totals.

(c) *Narrative statements in special cases.*

The narrative statement should explain any special circumstances affecting the means of financing the program. Cover the following cases in particular:

- *Mandatory spending*. Indicate the legal basis for the budget authority (since no appropriations language is presented for such items).

- *Offsetting collections and receipts.* When offsetting collections or receipts earmarked in a special or trust fund finance a significant portion of the obligations of the account, discuss the source of the collections or receipts and the purposes of and restrictions on their use. For example, discuss user charges to the public, reimbursable work performed for other organizations, and asset sales. The narrative should also discuss receipts generated by the program but deposited into the general fund of the Treasury, when pertinent to the operations of the program.

- *Agency debt issued and investments in agency debt*. Unless the information is provided in a balance sheet for the account, the narrative statement should include the following information, as applicable, for PY–1 through BY. For accounts that issue debt instruments to other Federal accounts (excluding debt issued to Treasury or to the Federal Financing Bank) or to non-Federal entities, indicate the par value of outstanding debt securities issued by the account to other Federal accounts (in total) and non-Federal entities (in total). For accounts that own securities issued by other Federal accounts (excluding securities issued by the Treasury or the Federal Financing Bank) or by non-Federal entities, indicate the par value of the securities owned that were issued by Federal accounts (in total) and non-Federal entities (in total).

- *Limitations on borrowing or debt.* For accounts with a statutory limit on the amount of borrowing or on the amount of debt that can be outstanding at any one time, indicate the amount of the limit

and discuss the position of the fund with respect to the limit during the budget year. Include in the statement a discussion of how close to the limit the fund will approach during the year.

95.12 What do I need to know about footnotes and tables?

Other sections of this Circular require footnotes and tables in certain circumstances (see below). In some cases, these footnotes and tables appear to be part of a MAX schedule or resemble a MAX schedule. Due to the limited column width of the page layout, narrative tables should be concise and only contain essential data.

- *To insert a footnote to a schedule,* download the account from the PB exercise, highlight the cell where the footnote reference should be, then choose Edit/Footnote.

- *Transfer in the estimates.* To add a footnote for an account with a transfer in the estimates, as defined in section 20.4(k), prepare a footnote in the format described in section 82.15 and insert it in MAX using the Edit>Footnote option (go to the Edit menu and select the Footnote option).

- *Transfer of resources.* To add a footnote for an account with a transfer of resources as defined in section 20.4(j), prepare a footnote in the format described in section 82.14 and insert it in MAX using the Edit>Footnote option.

- *Allocation accounts*. For each bureau (or agency if the agency has no bureaus) that receives an allocation as defined in 20.4(l), prepare a footnote in the format described in section 82.17 by downloading the appropriate account in MAX.

- *Consolidated schedules and merged accounts*. For a program and financing schedule that contains data for accounts that have been consolidated or merged (see sections 79.3(h)), prepare a narrative table distributing budget authority and outlays by account in the format described in section 82.16 and insert it following the program and financing schedule.

GENERAL STYLE GUIDELINES

Word/Phrase	Usage
1970s, 1980s, 1950s, 2000s, etc.	no apostrophe before the letter "s"
2010–2011 school year	not 2010-11
2012 Budget	Budget has initial cap; do not use FY
2012 President's Budget or the President's Budget	President and Budget have initial caps
20th Century; 21st Century	Century has an initial cap.
Administration	initial cap when referring to the current Administration
America	initial cap
an FY	not a FY
Armed Forces	initial caps
biodefense	no hyphen
biosurveillance	no hyphen
bioterrorist	no hyphen
Budget	initial cap when referring to the FY 20XX Budget of the United States
budget	lowercase usage: for estimates, such as "budget totals"; or for departments, such as "the Department of Education's budget."
carry over	separate words, as in "to carry over"
carryover	as in "carryover" balances
clean up	when used as a verb (to clean up the beach)
clean-up	when used as a noun (as in "oil spill clean-up) or an adjective (as in "clean-up crew")
the Congress	use "the" in front of Congress
Congress's	possessive
congressional	lower case
counterterrorism	no hyphen
crosscut or crosscutting	no hyphen
D.C.	include periods when abbreviating District of Columbia
Department	initial cap if part of a name (Department of Defense), or if standing alone and referring to a Federal unit
DOD	Department of Defense abbreviation (all upper case); same for other departments/agencies.
e.g.,	means "for example"; comma follows abbreviation
E-Government	initial cap E and G with hyphen

Word/Phrase	Usage
Federal	initial cap
Federal Government	initial cap F and G
federally funded	all lower case; no hyphen
Government	initial cap when referring to the U.S.
Government-sponsored	initial cap G when referring to the U.S. and is hyphenated
Government-wide	initial cap G when referring to the U.S. and is hyphenated
i.e.,	means "that is"; comma follows abbreviation
Internet	initial cap
multiyear	one word
Nation	upper case when referring to the U.S.
nationwide	lower case
non-Defense	hyphenated, generally
nonsecurity	not hyphenated
online	one word
outyear	one word
percent	spell out; do not use % symbol except in tables
pro rata	two words
R&D	use an ampersand (&) instead of "and"
reestimate	no hyphen
repropose	no hyphen
rescission	note spelling
servicemember	one word
spring/summer	no initial caps for seasons
south; north; east; west; Northeast; Southwest, etc.	initial cap in reference to a proper name or region, e.g., the Southeast; lower case when identifying compass directions, e.g., southeastern United States.
State	initial cap when referring to one or more of the 50 United States
Tribes	initial cap T but lower case for "tribal"
U.S.	can abbreviate when used as an adjective, i.e., U.S. exports
United States	initial caps and spelled out when used as a proper noun, i.e., the United States will remain strong…
web-based	hyphenate
website	one word
workforce	one word

Word/Phrase	Usage
workplace	one word
worldwide	one word
year-over-year percent change	hyphen usage

Other Conventions	Description
account titles	initial caps, e.g., Salaries and Expenses. Do not apply initial caps to conjunctions, prepositions, or articles included in the account title (e.g., and, to, from, the).
all told	use "in total" rather than "all told"
* (asterisk) in tables	in Excel-based tables use an asterisk to indicate: an amount less than $500 million (thousand) or less than 0.5 percent. The corresponding footnote should read: "Less than $500 million (or thousand)" or "Less than 0.5 percent," as appropriate.
Budget volume names	italicize, such as *Budget* volume, *Appendix* or *Analytical Perspectives*.
the Budget not "this" Budget	general rule
colon	two spaces after a
colons and semi-colons are on outside of quotes	"sample": or "sample";
comma placement examples: "Imposes limits, or 'caps,' through 2012 on annual funding."	commas and periods should be placed inside quotation marks. Put a dash, question mark, or exclamation point within closing quotation marks when the punctuation applies to the quotation itself and outside when it applies to the whole sentence. Colons and semi-colons are outside closing quotation marks.
comma placement example (the "Oxford comma")	in a sequence of words separated by commas, with "and" linked to the last instance, use a comma before "and." (Example: "eat, drink, and be merry"; not "eat, drink and be merry.")
dates	dates generally get a comma after the year when used in a clause, e.g., "on December 12, 2011, we bought our Christmas tree"
finally and further	avoid use of "finally" instead use "also" or "further"
FY	use of "FY" is unnecessary in the various Budget volumes because "all years are fiscal unless stated otherwise" (typically noted at front of the volume)
initiative or program activity names	initial caps, e.g., American Competitiveness Initiative, or Cooperative Extension Systems (in narrative text/non-MAX schedules). Do not use quotation marks.
its or it's	"its" (with no apostrophe) is possessive, meaning "belonging to it." "It's" is a contraction

Other Conventions	Description
	that means *only* "it is."
law cases, citation of	italicize when citing law cases; use "*v.*" and not "*vs.*" e.g., *Olmstead v. L.C.*
M-dash (—)	frequent use of the M-dash, or long dash, within sentences is discouraged. *The Chicago Manual of Style* defines the M-dash as a device "to denote a sudden break in thought that causes an abrupt change in sentence structure." Thus, it should be used on the rare occasion when a tangential phrase within a sentence is absolutely unavoidable. To add a normal subordinate clause, use of a semi-colon is preferred.
numbers: listed as 1); 2); 3); etc.	use closed parenthesis only, i.e., not (1); (2); (3), etc.
numbers in text	spell out zero to nine; 10 and up use numerals, e.g., nine, 10
numbers: example of an exception in text referencing a range, e.g., 8 to 23	although the numbers zero through nine should be written out when standing alone, do not spell out numbers 0 through 9 when providing them in a range such as 2 to 11, or 9 to 24 (e.g., <u>not</u> two to 11 or nine to 24).
numbers: use numbers in tables	e.g., an increase of 3 percent
passive voice, use of	avoid use of the passive voice (not "use of the passive voice is to be avoided").
percent	adjective (use of hyphen), e.g., 65-percent response rate generally no more than one decimal place, e.g., 0.8 percent
possessives	most singular-case usages receive "'s" to create the possessive, including singular words ending in "s." Examples: Charles's; James's (see "Congress's," above). Plural words receive just an apostrophe where appropriate, e.g., States', when referring to more than one State. The possessive of "who" is "whose," not "who's." "Its" is also an exception, as noted above.
presently	means "in the near future" or "soon." To refer to the present, use "currently" or "at present."
narrative headers	initial caps, e.g., Interstate Maintenance
Report names	italicize
semi-colons	use semi-colon in series: ;
State names	in <u>text</u> passages, spell out State names, e.g., Louisiana, Michigan, Alabama, etc. in <u>tables</u>, use 2-letter Postal Service abbreviation for State names (due to space considerations), e.g., LA, MI, AL (no periods)
toward, not towards	do not use the "s"
web addresses	italicize web addresses, e.g., *www.net.gov*

Other Conventions	Description
~~the~~ DOD, ~~the~~ HHS	no "the" before department/agency acronym
14th	use superscript for "th"
9/11	• Use "9/11" in reference to a specific thing such as *The 9/11 Commission Report*, or the "Post-9/11 G.I. Bill," or as a passing reference to things related to the event. • When referring specifically to the date and its events, however, use either September 11th (include superscript when used w/o citing 2001) or September 11, 2001, whenever possible.
use "provides" or "proposes"	not "the Budget seeks"
"slightly more than" rather than "over"	preferable

Additional Guidance for Making Technical Edits in Appropriations Language

1. Inserting language. If you are inserting language to replace deleted language, insert such language after the deleted language; also, add new General Provisions (GPs) at the very end of existing GPs:

LIKE THIS:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF THE SECRETARY

For necessary expenses of the Office of the Secretary of Agriculture, [$5,285,000] *$5,936,000*: *Provided*, That not to exceed $11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.
(FY11 Appendix to the President's Budget, p.65)

NOT LIKE THIS:

~~DEPARTMENT OF AGRICULTURE~~
~~OFFICE OF THE SECRETARY~~
~~OFFICE OF THE SECRETARY~~

~~For necessary expenses of the Office of the Secretary of Agriculture, *$5,936,000* [$5,285,000]: *Provided*, That not to exceed $11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.~~

LIKE THIS:

DEPARTMENT OF HEALTH AND HUMAN SERVICES
GENERAL PROVISIONS

SEC. [218]216. Of the amounts made available for the National Institutes of Health, 1 percent of the amount made available for National Research Service Awards ("NRSA") shall be made available to the Administrator of the Health Resources and Services Administration to make NRSA awards for research in primary medical care to individuals affiliated with entities who have received grants or contracts under section 747 of the Public Health Service Act, and 1 percent of the amount made available for NRSA shall be made available to the Director of the Agency for Healthcare Research and Quality to make NRSA awards for health service research.

[SEC. 219. By May 1, 2010, the Secretary of the Department of Health and Human Services shall amend regulations at 42 CFR Part 50 Subpart F for the purpose of strengthening Federal and institutional oversight and identifying enhancements, including requirements for financial disclosure to institutions, governing financial conflicts of interest among extramural investigators receiving grant support from the National Institutes of Health.]

SEC. 217. (a) IN GENERAL. The Health Education Assistance Loan (HEAL) program under title VII, part A, subpart 1 of the Public Health Service Act (42 U.S.C. 292-292p), and the authority to administer such program, including servicing, collecting, and enforcing any loans that were made under such program that remain outstanding, shall be permanently transferred from the Secretary of Health and Human Services to the Secretary of Education;…
(FY 2011 Appendix to the President's Budget, p. 511-512)

NOT LIKE THIS:

DEPARTMENT OF HEALTH AND HUMAN SERVICES
GENERAL PROVISIONS

SEC. 216. (a) IN GENERAL. The Health Education Assistance Loan (HEAL) program under title VII, part A, subpart 1 of the Public Health Service Act (42 U.S.C. 292-292p), and the authority to administer such program, including servicing, collecting, and enforcing any loans that were made under such program that remain outstanding, shall be permanently transferred from the Secretary of Health and Human Services to the Secretary of Education;

(b) TRANSFER OF FUNCTIONS, ASSETS, AND LIABILITIES. The functions, assets, and liabilities of the Secretary of Health and Human Services relating to such program shall be transferred to the Secretary of Education;

(c) USE OF AUTHORITIES UNDER HIGHER EDUCATION ACT OF 1965—In servicing, collecting, and enforcing the loans described in subsection (a), the Secretary of Education shall have available any and all authorities available to such Secretary in servicing, collecting, or enforcing a loan made, insured, or guaranteed under part B of title IV of the Higher Education Act of 1965;

(d) CONFORMING AMENDMENTS. Effective as of the date on which the transfer of the HEAL program under subsection (a) takes effect, section 719 of the Public Health Service Act (42 U.S.C. 292) is amended by adding at the end the following new paragraph: "(6) The term "Secretary" means the Secretary of Education."

SEC. [218]*217.* Of the amounts made available for the National Institutes of Health, 1 percent of the amount made available for National Research Service Awards ("NRSA") shall be made available to the Administrator of the Health Resources and Services Administration to make NRSA awards for research in primary medical care to individuals affiliated with entities who have received grants or contracts under section 747 of the Public Health Service Act, and 1 percent of the amount made available for NRSA shall be made available to the Director of the Agency for Healthcare Research and Quality to make NRSA awards for health service research.

[SEC. 219. By May 1, 2010, the Secretary of the Department of Health and Human Services shall amend regulations at 42 CFR Part 50 Subpart F for the purpose of strengthening Federal and institutional oversight and identifying enhancements, including requirements for financial disclosure to institutions, governing financial conflicts of interest among extramural investigators receiving grant support from the National Institutes of Health.]

2. Punctuation.

a. Dollar Symbols. Include the $ dollar symbol for funding levels, whether you are inserting or deleting text. If FY 2012 funding levels are not yet available, use "$0,000,000" as a placeholder (not "$X,XXX,XXX" and not "$0").

LIKE THIS:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF THE SECRETARY

For necessary expenses of the Office of the Secretary of Agriculture, [$5,285,000] *$5,936,000*: *Provided*, That not to exceed $11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.
(FY11 Appendix to the President's Budget, p.65)

NOT LIKE THIS:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF THE SECRETARY
For necessary expenses of the Office of the Secretary of Agriculture, $[5,285,000] *5,936,000*: *Provided*, That not to exceed $11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.

b. Existing Punctuation. When inserting text, do so before existing punctuation (and, in so doing, retain existing punctuation).

LIKE THIS:

OFFICE OF THE CHIEF FINANCIAL OFFICER
For necessary expenses of the Office of the Chief Financial Officer, [$6,566,000: *Provided*, That no funds made available by this appropriation may be obligated for FAIR Act of Circular A-76 activities until the Secretary has submitted to the Committees on Appropriations of both Houses of Congress and the Committee on Oversight and Government Reform of the House of Representatives a report on the Department's contracting out policies, including agency budgets for contracting out] *$6,632,000.*
(FY 2011 Appendix to the President's Budget, p.69)

NOT LIKE THIS:

OFFICE OF THE CHIEF FINANCIAL OFFICER
For necessary expenses of the Office of the Chief Financial Officer, *$6,632,000.* [$6,566,000: *Provided*, That no funds made available by this appropriation may be obligated for FAIR Act of Circular A-76 activities until the Secretary has submitted to the Committees on Appropriations of both Houses of Congress and the Committee on Oversight and Government Reform of the House of Representatives a report on the Department's contracting out policies, including agency budgets for contracting out.]

LIKE THIS:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF THE SECRETARY
For necessary expenses of the Office of the Secretary of Agriculture, [$5,285,000] *$5,936,000*: *Provided*, That not to exceed $11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.
(FY 2011 Appendix to the President's Budget, p.65)

NOT LIKE THIS:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF THE SECRETARY

For necessary expenses of the Office of the Secretary of Agriculture, [$5,285,000:] *$5,936,000: Provided*, That not to exceed $11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.

3. Provisos.

- Use colons before provisos (not semi-colons or periods);
- Use "Provided" for the first proviso (capitalized), and "Provided further" for any subsequent proviso in the paragraph [note, new paragraphs begin this rule again];
- Place a comma after "Provided" or "Provided further" (as the case may be); and
- Capitalize "That".

LIKE THIS:

DEPARTMENT OF AGRICULTURE
ADMINISTRATIVE PROVISIONS, FOREST SERVICE

Funds appropriated to the Forest Service shall be available for interactions with and providing technical assistance to rural communities and natural resource-based businesses for sustainable rural development purposes*: Provided*, *That no more than 2 percent of any unit's budget may be used for such purposes: Provided further, That no more than 5 percent of the funds in any budget line item may be used for such purposes.*
(FY 2011 Appendix to the President's Budget, p. 194)

NOT LIKE THIS:

DEPARTMENT OF AGRICULTURE
ADMINISTRATIVE PROVISIONS, FOREST SERVICE

Funds appropriated to the Forest Service shall be available for interactions with and providing technical assistance to rural communities and natural resource-based businesses for sustainable rural development purposes; *provided further, that no more than 2 percent of any unit's budget may be used for such purpose. Provided that no more than 5 percent of the funds in any budget line item may be used for such purposes*.

CIRCULAR NO. A–11

PART 3

SELECTED ACTIONS FOLLOWING TRANSMITTAL OF THE BUDGET

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

AUGUST 2011

SECTION 110—SUPPLEMENTALS AND AMENDMENTS

Table of Contents

110.1	How does the President propose changes in the budget in between his annual transmittals of the budget?
110.2	What are supplementals and amendments?
110.3	What do I need to send to OMB?
Ex–110A	Supplemental requests—appropriations language examples
Ex–110B	Budget amendments—appropriations language examples

110.1 How does the President propose changes in the budget in between his annual transmittals of the budget?

After the President's Budget has been transmitted to the Congress, the President proposes changes in the budget by transmitting appropriations requests to revise the original budget request for the current year (supplemental) or budget year (amendment), including proposed appropriations language for legislative initiatives (e.g., items included in the budget as legislative proposals).

All Executive Branch proposed revisions to the Budget must conform to the policies of the President. The requests may be for additional amounts or proposed changes in appropriations language that do not affect amounts previously requested, such as technical corrections or changes in a limitation on the use of trust funds. These requests may be either supplementals or amendments, depending upon when they are transmitted (see section 110.2).

You should make every effort to postpone actions that require supplemental appropriations. However, submit proposals that decrease or eliminate amounts whenever such changes are warranted. When requesting supplementals and amendments that increase the amounts contained in the budget, provide proposals for reductions elsewhere in the agency.

OMB will only consider requests for supplementals and amendments when:

- Existing law requires payments within the fiscal year (e.g., pensions and entitlements);
- An unforeseen emergency situation occurs (e.g., natural disaster requiring expenditures for the preservation of life or property);
- New legislation enacted after the submission of the annual budget requires additional funds within the fiscal year;
- Increased workload is uncontrollable except by statutory change; or
- Liability accrues under the law and it is in the Government's interest to liquidate the liability as soon as possible (e.g., claims on which interest is payable).

It generally takes a minimum of three weeks for OMB and the White House to consider agency proposals for supplementals or amendments that are not transmitted in the annual budget. Allow for this timing when making requests.

See section 79.3 for instructions on supplementals and amendments that will be transmitted with the budget. If the Congress has not completed action on your appropriations bill for the current year before

the President transmits his request for the budget year, OMB will issue guidance on the presentation of any amendments to the President's current year request.

110.2 What are supplementals and amendments?

Supplementals are appropriation requests that are transmitted after completion of action on an annual appropriations bill by the Appropriations Committees of both Houses. They may be transmitted prior to, with, or subsequent to transmittal of the succeeding annual budget document. Supplemental requests that are known at the time the budget is prepared are normally transmitted to the Congress with the budget, rather than later as separate transmittals. However, each case will be decided separately. OMB representatives will inform you which supplementals will be transmitted with the budget so you can submit the necessary information. These supplementals may be:

- requesting additional amounts not previously anticipated; or
- requesting changes in appropriations language that do not affect amounts previously appropriated.

Amendments are proposed actions that revise the President's Budget request and are transmitted prior to completion of action on the budget request by the Appropriations Committees of both Houses of the Congress. This includes appropriations language for activities authorized since transmittal of the President's Budget that were included in the budget as a legislative proposal.

110.3 What do I need to send to OMB?

You need to submit the materials below. Also, you should be prepared to revise the material, as appropriate, to reflect Presidential decisions.

(a) *Appropriations language*

See section 95.5 through 95.8 for a more detailed explanation of appropriations language requirements. With the expiration of section 251 of the Budget Enforcement Act, there is no longer a statutory procedure for "emergency" declarations. Nonetheless, OMB will continue to address supplemental and amendment requests for unforeseen and urgent requirements.

(1) *Supplementals*. Utilize exhibit 110A to develop language for supplemental requests.

(2) *Amendments*. Prepare language for budget amendments in the format of exhibit 110B. Use the language proposed for the budget year in the President's Budget, not the current year appropriation as the base (i.e., make changes to the budget year proposed language).

(3) *Contingent funding previously appropriated*. For releases of previously appropriated funding made contingent on the President taking additional action, agencies should contact their OMB representative.

(b) *Justification*

Prepare a justification in accordance with applicable requirements of section 51. It should also include:

- The reason why additional funds are required in the fiscal year requested, identifying specifically which of the circumstances described in section 110.1 applies;

- An explanation of proposed language provisions, if necessary; and

- Pertinent data concerning the effect on Federal civilian employment.

For *supplemental requests* only, include the following:

- The date when requested funds are needed for obligation;
- A statement of actual and estimated obligations for the year, prepared on a quarterly basis; and
- A statement of actual obligations by month, for the previous three months.

(c) *Explanation of request*

Provide a short explanation, including the effect of the request on outlays. This explanation should be suitable for transmittal to the Congress as part of the President's proposal. If appropriate, the explanation may be a synopsis of the major points that appear in the justification.

(d) *Letter from agency head*

Provide a letter from the head of the agency that includes a statement concerning the validity of obligations, as required by 31 U.S.C. 1108.

Supplemental Requests
Appropriations Language Examples

DEPARTMENT OF GOVERNMENT
NATIONAL TECHNOLOGY FOUNDATION
International Geophysical Year

For an additional amount for "International Geophysical Year," $28,000,000, to remain available until expended.

[Explanation, including the effect on outlays.]

Headings will be identical with those used in the current year appropriations act.

Additional amount for same purpose, subject to conditions set forth in original appropriation.

NATIONAL MEDIATION COMMISSION
Salaries and Expenses

For an additional amount for "Salaries and Expenses," $3,000,000, to be derived by transfer from "Arbitration and emergency boards," fiscal year 20xx.

[Explanation, including the effect on outlays.]

Additional amount for same purpose, but with an additional proviso not included in original appropriation text.

FEDERAL TRADE ADMINISTRATION
Salaries and Expenses

In addition to the amount made available under this heading in the Independent Agencies Appropriations Act, 20xx, for expenses of travel, $2,000,000 shall be available in that appropriation for such expenses.

[Explanation, including the effect on outlays.]

No additional amount, but conditions set forth in original appropriation text are altered.

New appropriation item.

For new appropriation items, the account title is underscored.

LINCOLN SESQUICENTENNIAL COMMISSION
Salaries and Expenses

For expenses necessary to carry out the Act of August 5, 20xx, as amended (97 Stat. 366 and 69 Stat. 589), $759,000.

[Explanation, including the effect on outlays.]

All language is underscored.

Budget Amendments
Appropriations Language Examples

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	AGRICULTURE UTILIZATION SERVICE	
Heading:	Salaries and Expenses	
FY BY Budget Appendix Page:	23	**[See Note 1]**
FY BY Pending Request:	$42,915,000	**[See Note 2]**
Proposed Amendment:	$7,057,000	**[See Note 3]**
Revised Request:	$49,972,000	**[See Note 4]**

Only total request amended.

[Explanation, including the effect on outlays]

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	FARM SERVICE	
Heading:	Salaries and Expenses	
FY BY Budget Appendix Page:	142	**[See Note 1]**
FY BY Pending Request:	$795,098,000	**[See Note 2]**
Proposed Amendment:	$91,292,000	**[See Note 3]**
Revised Request:	$886,390,000	**[See Note 4]**

Change to total amount requested and other conditions.

(In the appropriations language under the above heading, delete "$796,752,000" and substitute $888,044,000; delete "$795,098,000" and substitute $886,390,000; and delete the entire second proviso beginning with ": Provided further, That beginning the fiscal year 20xx".)

[See Note 5]

[Explanation, including the effect on outlays]

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	OFFICE OF THE SECRETARY	
Heading:	Salaries and Expenses	
FY BY Budget Appendix Page:	708	**[See Note 1]**
FY BY Pending Request:	$25,600,000	**[See Note 2]**
Proposed Amendment:	Language	
Revised Request:	$25,600,000	**[See Note 4]**

Appropriations language change only; no change to amount requested.

(In the appropriations language under the above heading, insert and Hawaii immediately following "forty-eight contiguous States".)

[See Note 5]

[Explanation, including the effect on outlays]

Budget Amendments
Appropriations Language Examples--Continued

Headings will be identical with the titles proposed in the President's Budget.

New appropriation item. (If the account appears in the BY Budget *Appendix* but includes no language request, the heading will not be underscored.)

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	RURAL HOUSING ADMINISTRATION	
Heading:	Community Grants	
FY BY Budget Appendix Page:	211	**[See Note 1]**
FY BY Pending Request:	---	
Proposed Amendment:	$10,000,000	
Revised Request:	$10,000,000	**[See Note 4]**

(Insert the above heading and the appropriations language that follows immediately after the material under the heading "Rural Housing Grant":)

For grants for essential community facilities in rural areas pursuant to section 763 of the Federal Agriculture Improvement and Reform Act of 1996 (P.L. 104-127), $10,000,000.

[Explanation, including the effect on outlays]

Deletion of entire appropriations request.

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	NATURAL RESOURCES CONSERVATION AGENCY	
Heading:	River Basin Salinity Control Program	
FY BY Budget Appendix Page:	187	**[See Note 1]**
FY BY Pending Request:	$2,681,000	**[See Note 2]**
Proposed Amendment:	-$2,681,000	**[See Note 3]**
Revised Request:	---	

(Delete the appropriations language under the above heading.)

[Explanation, including the effect on outlays]

Note 1: For revisions to transmitted amendments, this line will be entitled "House Doc. 11x-xx Page" or "Senate Doc. 11x-xx Page," as applicable.
Note 2: Amounts in this line should represent the estimates now pending congressional action. Do not include amounts that were included in the President's Budget as legislative proposals.
Note 3: Reductions in the estimates should be identified by a minus sign.
Note 4: Amounts in all lines should be shown in exact dollars.
Note 5: Language in the President's Budget proposed for the budget year will be the basis for the appropriations language, not the current year appropriation.

SECTION 112—DEFERRALS AND PRESIDENTIAL PROPOSALS TO RESCIND OR CANCEL FUNDS

Table of Contents

Before the President transmits a special message

112.1 What do I need to know about rescission proposals and deferrals (impoundments)?
112.2 What is the difference between an impoundment and a cancellation proposed by the President?
112.3 When are funds deferred or proposed by the President for rescission withheld from obligation?
112.4 What materials are sent to the Congress?
112.5 When do I need to submit material to OMB?
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112.8 What narrative information do I need to include with rescission or deferral reports?
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112.11 What are the responsibilities of OMB in preparing special messages?

After the President transmits a special message

112.12 What should I do to help OMB prepare cumulative reports?
112.13 What are my responsibilities after a deferral is reported to the Congress?
112.14 What apportionment action is required when a rescission is enacted?
112.15 What apportionment action is required when a rescission is not enacted?
112.16 What apportionment action is required when a deferral is disapproved?

Limitations on trust and special funds

112.17 How do I treat proposals to lower limitations on trust or revolving funds?

Preparing a rescission, deferral, or a supplementary report

112.18 What do I include on the different lines of the rescission, deferral, and supplementary reports?
112.19 How do I reflect the deferral or the proposed rescission on the apportionment?

Ex–112A Rescission Report–Sample Rescission Proposal
Ex–112B Apportionment or Reapportionment Request for Rescission Proposal Reported in Exhibit 112A
Ex–112C Deferral Report
Ex–112D Apportionment or Reapportionment Request for Congressionally-Initiated Deferral for account illustrated in Exhibit 112C

112.1 What do I need to know about rescission proposals and deferrals (impoundments)?

Title X of the Congressional Budget and Impoundment Control Act of 1974 (Public Law 93–344), as amended, requires the President to transmit a *special message* to the Congress whenever a permanent rescission of budgetary resources is proposed. It also requires that special messages be transmitted to the Congress when funds are withheld temporarily from obligation (i.e., deferred).

The President transmits *supplementary messages* to the Congress when information contained in a special message transmitted previously is revised. This section provides instructions on agency reporting procedures and required submissions to OMB.

112.2 What is the difference between an impoundment and a cancellation proposed by the President?

Impoundment means any Executive action or inaction that withholds or precludes the obligation or expenditure of budget authority. There are two types of impoundments:

- *Rescission* means enacted legislation that reduces budget authority previously provided by law, prior to the time when the authority would otherwise expire. See section 112.18 for detailed instructions on rescission proposals by the President.

- *Deferral* means any Executive action or inaction that temporarily withholds or effectively precludes the obligation or expenditure of budgetary resources with the intent of using the funds before they expire. Deferrals are permitted only to provide for contingencies, to achieve savings made possible by or through changes in requirements or greater efficiency of operations, or as specially provided by law. Deferrals are generally effected through the apportionment process. See section 112.4 for instructions on reports to the Congress.

- *Rescission proposals* and *deferrals* are subject to the requirements of Title X of the Congressional Budget and Impoundment Control Act, which require the President to transmit a *special message* to the Congress (see section 20.4(i)).

- In contrast, *cancellation proposals* are proposals by the President to reduce budgetary resources that are not subject to the requirements of Title X of the Congressional Budget and Impoundment Control Act. Amounts proposed for cancellation are not to be withheld from obligation. Such amounts are subject to the normal apportionment instructions (see sections 120 and 121).

- The instructions provided in the remainder of this section apply only to rescission proposals and deferrals.

112.3 When are funds deferred or proposed by the President for rescission withheld from obligation?

Rescissions. Generally, amounts proposed for rescission will be withheld starting immediately after the President submits the Special Message to the Congress. The withholding continues during the time proposals are being considered by the Congress. This will be accomplished through apportionment action.

For amounts withheld through the apportionment process, see section 112.19 for instructions on completing the apportionment and SF 133 reports for enacted and proposed rescissions. (For timing of apportionment actions, see sections 120.26, 120.36, 112.15, and 112.16.)

Deferrals. OMB may approve apportionments that reflect available budgetary resources temporarily withheld from obligation through the apportionment process. OMB may take such deferral action on its own initiative or at the request of an agency. Do not defer funds without prior approval of OMB.

112.4 What materials are sent to the Congress?

Title X of the Congressional Budget and Impoundment Control Act requires the President to transmit the following materials to the Congress:

- Special messages;
- Supplementary messages, whenever any information contained in a previous special message is revised; and
- Cumulative reports listing the status, as of the first day of the month, of all deferrals and rescission proposals previously included in special messages. The cumulative reports are to be transmitted to the Congress by the 10th day of each month.

Instructions on reporting procedures are provided in section 112.18.

112.5 When do I need to submit material to OMB?

For deferrals and proposed rescissions withheld through the apportionment process:

- Submit the required materials when the corresponding apportionment or reapportionment requests are made to OMB; or
- If OMB suggests changes in or initiates rescission proposals or deferrals, furnish requested materials expeditiously on a time schedule determined by OMB.

Submit a supplementary report to OMB, including a revised rescission proposal report and proposed rescission language, or deferral report, as appropriate, whenever you submit a reapportionment request changing the amount of the rescission proposal or increasing the amount of the deferral, or making any substantial changes to information contained in a previous report.

OMB will report reductions in amounts deferred in cumulative reports based on approved apportionments. Contact OMB no later than the first day of the following month to report the release of all or portions of agency deferrals.

112.6 What materials do I submit for inclusion in a special message for a rescission proposal?

Submit the following materials to OMB for each rescission proposal:

- A proposed rescission report (see exhibit 112A);
- Proposed rescission appropriations language (see exhibit 112A); and
- An apportionment request that reflects the amount withheld pending rescission on line 6180 of the apportionment (see exhibit 112B).

For proposed rescissions that are transmitted on the same day (or shortly thereafter) as the budget, verify that amounts on the rescission report agree with the amounts printed in the budget *Appendix*. If accounts with amounts proposed for rescission are combined (or merged) with other accounts in the *Appendix*, the budgetary resources on the rescission report will agree with the combined (or merged) account in the *Appendix*, even if some of the combined accounts have no proposed rescission. Express all amounts in dollars (per the latest apportionment).

112.7 What materials do I submit for inclusion in a special message for a deferral?

Submit the following materials to OMB for each deferral:

- A deferral report (see exhibit 112C); and
- An apportionment request that reflects the amount deferred on line 6181. When a deferral is enacted, include the amount, as a negative on line 1134.

For deferrals that are transmitted on the same day (or shortly thereafter) as the budget, verify that amounts on the deferral report agree with the amounts printed in the *Appendix*. If accounts with amounts deferred are combined (or merged) with other accounts in the *Appendix*, the budgetary resources on the deferral report will agree with the combined (or merged) account in the *Appendix*, even if some of the combined accounts have no deferral. Express all amounts in dollars.

(For information on materials required for supplementary messages, see section 112.10.)

112.8 What narrative information do I need to include with rescission or deferral reports?

Include information in the rescission or deferral reports specifying:

- The amount proposed for rescission or deferral;
- The affected account and specific project or governmental functions involved;
- The reasons why the amount should be rescinded or deferred;
- The estimated fiscal, economic, and budgetary effects of the rescission proposal or deferral;
- The effect of the rescission proposal or deferral on the objects, purposes, and programs for which the amount was provided, to the maximum extent practicable; and
- Any other relevant facts, circumstances, and considerations.

Also specify in the deferral report the period of time the budget authority is to be deferred and any legal authority invoked to justify the deferral in addition to Title X of the Congressional Budget and Impoundment Control Act (2 U.S.C. 684).

The information you provide and that is incorporated into special messages constitutes formal notification to the Congress of rescission proposals and deferrals. As such, rescission and deferral reports that you prepare should set forth a brief description of the program; a justification that presents the reasons for the rescission proposal or deferral in a logical, clear, and concise fashion; a persuasive argument in support of each rescission proposal or deferral; and any other relevant information. Specifically address the estimated program and outlay effects.

For instructions on preparation of rescission and deferral reports, see section 112.18.

112.9 What am I required to do when a previously reported deferral or rescission proposal changes?

You are required to prepare a *supplementary report* whenever the purpose of the rescission proposal or deferral has not changed, but:

- The amount of the proposed rescission changes;
- The amount of the deferral increases; or
- Other substantial changes are made to the previous report.

Do not prepare a supplementary report when the amount of a deferral decreases. OMB reports reductions in deferrals to the Congress in monthly cumulative reports based on approved apportionments. When all or portions of agency deferrals are released, contact your OMB representative no later than the first day of the following month so that OMB can report these deferrals in the cumulative reports.

When the *purpose of a deferral changes*, OMB may determine that a *new deferral report* is required instead of a supplementary report.

112.10 What information is required for the supplementary report?

The supplementary report should specify:

- The amount of the initial proposed rescission or deferral reported in a special message or, when revised reports have been made previously, the amount of the latest revision;

- The amount currently being deferred or proposed for rescission;

- The amount of the increase in the deferral or change in proposed rescission; and

- The reason for the change.

Whenever you revise information on a rescission proposal or deferral previously included in a special message, submit:

- A supplementary report explaining the change;

- The corresponding revised rescission or deferral report;

- In the case of rescissions, revised proposed rescission language; and

- In some cases, a reapportionment request.

(NOTE: Insert an asterisk (*) before revisions to information (e.g., amounts withheld or explanations) contained in rescission or deferral reports. Footnote the report "*Revised from previous report.")
The supplementary report, the revised rescission or deferral report, and revised rescission language will be included in a special message from the President to the Congress.

112.11 What are the responsibilities of OMB in preparing special messages?

OMB will compile and transmit the special and supplementary messages to the Congress and to the Comptroller General. After the special and supplementary messages are transmitted to the Congress and the Government Accountability Office (GAO), they are printed as House and Senate documents and in the Federal Register.

112.12 What should I do to help OMB prepare cumulative reports?

Notify OMB on the first day of each month when all or portions of agency deferrals are released. After the cumulative reports are transmitted to the Congress and GAO, they are printed as House and Senate documents and in the Federal Register.

112.13 What are my responsibilities after a deferral is reported to the Congress?

Review all deferrals periodically so that amounts deferred for only part of the year may be released in time to be used prudently before the year ends.

112.14 What apportionment action is required when a rescission is enacted?

If the Congress completes action on a Presidential rescission proposal within the 45–day period prescribed by law and rescinds the exact amount proposed by the President (and the amount is being withheld on line 6180 of the apportionment, reapportionment action is not required to reflect the reduction in budget authority. Adjust the apportionment to reflect the enacted rescission on the appropriate reduction line (and remove it from line 6180) only if reapportionment action is requested for other reasons.

In all other circumstances involving congressional rescission of amounts initially proposed for rescission by the President, submit reapportionment requests to OMB promptly upon completion of congressional action. (This includes instances when the Congress rescinds an amount different from that proposed by the President within the prescribed 45 days or rescinds all or any portion of the amount proposed by the President subsequent to the expiration of the prescribed 45 days of continuous session.) In all cases, follow congressional action on proposed rescissions affecting your programs or activities to ensure accurate and timely reapportionment action.

- Congressionally-initiated rescissions may occur as the result of the reconciliation process established by the Congressional Budget Act (2 U.S.C. 641) or due to changing priorities or economic conditions during the year. Submit reapportionment requests after enactment of the statute in such cases and ensure that obligations do not exceed reduced appropriations.

112.15 What apportionment action is required when a rescission is not enacted?

According to law, funds withheld pending rescission must be released following expiration of the prescribed 45 days of continuous session without completion of action on the proposed rescission by both Houses of Congress.

When funds must be released because of congressional inaction on proposed rescissions, submit reapportionment requests reflecting the release of the affected amounts to OMB before the end of the prescribed 45 days, as determined by OMB. If the Congress is in session, the 45–day period begins the first day after the Congress receives a special message. If the Congress is not in session at the time of the transmittal of a special message, the 45–day period begins the first day the Congress convenes. If the second session of a Congress adjourns *sine die* before the expiration of the 45 days, the special message is considered retransmitted on the first day of the succeeding Congress and the 45–day period begins the following day. If either House recesses during a session for more than three days to a day certain, the number of days in recess is excluded from the counting period. OMB, in consultation with GAO, will determine the day for the release of each proposed rescission and will notify agencies when funds should be released.

112.16 What apportionment action is required when a deferral is disapproved?

When legislation is enacted to disapprove an Executive deferral, you must take prompt action to ensure the release of the affected amounts. If funds have been deferred through the apportionment process, submit a reapportionment request to OMB, reflecting release of amounts previously deferred not later than the day following enactment of the legislation.

112.17 How do I treat proposals to lower limitations on trust or revolving funds?

Statutory limitations on the availability of trust or revolving funds are a mechanism to control funds that would otherwise be available for obligation under broad authority. The limitations are generally not the source of authority to incur obligations; rather, they place a ceiling on the use of a portion of the obligational authority by limiting the amount that can be obligated or committed for a specific purpose or time. Generally, amounts in trust or revolving funds do not expire.

A proposal to lower a statutory limitation on funds that do not expire, by itself, will not result in a rescission. Even when the Congress enacts the lower limitation, the funds may continue to be available for other purposes in the same account.

Only careful programmatic and legal analyses of the account, the limitation, and the basic legislation authorizing the program will permit you to determine whether appropriations language to reduce the limitation is also required.

112.18 What do I include on the different lines of the rescission, deferral, and supplementary reports?

Prepare rescission, deferral, and supplementary reports in accordance with the following instructions: (Examples of these reports are illustrated in exhibits 112A and C.)

Entry	Description
Rescission proposal no. ……	A number (RCY–XX) is used to identify each proposed rescission. Enter "R" to designate a proposed rescission and the last two digits of the fiscal year for which the rescission is proposed. OMB will assign a serial number to distinguish between individual reports. You may obtain the serial number from your OMB representative after the special message is transmitted to the Congress. If a revised rescission report is prepared, add an "A" to the OMB-assigned serial number (XX) of the initial rescission proposal to indicate the first revision, a "B" to indicate the second revision, etc.
Deferral no. ……	A number (DCY–XX) is used to identify each deferral. Enter a "D" to designate a deferral and the last two digits of the fiscal year for which the deferral action is taken. OMB will assign a serial number to distinguish between individual deferrals. You may obtain the serial number from your OMB representative after the special message is transmitted to the Congress. If a revised deferral report is prepared, add an "A" to the OMB-assigned serial number (XX) of the initial deferral to indicate the first revision, a "B" to indicate the second revision, etc.
Agency ……	Enter the name of the department or agency for which the rescission is proposed or the deferral action is taken.

Entry	Description
Bureau ……	Enter the name of the subordinate organization as shown in the most recent Budget.
Account ……	Enter the title of the appropriation or fund account from which the funds are being proposed for rescission or are being deferred. Also include the Treasury account symbol(s) to indicate the coverage of the report. Enter the account symbols: • For the accounts affected by the rescission proposal or deferral; or • For all accounts that are included under the appropriation title ▸ not just those subject to the proposed rescission or deferral ▸ if the account affected by the proposed rescission or deferral is merged in the Budget. Footnote this line as follows: "Includes all accounts included under this appropriation title."
New budget authority …….	Enter the amount of new budget authority specified in appropriation or substantive acts that is available in the current year for the accounts covered by the rescission or deferral report. This amount should equal the sum of new budget authority shown on lines 1100-1105, 1150, 1170-1171, 1200-1204, 1250, 1270, 1271, 1300, 1400, 1500, 1600, 1700 and 1800 of the latest apportionment in exact dollars. For deferrals and proposed rescissions that are transmitted on the same day (or shortly thereafter) as the Budget, amounts should agree with the amounts printed in the *Appendix*. Thus, if accounts with amounts deferred or proposed for rescission are combined (or merged) with other accounts in the *Appendix*, the budgetary resources on the deferral or rescission report will agree with the combined (or merged) account in the *Appendix*, even if some of the combined accounts have no deferral or proposed rescission. Express amounts in dollars (per the latest apportionment).
Other budgetary resources ……	Enter the amount of other budgetary resources. This amount is equal to the amount on line 1920 minus the sum of lines 1100-1105, 1150, 1170-1171, 1200-1204, 1250, 1270, 1271, 1300, 1400, 1500, 1600, 1700 and 1800 on the latest apportionment.
Total budgetary resources …..……	Enter the total amount of budgetary resources. This should equal the amount on line 1920 of the latest apportionment.
Amount proposed for rescission ……..	On rescission reports, enter the amount of budgetary resources proposed for rescission.
Proposed appropriations language ……	Include proposed appropriations language (double-spaced and underlined) for rescission proposals.
Amount to be deferred …… Part of year ……	On deferral reports, enter the amount of budgetary resources to be deferred, as follows: • Report the amount to be deferred for part of the current year. Because you may not defer funds past the time that the funds would expire, you must report a part-year deferral when amounts to be deferred would expire at the end of the

Entry	Description
Entire year …….	year (annual accounts and the last year of multiple-year accounts). • Report the amount to be deferred for the entire current year. Use only when the funds remain available beyond the end of the fiscal year.
Justification ……	Provide a justification that briefly describes: • The activities funded by the account. • The rationale for the deferral or the proposed rescission and the consequences of not expending the funds. • The authority for withholding the funds in addition to the Impoundment Control Act. • Any legal authority in addition to sections 1012 and 1013 of the Impoundment Control Act (2 U.S.C. 683–684) for a rescission proposal or deferral. • Whether a rescission proposal or a deferral action is taken pursuant to the Antideficiency Act. Since these reports are transmitted by the President to the Congress, they should be written in a clear, concise, and logical manner so that those who are not familiar with the program will be able to understand the proposal.
Estimated programmatic effect …….	When there is no estimated program effect, enter "None." This will normally be the case for rescissions proposed and deferrals made pursuant to the Antideficiency Act. When there is an estimated program effect, include a brief, clear statement of the expected effect.
Effect on outlays ……	Show outlay savings for proposed rescissions for CY through BY+4 and the total for the five years, as appropriate. Do not show outlay savings for deferrals reported pursuant to the Antideficiency Act.
Footnotes ……	For the account(s) covered by a deferral or rescission report, cite any past or current year rescission proposals or deferrals affecting the same account. For a revised rescission or deferral report, indicate all sections containing changes from the initial report with an asterisk (*) and provide the footnote "*Revised from previous report." Subsequent revisions to a report will also indicate changes from the previous report with the specified footnotes. When more than one Treasury account is affected by a proposed rescission or deferral, OMB may require that detail on budgetary resources and changes be supplied at the Treasury account level.

112.19 How do I reflect the deferral or the proposed rescission on the apportionment?

The following instructions will apply with respect to rescissions and deferrals (see Appendix F for a description of all entries on the apportionment):

EXPLANATION OF LINE ENTRIES ON THE APPORTIONMENT FOR RESCISSIONS AND DEFERRALS

BUDGETARY RESOURCES

Line Entry	Description
1130, 1173, , 1272, 1320, 1420, 1520, 1620, 1722 [type of authority] permanently reduced (–) ……	Enter the amount of enacted rescissions, including rescissions of new appropriations, borrowing authority, contract authority, and prior year unobligated balances.
1131, 1232 unobligated balance permanently reduced (–)……	These lines apply to only permanent reductions for budgetary resources returned to the general fund of the Treasury and not available for subsequent appropriation. Consult your OMB representative for temporary reductions of budgetary resources.

APPLICATION OF BUDGETARY RESOURCES

Line Entry	Description
6180 Budgetary Resources: Withheld pending rescission……	Enter the amount of budgetary resources to be withheld from availability pending congressional action on a presidential rescission proposal. Such amounts are subject to the Impoundment Control Act (2 U.S.C. 683). Include amounts proposed for rescission "to achieve savings made possible by or through changes in requirements or greater efficiency of operations," in accordance with 31 U.S.C. 1512. Also include amounts proposed for rescission for other reasons, as well as any unapportioned balances of revolving funds that are being proposed for rescission (amounts being proposed for rescission that could be effectively, efficiently, and legally obligated for the purposes appropriated).
6181 Budgetary Resources: Deferred……	Enter the amount of budgetary resources being set aside for possible use at a later date, before the funds expire. Such amounts are subject to the Impoundment Control Act (2 U.S.C. 684). Include amounts deferred to meet future contingencies under authority of 31 U.S.C. 1512 and 2 U.S.C. 684. These entries will also include unapportioned balances of revolving funds that are temporarily withheld restrictively and funds withheld when the agency could effectively, efficiently, and legally obligate the funds for the purposes appropriated. Include amounts in annual accounts deferred for apportionment later in the year, as well as amounts in multiple- and no-year accounts.

Rescission Report—Sample Rescission Proposal

Rescission proposal no. RCY–XX

PROPOSED RESCISSION OF BUDGET AUTHORITY
Report Pursuant to Section 1012 of P.L. 93–344

Agency: DEPARTMENT OF GOVERNMENT
Bureau: Bureau of Statistics
Account: Salaries and expenses (80YY0200)

The YY represents the year of availability and therefore should be changed.

Annual Funds - last digit of the last year for availability. If 2010 change YY to 10, (80100200), if 2011 change YY to 11, (80110200), etc.

Multi-year Funds - change YY to last digit of the years involved and use a /. 2010-2011 is represented as (8010/110200).

No-year Funds – use X (80X0200)

New budget authority:	$744,605,000
Other budgetary resources:	42,000,000
Total budgetary resources:	786,605,000
Amount proposed for rescission:	$223,000

Proposed rescission appropriations language:

Of the funds made available under this heading in Public Law XXX–XXX, $223,000 are rescinded.

Justification: The proposal would rescind $223 thousand, thereby reducing the amount generally available in the Bureau of Statistics. The Bureau conducts research to provide the means for a safer, more economical supply of office supply products for the Nation and to provide producers with technologies to supply these products competitively. The proposed rescission is possible because applications for research efforts have fallen drastically from expected levels. This action is taken pursuant to the Antideficiency Act (31 U.S.C. 1512).

Estimated programmatic effect: As a result of the proposed rescission, Federal outlays will decrease, as specified below. This will have a commensurate effect on the Federal budget deficit and, to that extent, will have a beneficial effect on the economy. These reductions can be absorbed within the available resources and would have a negligible impact on the program.

Effect on Outlays (in thousands of dollars)

FY 20CY	FY 20BY	FY 20BY+1	FY 20BY+2	FY 20BY+3	Total
–178	–45	----	----	----	–223

Apportionment or Reapportionment Request for Rescission Proposal Reported in Exhibit 112A

The system hides columns A - F when you validate a file, but each row contains the proper TAFS. If you add rows or change the TAFS, you must update these columns.

FY 2011 Apportionment

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
FY 2011 Apportionment									
		Agency: Department of Government							
		Bureau: Office of Statistics							
		Account: Salaries and expenses (003-04-0200)							
		TAFS: 80-0200 /YY							
		Funds provided by Public Law XXX-XXX							
BEA	DISC	BEA Category							11/30/CY
RptCat	NO	Reporting Categories							
AdjAuth	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation	744,605,000		744,605,000				
1700		BA: Disc: Spending auth: Collected			5,000,000				
1740		BA: Disc: Spending auth:Antic colls, reimbs, other	42,000,000		37,000,000				
1920		**Total budgetary resources avail (disc. and mand.)**	**786,605,000**		**786,605,000**				
6001		1st quarter	200,000,000		200,000,000				198,601,325
6002		2nd quarter	200,000,000		200,000,000				
6003		3rd quarter	200,000,000		200,000,000				
6004		4th quarter	186,605,000		186,382,000				
6180		Budgetary Resources: Withheld pending rescission			223,000				
6190		**Total budgetary resources available**	**786,605,000**		**786,605,000**				

Identify in the header the law(s) providing the budget authority.

Use this line to withhold funds pending rescission

Exhibit Note: Pursuant to 31 U.S.C. 1553(b), not to exceed one percent of the total appropriation for this account is apportioned for the purpose of paying legitimate obligations related to canceled accounts.

Deferral Report

Deferral No. DCY–XX

DEFERRAL OF BUDGET AUTHORITY
Report Pursuant to Section 1013 of P.L. 93–344

Agency: DEPARTMENT OF GOVERNMENT
Bureau: Bureau of Statistics
Account: Foreign Assistance (80YY0300)

The YY represents the year of availability and therefore should be changed.

Annual Funds - last digit of the last year for availability. If 2010 change YY to 10, (80100200), if 2011 change YY to 11, (80110200), etc.

Multi-year Funds - change YY to last digit of the years involved and use a /. 2010-2011 is represented as (8010/110200).

No-year Funds – use X (80X0200)

New budget authority:	$2,419,600,000
Other budgetary resources:	486,647,204
Total budgetary resources:	2,906,247,204
Amount deferred for entire year:	$2,330,097,776

Justification: The deferral withholds all funds for which there are no approved country-by-country plans. The President is authorized by the Foreign Assistance Act of 1961, as amended, to furnish assistance to countries and organizations, on such terms and conditions as he may determine, in order to promote economic or political stability. Section 531(b) of the Act makes the Secretary of Government, in cooperation with the Administrator of the Bureau of Statistics, responsible for policy decisions and justifications for economic support programs, including whether to provide an economic support program for a country and the amount of the program for each country.

These funds have been deferred pending the development of country-specific plans that assure that aid is provided in an efficient manner and are reserved for unanticipated program needs. This action is taken pursuant to the Antideficiency Act (31 U.S.C. 1512).

Estimated programmatic effect: None.

Apportionment or Reapportionment Request for Congressionally-Initiated Deferral for Account Illustrated in Exhibit 112C

The system hides columns A - F when you validate a file, but each row contains the proper TAFS. If you add rows or change the TAFS, you must update these columns.

FY 2011 Apportionment

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: Bureau of Central Services							
		Account: Research and development (003-04-1309)							
		TAFS: 80-1309 / X							
		Funds provided by Public Law XXX-XXX							
BEA	DISC	BEA Category							5/31/CY
RptCat	NO	Reporting Categories							
AdjAuth	NO	Adjustment Authority provided							
1000	A	Unob Bal: Brought forward, October 1	1,610,000		1,610,000				
1021		Unob Bal: Recov of prior year unpaid obligations	27,000		123,823				
1041		Unob Bal: Antic recov of prior year unpaid obl	123,000		126,177				
1100		BA: Disc: Appropriation	25,000,000		25,000,000				
1130		BA: Disc: Appropriations permanently reduced	-200,000		-200,000				
1134		BA: Disc: Appropriations precluded from obligation			-10,000,000				
1700		BA: Disc: Spending auth: Collected	95,000		212,096				
1740		BA: Disc: Spending auth:Antic colls, reimbs, other	305,000		87,904				
1920		**Total budgetary resources avail (disc. and mand.)**	**26,960,000**		**16,960,000**				
6001		1st quarter	120,000		120,000				99,049
6002		2nd quarter	120,000		120,000				**101,014**
6003		3rd quarter	120,000		120,000				**110,941**
6004		4th quarter	120,000		90,000				
6011		Research	16,880,000		11,510,000				10,397,461
6012		Development of Products	9,600,000		5,000,000				2,017,601
6190		**Total budgetary resources available**	**26,960,000**		**16,960,000**				

Identify in the header the law(s) providing the budget authority.

Exhibit Notes:

1) Pursuant to 31 U.S.C. 1553(b), not to exceed one percent of the total appropriation for this account is apportioned for the purpose of paying legitimate obligations related to canceled accounts.

2) This apportionment reflects congressional-initiated deferral as contained in P.L. XXX-99 on July 28, CY.

SECTION 113—INVESTMENT TRANSACTIONS

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113.1 How do I record investment in securities, disinvestment, and earnings?

(a) *Overview.*

You may only invest funds in securities if you are authorized to do so by law. Authorizing laws usually specify investment in Federal securities; they rarely authorize investment in non-Federal securities (see the definitions below). The budget treatment of investment in non-Federal securities, described in subsection (c), differs from that of Federal securities, described in subsection (d).

The guidance in this section regarding purchase premiums and discounts doesn't apply to the Treasury Department's purchases of marketable Treasury securities from the public prior to their maturity (often referred to as "debt buybacks"). The budget records buyback premiums and discounts as means of financing a surplus or deficit, rather than as outlays or offsetting collections or receipts. The buyback premium or discount is the difference between the purchase price of a security and its book value. The book value can be expected to differ from the par value (face value) of the security.

(b) *Special terms for investment defined.*

(1) *Accrued interest purchase* means payments to the seller of a security, when a security is purchased, for interest that has accrued to the seller but that will be paid to the purchaser.

(2) *Amortization* means to record a portion of any purchase discount or purchase premium in each reporting period over the life of a security, or it means the amount so recorded.

(3) *Book value* means the *par value* of a security minus the amount of any unamortized discounts or plus the amount of any unamortized premiums.

(4) *Earnings* refer collectively to some or all of these components: interest, accrued interest purchases, the amortization of purchase premiums and discounts, and sales gains and losses.

(5) *Federal securities* consist of securities issued by Federal agencies, including nonmarketable par value Treasury securities, market-based Treasury securities, marketable Treasury securities, and securities issued by other Federal agencies. This includes investments in Federal securities through the secondary market by Federal agencies. (Compare this to *non-Federal securities*.)

(6) *Interest* means the nominal interest or stated amount of interest received on a security.

(7) *Marketable Treasury securities*, including Treasury bills, notes, and bonds, are types of securities that Treasury initially issues by sale to the marketplace and that can be bought and sold on securities exchange markets.

(8) *Market-based Treasury securities* are special series debt securities that the U.S. Treasury issues to Federal entities without statutorily determined interest rates. These securities are not offered to the market place and cannot be bought and sold on exchange markets, but Treasury sets their terms (prices and interest rates) to mirror the terms of marketable Treasury securities. Because they mirror market terms, the purchase price may reflect a premium or discount.

(9) *Net value*, for the purpose of budget schedules, means the par value of a security reduced by the amount of any purchase discount on a cash basis. This definition differs from the definition of "Treasury securities, net" as reported in balance sheets under section 86.2 (see *Differences between amounts recorded in budget schedules and financial statements* in subsection (d)).

(10) *Nonmarketable par value Treasury securities* are special series debt securities that the U.S. Treasury issues to federal entities at par value. These securities are not offered to the market place and cannot be bought and sold on exchange markets. As required by the authorizing laws, Treasury sets the interest rate on such securities taking into consideration current market yields on outstanding marketable Treasury securities of specified maturity. Because these securities are sold at par value, there is no purchase premium or discount.

(11) *Non-Federal securities* consist of securities issued by a non-Federal entity, including State and local governments, private corporations, and Government-sponsored enterprises, regardless of whether the securities are federally guaranteed. This includes investments by Federal agencies in money market as well as mutual funds, even if the money market or mutual fund's assets consist entirely of Federal securities.

(12) *Par value* is the amount of principal a security pays at maturity. It is the amount printed on the face of a Treasury security, which is why it is sometimes referred to as the face value, or the equivalent book-entry amount.

(13) *Purchase discount* means the excess of a security's par value over its purchase price.

(14) *Purchase premium* means the excess of a security's purchase price over its par value.

(15) *Sales gain* means the excess of the sales price over the purchase price of the security.

(16) *Sales loss* means the excess of the purchase price over the sales price at the time of the sale.

(c) *Non-Federal securities*

The budget treats an investment in a non-Federal security (equity or debt security) as a purchase of an asset, recording an obligation and an outlay in an amount equal to the purchase price in the year of the

purchase. You cannot incur such an obligation unless budget authority (or unobligated balances of budget authority) is available for the purpose. If a law clearly requires such investment without requiring further action by Congress, we will generally construe that law as providing budget authority for the purpose.

Investment in non-Federal securities consumes budgetary resources, unlike investment in Federal securities. The purchase of non-Federal securities using unobligated balances reduces the balances. The balance doesn't include the value of non-Federal securities because the funds have been spent for the purchase of the assets.

When such securities are sold or redeemed at maturity, the budget records the proceeds as offsetting collections or receipts, which adds to the balances of the account.

You record interest and other earnings on such investments as described for earnings on Federal securities in the next subsection, except that you must account for such earnings separately from earnings on investments in Federal securities. You record earnings credited to a general fund appropriation account or revolving fund account as offsetting collections on line 4033 or 4123, Non-Federal sources, of the program and financing statement. You record earnings credited to a special or trust fund account as proprietary receipts in a separate receipt account for this purpose.

In a few cases, the budgetary treatments described in this subsection are superseded by statutory accounting requirements. For example, the Federal Credit Reform Act of 1990 accounts for the government's issuance of a direct loan (as defined in that Act), which is conceptually similar to the acquisition of a private debt security, on a present-value rather than a cash basis. Also see section 185, Federal Credit. Some other statutes, such as those governing the Troubled Asset Relief Program, prescribe accounting akin to that in FCRA for the acquisition by those programs of non-federal equity, debt, or analogous securities.

The Treasury Financial Manual (TFM) provides guidance to agencies for the accounting and reporting of cash not deposited in a Treasury General Account and investments in non-Federal securities. It specifically provides guidance on cash and investments held outside of the U.S. Treasury as they relate to budgetary funds and non-budgetary funds under the Federal Government's custodial responsibility. An electronic version of the TFM chapter can be found at:

http://www.fms.treas.gov/tfm/vol1/v1p2c340.html.

In addition to the Treasury guidance, please contact your OMB representative to establish the appropriate receipt accounts, where necessary, to properly report the non-Federal investment activity. Receipt accounts may include, but are not limited to the following:

- Interest and dividends on non-Federal securities;
- Realized gains on non-Federal securities; and
- Proceeds from non-Federal securities not immediately reinvested.

(d) *Federal securities.*

Because Federal securities are the equivalent of cash for budget purposes, we treat investment in them as a change in the mix of assets held, rather than as a purchase of assets. The following bullets describe the treatment in general terms, and the following table explains how to record specific transactions in the budget. The purchase, sale, or redemption of an asset, or the earnings in a year, may combine several transactions.

- Principal. The investment reduces the cash balances by the purchase price and increases balances of Federal securities. How you report balances of Federal securities depends on which budget schedule you are working with.

- *Special and trust fund receipts schedule (schedule N).* This schedule doesn't divide the unavailable balances into cash and Federal securities. It presents the balances as a single amount (unless the balances are divided for other reasons). The amount equals the uninvested cash balance, plus the *net value* (as defined in subsection (b)) of Federal securities held. MAX generates schedule N automatically. (See section 86.4.)

- *Program and financing schedule (schedule P).* This schedule doesn't divide balances (unobligated or obligated balances) into cash and Federal securities. It presents the balances as a single amount (unless the balances are divided for other reasons). The amount equals the uninvested cash balance, plus the *net value* (as defined in subsection (b)) of Federal securities held. Enter the end of year unobligated and obligated balances in MAX as you would normally. In addition, you must enter memorandum entries for total investments at *par value* at the start and end of each year. MAX copies CY and BY from the end of year amounts reported on line 5001 for the previous year. (See section 82.3.)

- *Status of funds schedule (schedule J).* We require this schedule for certain accounts listed by agency in section 86.5. For unexpended balances at the start of the year, the schedule presents one amount. For unexpended balances at the end of the year, the uninvested amount plus unrealized discounts on shown on line 8700 and a separate amount for the Federal securities at *par value* on line 8701. The MAX database generates schedule J automatically. (See section 86.3.)

- Earnings. You record all earnings as net interest. Some components may be positive (such as interest and realized purchase discounts) and others negative (such as accrued interest purchases and purchase premiums). Record each component as an increase or decrease in the net interest for the year in which the transaction occurs. For investments from a general fund appropriation account or revolving fund account (including a trust revolving fund account), record interest as an offsetting collection credited to the account (line 4031or 4121 Interest on Federal securities) of the schedule P. For investments from a special or trust fund account (non-revolving), record interest in a receipt account for interest (usually one ending with the suffix .20). The Status of Funds schedule, if one is required for the account, records earnings on lines that correspond to the entries for offsetting collections in the schedule P or the receipts credited to receipt accounts, as appropriate.

We may specify an alternative treatment for certain accounts where these rules may result in significant distortions of amounts presented in the budget.

The following table lists the transactions associated with investments in Federal securities in the first column and explains how to record them in the budget schedules in columns 2 through 4. Please note these features of the table:

- The second column contains instructions for recording transactions in the schedule P. The instructions for recording principal transactions apply to all accounts investing or disinvesting in securities. The instructions for recording earnings apply only to investments from general fund appropriation accounts or revolving fund accounts (including trust revolving funds).

- The third column contains instructions for recording earnings in special and trust fund (except trust revolving fund) receipt accounts for interest.

- The fourth column contains instructions for recording transactions—both principal transactions and earnings transactions—in the Status of Funds schedule required for certain accounts listed in section 86.3.

- Although the instructions on balances specify end of year balances, they apply equally to start of year balances, because end of year balances are carried forward and become the start of year balances for the next year. MAX automatically generates the start of year balances in the Unavailable Collections schedule (MAX schedule N), the Program and Financing schedule (MAX schedule P), and the Status of Funds schedule (MAX schedule J).

- A negative sign "(–)" at the end of a stub label means that you normally report negative amounts on this line. A direction to increase the amount reported means you should report a larger negative amount, and a direction to decrease the amount means you should report a smaller negative amount. The absence of a sign means you normally report positive amounts on this line. It is possible for negative earnings (such as a sales loss) for an account for a year to produce a positive amount for offsetting collections, or a negative amount for receipts, if the amounts reported for other transactions during the year are not sufficient to offset the negative earnings. (No signs appear in the stub labels printed in the budget.)

If the transaction is...	In schedule P...	Or, in the special or trust fund receipt account for interest (usually suffix .20) ...	And, in the Status of Funds schedule...
(1) Principal, upon investment.	Increase the amount reported on line 5001, "Total investments, end of year; Federal securities: Par value," by the par value in the purchase year.	Not applicable.	Decrease the amount reported on line 8700, "Uninvested balance (net), end of year," by the purchase price in the purchase year. Increase the amount reported on line 8701, "Invested balance, end of year," by the par value in the purchase year.
(2) Purchase discount—the excess of a security's par value over the purchase price.	Not applicable.	Not applicable.	In the year of the purchase, increase the amount reported on line 8700, " Uninvested balance (net), end of year," by the discount amount. When the security matures: (1) Decrease the amount reported on line 8700, "Uninvested balance (net), end of year," by the amount of the purchase discount; and (2) increase the amount reported on the line corresponding to the offsetting collection or receipt, as appropriate, by the amount of the purchase discount.
(3) Purchase premium—the excess of a security's purchase price over its par value.	Decrease the amount reported on line 4031 or 4121, "Interest on Federal securities (–)," by the premium amount in the year of the purchase.	Decrease the amount reported as interest by the premium amount in the year of the purchase.	Decrease the amount reported on the line corresponding to the offsetting collection or receipt, as appropriate, by the amount of the purchase

If the transaction is...	In schedule P...	Or, in the special or trust fund receipt account for interest (usually suffix .20) ...	And, in the Status of Funds schedule...
			premium in the year of the purchase.
(4) Accrued interest purchase—a payment to the seller of a security, when a security is purchased, for interest that has accrued to the seller but that will be paid to the purchaser.	Decrease the amount reported on line 4031 or 4121, "Interest on Federal securities (–)," by the amount of the accrued interest purchase in the year of purchase.	Decrease the amount reported as interest by the amount of the accrued interest Purchase in the year of the purchase.	Decrease the amount reported on the line corresponding to the offsetting collection or receipt, as appropriate, by the amount of the accrued interest purchase in the year of purchase.
(5) Interest—the nominal or stated amount of interest received.	Increase the amount reported on line 4031 or 4121 "Interest on Federal securities (–)," by the amount of interest received each year.	Increase the amount reported for interest by the amount of interest received each year.	Increase the amount reported on the line corresponding to the offsetting collection or receipt, as appropriate, by the amount of interest received each year.
(6) Principal, upon redemption at maturity.	Decrease the amount reported on line 9202, "Total investments, end of year; Federal securities: Par value," by the par value in the year of redemption.	Not applicable.	Increase the amount reported on line 8700, "Uninvested balance (net), end of year," by the par value in the year of redemption. Decrease the amount reported on line 8701, "Invested balance, end of year" by the par value in the year of redemption.
(7) Principal, upon sale before maturity.	Decrease the amount reported on line 5001, "Total investments, end of year; Federal securities: Par value," by the par value in the year of sale.	Not applicable.	In the year of the sale: Increase the amount reported on line 8700, "Uninvested balance (net), end of year" by the sales price. Decrease the amount reported on line 8701, "Invested balance, end of year" by the par value. Decrease the amount reported on line 8700, “Uninvested balance (net), end of year," if the security was purchased at a discount.
(8) Sales gain—the excess of the sales price over the purchase price.	Increase the amount reported on line 4031 or 4121, "Interest on Federal securities (–)," by the	Increase the amount reported for interest by the amount of the gain in the year of the sale.	Increase the amount reported on the line corresponding to the offsetting collection or receipt, as appropriate, by

If the transaction is...	In schedule P...	Or, in the special or trust fund receipt account for interest (usually suffix .20) ...	And, in the Status of Funds schedule...
	amount of the gain in the year of the sale.		the amount of the gain in the year of the sale.
(9) Sales loss—the excess of the purchase price over the sales price.	Decrease the amount reported on line 4031 or 4121 "Interest on Federal securities (–)," by the amount of the loss in the year of the sale.	Decrease the amount reported for interest by the amount of the loss in the year of the sale.	Decrease the amount reported on the line corresponding to the offsetting collection or receipt, as appropriate, by the amount of the loss in the year of the sale.

Differences between amounts recorded in budget schedules and financial statements.

- Purchase discounts. Budget schedules record them when the security matures. In most cases, financial statements amortize them over the term of the security.

- Purchase premiums. Budget schedules record them at purchase. In most cases, financial statements amortize them over the term of the security.

- Net value. For budget schedules, the term means the par value of a security minus the amount of any purchase discount on a cash basis. Don't confuse it with the term *Treasury securities, net* used in financial statements, which means the par value of a security minus the amount of any unamortized discounts or plus the amount of any unamortized premiums.

- Signs. Earnings reported as offsetting collections in the program and financing schedule carry the opposite sign from income reported in financial statements. In the program and financing statement, increases in income are reported as negative amounts and decreases are reported as positive amounts.

Differences between amounts recorded by Treasury and the budget. You will encounter differences between Treasury records and the budget if a law authorizes you to invest special or trust funds in Federal securities but requires appropriations acts to determine the amount of receipts available to incur obligations. Treasury treats the authority to invest the receipts as an appropriation, recording the receipts as appropriated in the year received and subsequently as unexpended balances of appropriations (combined unobligated and obligated balances). Since such appropriations do not provide budget authority, do not record budget authority in the program and financing schedule. The MAX database will report these amounts, along with the other amounts reported as special and trust fund receipts, in the special schedule required under section 86.4 (without separate identification for the invested portion of the balances).

113.2 How do I treat an investment in a Federal security other than a zero coupon bond on an SF 133?

If you purchase a Federal security *at a discount*, the total balances on the SF 133 should not change. See exhibit 113A for all accounts. See section 130 for a discussion of the SF 133 Report on Budget Execution and Budgetary Resources.

If you purchase a Federal security *at a premium*:

- For a general fund appropriation account or a revolving fund (including a trust revolving fund), you reduce the collections on line 1700 or1800 by the premium, i.e., the amount greater than par. See exhibit 113B.

- For a special or trust fund account (excluding a trust revolving fund), normally there will be no change on the SF 133, but there will be a reduction in the special or trust fund receipt account. However, it is important to understand the budgetary and programmatic impacts of purchasing a Federal security other than a zero coupon with a premium or accrued interest. If you have a special or trust fund account (excluding a trust revolving fund) where only the interest and earnings are available for obligation, please consult your OMB representative for the appropriate budgetary treatment. The SF 132 should also be consistent with the appropriate budgetary treatment.

113.3 How do I treat the redemption of a Federal security other than a zero coupon bond on an SF 133?

If the purchase was at a *discount* and if the redemption is at *par*:

- For a general fund appropriation account or a revolving fund (including a trust revolving fund), you show the discount realized on line 1700 or 1800. See exhibit 113C.

- For a special or trust fund account (excluding a trust revolving fund), you will show the discount realized when the amount is appropriated out of the special or trust fund receipt account. See exhibit 113D.

113.4 How do I treat investments in securities issued by non-Federal entities on an SF 133?

Treat investment in non-Federal securities (equity or debt securities) as the purchase of an asset. You must record an obligation and an outlay for the purchase in an amount equal to the purchase price.

113.5 How do I treat an investment in a zero coupon bond on an SF 133?

If you purchase a zero coupon bond *at a discount*, the total balances on the SF 133 should change. At the time the bond is purchased, record an amount equal to the purchase price (par value minus purchase discount) as precluded from obligation. As the discount is amortized and recorded as earnings, record the earnings as precluded from obligation. See appendix F and section 82.3 for treatment of investments in zero coupon bonds.

113.6 How do I treat the redemption of a zero coupon bond on an SF 133?

When the bond matures or is redeemed, all amounts previously precluded from obligation become available for obligation.

Investment in Federal Securities at a Discount
All Accounts

Illustration: An account with a cash balance of $1,500 invests in a $1,000 (par value) Federal security at a 10% discount.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government BUREAU: Bureau of Central Services	APPROPRIATION OR FUND TITLE AND SYMBOL 80X1309 Research and development
	80-X-1309 Unexpired Account
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	1,500
1910 Total budgetary resources (disc. and mand.)	1,500
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter)	
2201 Unob Bal: Apportioned: Avail in the current period	1,500
2500 Total budgetary resources	1,500
CHANGE IN OBLIGATED BALANCE	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	
3020 Obligated balance, start of year (net)	
3030 Ob Bal: Obligations incurred: Unexpired accounts	
3040 Ob Bal: Outlays (gross)	
3050 Ob Bal: Change, in uncoll cust paymt, Fed srcs, unexp	
3090 Ob Bal: EOY: Unpaid obligations (gross)	
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Obligated balance, end of year (net)	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	
4010 Disc: Outlays from new authority	
4011 Disc: Outlays from balances	
4020 Disc: Total outlays, gross	
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	
4050 Disc: Offsets, BA: Change in uncol pay, Fed srcs, unex	
4053 Disc: Offsets, BA only: Antic offsetting collect	
4060 Disc: Additional offsets against BA only (total)	
4070 Disc: Budget authority, net	
4080 Disc: Outlays, net	
4180 Budget authority, net (disc. and mand.)	
4190 Outlays, net (disc. and mand.)	

The beginning balance is made up of $1,500 in cash.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

No obligation isrecorded because the principal transaction is treated as a change in the mix of assets.

As a result of the investment:

o Cash	$600
o Federal securities at par)	$1,000
o Unrealized discounts	- $100
Net balances	$1,500

No gross outlays are recorded because the principal transaction is treated as a change in mix of assets.

Investment in Federal Securities at a Premium
General Fund Appropriations or Revolving Fund Accounts

Illustration: An account with a cash balance of $1,500 invests and pays a $100 premium for a Federal security with par value of $1,000.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government BUREAU: Bureau of Central Services	APPROPRIATION OR FUND TITLE AND SYMBOL 80X1309 Research and development
	80-X-1309 Unexpired Account
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	1,500
1700 BA: Disc: Spending auth: Collected	-100
1910 Total budgetary resources (disc. and mand.)	1,400
STATUS OF BUDGETARY RESOURCES	
2201 Unob Bal: Apportioned: Avail in the current period	1,400
2500 Total budgetary resources	1,400
CHANGE IN OBLIGATED BALANCE	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	
3020 Obligated balance, start of year (net)	
3030 Ob Bal: Obligations incurred: Unexpired accounts	
3040 Ob Bal: Outlays (gross)	
3050 Ob Bal: Change, in uncoll cust paymt, Fed srcs, unexp	
3090 Ob Bal: EOY: Unpaid obligations (gross)	
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Obligated balance, end of year (net)	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	-100
4010 Disc: Outlays from new authority	
4011 Disc: Outlays from balances	
4020 Disc: Total outlays, gross	
4031 Disc: Offsets, BA and OL: Collect, int, Fed secur	100
4050 Disc: Offsets, BA: Change in uncol pay, Fed srcs, unex	
4053 Disc: Offsets, BA only: Antic offsetting collect	
4060 Disc: Additional offsets against BA only (total)	
4070 Disc: Budget authority, net	
4080 Disc: Outlays, net	
4180 Budget authority, net (disc. and mand.)	
4190 Outlays, net (disc. and mand.)	100

Beginning balance consists of:
o Cash……..... $1,500

Record the amount greater than par as a negative amount on line 1700 or 1800.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

The ending balance consists of $1,000 for the Federal securities at par, and $400 in cash (the $1,500 on line 1000 minus the $1,100 paid to purchase the security.

Record the amount on line 4031 or 4121 as an offset to gross budget authority and outlays.

Federal Securities Purchase at a Discount and Sold or Redeemed at Par
General Fund Appropriations or Revolving Fund Accounts

Illustration: This account redeems the security at par value and receives cash.
This means that the discount realized is authorized to be credited and used without further appropriation action.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government BUREAU: Bureau of Central Services	APPROPRIATION OR FUND TITLE AND SYMBOL 80X1309 Research and development
	80-X-1309 Unexpired Account
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	1,500
1700 BA: Disc: Spending auth: Collected	100
1910 Total budgetary resources (disc. and mand.)	1,600
STATUS OF BUDGETARY RESOURCES	
2201 Unob Bal: Apportioned: Avail in the current period	1,600
2500 Total budgetary resources	1,600
CHANGE IN OBLIGATED BALANCE	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	
3020 Obligated balance, start of year (net)	
3030 Ob Bal: Obligations incurred: Unexpired accounts	
3040 Ob Bal: Outlays (gross)	
3050 Ob Bal: Change, in uncoll cust paymt, Fed srcs, unexp	
3090 Ob Bal: EOY: Unpaid obligations (gross)	
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Obligated balance, end of year (net)	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	100
4010 Disc: Outlays from new authority	
4011 Disc: Outlays from balances	
4020 Disc: Total outlays, gross	
4031 Disc: Offsets, BA and OL: Collect, int, Fed secur	-100
4050 Disc: Offsets, BA: Change in uncol pay, Fed srcs, unex	
4053 Disc: Offsets, BA only: Antic offsetting collect	
4060 Disc: Additional offsets against BA only (total)	
4070 Disc: Budget authority, net	
4080 Disc: Outlays, net	
4180 Budget authority, net (disc. and mand.)	
4190 Outlays, net (disc. and mand.)	-100

When the cash for the discount is collected, record it on line 1700 or 1800.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

Record the amount on line 4031 or 4121 as an offset to gross budget authority and outlays.

Federal Security Purchased at a Discount and Sold or Redeemed at Par
Special or Trust Fund Accounts (excluding Trust Revolving Funds)

Illustration: This is identicial to the circumstances in Exhibit 113C, except the account is a special or trust fund and the realized discount is automatically appropriated.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government BUREAU: Bureau of Central Services	APPROPRIATION OR FUND TITLE AND SYMBOL 80X8309 Cetnral trust fund
	80-X-8309 Unexpired Account
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	1,500
1101 BA: Disc: Appropriation (special or trust fund)	100
1910 Total budgetary resources (disc. and mand.)	1,600
STATUS OF BUDGETARY RESOURCES	
2201 Unob Bal: Apportioned: Avail in the current period	1,600
2500 Total budgetary resources	1,600
CHANGE IN OBLIGATED BALANCE	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	
3020 Obligated balance, start of year (net)	
3030 Ob Bal: Obligations incurred: Unexpired accounts	
3040 Ob Bal: Outlays (gross)	
3050 Ob Bal: Change, in uncoll cust paymt, Fed srcs, unexp	
3090 Ob Bal: EOY: Unpaid obligations (gross)	
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Obligated balance, end of year (net)	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	100
4010 Disc: Outlays from new authority	
4011 Disc: Outlays from balances	
4020 Disc: Total outlays, gross	
4031 Disc: Offsets, BA and OL: Collect, int, Fed secur	
4050 Disc: Offsets, BA: Change in uncol pay, Fed srcs, unex	
4053 Disc: Offsets, BA only: Antic offsetting collect	
4060 Disc: Additional offsets against BA only (total)	
4070 Disc: Budget authority, net	100
4080 Disc: Outlays, net	
4180 Budget authority, net (disc. and mand.)	100
4190 Outlays, net (disc. and mand.)	

CIRCULAR NO. A–11

PART 4

INSTRUCTIONS ON BUDGET EXECUTION

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
NOVEMBER 2011

SECTION 120—APPORTIONMENT PROCESS

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Summary of Changes

Requires agencies to use a new Category AB when apportioning projects by fiscal quarter (section 120.9).

Emphasizes that agencies must report obligations to FACTS II at the same level of specificity as the apportionment categories on the most recently approved apportionment (section 120.9).

120.1 What is an apportionment?

An apportionment is a plan, approved by OMB, to spend resources provided by one of the annual appropriations acts, a supplemental appropriations act, a continuing resolution, or a permanent law (mandatory appropriations). Resources are apportioned by Treasury Appropriation Fund Symbol (TAFS). The apportionment identifies amounts available for obligation and expenditure. It specifies and limits the obligations that may be incurred and expenditures made (or makes other limitations, as appropriate) for specified time periods, programs, activities, projects, objects, or any combination thereof. An apportioned amount may be further subdivided by an agency into allotments, suballotments, and allocations.

Reapportionments are made when you need to make changes to the previously approved apportionment. For example, you should request a reapportionment when approved apportionments are no longer appropriate or applicable because the amounts available for obligation have increased or unforeseen events have occurred.

Pursuant to the Impoundment Control Act, apportionments may also set aside all or a portion of the amounts available for obligation. Amounts *deferred* through the apportionment process are those

portions of the total amounts available for obligation that are specifically set aside as temporarily not available until released by OMB. Amounts withheld pending *rescission* are those portions that are set aside pending the enactment of legislation reducing the authority to obligate such funds. For further information on deferrals and rescissions, see section 112.

120.2 What are the purposes of the apportionment process?

The primary purpose of the apportionment process is to centralize the Administration approval of agency spending plans to:

- Prevent agencies from obligating funds in a manner that would require deficiency or supplemental appropriations. In certain specified instances (see section 120.41), OMB may approve apportionments that indicate the necessity for a deficiency or supplemental appropriation. However, these instances must be reported to Congress.

- Achieve the most effective and economical use of amounts made available.

Apportionments also reflect any legal limitations imposed by Congress.

The secondary purpose of the apportionment process is to identify meaningful program reporting categories that agencies will report their obligations against in their SF 133 Reports on Budget Execution and Budgetary Resources (see section 130). For example, rather than reporting a single number for its obligations, a Department of the Interior account may separately show obligations for maintaining land resources, protecting endangered species, and managing recreational sites. Other kinds of accounts would use program reporting categories suited to their needs.

OMB and agencies work together to determine what program categories agencies will report upon. Program categories should be based on elements that agencies track in their financial systems. In some cases, you may choose to report upon the same programs that appear in the Program and Financing Schedule of the President's Budget. Though you are encouraged to use program reporting categories, there are some cases where OMB and agencies will choose not to use any reporting categories.

The program reporting categories are not used to apportion funds, are not subject to the Antideficiency Act (appendix G), and are not shown on the actual apportionment schedule, but are included as attachments.

OMB and agencies are encouraged to identify reporting categories well in advance of the beginning of a fiscal year, and in advance of the time that the first apportionment requests are produced by the agencies. The reason is that agencies need time to place entries in their financial systems to allow them to track these program categories throughout the year. Agencies may need considerable time (many months) to add new categories to their financial systems. One reason is that large numbers of staff including timekeepers, procurement staff, administrative officers, and others need to document the new program categories, and train program office staff on how to use the new categories. In addition, agencies may need time to update their computer programs to extract the data.

Section 121.2 describes how to use program reporting categories in the apportionment process.

120.3 Are apportionments made at the Treasury appropriation fund symbol (TAFS) level, and what is a TAFS?

Apportionments are made at the TAFS level.

OMB makes apportionments at the TAFS level maintained by the Treasury Department's Financial Management Service. This level includes the Treasury agency or department, the period of availability to incur new obligations, and the Treasury account symbol.

In cases of allocation transfers (see section 120.25), the agency administering the parent appropriation will submit a consolidated apportionment request that encompasses the parent TAFS and all allocations. Receiving agencies will not prepare an apportionment request for allocation accounts unless required by OMB.

120.4 What types of resources are apportioned by OMB?

OMB apportions budgetary resources (such as budget authority), non-budgetary resources (such as foreign currency, as described in section 120.43), and non-financial resources (such as personnel and motor vehicles). In addition, OMB may apportion an agency's other authority, pursuant to statutory authority. Anticipated resources or estimated resources that are apportioned may not be obligated until the resources are realized.

120.5 Are all apportionments based on authority to incur obligations?

No. OMB, at its option, may apportion TAFSs on whatever basis will provide effective controls. OMB usually apportions the budgetary resources of a TAFS based on the authority to incur new obligations. However, OMB may apportion budgetary resources on a pre-obligation basis, such as "administrative commitments," which are made before obligations are incurred. If OMB apportions on a basis other than obligations, you should continue to include obligations in the FACTS II system. In addition, include in a footnote the amount of "administrative commitments" against the amount shown on the apportionment.

120.6 Can I use an apportionment to resolve legal issues about the availability of funds?

No. The apportionment of funds should not be used as a means of resolving any question dealing with the legality of the amounts available by law or the legality of using funds for the purpose for which they are apportioned. Any question as to the legality of using funds for a particular purpose must be resolved through legal channels.

120.7 What TAFSs are required to be apportioned?

All TAFSs will be apportioned unless OMB determines otherwise and informs you (or has informed you) in writing, except those listed in section 120.8. In a very limited number of cases, only a portion of the budgetary resources for a TAFS must be apportioned. In these cases, agencies must show the full amount of budgetary resources, show the amounts subject to apportionment on apportioned lines, and show the amounts not subject to apportionment on Line 6183, Exempt from apportionment. The following types of funds will be apportioned (this is not an exhaustive list):

- All credit program, financing, and liquidating TAFSs;
- Trust funds;
- Intra-governmental revolving funds;
- Receipts made available by law for industrial and power operations; and
- Grants to the States under titles I, IV, X, XIV, XVI, XIX, or XX of the Social Security Act or under any other public assistance title in such Act.

120.8 What TAFSs are *not* required to be apportioned by OMB?

The following types of TAFSs are exempt from apportionment and from using program reporting categories:

- TAFSs specifically exempted from apportionment by 31 U.S.C. 1511(b) or other laws.
- TAFSs for which budgetary resources:
  - Are available only for transfer to other TAFSs (unless OMB requests);
  - Have expired for obligational purposes (in this case, the last apportionment during the unexpired phase applies); or
  - Have been fully obligated before the beginning of the fiscal year.
- TAFSs that the Director of OMB has exempted from apportionment pursuant to 31 U.S.C. 1516, unless the agency is notified that particular TAFSs will be apportioned:
  - Management funds (Treasury TAFSs with the symbols 3900–3999);
  - Payment of claims, judgments, refunds, and drawbacks;
  - Payment under private relief acts and other laws that require payment to a designated payee in the total amount provided in such acts;
  - Foreign currency (FT) fund TAFSs (unless OMB requests), section 120.43;
  - Interest on, or retirement of, the public debt; and
  - Items the President has determined to be of a confidential nature for apportionment and budget execution purposes.

120.9 What categories does OMB use to apportion funds?

OMB usually uses one of four categories to distribute budgetary resources in a TAFS.

Category A apportionments distribute budgetary resources by fiscal quarters.

Category AB is new effective FY 2012 and apportions budgetary resources by a combination of fiscal quarters and projects. You may use Lines 6111 through 6159 to apportion a maximum of 10 projects in this manner. The table below shows which lines are reserved for which quarters.

Lines \ Quarters	
6111 – 6114 (Q1 thru Q4, respectively)	Project #1
6116 – 6119 (Q1 thru Q4, respectively)	Project #2
6121 – 6124 (Q1 thru Q4, respectively)	Project #3
6126 – 6129 (Q1 thru Q4, respectively)	Project #4
6131 – 6134 (Q1 thru Q4, respectively)	Project #5

Lines \ Quarters	
6136 – 6139 (Q1 thru Q4, respectively)	Project #6
6141 – 6144 (Q1 thru Q4, respectively)	Project #7
6146 – 6149 (Q1 thru Q4, respectively)	Project #8
6151 – 6154 (Q1 thru Q4, respectively)	Project #9
6156 – 6159 (Q1 thru Q4, respectively)	Project #10

Category B apportionments typically distribute budgetary resources by activities, projects, objects or a combination of these categories. One TAFS can potentially have dozens of Category B apportionments, each pertaining to specific activities, projects, and so on. There are also cases when it makes programmatic sense for OMB to use a single, Category B apportionment for a given TAFS.

Category C apportionments may be used in multi-year and no-year TAFSs to apportion funds into future fiscal years. See section 120.10 for additional information.

Apportionments may include a combination of categories.

Agencies must report obligations to FACTS II using the same level of specificity as appears on the apportioned section of your most recent approved apportionment. For instance, if OMB uses a single Category B project with five program reporting categories, you must report obligations for each program reporting category. Likewise, if OMB uses 10 Category B projects and you incur obligations for each of these projects, your FACTSII submission and SF 133 budget execution report must show obligations for each of these 10 Category B projects.

120.10 Will OMB apportion funds for periods longer than one fiscal year?

Yes. OMB will sometimes apportion funds for periods longer than one fiscal year.

Multi-year and no-year funds are provided with the expectation that the funds will be obligated over more than one fiscal year. OMB will apportion no-year TAFSs and available multi-year TAFSs beyond the current fiscal year where financial requirements are known in advance, provided that an apportionment is made at the beginning of each fiscal year in accordance with section 120.15.

When you plan to obligate amounts appropriated in a no-year or multi-year TAFS over more than one fiscal year, you may propose to apportion funds planned for obligation after the current fiscal year into a subsequent fiscal year. Include on line 1100, 1101, 1103, 1105, 1170, 1171, 1200, 1201, 1203, 1204, 1270, or 1271 of the apportionment request the full amount appropriated and available for obligation in the current fiscal year, including amounts planned for obligation in subsequent fiscal years. Include planned obligations for the current year in the apportionment request under either lines 6001-6004 (Apportioned: Category A - by quarter), lines 6011-6110 (Apportioned: Category B - by project), or lines 6110-6159 (Apportioned: Category AB).

Include the amount planned for obligation after the current fiscal year on lines 6170-6173 (Apportioned: Category C - for future fiscal years). Reminder, apportionments last no longer than one fiscal year. Funds must be apportioned at the beginning of each fiscal year in accordance with section 120.15.

OMB will *not* apportion annual TAFSs and the last year of multi-year TAFSs for periods longer than one fiscal year, as this would be an impoundment (i.e., a deferral during the year, and a de-facto rescission after the funds expire).

120.11 How do I display funds that are *not* currently needed?

Funds that are not currently needed may be displayed on the apportionment form as deferred, withheld pending rescission, or as an unapportioned balance of a revolving fund (see section 112 for further information on amounts not apportioned).

If your apportionment request contains a proposed rescission or deferral, you must submit a rescission or deferral report that outlines the reasons for and the effects of the proposed action. (See section 112 for instructions on how to prepare these reports.)

120.12 How do I request changes in the time periods of an apportionment?

You may request changes in the time periods covered by apportionments. OMB will consider apportioning funds for time periods other than calendar quarters whenever such periods are more representative of program activities or will facilitate their execution.

Submit your proposed changes in a letter to OMB before you submit the first apportionment schedule for the year. Exceptions may be made if special situations arise during the year.

120.13 Can OMB reapportion a past period?

No. Apportionments previously established are not subject to change after the period for which the apportionment is made.

120.14 Do unobligated resources apportioned in earlier time periods of the same fiscal year remain available?

Yes. Whenever budgetary resources are apportioned for time periods of less than a fiscal year (for example, fiscal quarters), any apportioned but unobligated balances at the end of any period will remain available for obligation through the remainder of the current fiscal year without reapportionment, unless otherwise specified on the apportionment form.

120.15 Must I request that funds apportioned in one fiscal year be apportioned in the next fiscal year if the funds were *not* obligated and remain available?

Yes. When budgetary resources remain available beyond the end of a fiscal year (i.e., carryover), you must request a new written apportionment for the current or upcoming (if requested before October 1st) fiscal year for all TAFSs subject to apportionment, unless OMB determines otherwise. Until you receive a written apportionment from OMB, the amount of carryover apportioned is zero dollars. All budgetary resources that were apportioned in the previous year (including anticipated resources, e.g., anticipated reimbursements, recoveries, etc.) are not available for obligation in the current fiscal year until apportioned by OMB in the current year or upcoming fiscal year (if requested before October 1st).

120.16 What is the status of previously approved apportionments when a new apportionment is approved, either in the same or a subsequent 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). Subsequent reapportionment action, including that necessitated by the enactment of legislation providing additional budget authority, will supersede previous apportionment action taken during the year and will cover all transactions from the beginning of the fiscal year. The last approved apportionment for a fiscal year will cover all transactions for that fiscal year. Additionally, an expired TAFS is reported as apportioned (or unapportioned) based on the last apportionment of the TAFS while it was unexpired.

120.17 What is the status of an apportionment that has been approved before the beginning of a fiscal year for a program covered by a continuing resolution?

When balances are apportioned prior to the beginning of a fiscal year but are supplemented by funds provided under a continuing resolution, the automatic apportionment approved by OMB, via an OMB Bulletin, will cover only the new amounts provided by the continuing resolution. The earlier apportionment will cover amounts not provided by the continuing resolution or available before the congressional action on the continuing resolution.

120.18 What transactions will be covered by apportionments approved after a continuing resolution has been replaced by an enacted appropriation?

A reapportionment approved after the enactment of a TAFS's regular source of budget authority will cover all transactions from the beginning of the year, including those obligations incurred under the continuing resolution. Similarly, when OMB exempts balances from apportionment pending enactment of a TAFS's regular source of budget authority, the first apportionment action for the new fiscal year will cover all transactions from the beginning of the year (for example, obligations incurred under any available unobligated balances as well as under authority provided by a continuing resolution).

120.19 Why must I base my apportionment requests on financial plans?

You must base your apportionment requests on financial plans so that the distribution on apportionments is part of your agency's overall financial plan for the year. You should ensure that the apportionment and its supporting financial plan are based on a careful forecast of obligations to be incurred under the work programs or operations planned during the year. In many cases, experience in past years will be a useful guide.

120.20 Will I show the same level of detail in my financial plan from year-to-year?

Normally, yes. However, OMB may require that you change the nature or level of detail of your financial plans from year to year due to changing circumstances. You should consult with OMB about the level of detail required in financial plans well in advance of your submission of apportionment requests.

120.21 What supporting data should I include with the apportionment request?

Include sufficient supporting data with your apportionment requests to justify the financial requirements set forth therein. We encourage you to discuss the availability of supporting data with OMB. These data include performance goals and performance indicators such as output and outcome measures when possible. You should prepare the information before you submit the first apportionments so that you can provide specific supporting data that OMB may require.

120.22 Will OMB request FTE plans to support the apportionment request?

Yes. OMB may request that you provide supporting data on full time equivalent employment (FTE) as part of your apportionment requests. For example, OMB may request that you provide plans on expected and/or actual FTE usage for your agency as a whole or for components within your agencies, e.g., bureaus or accounts. OMB may request FTE data backing up the apportionment on a monthly, quarterly, or other basis depending on the program and situation.

120.23 What format is used for the apportionment request?

Agencies will use OMB's web-based system to submit their apportionment requests to OMB. Until FY 2010, agencies could use the system to create two basic formats, condensed (which includes only lines

with non-zero amounts) or expanded (which includes all lines, even those with zeroes in the amount columns). Since shifting to the realigned format in FY 2011, agencies now have many options for choosing what lines with zero amounts to present on their requests. Agencies must work closely with their OMB representatives in determining which lines with zero amounts to present. For instance, it's possible that a TAFS with discretionary appropriations as its sole budgetary resource might show all discretionary appropriations lines, but not include mandatory appropriations lines or discretionary lines for borrowing or contract authority.

120.24 Can I combine TAFSs on the apportionment?

Almost without exception, no. However, agencies may request permission to combine TAFSs on the apportionment. Agency requests must be submitted via email to your normal OMB representative and to OMB's Budget Concepts Branch (BCB). The email address for the BCB contact is Chris_Fairhall@omb.eop.gov.

In addition, OMB may require agencies to combine TAFS on the apportionment. These requirements must be sent via email to the agency and to OMB's Budget Concepts Branch.

120.25 Who is responsible for preparing the apportionment request for allocation (transfer appropriation) TAFSs?

The agency administering the parent appropriation will submit a consolidated apportionment request that encompasses the parent TAFS and all allocations (receiving agencies will not prepare an apportionment for allocation TAFSs unless required by OMB). Agencies administering the parent appropriation must ensure that the agencies administering the allocation accounts are provided the approved apportionment request on a timely basis. Unless determined otherwise by OMB, allocation transfers are apportioned at the same category level as the parent account (e.g., category A, B, or C). The agency administering the parent TAFS will indicate to the receiving agency what portion of the consolidated apportionment is transferred to the allocation TAFS. Obligations incurred for the program as a whole are limited by the approved apportionments. In addition, the agency administering the parent TAFS may sub-allot the amount, by time periods (akin to Category A apportionments) or by activities or projects (akin to Category B apportionments) to the receiving agency, or to subsequent fiscal periods (akin to Category C apportionments). Receiving agencies will be responsible for keeping obligations within the amount so specified; for example, the amount transferred to the allocation TAFS or the sub-allotment, as appropriate. Exhibits 121O through 121R show how to apportion categories and both the parent and child for allocation transfers. In order for the transfers to crosswalk correctly in the SF 133 and President's Budget, please ensure that both the parent and child use the appropriate USSGL for allocation transfers (http://www.fms.treas.gov/ussgl/index.html).

120.26 When are apportionments due at OMB?

If ...	Then, submit your apportionment request by ...
Any part of the budgetary resources for a TAFS is not determined by current action of the Congress (such as permanent appropriations, public enterprise and other revolving funds subject to apportionment, reimbursements and other income, and balances of prior year budget authority)	August 21, as required by 31 U.S.C. 1513(b)
All or any part of the budgetary resources for a TAFS are determined by current action of the Congress	August 21, or within 10 calendar days after the approval of the appropriation or substantive acts providing new budget authority, whichever is later

We encourage you to begin preparation of apportionments and related materials as soon as the House and Senate have reached agreement on funding levels. In this way, you can make a timely submission of your request to OMB, and OMB can have adequate time for its review.

120.27 When is the apportionment system open for the new fiscal year?

The apportionment system will open to agencies to start preparing carry-over requests on August 1 (or the next following business day.

120.28 Until OMB approves my first written apportionment request for newly enacted appropriations, am I under an automatic apportionment?

Yes. For newly enacted appropriations you are automatically apportioned the lowest 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.

Under this automatic apportionment, all of the footnotes and conditions placed on prior year apportionments remain in effect. Agencies may not initiate new starts (e.g. programs, projects, grants) using this automatic authority. This guidance applies strictly to all budgetary resources provided by annual appropriations bills, and not other budgetary resources. Agencies may allot up to 30 days of apportioned amounts (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 may allot up to another 30 days of apportioned amounts. Once a written apportionment is approved by OMB, the automatic apportionment ceases to remain in effect.

120.29 What do I show for 1st quarter apportioned amounts when a CR ends sometime in the 1st quarter, appropriations are enacted in the 1st quarter, and I submit my reapportionment for enacted appropriations in January or later in the year?

In these circumstances, you must show the amounts apportioned for the first quarter as equal to:

1) The amounts automatically apportioned under OMB Bulletin(s) for the period of the CR, from October 1st through the last day of the CR,

plus

2) For the period while you are awaiting approval of your apportionment request by OMB, the amounts automatically apportioned from the first day appropriations were enacted through December 31 under section 120.28 of Circular No. A-11.

120.30 Who can sign the apportionment request?

Agencies must use appropriate internal controls in preparing apportionment requests, and specifically ensure that the agency official with authority to approve the request has done so. The approving official at the agency is not required to sign the request that is sent to OMB, but may optionally do so if required by the agency's internal controls or if required by the OMB examining division.

120.31 How do I submit apportionment requests to OMB?

Agencies will typically use OMB's web-based system to submit their apportionment requests to OMB. In those circumstances when you are unable to use the web-based system, you will submit apportionment requests in electronic format using Excel spreadsheets (see section 121.5). You will almost always be

required to send OMB an electronic copy of the apportionment request. In some cases, the OMB examining division may request you to provide a hard copy of the signed request.

120.32 Should I assemble apportionment requests for multiple TAFSs in a single package?

Yes. To the extent practical, submit apportionment requests for each independent agency, departmental bureau, or similar subdivision together in accordance with the instructions in section 121.5.

120.33 How can I expedite OMB approval of my apportionment request?

Your apportionment requests will always receive quicker review and approval if you have discussed your requirements and proposed changes with your OMB representative before the actual apportionment is prepared. You may also want to submit your apportionment in draft to work out any disagreements before Congress takes final action on your appropriation. You are encouraged to submit apportionment requests early for programs accruing interest liabilities pursuant to the Cash Management Improvement Act. You may submit these apportionment requests and supporting materials to OMB on or soon after the day Congress completes action on the appropriations bill. This action will expedite OMB approval of the apportionment request and help reduce potential interest liabilities.

Discuss alternative ways to expedite approval of apportionments with OMB. For example, apportionments may be submitted and approved by telephone or fax for emergency funding needs. As soon thereafter as it is practical, submit apportionment schedules reflecting such action.

120.34 How will OMB indicate its approval of an apportionment?

When OMB approves an apportionment through the apportionment system, you will receive an email with the approved Excel file attached. The email will be from 'FN-OMB-Apportionment', and the subject line will include the words 'Approved Apportionment'.

- The Excel file will include a tab called 'Approval Info', which shows the name, title, and digital signature imprint of the OMB official who approved the apportionment, as well as other pertinent information.
    - The official who approves the apportionment may affix her or his electronic signature to the request; or
    - The official approving a request may sign a paper copy in ink and instruct a staffer to put a digitized picture of the official's signature (along with a note saying which staffer affixed the signature) on the apportionment.
- In some cases the 'Approval Info' tab may not be present. In those cases, OMB will email or fax a hard copy of the apportionment that displays the signature of the approving OMB official.

The Excel file is locked, and should be opened in read-only mode. OMB maintains a copy of the approved apportionment in its secure, web-based system. OMB also maintains the signed in ink apportionment in those cases when a designated staffer affixes an official's digitized signature to the apportionment. As OMB continues to transition from using ink signatures to using digital authoritative marks, you may receive apportionments that have been approved using either method.

OMB may also choose to indicate its approval of an apportionment in other ways, including by letter, telephone, hard copy, or other method that is appropriate to the particular circumstance.

120.35 When can I expect OMB to approve my apportionment request?

OMB will notify you of the action taken on the apportionment requests by September 10, as required by law. For TAFSs that have budgetary resources solely as a result of current action by the Congress, OMB will notify you of its action taken on apportionment requests by September 10 or within 30 calendar days after the approval of the act providing new budget authority, whichever is later.

120.36 What program changes will require that I submit a reapportionment request to OMB?

Submit a reapportionment request to OMB as soon as a change in an apportionment previously made becomes necessary due to increases in amounts available (e.g., actual reimbursements differ significantly from estimates), where you want to obligate against the increased resources; program requirements; or cost factors; except as specified in section 120.37. Submit such requests well in advance of the time revised amounts are needed for obligation to allow time for action by OMB. Remember that an apportionment for a specific time period may not be changed after the end of the period.

When emergencies, such as those involving the safety of human life or the protection of property, require immediate action, you may request, and OMB may approve, a reapportionment by telephone. As soon thereafter as it is practical, submit apportionment schedules reflecting such action.

For credit program and financing TAFSs, submit a reapportionment request for subsidy re-estimates at the beginning of each fiscal year (starting with the fiscal year following the year in which a disbursement is made) as long as the loans are outstanding (see sections 185.17 and 185.18). Also submit a reapportionment request for subsidy modifications when the modification is approved by OMB (see section 185.21). Credit program and financing TAFSs are also subject to the standard reapportionment requirements described above (see sections 185.14 through 185.21 for further guidance on apportioning credit accounts).

Submit a reapportionment request within *10 calendar days* after approval of an appropriation or substantive act providing budget authority, where such authority is enacted after the first apportionment for the year has been made (except as specified in section 120.37). We encourage you to begin preparation of apportionments and related materials as soon as the House and Senate have reached agreement on funding levels.

In some cases, you will need to submit apportionment schedules before the unobligated balance brought forward has been precisely determined. If the unobligated balance brought forward, as shown on the latest approved apportionment schedule, is larger than the unobligated balance at the end of the preceding year, as reported on the final SF 133 for that year, and the difference is larger than the amount specified in section 120.37, OMB must approve the reapportionment request *before* you can obligate the additional funds.

120.37 What adjustments can I make without submitting a reapportionment request?

After the first apportionment for the fiscal year, downward adjustments of any amount to budgetary resources do not need to be reapportioned, unless specifically required by OMB.

After the first apportionment for the fiscal year, unless OMB determines otherwise, you may adjust apportioned amounts upwards without submitting a reapportionment request by up to $400,000 or two percent of the amount of total budgetary resources, whichever is lower, to reflect:

- Upward adjustments in the amount of unobligated balances brought forward (line 1000.

- Increases in amounts of budget authority transfers (lines 1120, 1121, 1220, 1221, 1510, 1511, 1610, 1611, 1710, 1711, 1810, and 1811) or balances transferred (lines 1010 through 1012).

- Increases in amounts of anticipated budget authority (line 1150 or 1250), spending authority from offsetting collections (line 1750 or 1850), or recoveries (line 1021) that are realized above anticipated amounts.

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.

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 or otherwise have OMB approval (e.g. through a footnote) to adjust apportioned amounts.

In credit financing TAFSs, additional amounts for the payment of interest to Treasury are automatically apportioned.

120.38 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 (or a YES in the Line Split column of the Adjustment Authority Provided row) that, to the extent provided in law, actual earned reimbursements are available without further OMB action. These adjustments may also include amounts of supplemental appropriations or other authority enacted in the last period, adjustments of amounts apportioned on a basis other than time periods, and adjustments of time period apportionments other than those mentioned above.

Your apportionment submission must indicate that you have previously received, or are requesting, OMB approval to use this authority.

120.39 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. Any cover letter is not part of the apportionment. (Program reporting categories, which are not presented in the actual apportionment form itself (see section 121.2) and are therefore not a part of the apportionment, are not subject to the Antideficiency Act.)

The signature of OMB's approving official on the apportionment implies approval of, or concurrence with, any footnotes or comments you inserted on the form. OMB will note its disapproval of agency footnotes or comments by using its own footnotes or comments.

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

Agencies must submit a footnote explaining how they developed their financial plans when funds are apportioned for calendar quarters or other time periods of less than a year. Make appropriate provision for any seasonal or similar variations in fiscal requirements when such factors make it necessary to request apportionments in varying amounts.

Unless OMB determines otherwise, when amounts are automatically apportioned (as specified in section 120.37 or section 185.19) and there is a subsequent need for reapportionment, reflect adjustments

previously made as automatic apportionments in the previously approved column. Include a footnote where changes have been previously made as automatic apportionments.

120.41 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."

120.42 When do I submit requests anticipating the need for supplemental authority?

Submit requests anticipating the need for supplemental authority only under exceptional circumstances as authorized by law. The Antideficiency Act (31 U.S.C. 1515) permits apportionments to be made that indicate the need for supplemental budget authority only when:

- Laws have been enacted subsequent to the transmittal to the Congress of the budget request that require expenditures beyond administrative control.

- Emergencies arise involving (1) the safety of human life, (2) the protection of property, or (3) the immediate welfare of individuals in cases where an appropriation that would allow the United States to pay, or contribute to, amounts required to be paid to individuals in specific amounts fixed by law or under formulas prescribed by law, is insufficient.

- Supplemental appropriations are required to permit payment of such pay increases as may be granted pursuant to law to civilian officers and employees (including prevailing rate employees whose compensation is fixed and adjusted from time to time in accordance with prevailing wage rates) and to retired and active military personnel.

In addition, other laws may be enacted that authorize apportionments that anticipate the need for supplemental estimates of appropriations (for example, a continuing resolution that authorizes deficiency apportionments necessitated by civilian and military pay increases).

When you submit a requested apportionment that indicates a necessity for a supplemental or deficiency estimate of appropriations, include the following notation on the apportionment request:

"This apportionment request indicates a necessity for a supplemental appropriation now estimated at $_____."

Submit the apportionment request to OMB along with your agency head's determination of the reasons for a deficiency apportionment, as required by law (31 U.S.C. 1515). The statement of necessity will read as follows:

"I hereby determine that it is necessary to request apportionment of the appropriation '(appropriation title)' on a basis that indicates the necessity for a supplemental estimate of appropriations, because .... [cite one of the allowable reasons mentioned above]."

Usually, you will reflect the need for a supplemental in quarterly apportionments by making the request for the fourth quarter less than the amount that will be required. For apportionments by activities, verify that the amount requested for each activity provides for continuing that activity until the supplemental appropriation is expected to become available. OMB approval of requests for a deficiency apportionment does *not* authorize you to exceed available resources within a TAFS.

Fully justify the amount of any anticipated supplemental appropriation. Action on the apportionment request does not commit OMB to the amount of the supplemental that will be recommended subsequently to the President or transmitted to the Congress.

120.43 How do I apportion foreign currency fund (FT) TAFSs?

OMB may request that you apportion your FT TAFSs. If so, type "Authority to spend foreign currency receipts" in the stub column for line 1100 or 1200 on the apportionment request. Include the most recent Treasury exchange rates on each apportionment request and SF 133. Include amounts transferred from Treasury and credited to the agency foreign currency TAFSs on line 1100 or 1200. Include amounts anticipated to be transferred during the year on line 1100 and 1200. Limit balances brought forward (on line 1000 to balances in your FT TAFSs.

Verify that foreign currency units reported in dollars agree with the "Foreign Currency Statement and Account Current" (Foreign Service Form 488) prepared by disbursing officers.

OMB may require that you prepare an SF 133 report in dollars for each currency in each FT TAFS.

120.44 How are funds appropriated to the President distributed to agencies?

Appropriations or other budget authority made to the President may be distributed to agencies that have responsibilities for the purposes to be served by such appropriations or authority. Such agencies will present requests for funds, supported by a justification, to the designated coordinating agency. The coordinating agency will notify the requesting agency of amounts to be transferred.

When action by the President is necessary to make a distribution, the coordinating agency will prepare the necessary documents for the President's signature. The coordinating agency will provide OMB a copy of the distribution request, as approved by the President.

For appropriations, the coordinating agency will prepare Standard Form 1151 and process it through the Treasury Department to effect the distribution. For authority to borrow, the receiving agency will arrange with the Treasury Department for the drawdown of money as needed.

SECTION 121—APPORTIONMENT FORMAT

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Sample Formats

Ex–121A Apportionment Line Numbers
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When Your Appropriations are Enacted in a Timely Manner

Ex–121C One-Year Appropriation—First Apportionment for the Current Fiscal Year
Ex–121D No-Year Appropriation—First Apportionment for the Current Fiscal Year
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Ex–121F One-Year Appropriations Under Continuing Resolution
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Ex–121H Apportionment Following a Continuing Resolution

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Ex-121S Allocation Accounts

Summary of Changes

Provides additional details on the apportionment format and includes guidance on footnote indicators previously included in section 121.10 (section 121.1).

Summary of Changes—Continued

Moves guidance on extensions of the availability of unobligated balances previously included in section 121.8; section 20.4(h) includes the definition of reappropriations, and Appendix F provides a description of extensions of unobligated balances and their application in the apportionment, SF 133, and schedule P.

Adds a new section discussing how the apportionment will have an iteration number and last approval date to show the number of times OMB has approved an apportionment in the current fiscal year (section 121.9).

121.1 How is the apportionment organized?

The apportionment contains two general sections: **Budgetary Resources** and **Application of Budgetary Resources**. Apportionment line numbers are shown in exhibit 121A. Appendix F describes each line in detail.

The apportionment is divided into three main columns and four additional columns:

Main Columns:

- Previous Approved Amount
  - Leave the column blank for the first request you submit for a given fiscal year. See exhibits 121C, and 121D, and 121F for examples of an annual appropriation, a no-year appropriation, and appropriations provided by a continuing resolution.
  - Include amounts from the "OMB Action" column of the previously approved apportionment for the same fiscal year. Unless OMB determines otherwise, when amounts are automatically apportioned (see sections 123.6, 120.36, and 120.37) and there is a subsequent need for you to submit a new apportionment request, show adjustments previously made in the OMB Action column. Footnote changes made as automatic apportionments; see exhibits 121E, 121H, 121I, and 121K for examples.
- Agency Request—Include the amounts you are requesting in this column.
- OMB Action—When you validate your request, the web apportionment system places formulas in the OMB Action column to set it equal to the Agency Request column. OMB will adjust the OMB Action values as necessary when reviewing your request.

Additional columns:

- Previously Approved Footnote Indicator—Includes an indicator, e.g. A1, B1\B2 which appears on the previous approved footnote tab.
- Agency Footnote Indicator—Includes an indicator, e.g. A1, B1\B2 which appears on the agency footnote tab.
- Approved Footnote Indicator—Includes an indicator, e.g. A1, B1\B2 which appears on the agency footnote tab.

- Memo obligations (YYYY-MM-DD)—Include memorandum obligations in this column. Also include the date of the obligations using the YYYY-MM-DD format.

121.2 How do program reporting categories fit into the apportionment process?

Agencies and OMB use the apportionment process to identify those program reporting categories that agencies will report obligations against in their SF 133 reports. (As noted in section 120.2, not every TAFS uses program reporting categories.) The program reporting categories are not used to apportion funds, are not subject to the Antideficiency Act, and are not presented on the actual apportionment form itself. The program reporting categories are included as an attachment to the apportionment. The program categories tab includes a column titled, "Projected, Annual Obligations." Agencies should check with their examining divisions to see whether they need to fill in this column. Agencies should note that the total anticipated obligations do not need to add to the total amounts on the apportioned lines. Do not use program reporting categories that are identical to Category B stubs. The simple rule is that you use two or more program categories for a Category B project. Finally, you may sometimes use program categories for one Category B project but not use program categories for a different Category B project.

Guidance in past issuances of Circular A-11 required agencies to use All Other categories. For instance, you may have used two categories, one for Air, the other for Water. The past guidance said you had to use an All Other category, as well. You may optionally use an All Other category, but you are no longer required to do so. See Exhibit 121B for a sample format of program reporting categories. This exhibit uses the optional All Other categories and is consistent with the apportionment information in Exhibit 121D.

121.3 Why does OMB send the names of program reporting categories and Category AB and Category B projects to Treasury for use in FACTS II?

OMB sends program reporting categories from approved apportionment attachments to the Department of the Treasury's Financial Management Service (FMS), which operates the FACTS II system that agencies use to report their SF 133 budget execution information. When reporting their obligations, FACTS II provides agencies with the list of program reporting categories to report upon; these are the same categories that OMB provides from the apportionment attachments.

For those TAFSs that use Category B projects but do not use program reporting categories, OMB sends FMS the list of Category AB and Category B projects that must be used in FACTS II reporting.
OMB sends this information to FMS so OMB can use automated tools to align program reporting categories and Category B projects on the apportionments to the budget execution reports. Prior to this change, OMB was unable to create automated reports that show apportioned amounts (from the apportionment) and obligations (from the SF 133) by program reporting category or Category B project. The reason is that the apportionments and SF 133s used slightly different names for the Category B projects, so it was impossible to use a computer program to line up the projects by name.

121.4 Can agencies add new program reporting categories or Category AB or Category B projects when reporting their FACTS II data?

Yes, but only when it makes sense to do so. Here are some examples.

First, you must report all obligations that took place during the reporting period. If FACTS II does not provide you with a comprehensive list of program reporting categories or Category AB or B projects to report all your obligations, you must add more categories or projects to report your obligations against.

Second, if you are aware that OMB has apportioned funds using Category AB or B projects that are not presented in FACTS II, then you must add the missing Category AB or B projects names, and report your obligations for those projects.

Third, if you are aware that OMB has used program reporting categories that are not presented in FACTS II, then you should add the missing program reporting category names, and report the obligations for those categories.

121.5 What apportionment formats are available, and what information must I include in these formats?

Unless OMB approves otherwise, all agencies must prepare apportionment requests using OMB's secure web-based apportionment application system. The system allows you to easily create apportionment requests suitable to your accounts. Agencies preparing requests may *optionally* include blank lines from one or more of the following categories when they Create a Template or Validate a Request.

- Unobligated Balances
- Appropriations (Disc)
- Appropriations (Mand)
- Advance Appropriations (Disc)
- Advance Appropriations (Mand)
- Borrowing Authority (Disc)
- Borrowing Authority (Mand)
- Contract Authority (Disc)
- Contract Authority (Mand)
- Spending Authority (Disc)
- Spending Authority (Mand)
- Cat A Apportioned Amts
- Cat B Apportioned Amts
- Other Application of BR Lines
- Loan Guarantees

Exhibit 121A shows all possible line choices that are available in the apportionment system.

Here are links to information on the apportionment application and the apportionment application user guide:

- Apportionment application

- Apportionment application user guide

All formats ask you to provide a variety of information. Some, but not all, of the information required is shown below:

- The fiscal year being apportioned.

- The Treasury Appropriation Fund Symbol (TAFS) being apportioned, and the titles for the TAFS, bureau, and agency.

- The apportionment line number; see Appendix F.

- The line number split. You can use the line split to distinguish between two or more amounts that are reported on a single line. For example, you may use line number split to distinguish between

two or more sources of collections. You may not use line number splits for apportioned amount lines.

- The line stub is used for all lines on the apportionment. For letter apportionments, you must use the line stub on apportioned lines.

- All applicable amounts, e.g., the amount on the latest apportionment, the agency request, and the action by OMB.

For either format, all amounts must be rounded to the nearest dollars; do not use cents. Do not round to thousands. Do not use dollar signs.

121.6 What format do I use to show program reporting categories?

If the agency and OMB decide to use program reporting categories, you must include a worksheet, named Pgm Cat, to show the program reporting categories. **The name of the worksheet must be Pgm_Cat, and cannot be changed.** You do not need to include a Pgm_Cat worksheet if you are not using program reporting categories.

The program reporting categories worksheet includes columns for the Treasury agency, Treasury account, first year of availability (FY1), second year of availability (FY2), apportionment Line, and Report Cat No. When you fill out all of these columns, OMB will send those rows with a reporting category from 1–98 to FMS for use in FACTS II reporting. You may include rows that OMB will not send to FMS. For example, you may find it helpful to have rows with sub-totals. For any sub-total row, you must blank out the Treasury agency, Treasury account, first year of availability (FY1), second year of availability (FY2), apportionment Line, and Report Cat No.

When completing the program reporting categories worksheet for Category A apportionments, you should include one row for each reporting category, rather than one row for each quarter. For example, if you have two reporting categories for Category A obligations, one for salaries, the second for all other, then the program reporting categories worksheet would only include two rows; the worksheet should not include separate rows that correspond to each quarter.

Instructions on how to prepare this worksheet can be found on OMB's website.

121.7 Why do I need to report information on transfer appropriation (allocation) accounts in my apportionment request?

Unless OMB requests otherwise, for allocation transfers, A–11 instructs agencies administering the parent appropriation to submit a single, consolidated apportionment request that encompasses the parent TAFS and all allocation accounts. (In a limited number of cases, OMB also apportions the allocations.) When submitting consolidated apportionment requests, you must provide a list of the allocations. This information will enable OMB to send stubs to FACTS II for the allocation accounts, rather than just the parent accounts.

If you have an apportionment that includes allocations, you must include a worksheet, named Allocations, to show the required information. **The name of the worksheet must be Allocations and cannot be changed.** You do not need to include an Allocations worksheet if you are not using allocations.

121.8 What amounts should I allot?

The agency system of administrative control of funds (section 150) should be designed to keep obligations and expenditures from exceeding apportionments and allotments or from exceeding budgetary resources available for obligation, whichever is smaller. No obligations should be incurred against any

anticipated budgetary resources, even if the funds are apportioned and allotted until such resources are realized (section 145.6).

121.9 Is there a way to track how many times OMB has approved an apportionment?

To help agencies and OMB track how many times OMB approves an apportionment for a given TAFS in a fiscal year, the apportionment system will automatically put in the iteration number on the apportionment line "IterNo" as well as the last approval date. The iteration number will capture the number of times an apportionment has been approved by OMB in the apportionment system.

Apportionment Line Numbers

FY 20xx Apportionment

Funds provided by Public Law XXX-XXX

Identify in the header the law(s), if any, providing the budget authority.

The apportioment system hides columns titled "Treasury Agency" through "Alloc Sub-Account" when you validate a file, but each row contains the proper TAFS. If you add rows or change the TAFS, you must upate these columns. Therefore, all exhibits exclude these columns.

This information is automatically generated upon file validation. This must match TAFS information for each row. Further note that this note applies to each exhibit hereafter though the TAFS information is not shown for each row.

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 Footno	OMB Action	OMB Footnote	Memo Obligations	
								Department of Government								
								Bureau: Office of the Secretary								
								Account: Salaries and Expenses (003-05-0100)								
								TAFS: 80-0100 /X								
						IterNo	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								+
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								
								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) (-)								

Exhibit Notes:

+ Changes to line numbers

Apportionment Line Numbers, cont.

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	
								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			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 -)								
80		X	0100			1252		Anticipated 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								
								Adjustments:								
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 (-)								
								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		Contract authority and/or unobligated balance of contract authority permanently reduced (-)								+
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 -)								

Exhibit Notes:

+ Changes to line numbers

Apportionment Line Numbers, cont.

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	
								BUDGETARY RESOURCES								
								Mandatory:								
80		X	0100			1600		Contract authority								
								Nonexpenditure transfers:								
80		X	0100			1610		Contract authority transferred to other accounts (-)								
80		X	0100			1611		Contract authority transferred from other accounts								
								Adjustments:								
80		X	0100			1620		Contract authority and/or unobligated balance of contract authority permanently reduced (-)								+
80		X	0100			1622		Contract authority precluded from obligation (limitation on obligations) (-)								
								Anticipated contract authority:								
80		X	0100			1630		Anticipated nonexpenditure transfers of contract authority (net) (+ or -)								
80		X	0100			1631		Anticipated adjustments to current year contract authority (+ or -)								
								Spending authority from offsetting collections:								
								Discretionary:								
80		X	0100			1700		Collected								
80		X	0100			1701		Change in uncollected customer payments from Federal sources (+ or -)								
80		X	0100			1702		Offsetting collections (previously unavailable)								
								Nonexpenditure transfers:								
80		X	0100			1710		Spending authority from offsetting collections transferred to other accounts (-)								
80		X	0100			1711		Spending authority from offsetting collections transferred from other accounts								
								Adjustments:								
80		X	0100			1720		Capital transfer of spending authority from offsetting collections to general fund (-)								
80		X	0100			1721		Spending authority from offsetting collections applied to deficiency by law (-)								
80		X	0100			1722		Spending authority from offsetting collections permanently reduced (-)								
80		X	0100			1723		New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)								+
80		X	0100			1725		Spending authority from offsetting collections precluded from obligation (limitation on obligations) (-)								
80		X	0100			1726		Spending authority from offsetting collections applied to repay debt (-)								
80		X	0100			1727		Spending authority from offsetting collections applied to liquidate contract authority (-)								
80		X	0100			1728		Spending authority from offsetting collections substituted for borrowing authority (-)								
								Anticipated spending authority from offsetting collections:								
80		X	0100			1740		Anticipated collections, reimbursements, and other income								
80		X	0100			1741		Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)								
80		X	0100			1742		Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)								
								Mandatory:								
80		X	0100			1800		Collected								
80		X	0100			1801		Change in uncollected customer payments from Federal sources (+ or -)								
80		X	0100			1802		Offsetting collections (previously unavailable)								
								Nonexpenditure transfers:								
80		X	0100			1810		Spending authority from offsetting collections transferred to other accounts (-)								
80		X	0100			1811		Spending authority from offsetting collections transferred from other accounts								
								Adjustments:								
80		X	0100			1820		Capital transfer of spending authority from offsetting collections to general fund (-)								
80		X	0100			1821		Spending authority from offsetting collections applied to deficiency by law (-)								
80		X	0100			1823		New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)								+
80		X	0100			1824		Spending authority from offsetting collections precluded from obligation (limitation on obligations) (-)								
80		X	0100			1825		Spending authority from offsetting collections applied to repay debt (-)								
80		X	0100			1826		Spending authority from offsetting collections applied to liquidate contract authority (-)								
80		X	0100			1827		Spending authority from offsetting collections substituted for borrowing authority (-)								
								Anticipated spending authority from offsetting collections:								
80		X	0100			1840		Anticipated collections, reimbursements, and other income								
80		X	0100			1841		Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)								
80		X	0100			1842		Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)								
80		X	0100			1900		Budget authority (total)								
80		X	0100			1901		Adjustment for budgetary resources applied to liquidate deficiencies (-)								
80		X	0100			1920		Total budgetary resources available								

Exhibit Notes:

+ Changes to line numbers

Apportionment Line Numbers, cont.

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								
80		X	0100			6190		Total budgetary resources available								
								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)								

Exhibit Notes:

+ **Changes to line numbers**

PROGRAM REPORTING CATEGORIES FORMAT

Program Reporting Categories

Treasury Agency	FY 1	FY 2	Treasury Account	SF 132 Line	Report Cat No.	Program Reporting Category	Projected, Annual Obligations
80		X	1309	6001	1	Salaries	400,000
80		X	1309	6001	2	All Other	80,000
						Cat A, Sub-total	480,000
80		X	1309	6011	3	Research -- Air	8,880,000
80		X	1309	6011	4	Research -- Water	4,000,000
80		X	1309	6011	5	Research -- All Other	N/A
						Research, Sub-total	12,880,000
80		X	1309	6012	6	Development -- Air	5,600,000
80		X	1309	6012	7	Development -- Water	4,000,000
80		X	1309	6012	8	Development -- All Other	N/A
						Development, Sub-total	9,600,000

Note: Program reporting categories are not used to apportion funds, and are not subject to 31 USC 1517.

When the Report Cat No has a number between 1 - 100, the stub will be sent to the FACTS II system for use in budget execution reporting.

You may also include additional rows where the Report Cat No is blank. In this example, these rows serve as sub-totals.

Note how the program reporting categories relate to apportioned amounts in Exhibit 121G's Office of the Secretary apportionment.

Do not use program reporting categories that are identical to Category B projects. The simple rule is that you use two or more reporting categories for each Cat B project.

Check with OMB on whether you need to put in projected, annual obligations.

Note also that the amounts in this column do not need to add to the total amount on the apportioned lines.

One-Year Appropriation—First Apportionment for the Current Fiscal Year

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

Identify in the header the law(s) providing the budget authority.

Line No	Line Split		Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
		Department of Government **Bureau: Office of the Secretary** **Account: Salaries and Expenses (003-04-1109)** **TAFS: 80-0137 /20xx**							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation			7,400,000		7,400,000		
1130		BA: Disc: Appropriations permanently reduced			-1,000		-1,000		
1840		BA: Mand: Spending auth:Antic colls, reimbs, other			403,000		403,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**0**		**7,802,000**		**7,802,000**		
6001		1st quarter			1,952,000		1,952,000		
6002		2nd quarter			1,950,000		1,950,000		
6003		3rd quarter			1,950,000		1,950,000		
6004		4th quarter			1,825,000		1,825,000		
6011		Prairie Restoration Fund			125,000	A1	125,000	A1	
6190		**Total budgetary resources available**	**0**		**7,802,000**		**7,802,000**		

Leave the "Previous Approved" column blank on the first apportionment of the

On initial apportionment forms, this line entry represents the amount of appropriations becoming available on or after October 1 of the fiscal year for which the schedule is submitted.

Include an estimate of all amounts you anticipate will become available under existing law in the fiscal year for which the schedule is submitted. Do not include anticipated unenacted supplemental appropriations and recission proposals.

This entry includes any funds not available for obligation pursuant to a specific provision in law. Identify the public law containing the restriction in a footnote. 31 U.S.C 1512 and the Impoundment Control Act are not valid authorizing citations.

This inclusion of estimates in determining the amounts available for apportionment does not authorize you to obligate amounts anticipated for the rest of the year (see section 145.6).

The total amount on line 1920 must equal the total amount on line 6190.

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 121A.

2) Per section 120.31, newly enacted appropriations are automatically apportioned for a temporary period.

No-Year Appropriation—First Apportionment for the Current Fiscal Year

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

Identify in the header the law(s) providing the budget authority.

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: 80-1309 /X							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1000	E	Unob Bal: Brought forward, October 1 [line split = E for estimate] [line split = A for actual balance]			1,180,000		1,180,000		
1041		Unob Bal: Antic recov of prior year unpaid obl			150,000		150,000		
1100		BA: Disc: Appropriation			25,000,000	B1	25,000,000		
1740	1	BA: Disc: Spending auth:Antic colls, reimbs, other			300,000		300,000		
1740	2	BA: Disc: Spending auth:Antic colls, reimbs, other			100,000		100,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**0**		**26,730,000**		**26,730,000**		
6001		1st quarter			120,000		120,000		
6002		2nd quarter			120,000		120,000		
6003		3rd quarter			120,000		120,000		
6004		4th quarter			120,000		120,000		
6011		Research			12,800,000		12,800,000		
6012		Development of Products			9,450,000		9,450,000		
6170		FY2013			4,000,000	A2	4,000,000	A2	
6190		**Total budgetary resources available**	**0**		**26,730,000**		**26,730,000**		

Leave the "Previous Approved" column blank on initial apportionments.

If the account must be apportioned before the actual unobligated balance is known, enter an estimated amount on this line. Type 'E' in the line split column. If adjustments are subsequently required, submit a reapportionment, except as provided in section 120.38.

Use this line to report expected cancellations or downward adjustments of unpaid obligations reported in prior years for unexpired accounts.

Include only amounts expected to be received and to become available without further congressional action.

No-year and multi-year TAFS can have apportioned amounts in future fiscal years. When using line 6170, provide the future fiscal years.

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 121A.

2) Per section 120.31, newly enacted appropriations are automatically apportioned for a temporary period.

No-Year Appropriation—Reapportionment

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

Identify in the header the law(s) providing the budget authority.

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footn	OMB Action	OMB Footno	Memo Obligations
		Agency: Department of Government **Bureau: Office of the Secretary** **Account: R & D (003-04-1109)** **TAFS: 80-1309 /X**							
IterNo RptCat AdjAut	2 NO NO	Last Approved Apportionment: 9/10/CY Reporting Categories Adjustment Authority provided							
1000	A	Unob Bal: Brought forward, October 1 [line split = E for estimate] [line split = A for actual balance]	1,298,000		1,610,000		1,610,000		
1041		Unob Bal: Antic recov of prior year unpaid obl	150,000		150,000		150,000		
1100		BA: Disc: Appropriation	25,000,000		25,000,000	B1	25,000,000		
1130		BA: Disc: Appropriations permanently reduced			-200,000		-200,000		
1700		BA: Disc: Spending auth: Collected			95,000		95,000		
1740	1	BA: Disc: Spending auth:Antic colls, reimbs, other	300,000		205,000		205,000		
1740	2	BA: Disc: Spending auth:Antic colls, reimbs, other	100,000		100,000		100,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**26,848,000**		**26,960,000**		**26,960,000**		
6001		1st quarter	120,000		120,000		120,000		36,000
6002		2nd quarter	120,000		120,000		120,000		
6003		3rd quarter	120,000		120,000		120,000		
6004		4th quarter	120,000		120,000		120,000		
6011		Research	16,800,000		12,880,000		12,880,000		2,354,700
6012		Development of Products	9,568,000		9,600,000		9,600,000		1,348,250
6170		FY2013			4,000,000	A2	4,000,000	A2	
6190		**Total budgetary resources available**	**26,848,000**		**26,960,000**		**26,960,000**		

You must request a reapportionment whenever the actual balance brought forward differs from the estimate on the latest SF 132 by $400,000 or 2% of total budgetary resources, whichever is lower. Change the line split from E to A whenever you reapportion after the final determination of unobligated balance.

On reapportionment forms, this entry will include enacted appropriations, amounts certified by Treasury warrant of indefinite appropriations, any enacted supplemental appropriation, and any appropriated receipts in special and trust funds.

Anticipated resources should be adjusted to actual resources on subsequent apportionments.

No-year and multi-year TAFS can have apportioned amounts in future fiscal years. When using line 6170, provide the future fiscal years.

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 121A.

2) Unless OMB determines otherwise, when amounts are automatically apportioned (see section 120.38), and there is a subsequent need for reapportionment, reflect adjustments previously made as automatic apportionments in the "Previous Approved" column. In such cases, footnote what changes were automatically apportioned.

3) Exhibit 130C illustrates the SF 133 for this account.

One-Year Appropriations Under Continuing Resolution

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

Identify in the header the law(s) providing the budget authority. If a continuing resolution (CR) is amended multiple times, always reference the first CR (not the subsequent amendments). However, if another CR is passed, cite the new CR as well as the first CR.

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footn	OMB Action	OMB Footno	Memo Obligations
		Agency: Department of Government							
		Bureau: Office of the Secretary							
		Account: Salaries and Expenses (003-04-1109)							
		TAFS: 80-0137 / 20xx							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation			24,000,000	B1	24,000,000		
1134		BA: Disc: Appropriations precluded from obligation			-22,030,000	B2	-22,030,000		
1700		BA: Disc: Spending auth: Collected			1,500		1,500		
1740		BA: Disc: Spending auth:Antic colls, reimbs, other			1,348,260		1,348,260		
1920		**Total budgetary resources avail (disc. and mand.)**	**0**		**3,319,760**		**3,319,760**		
6001		1st quarter			3,019,760		3,019,760		2,065,718
6002		2nd quarter			0		0		
6003		3rd quarter			0		0		
6004		4th quarter			0		0		
6011		State Grants			300,000	A3	300,000	A3	
6190		**Total budgetary resources available**	**0**		**3,319,760**		**3,319,760**		

Show the actual amount or the annual rate of operations included in the continuing resolution (CR) on line 1100. Even if the CR is for part of a fiscal year, you still show the annual amount of the CR on line 1100 (not the proportional share provided during the time period of the CR).

If the continuing resolution is for a part of the year, show the amount of BA that is currently not provided under the given time period of the CR as a negative on line 1132. (See section 123.2 for guidance.)

Reflect the amount shown on the latest SF133 on lines 1700 if more recent figures are not available.

Note that funds made available by the continuing resolution ($24,000,000 - $22,030,000) are all apportioned in the first quarter because in this example the continuing resolution expires during the first quarter at the end of 30 days. You may request apportionment of funds made available by other laws (for example, collections from the public or from trust funds) for time periods during which they are available, including the period after the expiration of the continuing resolution.

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 121A.

2) Normally, OMB will issue a bulletin to automatically apportion funds made available by a continuing resolution without requiring you to submit an apportionment request (see section 123.2). However, you may submit, or OMB may require you to submit a request.

Appropriations and Unobligated Balances Under a Continuing Resolution

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

Identify in the header the law(s) providing the budget authority.

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: 80-1200/X							
IterNo	2	Last Approved Apportionment: 9/10/CY							11/30/2010
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]	50,689,324		47,604,238		47,604,238		
1100		BA: Disc: Appropriation			24,000,000		24,000,000		
1134		BA: Disc: Appropriations precluded from obligation			-22,030,000		-22,030,000		
1700		BA: Disc: Spending auth: Collected			1,500		1,500		
1740	1	BA: Disc: Spending auth:Antic colls, reimbs, other	1,000,760		1,000,260		1,000,260		
1740	2	BA: Disc: Spending auth:Antic colls, reimbs, other	349,000		348,000		348,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**52,039,084**		**50,923,998**		**50,923,998**		
6001		1st quarter	2,425,021		2,425,021		2,425,021		
6002		2nd quarter	33,513,794		14,986,773		14,986,773		
6003		3rd quarter	8,390,574		14,986,773		14,986,773		
6004		4th quarter	4,171,037		14,986,773		14,986,773		
6011		Research	1,665,251		1,665,251		1,665,251		1,425,555
6012		Development of Products	1,873,407		1,873,407	A1	1,873,407	A1	
6190		**Total budgetary resources available**	**52,039,084**		**50,923,998**		**50,923,998**		

Change the line split from E to A when the final determination of unobligated balances is reported. If the amount on this line does not agree with the amounts: (a) reported on the final SF 133 of the preceding year; (b) reported to the Treasury for inclusion in the *Treasury Combined Statement Appendix*; or (c) presented in the *Budget Appendix* as a past year actual amount, footnote line 1000 to explain the difference.

Amounts in the "Previous Approved" column are amounts from the first apportionment.

You must request a reapportionment whenever the actual balance brought forward differs from the estimate on the latest SF 132 by $400,000 or 2% of total budgetary resources, whichever is lower. Change the line split from E to A whenever you reapportion after the final determination of unobligated balance.

Show the actual amount or the annual rate of operations included in the continuing resolution (CR) on line 1100. Even if the CR is for part of a fiscal year, you still show the annual amount of the CR on line 1100 (not the proportional share provided during the time period of the CR).

Lines 1700 and 1740, as well as the memorandum entry on obligations, should reflect the amount shown on the latest SF133 if more recent figures are not available. The period covered by such amounts should be indicated in a footnote and the "Memo Obligations" column.

If the continuing resolution is for a part of the year, show the amount of BA that is currently not provided under the given time period of the CR as a negative on line 1134. (See section 123.2 for guidance.)

Justify category A apportionments in varying amounts and changes from the previous apportionment in a separate tab in your Excel file or in an attachment.

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 121A.

2) Normally, OMB will issue a bulletin to automatically apportion funds made available by a continuing resolution without requiring you to submit an apportionment request (see section 123.2). However, you may submit, or OMB may require you to submit a request. Note also that the OMB bulletin will provide guidance on whether or not you must reapportion your unobligated balances (but only if they are different from the initial apportionment estimates.

3) You must submit a reapportionment request showing the final determination of unobligated balances to OMB as soon as it becomes known unless the amount is automatically apportioned by section 120.38.

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	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: 80-1200 / 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 reapportion 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 121A.

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 reapportionment 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.

Public Enterprise (Revolving) or Intragovernmental (Revolving) Fund - Reapportionment

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

Identify in the header the law(s) providing the budget authority.

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 RptCat AdjAut	2 NO NO	Last Approved Apportionment: 9/10/CY Reporting Categories Adjustment Authority provided							
1000	A	Unob Bal: Brought forward, October 1 [line split = E for estimate] [line split = A for actual balance]	83,584,884		83,583,738		83,583,738		
1023		Unob Bal: Applied to repay debt	-20,756,800		-20,756,800		-20,756,800		
1100		BA: Disc: Appropriation	4,100,000		4,100,000		4,100,000		
1700	1	BA: Disc: Spending auth: Collected			8,000,000		8,000,000		
1700	2	BA: Disc: Spending auth: Collected			8,189,500		8,189,500		
1740		BA: Disc: Spending auth:Antic colls, reimbs, other	69,806,300		54,616,800		54,616,800		
1920		**Total budgetary resources avail (disc. and mand.)**	**136,734,384**		**137,733,238**		**137,733,238**		
6001		1st quarter	550,000		550,000		550,000		1,965,425
6002		2nd quarter	650,000		650,000		650,000		
6003		3rd quarter	625,000		625,000		625,000		
6004		4th quarter	609,600		609,600		609,600		
6011		Management services	23,202,000		23,202,000		23,202,000		6,190,625
6012		Sales program	11,834,000		11,834,000		11,834,000		2,012,790
6013		Power program	20,980,600		20,980,600		20,980,600		5,125,630
6182		Unapportioned balance of revolving fund	78283184		79,282,038	A1	79,282,038	A1	
6190		**Total budgetary resources available**	**136,734,384**		**137,733,238**		**137,733,238**		

Change the line split from E to A whenever you reapportion 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 121A.

2) If you don't know the amount of the unobligated balance brought forward at the time you must submit an apportionment request for an account, show an estimated amount on line 1000, and submit a reapportionment form if adjustments are required, except as specified in section 120.36

3) For revolving funds with indefinite borrowing authority :
   - Line 1023 includes estimates for the year of repayments of principal.
   - Line 1740 includes any credits or payments anticipated to be received.

4) Exhibit 130E illustrates the SF 133 for this account.

Trust Fund Limitation

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 (003-04-8109)** **TAFS: 80-8004 /20xx**							
IterNo RptCat AdjAut	2 NO NO	Last Approved Apportionment: 9/10/CY Reporting Categories Adjustment Authority provided							
1700		BA: Disc: Spending auth: Collected	9,000,000		9,000,000	B1	9,000,000	B1	
1920		**Total budgetary resources avail (disc. and mand.)**	**9,000,000**		**9,000,000**		**9,000,000**		
6011		Management services	1,500,000		1,500,000		1,500,000		500,000
6012		Sales program	7,500,000		7,500,000		7,500,000		2,003,456
6190		**Total budgetary resources available**	**9,000,000**		**9,000,000**		**9,000,000**		

Include reference to law(s) that establish the limitation authority in a footnote. 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 121A.

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 RptCat AdjAut	2 NO NO	Last Approved Apportionment: 9/10/CY Reporting Categories 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**		

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 121A.
2) Apportionments previously established are not subjust to change after the close of the period for which the apportionment is made (section 120.12).

Apportionments in Future Fiscal Years for Multi-Year Accounts

Current year's Apportionment:

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

Identify in the header the law(s) providing the budget authority.

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 20xx/20xx+1							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation			100,000		100,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**0**		**100,000**		**100,000**		
6001		1st quarter			12,500		12,500		
6002		2nd quarter			12,500		12,500		
6003		3rd quarter			12,500		12,500		
6004		4th quarter			12,500		12,500		
6170		FY 20xx+1			50,000		50,000		
6190		**Total budgetary resources available**	**0**		**100,000**		**100,000**		

Includes the full amount appropriated

The planned use of appropriations in year 1.

The planned use of appropriations in year 2.

Next year's apportionment:

FY 20xx+1 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 20xx/20xx+1							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
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]			52,000		52,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**0**		**52,000**		**52,000**		
6001		1st quarter			13,000		13,000		
6002		2nd quarter			13,000		13,000		
6003		3rd quarter			13,000		13,000		
6004		4th quarter			13,000		13,000		
6190		**Total budgetary resources available**	**0**		**52,000**		**52,000**		

Includes the $50,000 planned to be obligated in year 2 plus $2,000 not obligated in year 1.

The planned use of appropriations in year 2.

Exhibit Notes:

1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 121A.
2) Apportionments previously established are not subjust to change after the close of the period for which the apportionment is made (section 120.12).

Trust Fund with Contract Authority, Appropriation to Liquidate Contract Authority, and Obligation Limitation

FY 2011 Apportionment
Funds provided by Public Law N/A

Identify in the header the law(s) providing the budget authority.

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 (003-04-8109)							
		TAFS: 80-8004 /X							
IterNo	2	Last Approved Apportionment: 9/10/CY							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation			90,000		90,000		
1137		BA: Disc: Approps applied to liq contract auth			-90,000		-90,000		
1600		BA: Mand: Contract authority	100,000		100,000		100,000		
1622		BA: Mand: Contract auth: Precluded from ob (lim)			-10,000		-10,000		
1920		**Total budgetary resources avail (disc. and mand.)**	**100,000**		**90,000**		**90,000**		
6001		1st quarter	25,000		25,000		25,000		
6002		2nd quarter	25,000		20,000		20,000		
6003		3rd quarter	25,000		25,000		25,000		
6004		4th quarter	25,000		20,000	A1	20,000		
6190		**Total budgetary resources available**	**100,000**		**90,000**		**90,000**		

The appropriation to liquidate contract authority is included on line 1100 and is subtracted on line 1137 because it cannot be used to make new obligations.

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 121A.

2) This example assumes that the authorizing legislation provides $100,000 in contract authority that was apportioned in the initial apportionment for the year. Subsequently, the appropriation act provided $90,000 in an appropriation to liquidate contract authority and limited obligations from the contract authority to $90,000.

3) This example assumes that the contract authority that cannot be obligated is available to be obligated in the succeeding fiscal year. This is an obligation limitation.

Trust Fund (or Special Fund) with Collections Precluded from Obligation

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

Identify in the header the law(s) providing the budget authority.

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 (003-04-8109)** **TAFS: 80-8004 /X**							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1201		BA: Mand: Appropriation (special or trust fund)			30,000		30,000		
1235		BA: Mand: Appropriations precluded from obligation			-70,000		-70,000		
1250		BA: Mand: Anticipated appropriation			160,000		160,000		
1920		**Total budgetary resources avail (disc. and mand.)**			**120,000**		**120,000**		
6011		Payment of Benefits			120,000	A1	120,000		
6190		**Total budgetary resources available**			**120,000**		**120,000**		

In this example, the amount on line 1201 equals one-quarter of the estimated annual obligations. This amount is derived from prior year collections and is used to fund obligations and outlays until current year collections are received.

The amount on line 1235 equals the excess of current year receipts over the anticipated obligations ($40 thousand) plus the amount on line 1201 ($30 thousand).

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 Exhibit 121A.

2) This example assumes that the authorizing legislation makes all receipts available until expended. However, the same law permits obligations only for benefits. The estimate of benefits to be paid is less than the current receipts. In this case, include all estimated current receipts on line 1250 (include actual collections on line 1200). Include, as a negative, the amount not needed to cover current obligations on line 1235. Do not include prior year collections that are not needed to incur current obligations on the apportionment or the SF 133.

3) See exhibit 130L for a display of the treatment of this account on the SF 133 during the year and on September 30.

Allocation Transfer Apportionment Format, Apportioning Programs

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 (003-04-1309)** **TAFS: 80-1309 /X**							
IterNo RptCat AdjAut	1 NO NO	Last Approved Apportionment: N/A, First Request of year Reporting Categories Adjustment Authority provided							
1100		BA: Disc: Appropriation			10,000,000		10,000,000		
1120	1	BA: Disc: Approps transferred to 19-80X1309			-1,000,000		-1,000,000		
1120	2	BA: Disc: Approps transferred to 20-80X1309			-2,000,000		-2,000,000		
1121	1	BA: Disc: Approps transferred from 19-80X1309)			1,000,000		1,000,000		
1121	2	BA: Disc: Approps transferred from (12-80X1309)			2,000,000		2,000,000		
1920		**Total budgetary resources avail (disc. and mand.)**			**10,000,000**		**10,000,000**		
6011		Program A			5,500,000		5,500,000		
6012		Program B			2,000,000		2,000,000		
6013		Program C			2,500,000		2,500,000		
6190		**Total budgetary resources available**			**10,000,000**		**10,000,000**		

The Budgetary Resources section reflects the accounting steps of both the parent an the children. The net effect is to show the resources available for obligation for the entire TAFS.

Note: In order for the transfers to crosswalk correctly in the SF 133 and President's Budget, please ensure that both the parent and child use the appropriate USSGL for allocation transfers http://www.fms.treas.gov/USSGL/.

Exhibit Notes:

1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 121A.

Allocation Transfer Apportionment Format, Apportioning Parent and Child

Identify in the header the law(s) providing the budget authority.

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

The Budgetary Resources section reflects the accounting steps of both the parent an the children. The net effect is to show the resources available for obligation for the entre TAFS.

Note: In order for the transfers to crosswalk correctly in the SF 133 and President's Budget, please ensure that both the parent and child use the appropriate USSGL for allocation transfers http://www.fms.treas.gov/USSGL/.

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 (003-04-1309)							
		TAFS: 80-1309 /X							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation			10,000,000		10,000,000		
1120	1	BA: Disc: Approps transferred to 19-80X1309			-1,000,000		-1,000,000		
1120	2	BA: Disc: Approps transferred to 12-80X1309			-2,000,000		-2,000,000		
1121	1	BA: Disc: Approps transferred from 19-80X1309)			1,000,000		1,000,000		
1121	2	BA: Disc: Approps transferred from (12-80X1309)			2,000,000		2,000,000		
1920		**Total budgetary resources avail (disc. and mand.)**			**10,000,000**		**10,000,000**		
6006	P	Parent - 1st quarter			3,000,000		3,000,000		
6006	S	State FA (19-80X1309) - 1st quarter			500,000		500,000		
6006	A	Agric. (12-80X1309) - 1st quarter			500,000		500,000		
6007	P	Parent - 2nd quarter			4,000,000		4,000,000		
6007	S	State FA (19-80X1309) - 2nd quarter			500,000		500,000		
6007	A	Agric. (12-80X1309) - 2nd quarter			1,500,000		1,500,000		
6190		**Total budgetary resources available**			**10,000,000**		**10,000,000**		

Exhibit Notes:

1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 121A.

Allocation Transfer Apportionment Format, Child Only

Identify in the header the law(s) providing the budget authority. → 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 State Affairs **Bureau: Office of the Comptroller** **Account: R & D (003-04-1309)** **TAFS: 19-80-1309 /X**							
IterNo RptCat AdjAut	1 NO NO	Last Approved Apportionment: N/A, First Request of year Reporting Categories Adjustment Authority provided							
1121		BA: Disc: Approps transferred from 80X1309			12,000,000	B1	12,000,000	B1	
1920		**Total budgetary resources avail (disc. and mand.)**			**12,000,000**		**12,000,000**		
6011		Country A activities			3,000,000		3,000,000		
6012		Country B activities			1,500,000		1,500,000		
6014		Country C activities			3,500,000		3,500,000		
6170		Unallocated activities - available CY+1			4,000,000	A1	4,000,000	A1	
6190		**Total budgetary resources available**			**12,000,000**		**12,000,000**		

For a few allocation arrangements, the Parent has delegated the apportionment responsibility to its children.
Note: In order for the transfers to crosswalk correctly in the SF 133 and President's Budget, please ensure that both the parent and child use the appropriate USSGL for allocation transfers http://www.fms.treas.gov/USSGL/.

B1 footnote: Allocation transfer from parent agency, Department of Government.

Exhibit Notes:

1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 121A.

Allocation Transfer Apportionment, Parent Only

Identify in the header the law(s) providing the budget authority.

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

The Budgetary Resourcessection reflects the accounting steps for the parent only so the net effect is to show the resources available for obligation for the parent.

Note: In order for the transfers to crosswalk correctly in the SF 133 and President's Budget, please ensure that both the parent and child use the appropriate USSGL for allocation transfers http://www.fms.treas.gov/USSGL/.

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 (003-04-1309)							
		TAFS: 80-1309 /X							
IterNo	1	Last Approved Apportionment: N/A, First Request of year							
RptCat	NO	Reporting Categories							
AdjAut	NO	Adjustment Authority provided							
1100		BA: Disc: Appropriation			10,000,000		10,000,000		
1120		BA: Disc: Approps transferred to other accounts			-3,000,000		-3,000,000		
1920		**Total budgetary resources avail (disc. and mand.)**			**7,000,000**		**7,000,000**		
6001		1st quarter			3,000,000		3,000,000		
6002		2nd quarter			4,000,000		4,000,000		
6190		**Total budgetary resources available**			**7,000,000**		**7,000,000**		

Exhibit Notes:

1) This exhibit only reflects lines that contain values. For a full listing of all lines, please see Exhibit 121A.

Allocation Accounts

Notes: Each parent account on this tab must appear on the Request tab. You use the same Treasury agency and account for each parent and allocation.

Parent Account				Allocation(s)				
Treasury Agency	FY 1	FY 2	Treasury Account	Treasury Agency	Allocation Account	FY 1	FY 2	Treasury Account
80	X		1309	19	80	X		1309
80	X		1309	12	80	X		1309

SECTION 123—APPORTIONMENTS UNDER CONTINUING RESOLUTIONS

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Ex–123A How to calculate the historical seasonal rate of obligations under a continuing resolution
Ex–123B How to calculate the amounts available for credit programs under a continuing resolution

Summary of Changes

Adds a new section to emphasize that agency must reduce the amounts of existing obligations so that the agency's obligations do not exceed the amounts provided in the full-year enacted appropriations (section 123.13).

Updates instructions on how to calculate the historical seasonal rate of obligations under a continuing resolution (exhibit 123A).

Provides an example of how to calculate the amounts available for credit programs under a continuing resolution (exhibit 123B).

123.1 What is a continuing resolution?

Continuing resolutions (also known as "CRs") are joint resolutions that provide continuing appropriations for a fiscal year. CRs are enacted when Congress has not yet passed new appropriations bills and a program's appropriations are about to or have expired, or when the President has vetoed congressionally passed appropriations bills. Because of the nature of CRs, you should operate at a minimal level until after your regular appropriation is enacted.

123.2 How do I determine the amount available for obligation under a continuing resolution?

Usually, CRs do not appropriate specific sums of money. Rather, they provide "formulas" for calculating the amounts available for continuing programs at minimal levels. This formula is applied by OMB in apportioning funds under the CR. Once the CR is enacted, OMB usually issues a bulletin to automatically apportion funds available under the CR. This automatic apportionment applies to most accounts, but not all. For particular accounts, OMB provides a separate written apportionment.

CRs provide funds for projects and activities. The phrase *projects and activities* has two meanings:

1. The phrase usually refers to the total appropriation for the account (the amount calculated by the formula) rather than to specific activities (when determining which government programs are covered by the CR and the rate for operations limit).

2. The phrase *sometimes* refers to the specific activity (when determining whether an activity was authorized or carried out in the preceding year).

You should carefully review each CR to determine the formula provided. Keep in mind that the amount available under a CR is the product of negotiations among the various factions in the Congress and the Administration. As a result, the formula provided in each CR will likely differ from the formula in previous CRs. For example, the formulas provided by the CRs for the past ten years have been different. Click here for the formula provided by those CRs as well more detailed guidance on how to execute the CR:

- FY 2011 CR (OMB Bulletin 10-03)
- FY 2010 CR (OMB Bulletin 10-01)
- FY 2009 CR (OMB Bulletin 08-02)
- FY 2008 CR (OMB Bulletin 07-05)
- FY 2007 CR (OMB Bulletin 06-04)
- FY 2006 CR (OMB Bulletin 05-03)
- FY 2005 CR (OMB Bulletin 04–05)
- FY 2004 CR (OMB Bulletin 03–05)
- FY 2003 CR (OMB Bulletin 02–06)
- FY 2002 CR (OMB Bulletin 01–10)
- FY 2001 CR (OMB Bulletin 01–01)

Note that you may not obligate funds under the CR that would impinge on final funding prerogatives of Congress. CRs usually include provisions directing agencies to execute programs using the most limited funding actions permitted in order to provide for continuing projects and activities. Agencies are also directed by the CR to not execute programs that would otherwise have high initial rates of operation or complete distribution of appropriations at the beginning of the year because of distribution of funds to States, foreign countries, grantees, or others.

123.3 What do I do if my account receives no funding in the House or Senate bill?

If either the House or Senate has reported out of committee or passed an appropriations bill that provides no funding for an account at the time the CR is enacted, the CR automatic apportionment does not apply to that account, even if that account received funding during the prior year. You must submit a written apportionment request to OMB if you want to request funds for the account during the period of the CR. You must also submit justification for any such request. This restrictive funding action is to ensure that the agency does not impinge on final funding prerogatives of Congress.

123.4 Do the amounts made available for obligation remain available after a continuing resolution expires?

No. CRs make amounts available for obligation only until a time specified by the CR or until the enactment of regular fiscal year appropriations, whichever is sooner. A CR normally provides temporary funding. As specified by the CR, it can last any period of time (one day, a few days, a few weeks, or a month). It is generally understood that the normal appropriations process will eventually produce appropriation acts to replace or terminate the CR. In exceptional cases, CRs have been in effect through the end of the fiscal year. In such cases, regular appropriations language replaces the formula in the CR. For example, in FY 2003, 11 of the 13 regular annual appropriations bills were not enacted. Instead, all the appropriations normally provided in those bills were provided in one joint resolution making consolidated appropriations. Consolidated appropriations are also referred to as omnibus appropriations acts.

123.5 Does the continuing resolution limit the purposes for which funds may be obligated?

Normally, yes. A CR makes amounts available subject to the same terms and conditions specified in the enacted appropriations acts from the prior fiscal year. The CR may also establish additional terms and conditions. Normally, you are **not** permitted to start new projects or activities.

123.6 Am I required to submit an apportionment request while I am funded by a continuing resolution?

Normally, no. OMB will issue a bulletin to automatically apportion amounts made available by CRs. The OMB bulletins that apportioned the CRs during the last ten fiscal years are linked to section 123.2. Usually the bulletin requires you to request a written apportionment when the rate of obligation is affected by seasonality and the normal pattern of obligation exceeds the prorated level calculated under the automatic apportionment. Also, you may request written apportionments if you believe that amounts automatically apportioned are insufficient or if either you or OMB believes that a written apportionment is necessary. Once a written apportionment is approved, the terms and conditions of the automatic apportionment bulletin cease to apply to the extent changed by the written apportionment.

123.7 If I am funded by a continuing resolution and have received a written apportionment, will I have to submit written reapportionment requests for each extension of the CR?

Yes, unless otherwise approved by OMB.

123.8 How do I determine the historical seasonal rate of obligations?

Sometimes one of the levels of funding automatically apportioned under the CR is the historical seasonal rate of obligations. The historical seasonal rate of obligations is determined on a case-by-case basis. Typically, it is calculated using the previous five fiscal years' obligations as reported for the account on form SF 133, Report on Budget Execution and Budgetary Resources. See exhibit 123A for an example of how to calculate the historical seasonal rate of obligations under a CR.

123.9 Are my credit programs funded under a continuing resolution?

Yes. CRs generally make budgetary resources available to support the costs (appropriations for subsidy cost amounts) associated with direct and guaranteed loan activities that were conducted in the prior fiscal year. Normally, the CR allows you to make new direct loans and new commitments to guarantee loans within the limitations on credit activity levels and subject to the terms and conditions specified in the prior fiscal year appropriations act(s).

Please see section 185.24 for further information regarding the subsidy rates to be used for loans or loan guarantees at execution. See exhibit 123B for an example of how to calculate amounts available for credit programs under a CR.

123.10 Do I have to request a warrant from Treasury while operating under a continuing resolution?

Generally, no. Excluding a full-year CR, Treasury will not issue a warrant under a CR unless an agency explicitly requests one (see Treasury Financial Manual I TFM2–2000, section 2025.20). Exceptions may be made on a case by case basis if the CR extends beyond the second quarter of the fiscal year. Further FMS Treasury guidance may be found on the USSGL web site (http://www.fms.treas.gov/ussgl/index.html).

123.11 Do I need to request a reapportionment after my full-year appropriation is enacted?

Yes. You must request a reapportionment **within ten days** of the enactment of your full-year appropriations act, even if the period covered by the CR has not expired. In the Previous Approved column, include the amounts apportioned under the CR (including automatic apportionment amounts as provided by the OMB Director's Bulletin). The total amount subject to reapportionment will equal the total amount made available for the fiscal year in the regular appropriation. Click here for further information on the following:

- Instructions on the apportionment process (see section 120)
- Instructions on the format of the apportionment schedule (SF 132) (see section 121)
- Detailed instructions for each line on the apportionment schedule (SF 132) (see appendix F)

Until OMB approves your first apportionment request for the fiscal year, you will be under an automatic apportionment. See section 120.28 for the formula of the automatic apportionment.

123.12 Will my full-year enacted appropriations cover obligations made during the continuing resolution?

Yes. Normally your full-year enacted appropriations will cover all obligations made during the CR. However, there could be exceptions. See section 123.13 for example of an exception.

123.13 What if the full-year enacted appropriations subsequently provided less budget authority than obligations incurred under the CR?

You must do everything possible to reduce the amount of your existing obligations so that the agency's obligations do not exceed the amounts provided in the full-year enacted appropriations. The agency must reduce obligations to the maximum extent possible – returning purchases received for a refund, canceling purchases of goods and services ordered but not yet received, and canceling grants.

For example, consider the following situation:

(1) There was no indication that the Congress would enact a regular annual appropriation less than the amount available under the CR; and

(2) The amount obligated was available under the CR; and

(3) The full-year enacted appropriation was subsequently less than the obligations incurred under the CR; and

(4) The agency reduced obligations to the maximum extent possible – returning purchases received for a refund, canceling purchases of goods and services ordered but not yet received, and canceling grants.

Contact your OMB examiner if you are in this situation.

In this situation, it is expected that an agency will normally be able to reduce its CR-incurred obligations by a sufficient amount so that the agency's obligations during that fiscal year will not exceed the level of the full-year enacted appropriation (and, thus, all of these obligations will be charged to the full-year enacted appropriation). However, in a case in which an agency is not able (after having de-obligated funds to the maximum extent possible) to reduce its CR-period obligations to the level of the full-year enacted appropriation, then the amount by which the full-year enacted appropriation has been exceeded will be charged to the CR.

How to Calculate the Historical Seasonal Rate of Obligations under a Continuing Resolution (CR)

For each Treasury Appropriation Fund Symbol (TAFS) that is receiving CR funds, calculate the historical seasonal rate of obligations using the average of the last five years' rate of obligations for the same period as that of the CR, unless approved otherwise by OMB.

First, calculate the rate of obligations for each year for the same period as the CR (rounded to the nearest hundredth). Then take the average of the rates over five years (round to the nearest hundredth). This is your historical seasonal rate of obligations.

For example, to calculate the historical seasonal rate of obligations for a CR lasting from October 1, 2011 through March 4, 2012, using numbers recorded in your agency financial system:

Step 1: Calculate the rate of obligations for the period October 1, 2010 – March 4, 2011: Total direct obligations incurred for the period October 1, 2010 – March 4, 2011	380,100
/ Total annual budget authority (i.e., for FY 2011, October 1, 2010 - September 30, 2011) minus any rescission. Do not include funds not provided by the CR (e.g., supplemental, mandatory, etc.)	÷ 1,722,420
= Rate of obligations for the period October 1, 2010 – March 4, 2011 (round to the nearest hundredth)	22.07%
Step 2: Calculate the rate of obligations for the period October 1, 2009 – March 4, 2010:	25.50%
Step 3: Calculate the rate of obligations for the period October 1, 2008 – March 4, 2009:	25.03%
Step 4: Calculate the rate of obligations for the period October 1, 2007 – March 4, 2008:	30.75%
Step 5: Calculate the rate of obligations for the period October 1, 2006 – March 4, 2007:	18.75%
Step 6: Calculate the average rate of obligations for the past five years (round to the nearest hundredth). This is the historical seasonal rate of obligations for the CR lasting from October 1, 2011 through March 4, 2012:	**24.42%**

Note that information on direct obligations incurred and total budget authority enacted should be available from your agency financial system. Your agency financial system may record obligations on a daily, monthly, or some other basis. Your agency also reports this information to the Department of the Treasury, on a quarterly basis, on SF 133 Report on Budget Execution and Budgetary Resources, for each TAFS. When more specific information is not available, you can use information reported on the SF 133 to calculate your account's historical seasonal rate of obligations. Review the table below to see how you may utilize quarterly reported numbers to calculate the historical seasonal rate of obligations. In this example, since March 4 falls in Quarter 2 (Q2), we use Q2 data to calculate.

To calculate the budget authority available under the historical seasonal rate of obligations, multiplying the historical seasonal rate of obligations by the annualized appropriations amounts provided by the CR. In this example, the annualized appropriations amount provided by the CR is equal to last year's enacted appropriations.

	Q2 Total direct obligations incurred	Total annual budget authority minus any rescission (as reported in Q4)	Q2 Rate of Obligation	*Portion of Q2 covered by CR (= 155 / 182 days)	Rate of Obligations through March 4
2011	467,668	1,722,420	27.15%	85.16%	23.12%
2010	427,073	1,391,741	30.69%	85.16%	26.13%
2009	378,421	1,293,919	29.25%	85.16%	24.91%
2008	464,230	1,310,606	35.42%	85.16%	30.16%
2007	345,323	1,410,036	24.49%	85.16%	20.86%
Historical seasonal rate of obligations for the CR period ending on March 4 =					**25.04%**
Amounts available under the historical seasonal rate of obligations of 25.04% multiplied by last year enacted amount of $1,722,420,000 =					**$431,230**

Dollars reported in thousands.

* The CR is through March 4, the first 155 days of the fiscal year. There are 182 days from the beginning of the fical year until the end of Q2 (October 1 - March 31).

How to Calculate Amounts Available for Credit Programs under a Continuing Resolution

Under recent Continuing Resolutions (CRs), OMB automatically apportions credit programs as follows: "If there is an enacted credit limitation (i.e., limitation on loan principal or commitment level) in the prior year, then the automatic apportionment is the pro-rata share of the credit limitation or the budget authority (i.e., for subsidy cost), whichever is less."

Section 185.24 further requires that in executing loans, agencies must use current subsidy rates equal to those calculated in the current President's Budget.

This exhibit shows you how to calculate amounts available under the CR given the above automatic apportionment and requirements. As CR formula sometime changes and OMB apportions according to the CR formula, refer to the latest OMB Bulletin on the CR for the current apportionment.

In the two examples below, the prior year enacted appropriations provides $5 million in budget authority (BA) for subsidy costs and $200 million in loan limitation for direct loans. The CR provides a pro-rata (daily) rate of 25.00%. Last year's subsidy rate is 5.00%. The current subsidy rate differs in each example. The examples show that along with other factors, the current subsidy rate impacts the amounts available under the automatic apportionment for credit programs.

Last year's enacted appropriations states "For the cost of direct loans, $5,000,000, as authorized by 7 U.S.C. 999: … Provided further, That these funds are available to subsidize gross obligations for the principal amount of direct loans not to exceed $200,000,000."

To determine the amounts available under the CR for Example 1,with a current subsidy rate of 8.00%:

Step 1 - Calculate the pro-rata share of last year's enacted credit limitation: 25.00% x $200 million = $50 million. The pro-rata share of the credit limitation would support a loan level of $50 million.

Step 2 - Calculate the pro-rata share of last year's enacted budget authority (i.e., for the subsidy cost): 25.00% x $5 million = $1.25 million in BA.

Step 2A - Calculate the loan level that $1.25 million in BA would support:
• To calculate the loan level, take budget authority and divide by subsidy rate (BA/subsidy rate = loan level). Note that you must use the current subsidy rate and not last year's subsidy rate.
• $1.25 million / .0800 = $15.625 million. The pro-rata share of the budget authority would support a loan level of $15.625 million.

Step 3 – Determine the lesser of the pro-rata share of the credit limitation or the budget authority:
• Compare the results of steps 1 and 2A.
• Since the pro-rata share of the budget authority provides for a lower loan level ($15.625 million < $50 million), the pro-rata share of the budget authority is the amount automatically apportioned under the CR.
• Under the CR, this direct loans program may obligate up to $1.25 million in budget authority for subsidy costs which may support a loan level of $15.625 million.

Example 1: Current subsidy rate = 8.00%

		Pro-rata share (25.00%)	Pro-rata loan level	Amounts available under CR
Credit limitation	200,000,000	50,000,000	50,000,000	1,250,000 in BA for subsidy cost to
BA	5,000,000	**1,250,000**	**15,625,000**	support a loan level of 15,625,000

Example 2: Current subsidy rate = 1.00%

		Pro-rata share (25.00%)	Pro-rata loan level	Amounts available under CR
Credit limitation	200,000,000	**50,000,000**	**50,000,000**	50,000,000 loan level which requires
BA	5,000,000	1,250,000	125,000,000	$500,000 in BA for subsidy cost

SECTION 124—AGENCY OPERATIONS IN THE ABSENCE OF APPROPRIATIONS

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124.1 What types of actions may my agency conduct during a funding hiatus?
124.2 What plans should my agency make in anticipation of a funding hiatus?
124.3 When should my agency's shutdown plans be implemented?

Summary of Changes

Clarifies the requirements for agency shutdown plans. Requires agencies to submit an update to the shutdown plan on file with OMB whenever there are significant changes in agency program activities or funding sources; at a minimum, agencies should submit updated plans to OMB every four years, starting August 1, 2014 (section 124.2).

124.1 What types of actions may my agency conduct during a funding hiatus?

(a) *Background*.

The Attorney General issued two opinions in the early 1980s that the language and legislative history of the Antideficiency Act unambiguously prohibit agency officials from incurring obligations in the absence of appropriations ("Applicability of the Antideficiency Act Upon a Lapse in an Agency's Appropriations" (1980) and "Authority for the Continuance of Government Functions During a Temporary Lapse in Appropriations" (1981)). The Office of Legal Counsel of the Department of Justice issued an opinion dated August 16, 1995, that reaffirms and updates the 1981 opinion.

(b) *Policies*.

This section provides policy guidance and instructions for actions to be taken by Executive Branch agencies when Congress fails to enact regular appropriations, a continuing resolution, or needed supplementals, resulting in an interruption of fund availability.

This section does not apply to specific appropriations action by the Congress to deny program funding.

When the Congress fails to act on program supplementals and the result is partial funding interruptions, special procedures beyond those outlined in this section may be warranted. In such cases, you should consult your OMB representative.

In the absence of appropriations:

- Federal officers may not incur any obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.

- Federal officers may incur obligations as necessary for orderly termination of an agency's functions, but funds may not be disbursed.

Within the guidance established by the opinions issued by the Department of Justice and this Circular, agency heads, in consultation with their general counsels, must decide what agency activities are excepted or otherwise legally authorized to continue during an appropriations hiatus. Agencies should address questions to OMB, including questions about the interpretation of the Antideficiency Act. OMB will engage with the agency and the Department of Justice's Office of Legal Counsel, as necessary and appropriate.

124.2 What plans should my agency make in anticipation of a funding hiatus?

Agency heads, in consultation with their general counsels, must develop and maintain plans for an orderly shutdown in the event of the absence of appropriations. Up-to-date plans must be on file with OMB. Whenever there is a change in the source of funding for an agency program or any significant modification, expansion, or reduction in agency program activities, the agency must submit an update to its plan to reflect this change. At a minimum, agencies should submit updated plans to OMB every four years, starting August 1, 2014.

Given that the duration of an appropriations hiatus is inherently uncertain, your plan should describe agency actions to be taken during a short hiatus (1-5 days). It also should identify anticipated changes if the hiatus extends beyond that time period. Your plan should also designate personnel responsible for implementing and adjusting the plan to respond to the length of the appropriations hiatus and changes in external circumstances.

Include the following information at the beginning of your plan:

- A brief summary of significant agency activities that will continue and those that will cease during an appropriations hiatus.

- An estimate of the time (to the nearest half-day) needed to complete shutdown activities. To the extent that specific shutdown activities will not be completed within one-half day, specify the nature of each such activity, together with the time and the number of employees necessary to complete the activity.

- A statement of the total number of agency employees expected to be on-board before implementation of the plan.

- A statement of the total number of employees to be retained under the plan for each of the following categories:

  - Their compensation is financed by a resource other than annual appropriations;
  - They are necessary to perform activities expressly authorized by law;
  - They are necessary to perform activities necessarily implied by law;
  - They are necessary to the discharge of the President's constitutional duties and powers; or
  - They are necessary to protect life and property.

The plan should then proceed to describe in detail, for each component within your agency, the following:

  - The total number of employees in the component to be on-board before implementation of the plan;

  - The total number of employees to be retained in the component under the plan for each of the categories listed above (i.e., the employees' compensation is financed by a resource other than annual appropriations; they are necessary to perform activities expressly authorized by law; they are necessary to perform activities necessarily implied by law; they are necessary to the discharge of the President's constitutional duties and powers; or they are necessary to protect life and property); and

  - The agency's legal basis for each of its determinations to retain categories of employees, including a description of the nature of the agency activities in which these employees will be engaged.

124.3 When should my agency's shutdown plans be implemented?

OMB will monitor the status of congressional actions on appropriations bills and will notify agencies if shutdown plans are to be implemented. Whenever it appears that a hiatus in appropriations might occur, you should review your shutdown plans, and, if revisions are required, promptly submit the revised plan to OMB.

After OMB has identified a hiatus in appropriations and all available funds (including realloted/reallocated funds), are exhausted, you must begin orderly shutdown activities. Each agency head must determine the specific actions that will be taken; however, all your actions must contribute to an orderly shutdown of the agency and give primary consideration to protecting life and safeguarding Government property and records. Agency heads will notify OMB immediately when shutdown activities are being initiated.

During an absence of appropriations, agencies should only engage in activities consistent with their shutdown plan.

Take necessary personnel actions to release employees in accordance with applicable law and regulations of the Office of Personnel Management. You must prepare employee notices of furlough and process personnel and pay records in connection with shutdown furlough actions. You should plan for these functions to be performed by employees who are retained for orderly termination of agency activities as long as those employees are available.

OMB will notify you when the hiatus of appropriations has ended.

SECTION 130—SF 133, REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

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Summary of Changes

Increases the frequency of FACTS II/SF 133 reporting (sections 130.2(e) and 130.2(f)).

130.1 What is the purpose of the SF 133 and how is it organized?

The SF 133 Report on Budget Execution and Budgetary Resources:

- Fulfills the requirement in 31 U.S.C. 1511–1514 that the President review Federal expenditures at least four times a year.
- Allows the monitoring of the status of funds that were apportioned on the SF 132 Apportionment and Reapportionment Schedule and funds that were not apportioned.
- Provides a consistent presentation of information across programs within each agency, and across agencies, which helps program, budget, and accounting staffs to communicate.
- Provides historical reference that can be used to help prepare the President's Budget, program operating plans, and spend-out rate estimates.
- Provides a basis to determine obligation patterns when programs are required to operate under a continuing resolution.
- Ties an agency's financial statements to their budget execution. The compilation of an agency's SF 133s should generally agree with an agency's Statement of Budgetary Resources. The few differences are explained in section 130.19(e).

The SF 133 consists of the following sections:

Section...	shows whether....	and is described in:
Budgetary Resources	budgetary resources are available for obligation or not	Appendix F, Budgetary Resources
Status of Budgetary Resources	budgetary resources have been obligated or not	Appendix F, Status of Budgetary Resources
Change in Obligated Balance	obligated balances changed	Appendix F, Change in Obligated Balance
Budget Authority and Outlays, Net	obligated amounts have been outlayed or not	Appendix F, Budget Authority and Outlays, Net
Unfunded Deficiencies	a deficiency has been liquidated.	Appendix F, Unfunded Deficiencies

130.2 What are the general requirements for submitting SF 133s?

(a) *What accounts should I report*?

Unless otherwise specified by OMB, all Executive Branch agencies must electronically submit SF 133 information each quarter for each open Treasury appropriation fund symbol (TAFS).

Do submit SF 133 reports for:

- Unexpired (i.e. current) TAFSs;
- Expired TAFSs (including TAFSs about to be closed and annual TAFSs that are older than five years that have legally authorized extended disbursing authority);

- Both apportioned TAFSs and those that have not been apportioned; and

- Credit program, financing, and liquidating TAFSs (see section 185 for detailed information).

Do not submit SF 133 reports for:

- Deposit fund accounts;
- Receipt accounts (including clearing accounts and suspense accounts); and
- Closed TAFSs (i.e. TAFSs with canceled balances) unless required by OMB.

(b) *What level of detail should I report?*

Submit SF 133s for each expired and unexpired TAFS. Report amounts as cumulative from the beginning of the fiscal year to the end of the period.

Because one of the main purposes of the SF 133 is to monitor the use of the funds planned on the SF 132 Apportionment; in general, your SF 133 should contain the same level of detail as your SF 132 Apportionment.

(c) *How do I submit an SF 133?*

You must submit SF 133 budget execution information electronically through the Treasury's Federal Agencies' Centralized Trial-balance System II (FACTS II). This facilitates analysis and ensures consistent presentation of budget execution information so that Government-wide totals are meaningful. Electronic submission of the information also allows the SF 133 to be presented on the Budget Community web pages at https://max.omb.gov/community/x/cwM to facilitate communication among accounting, budget, and audit staff.

You can find out more about FACTS II at http://www.fms.treas.gov/factsii/index.html or by calling the Budget Reports Division at (202) 874–8668. FACTS II does not replace the SF 133, but rather replaces previous systems used to collect SF 133 information.

(d) *Who can approve an SF 133 submission?*

SF 133 information submitted for each independent agency, departmental bureau, or similar subdivision will be certified by an officer duly authorized by the head of the agency to be responsible for the integrity of the submission.

Typically, one group within your agency (for example, the accounting office) reports amounts to Treasury while another group (for example, the budget office) prepares budget schedules (see section 82.15). Before the accounting office submits its actuals to Treasury in FACTS II, you must ensure that the amounts you are going to report are conceptually and numerically consistent with the amounts that your budget office is going to report in MAX A–11. In addition, GAO requires your auditors to determine whether controls exist to ensure that the amounts in your systems and the amounts submitted via FACTS II agree. See GAO–02–126G "Guide for Auditing the Statement of Budgetary Resources" (see section 82.15).

(e) *When do I submit an SF 133?*

You must submit SF 133 budget execution information at the end of November, July, August, and each quarter. You can find out the reporting deadlines at http://www.fms.treas.gov/factsii/index.html or by calling the Budget Reports Division at (202) 874–8668. The FACTS II window opens approximately two weeks after the close of reporting month or each quarter. You must revise any material errors in

previously reported information through FACTS II at this time as well. You also must be able to produce a monthly SF 133 when required by OMB.

(f) *What other budget execution reporting requirements must I meet?*

You must submit a paper copy of the SF 133 for November, July, August, and each quarter directly to the Committee on Appropriations, House of Representatives. To the extent practicable, you should submit all the reports for each independent agency, departmental bureau, or similar subdivision together and numbered consecutively. You may use printouts of SF 133s from FACTS II. You may also encourage or make arrangements with the Committee on Appropriations, House of Representatives to electronically retrieve the information from the Budget Community web pages at https://max.omb.gov/community/x/cwM.

You should periodically compare the estimates of anticipated amounts (contained on SF 132 lines 1040, 1041, 1042, 1150, 1151, 1152, 1250, 1251, 1252, 1330, 1430, 1530, 1531, 1630, 1631, 1740, 1741, 1742, 1840, 1841, 1842, and line 2203) to actual results to improve future estimates.

130.3 How do I report budgetary resources?

To use the entries in this section of the SF 133, see Appendix F, Budgetary Resources. The Appendix F includes specific instructions for unexpired TAFSs, expired TAFSs, and expired TAFSs being closed. "Expired TAFSs being closed" refers to the final September 30 SF 133 that is submitted for a TAFS (e.g., the September 30 report for an annual TAFS that has been expired for five years).

For unobligated balance brought forward, do not include any amounts for (1) indefinite appropriations, except special and trust fund receipts; (2) indefinite borrowing authority; or indefinite contract authority. For adjustments to indefinite budget authority, refer to lines 1100, 1101, 1102, 1200, 1201, 1202, 1300, 1400, 1500, 1600 of Appendix F as well as http://www.fms.treas.gov/ussgl for the appropriate USSGL.

130.4 How do I report the status of budgetary resources?

To use the entries in this section of the SF 133, see Appendix F, Status of Budgetary Resources.

130.5 How do I report obligations, and how are obligations shown on SF 133 reports?

Agencies need to use the same descriptive stubs for Category B (by project) and Category AB (combination of fiscal quarters and projects) obligations as appear on their approved apportionment. For Category A, Category B, and Category AB obligations that use program reporting categories, agencies need to use the same stub description used on the apportionment.

OMB sends a list of program reporting category stubs, as well as Category B and AB stubs, from approved apportionments to the Department of the Treasury's Financial Management Service (FMS) for use in FACTS II budget execution reporting. See sections 121.2, 121.3, and 121.4 for additional information. When reporting your obligations, FACTS II will present you with a list of program reporting categories, Category B projects and Category AB fiscal quarters/projects to report upon; these Category B projects, Category AB fiscal quarters/projects, and reporting categories are taken from OMB's automated apportionment system.

OMB sends this information to FMS so OMB can use automated tools to align program report categories, Category B projects, and Category AB fiscal quarters/projects on the approved apportionments to the SF 133 reports. Prior to this change, OMB was unable to create automated reports that compare apportioned amounts (from the SF 132) and obligations (from the SF 133) by Category B project. The reason is that the SF 132s and SF 133s used different names for the Category B projects, so it was impossible to use a computer program to line up the projects by name.

When reporting your obligations to FACTS II, you must first report the same categories as used in the apportionment. If necessary, you may then add new Category B project, Category AB fiscal quarters/projects, and\or Categories A, B, or AB program reporting category stubs. Here are some reasons why you may need to add new Category B projects, Category AB fiscal quarters/projects, and\or Categories A, B, or AB program reporting categories:

- First, you must report all obligations that took place during the reporting period. You must add Category B projects, Category AB fiscal quarters/projects, and\or Categories A, B, or AB program reporting categories if FACTS II does not provide you with a comprehensive list of Category A, B, or AB program reporting categories and\or Category B projects or Category AB fiscal quarters/projects to report all your obligations.

- Second, if you are aware that OMB has apportioned funds using Category B projects or Category AB fiscal quarters/projects that are not presented in FACTS II, then you should add the missing Category B projects or Category AB fiscal quarters/projects names, and report your obligations for those projects.

- Third, if you are aware that OMB has used Category A, B, or AB program reporting categories that are not presented in FACTS II, then you should add the missing program reporting category names, and report our obligations for those categories.

The obligations submitted to FACTS II are presented in two ways on the SF 133 reports produced by FACTS II and OMB.

- First, obligations are summarized into the following categories: (1) Direct, Category A; (2) Direct, All Category B projects; (3) Direct, exempt from apportionment; (4) Reimbursable, Category A; (5) Reimbursable, All Category B projects; and (6) Reimbursable, exempt from apportionment.

- Second, the SF 133s show obligations by Apportionment Category (A, B, or AB), and then by Category B project (for Category B, only), Category AB fiscal quarters/projects (for Category AB, only) or program reporting category (Category A, Category B, and Category AB).

- Third, the SF 133s show funds apportioned for future fiscal years on line 2202.

Exhibit 130C shows how the obligations are reported for one TAFS.

130.6 How do I report the change in obligated balances?

To use the entries in this section of the SF 133, see Appendix F, Change in Obligated Balances. Lines 3000 through 3100 are required for all quarters.

130.7 How do I report budget authority and outlays, net?

To use the entries in this section of the SF 133, see Appendix F, Budget Authority and Outlays, Net. Lines 4180 and 4190 are required for all quarters.

130.8 What do I need to know about accounting adjustments under 31 U.S.C. 1534?

When an appropriation is available to an agency to pay a cost that benefits another appropriation that is also available to pay the cost, 31 U.S.C. 1534 permits the first appropriation to be charged initially, as long as the charge is moved to the appropriation benefited before the end of the fiscal year. Do not report the initial charge and succeeding adjustment.

130.9 How is reimbursable work with Federal agencies under the Economy Act shown on SF 133 reports?

When you anticipate but have not yet received an order, whether or not you received an advance, enter the amount on line 1740 or 1840 of the SF 133, "BA: Disc: Spending auth: Antic colls, reimbs, other."

When you receive the order, it moves the amount of the order from line 1740 or 1840 to line 1701 or 1801, "BA: Disc: Spending auth: Chng uncoll paymt Fed src." If the order is accompanied or preceded by an advance payment, move the advance payment (up to the amount of the order) to line 1700 or 1800, "Collected."

If you do not record valid obligations to cover all or part of an order before the period of availability to make obligations of the ordering account expires, then you may not fill that part of the order. You must send back any cash advances not covered by obligations back to the ordering account. If you are the ordering agency, deobligate funds not covered by obligations by the performing account and record the corresponding adjustments. Use line 1021 "Unob Bal: Recov of prior year unpaid obligations," for obligations incurred in prior fiscal years. For obligations incurred in the current fiscal year, net the amount against the appropriate detailed lines 2001 through 2103, "Obligations incurred." If a cash advance accompanied the order, use line 1700 or 1800 when you collect the refund. These will be start of year unobligated balances available for adjustments but not new obligations in the expired years.

When you fill the order, move the amounts earned and collected to line 1700 or 1800, "Collected." Move the amounts earned but *not* collected to line 1701 or 1801, "BA: Disc: Spending auth: Chng uncoll paymt Fed src."

If you receive payment for a filled order *after* the period of obligational authority of the performing appropriation has *expired,* credit the payment to the expired appropriation, unless the law expressly prescribes other procedures.

If you receive payment *after* your performing account has been *canceled*, you must send the amounts to miscellaneous receipts in the Treasury.

If the period of disbursement for your account is canceled before you reimburse the appropriation that performed the work, you can only make the repayment from an unexpired appropriation that is available for the same purpose as the closed account.

When the performing and ordering agency accounts have different periods of availability, the performing account may need to establish new TAFS, as described in the following table:

ECONOMY ACT ACTIVITIES BETWEEN FEDERAL ENTITIES

If the ordering agency account has…	And the performing agency account…	Then the performing agency account must…	Should the performing agency account TAFS show unobligated balances on the September 30th SF 133?
Annual TAFS	Has annual TAFS	Use existing annual TAFS	No.
	Does not have annual account but has multi-year and no-year TAFS	Ask Treasury to establish annual TAFS	No.

If the ordering agency account has…	And the performing agency account…	Then the performing agency account must…	Should the performing agency account TAFS show unobligated balances on the September 30th SF 133?
Multi-year TAFS	Has Multi-year TAFS	Use existing multi-year TAFS	It depends. **Yes**, for any year prior to the last year of the multi-year TAFS unless otherwise specified in the unfilled customer order. The amount will become part of line 1000 in the next fiscal year. **No**, for the last year of the multi-year TAFS.
	Does not have multi-year account but has annual and no-year TAFS	Use existing annual TAFS	**No**, however, for the amount of unfilled customer order not obligated, agency would show new anticipated spending authority from offsetting collections on Line 1740 or 1840 in its annual year TAFS established for the next fiscal year.
	Does not have multi-year account and annual but has no-year TAFS	Ask Treasury to establish annual TAFS	**No**, however, for the amount of unfilled customer order not obligated, agency would show new anticipated spending authority from offsetting collections on line 1740 or 1840 in its annual year TAFS established for the next fiscal year.
No-year TAFS	Has no-year TAFS	Use existing no-year TAFS	**Yes**, unless otherwise specified in the unfilled customer order. The amount will become part of line 1000 in the next fiscal year.
	Does not have no-year account but has annual and multi-year TAFS	Use existing annual or multi-year TAFS	It depends. **No**, for an annual or the last year of a multi-year TAFS. However, for the amount of unfilled customer order not obligated, agency would show new anticipated spending authority from offsetting collections on line 1740 or 1840 in its annual year TAFS established for the next fiscal year unless otherwise specified in the unfilled customer order. **Yes**, for any year prior to the last year of the multi-year TAFS unless otherwise specified in the unfilled customer order. The amount will become part of line 1000 in the next fiscal year.

130.10 What should I report during the expired phase?

Budget execution reporting procedures. Obligated and unobligated balances must be reported on the SF 133 for each expired TAFS that has not been canceled.

September 30 SF 133 reports for annual TAFSs and the last year of multi-year TAFSs that expire at midnight on September 30 should report these TAFSs as unexpired.

Expired unobligated balances.

At the beginning of the first expired year, place the expired unobligated balance on line 1000, "Unob Bal: Brought forward, October 1." This amount should equal the sum of the lines in the unobligated balances section of the final report of budget execution for the unexpired phase, i.e., the sum of lines 2201 through 2303, "Unob Bal: Apportioned/ Exempt from apportionment" and 2401 through 2403, "Unob Bal: Unapportioned." These unobligated balances are now expired budgetary resources. They are available for obligation only for valid upward adjustments of obligations that were properly incurred against the TAFS during the unexpired phase.

Since the expired resources are no longer available for new obligations, place the amounts not used for valid adjustments on line 2403, "Unob Bal: Unapportioned: Other." In each succeeding expired year, the amount on line 1000, "Unob Bal: Brought forward, October 1," should be the same as the amount on line 2403, Unob Bal: Unapportioned: Other," of the final report of budget execution for the prior year.

130.11 How do I report adjustments to expired TAFSs?

Downward adjustments. Place downward adjustments of unpaid obligations previously incurred on line 1021, "Unob Bal: Recov of prior year unpaid obligations." The amount should be included as a positive number because it increases the expired resources available only for future adjustments. Downward adjustments do not include previously paid obligations which require a refund. These refunds will be recorded on line 1700 or 1800, "Collected," when received.

Upward adjustments. Place upward adjustments of obligations previously incurred on detailed lines 2001 through 2103, "Obligations incurred." Upward adjustments of obligations reduce unobligated balances. Subtract upward adjustments from the expired unobligated balances on line 2403, "Unob Bal: Unapportioned: Other"

The amount should represent the upward adjustments made during the fiscal year for which the report is submitted. Upward adjustments made during previous fiscal years should not be included because the amounts on line 2403, "Unob Bal: Unapportioned: Other," have already been adjusted downward.

Upward adjustments are limited in at least two ways:

- Upward adjustments are limited by the amount available for adjustments on line 2403, "Unob Bal: Unapportioned: Other," of the expired TAFS.

- No new obligations may be shown in the expired TAFS columns. Only upward adjustments of obligations that were incurred in the year in which the amount was available for obligation are valid, i.e., recording obligations that were incurred previously but reported in a different amount or erroneously not reported.

Obligation adjustments for contract changes. Upward adjustments to obligations in expired TAFSs, caused by "contract changes" that exceed certain cumulative thresholds, are subject to additional reporting and approval requirements as shown in the following table. A "contract change" means an order relating to an existing contract under which a contractor is required to perform additional work. A contract change does not include adjustments related to an escalation clause.

For the Department of Defense, obligational increases for contract changes are cumulative at the program, project, and activity level. For civilian agencies, such increases are cumulative at the appropriation level.

If the contract change will cause cumulative obligational increases to an appropriation to exceed...	Then the agency head...
$4 million during a fiscal year	(or a designated officer in his immediate office) must approve the contract change.
$25 million during a fiscal year	must report the contract change in writing to the appropriate authorizing committees in Congress and to the House and Senate Committees on Appropriations *before* the obligation is made. Include a description of the legal basis and policy reasons for the proposed obligation. Do *not* make or record the obligation in your accounting records until 30 days after submitting the report.

130.12 What must I do when I have extended disbursement authority?

The length of the expired phase of TAFSs may only be changed by law. You must prepare budget execution reports in accordance with Appendix F. Also, you must report such authority to Treasury's Financial Management Service to prevent premature, automatic cancellation of the TAFS.

The unobligated balance for TAFSs with extended disbursing authority will not be canceled at the end of the fifth expired year. The unobligated balance will remain in the expired phase until the TAFS is closed. For further guidance, you should consult the Treasury Financial Manual.

Normally, payment of canceled balances will not be eligible for funding from Treasury's general claims fund.

130.13 How do I report expired TAFSs that are being closed?

Expired obligated and unobligated balances must be reported as canceled on the final, September 30 SF 133 before you close the TAFS. Once an amount is reported as canceled, it should not be reported again. Note: Technically, TAFSs are "closed," while appropriations and balances are "canceled."

Cancellations of unobligated balances.

On the final, September 30 SF 133 before a TAFS will be closed, you must present all unobligated balances as canceled, i.e., as a negative (–) on line 1029, "Unob Bal: Other balances withdrawn."

On all SF 133s, other than the final, September 30 SF 133 before a TAFS will be closed, you should show recoveries of prior year unpaid obligations on line 1021, "Unob Bal: Recov of prior year unpaid obligations," as an expired resource. You should add any part of a recovery that is not used to adjust obligations to the expired unobligated balance shown on line 2403, "Unob Bal: Unapportioned: Other."

For guidance to cancel an unobligated balance of a TAFS with extended disbursing authority, refer to section 120.12 above.

Cancellations of obligated balances.

When a TAFS is required to be closed, you must present any remaining obligated balance as canceled by doing the following:

- Include it as a cancellation (a positive number) on line 1021, "Unob Bal: Recov of prior year unpaid obligations;"

- Include it as a writeoff (a negative number) on line 1029, "Unob Bal: Other balances withdrawn;" and

- Reduce the obligated balance, line 3091, "Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY" to zero.

In addition to cancellations of unobligated and obligated balances, you must also address the cancellations of prepaid/advanced obligations. Because these amounts were previously reflected as disbursements, the amounts are not reflected in either of the unobligated and obligated balances.

130.14 What disbursements can I make during the canceled phase?

Legitimately incurred obligations that have not been disbursed (i.e., paid) at the time a TAFS is canceled cannot be disbursed from the canceled obligated or unobligated balances of the canceled TAFS.

After a TAFS is canceled, any obligations or adjustments to obligations that would have been properly chargeable to that TAFS may be disbursed from an unexpired TAFS that is available for obligation for the same purpose as the closed TAFS, provided that:

- The obligation or adjustment is not already chargeable to another unexpired TAFS.

- Payment of obligations against canceled TAFSs from unexpired TAFSs are limited to one percent of the appropriation in the unexpired TAFS. No more than one percent of an unexpired TAFS may be used to pay any combination of canceled obligations. This is a single, cumulative limit. It applies to one percent of the annual appropriation (not total budgetary resources) for annual TAFSs and to unexpired appropriations for multi-year TAFSs.

  For example, assume there is a multi-year TAFS with an appropriation of $10 million that covers fiscal years 1997 through 1999 that was enacted in fiscal year 1997. In fiscal year 1997, the one-percent limitation is equal to $100,000. At the end of fiscal year 1997, $90,000 was used. In fiscal year 1998, the unused, unexpired portion ($10,000) of the limitation is available for upward adjustment and disbursement of an obligation from a canceled predecessor TAFS. See section 120.21.

- Antideficiency Act provisions continue to apply to canceled TAFSs. The authority to pay obligations against closed TAFSs from one percent of unexpired TAFSs cannot be used to exceed the original appropriation.

- When you cancel obligations under the provisions of Public Law 101–510 (31 U.S.C. 1551–1557), a tracking process should be maintained. You must maintain proper U.S. Standard General Ledger (USSGL) controls for obligations pertaining to canceled appropriations to prevent overpayment. Therefore, you must maintain accurate records of balances and control of adjustments for canceled TAFSs that (1) affect the appropriation of the unexpired TAFS or (2) do not affect the appropriation of the unexpired TAFS due to offsets between/among canceled TAFSs. The Treasury's Financial Management Service provides USSGL accounting instructions. See http://www.fms.treas.gov/ussgl for further information.

130.15 How do I submit non-standard reports?

You must submit additional *monthly* budget execution reports when required by OMB. Submit these directly to your OMB representative. Use the SF 133 format and lines described in Appendix F. Provide a separate column of information for each unexpired and expired TAFS. The columns should be formatted in the following order: unexpired, expired, and total. Report amounts in whole dollars. The

submission of a monthly report does not relieve you of providing an electronic submission through FACTS II each quarter.

OMB's policy is to use existing agency internal reports to the greatest extent feasible to support required reports. When existing agency internal reports do not include the information necessary to provide complete information on the progress and status of programs, projects, or activities, supporting information may be required by OMB.

See section 20 on definitions, concepts, and terminology for additional guidance related to preparation of the SF 133.

130.16 How do I report lower levels of detail?

You can report lower levels of detail on the SF 133 in a variety of ways as follows:

Method	Description
Category B	If your SF 132 apportions funds on lines 6011 through 6169 "Category B" at a certain level, then you must provide the same level of detail on the lines 2002 or 2102.
Treasury Sub-account	You may need to report certain SF 133s by Treasury sub-account. OMB and you may decide that a Treasury sub-account be established to identify a certain level of detail not only on the SF 133 but also on other reports submitted to the Treasury. The establishment of a Treasury sub-account for an account may affect Treasury reporting requirements (such as the SF 224 Statement of Transactions).
Footnotes	For information that is integral to understanding the content of the SF 133 but cannot be reported in one of the more standardized methods described above, you may footnote any amount reported on the SF 133. If your OMB representative requires a footnote, then it must be provided.

Consult with your OMB representative to determine the best method for your situation.

130.17 How do I submit an SF 133 for allocation accounts?

The parent agency must ensure that a separate SF 133 is submitted for each allocation transfer account through FACTS II. When allocation transfers are made from a parent account to allocation accounts, then an SF 133 will be submitted for each allocation account to report its activities. The parent agency will determine who will submit the information through FACTS II and how. Regardless of who submits the information through FACTS II, the activity of both the parent account and the allocation accounts will be reported on the parent agency's Statement of Budgetary Resources.

The parent agency may choose to: (a) gather information from all of the agencies that have allocation accounts and enter the information into FACTS II, or (b) require each agency with an allocation account to enter information into FACTS II and provide a copy to the parent agency.

Agencies reporting these allocation accounts will furnish information to the other agency or agencies involved in the allocation in a timely manner. Receiving agencies with allocation accounts must submit the information required to the parent agency no later than 12 calendar days following the end of the reporting period or a date required by the parent to meet its reporting and auditing deadlines, whichever comes first.

130.18 How do I submit an SF 133 for credit TAFSs?

You should submit SF 133s for credit TAFSs at the TAFS level during quarters one through three, but at the cohort level in the fourth quarter. To determine the SF 133 aggregation of credit TAFS reporting that is required for your agency, consult your OMB representative. For additional instructions for preparing the SF 133 for credit programs, see section 185.

130.19 How do I ensure that my actuals are consistent?

Amounts reported on the fourth quarter SF 133 must be consistent with information reported to Treasury as part of year-end closing procedures and must be based on actual accounting information pursuant to 31 U.S.C. 3512. Actuals submitted to OMB for inclusion in the President's annual budget, which is submitted to the Congress, should agree with those submitted to Treasury and those submitted on the fourth quarter SF 133. If one group within your agency (for example, accounting) reports amounts to Treasury while another group (for example, the budget office) prepares budget schedules, then you must take action to ensure that the amounts reported are conceptually and numerically consistent. It may be advisable to allow the budget office to review your SF 133 information before it is submitted.

(a) *What reports of actuals should generally be the same?*

- September 30 SF 133 Report on Budget Execution and Budgetary Resources.
- Statement of Budgetary Resources (SBR) (if required).
- Budget Program and Financing Schedule (PY actual column).
- Treasury Combined Statement.
- FMS 2108 Year-end Closing Statement (used to generate Treasury Combined Statement).
- SF 224 Statement of Transactions (used to generate Treasury Combined Statement).
- Your agency's accounting system.

(b) *What guidance is available to help me ensure that my actuals are reported consistently?*

- Section 82.15

- Treasury Financial Manual U.S. Government Standard General Ledger Supplement, which contains crosswalks from the USSGL to the SF 133/SBR, FMS 2108, and Program and Financing Schedule. It is available at http://www.fms.treas.gov/ussgl.

(c) *What differences should I expect between the September 30 SF 133 and the Budget Appendix?*

- The SF 133 is displayed at the TAFS level, while the *Appendix* presents consolidated information covering all TAFSs (annual, multiple-year, and no-year) with the same account title. Also, an account in the *Appendix* may contain multiple TAFSs with different titles.

- OMB Circular No. A–11 requires that allocation transfer accounts be consolidated and reported by the parent account for budget formulation purposes. OMB Circular No. A–11 requires that allocation accounts be reported separately for budget execution purposes (see section 130.17). The sum of the information on all the SF 133s with the same account title should be the same as the information required for the *Appendix*.

- The SF 133 is reported in dollars, while the Program and Financing schedule is in millions of dollars.

(d) *What differences should I expect among the September 30 SF 133, the Budget Appendix, and Treasury Combined Statement?*

- For trust or special funds where budget authority is limited by law, unobligated balances at the end of the fiscal year reported in the Treasury Combined Statement (column 6) may not agree with the unobligated balances reported on the SF 133 (lines 2201 through 2403) and the actual column of the Budget Program and Financing Schedule. The difference in the two amounts will represent the total end of year balance on the *Appendix*'s schedule on special and trust fund receipts (Schedule N).

(e) *What differences should I expect between the September 30 SF 133 and the Statement of Budgetary Resources?*

- The SF 133 is displayed at the TAFS level, while the Statement of Budgetary Resources is displayed at the agency level. The Statement of Budgetary Resources is displayed as a principal statement for the agency as a whole, and must be displayed as required supplementary information for major TAFSs.

- The SF 133 displays lines with zero dollars associated with them, while the Statement of Budgetary Resources does not display lines with zero dollars associated with them.

- The Statement of Budgetary Resources includes a separate column for credit financing TAFSs because they are non-budgetary.

- The Statement of Budgetary Resources includes separate lines for offsetting receipts and net outlays in order to derive the net outlays for the agency.

130.20 What is the hierarchy of spending "mixed" funding?

Where multiple types of funding are provided to a single TAFS, agencies must apply obligations, outlays, and reductions against budgetary resources in the following order:

1. Against amounts derived from special and trust fund receipts.

2. Against amounts derived from certain offsetting collections (including asset sales, interest on Federal securities, interest on uninvested funds, compulsory collections from the public or intragovernmental expenditure transfers with no benefit).

3. Against amounts derived from the general fund of the U.S. Treasury.

The hierarchy would not apply when a law requires that specific resources be spent for specific purposes. It would also not apply to the following types of offsetting collections since the resources are generally provided for a specific purpose and are not fungible with the other resources in the account:

1. Received in returns for goods or services provided, including
    a. Reimbursements under the IPA and
    b. Voluntary insurance premiums.

2. From other Federal government accounts where collections are for a jointly funded grant or project. This does not include intragovernmental expenditure transfers with no benefit.

Your accounting office will find the guidance related to the hierarchy of "mixed" funding in OMB Circular No. A-136 "Financial Reporting Requirements" section II.4.5.3.

Annual Account--September 30 Report

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Office of the Secretary

APPROPRIATION OR FUND TITLE AND SYMBOL
80Y0137 Salaries and expenses

	FY 2012 Unexpired Account	FY 2011 Expired Account	FY 2010 Expired Account	FY 2009 Expired Account	FY 2008 Expired Account	FY 2007 Expired Account	Total
BUDGETARY RESOURCES							
1000 Unob Bal: Brought forward, October 1		110,000	205,000	75,000	87,000	10,000	487,000
1021 Unob Bal: Recov of prior year unpaid obligations						3,500	3,500
1029 Unob Bal: Other balances withdrawn						11,000	-11,000
1050 Unob Bal: Unobligated balance (total)		110,000	205,000	75,000	87,000	2,500	479,500
1100 BA: Disc: Appropriation	7,400,000						7,400,000
1130 BA: Disc: Appropriations permanently reduced	-1,000						-1,000
1160 BA: Disc: Appropriation (total)	7,399,000						7,399,000
1700 BA: Disc: Spending auth: Collected	403,000						403,000
1910 Total budgetary resources (disc. and mand.)	7,802,000	110,000	205,000	75,000	87,000	2,500	8,281,500
STATUS OF BUDGETARY RESOURCES							
2001 Reimbursable obs incurred: Category A (by quarter)	7,601,315	50,000	85,000	45,000	27,000	2,500	7,810,815
2201 Unob Bal: Apportioned: Avail in the current period	200,685						200,685
2403 Unob Bal: Unapportioned: Other		60,000	120,000	30,000	60,000		270,000
2490 Unobligated balance, end of year	*200,685*	*60,000*	*120,000*	*30,000*	*60,000*		*470,685*
2500 Total budgetary resources	7,802,000	110,000	205,000	75,000	87,000	2,500	8,281,500
CHANGE IN OBLIGATED BALANCE							
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross		100,000	365,000	40,000	7,000	5,000	517,000
3020 Obligated balance, start of year (net)		100,000	365,000	40,000	7,000	5,000	517,000
3030 Ob Bal: Obligations incurred: Unexpired accounts	7,601,315						7,601,315
3031 Ob Bal: Obligations incurred: Expired accounts		50,000	85,000	45,000	27,000	2,500	209,500
3040 Ob Bal: Outlays (gross)	-7,476,850	-100,000	-170,000	-65,000	-32,000	-4,000	-7,847,850
3081 Ob Bal: Recov, prior year unpaid obs, exp accts						-3,500	-3,500
3090 Ob. Bal: EOY: Unpaid obligations (gross)	124,465	50,000	280,000	20,000	2,000		476,465
3100 Obligated balance, end of year (net)	124,465	50,000	280,000	20,000	2,000		476,465
BUDGET AUTHORITY AND OUTLAYS, NET							
4000 Disc: Budget authority, gross	7,802,000						7,802,000
4010 Disc: Outlays from new authority	7,476,850						7,476,850
4011 Disc: Outlays from balances		100,000	170,000	65,000	32,000	4,000	371,000
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	-403,000						-403,000
4070 Disc: Budget authority, net	7,399,000						7,399,000
4080 Disc: Outlays, net	7,073,850	100,000	170,000	65,000	32,000	4,000	7,444,850
4180 Budget authority, net (disc. and mand.)	7,399,000						7,399,000
4190 Outlays, net (disc. and mand.)	7,073,850	100,000	170,000	65,000	32,000	4,000	7,444,850

The final September 30 SF 133 before an account will be closed will include these lines to indicate the amount to be canceled.

Amounts for lines 2401-2403 should be consistent with amounts on the latest SF 132.

Note: Exhibit 121E illustrates the apportionment of this account.

Annual Account with Reimbursements--September 30 Report

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Government Bureau

APPROPRIATION OR FUND TITLE AND SYMBOL
80Y0123 Salaries and expenses

	Year 1 Unexpired Account	Year 2 Expired Account
BUDGETARY RESOURCES		
1000 Unob Bal: Brought forward, October 1		200,000
1100 BA: Disc: Appropriation	10,000,000	
1700 BA: Disc: Spending auth: Collected	1,000,000	130,000
1701 BA: Disc: Spending auth: Chng uncoll paymt Fed src	130,000	-130,000
1750 BA: Disc: Spending auth: Total	1,130,000	
1910 Total budgetary resources (disc. and mand.)	11,130,000	200,000
STATUS OF BUDGETARY RESOURCES		
2001 Direct obs incurred: Category A (by quarter)	9,800,000	50,000
2102 Reimbursable obs incurred: Category B	1,130,000	
2201 Unob Bal: Apportioned: Avail in the current period	200,000	
2403 Unob Bal: Unapportioned: Other		150,000
2490 Unobligated balance, end of year	*200,000*	*150,000*
2500 Total budgetary resources	11,130,000	200,000
CHANGE IN OBLIGATED BALANCE		
3000 Ob Bal: Unpaid obs brought forwd, Oct 1 gross		350,000
3010 Ob Bal: SOY: Uncoll cust paymt brought forwd Oct 1		-130,000
3020 Obligated balance, start of year (net)		220,000
3030 Ob Bal: Obligations incurred: Unexpired accounts	10,930,000	
3031 Ob Bal: Obligations incurred: Expired accounts		50,000
3040 Ob Bal: Outlays (gross)	-10,580,000	-55,000
3050 Ob Bal: Change, uncoll cust paymt, Fed srcs, unexp	-130,000	
3051 Ob Bal: Change, uncoll cust paymt, Fed srcs, exp		130,000
3090 Ob Bal: EOY: Unpaid obligations (gross)	350,000	345,000
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	-130,000	
3100 Obligated balance, end of year (net)	220,000	345,000
BUDGET AUTHORITY AND OUTLAYS, NET		
4000 Disc: Budget authority, gross	11,130,000	
4010 Disc: Outlays from new authority	10,580,000	
4011 Disc: Outlays from balances		55,000
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	-1,000,000	-130,000
4050 Disc: Offset, BA: Chng in uncol pay, Fed src, unex	-130,000	130,000
4070 Disc: Budget authority, net	10,000,000	
4080 Disc: Outlays, net	9,450,000	55,000
4180 Budget authority, net (disc. and mand.)	10,000,000	-
4190 Outlays, net (disc. and mand.)	9,450,000	55,000

Identify in a footnote, the law(s) providing budget authority.

Collections of receivables from the prior year from Federal sources are entered as a positive amount on line 1700 and as a negative adjustment on line 1701.

Normally, amounts should reflect *obligated amounts only* on the September 30 report except for amounts in expired accounts that are offset by a reimbursable receivable or collection of an outstanding reimbursable receivable from the prior year.

Available only for upward adjustment of valid obligations incurred during the unexpired period.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

No-Year Account--Quarterly Report

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 6/30/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	80X1309 Research and development
	X Unexpired Account
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	1,610,000
1021 Unob Bal: Recoveries of prior year unpaid obligations	76,000
1041 Unob Bal: Antic recov of prior year unpaid obl	74,000
1050 Unob Bal: Unobligated balance (total)	1,760,000
1100 BA: Disc: Appropriation	25,000,000
1130 BA: Disc: Appropriations permanently reduced	-200,000
1160 BA: Disc: Appropriation (total)	24,800,000
1700 BA: Disc: Spending auth: Collected	209,000
1740 BA: Spending auth: Anticipated collections, reimbursements, and other income	191,000
1750 BA: Disc: Spending auth: Total	400,000
1910 Total budgetary resources (disc. and mand.)	26,960,000
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter) Salaries	294,320
2001 Direct obs incurred: Category A (by quarter) All Other	59,680
2002 Direct obs incurred: Category B Research -- Air	5,497,700
2002 Direct obs incurred: Category B Research -- Water	5,743,350
2002 Direct obs incurred: Category B Research -- All Other	788,750
2002 Direct obs incurred: Category B Development of products -- Air	3,890,250
2002 Direct obs incurred: Category B Development of products -- Water	3,093,750
2101 Reimbursable obs incurred: Category A (by quarter) Salaries	5,000
2102 Reimbursable obs incurred: Category B Development of products -- Air	98,000
2102 Reimbursable obs incurred: Category B Development of products -- Water	95,750
2102 Reimbursable obs incurred: Category B Development of products -- All Other	89,450
2201 Unob Bal: Apportioned: Avail in the current period	3,304,000
2202 Unob Bal: Apportioned: Avail in subsequent periods	4,000,000
2490 Unobligated balance, end of year	*7,304,000*
2500 Total budgetary resources	26,960,000
CHANGE IN OBLIGATED BALANCE	
3000 Ob Bal: SOY: Unpaid obs brought forwd, October 1 gross	407,500
3030 Ob Bal: Obligations incurred: Unexpired accounts	19,656,000
3040 Ob Bal: Outlays (gross)	-19,605,100
3080 Ob Bal: Recov, prior year unpaid obs, Unexp accts	-76,000
3090 Ob Bal: EOY: Unpaid obligations (gross)	382,400
3100 Obligated balance, end of year (net)	382,400
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	25,200,000
4010 Disc: Outlays from new authority	17,995,100
4011 Disc: Outlays from balances	1,610,000
4020 Disc: Total outlays, gross	19,605,100
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	-209,000
4053 Disc: Offsets, BA only: Antic offsetting collect	-191,000
4070 Disc: Budget authority, net	24,800,000
4080 Disc: Outlays, net	19,396,100
4180 Budget authority, net (disc. and mand.)	24,800,000
4190 Outlays, net (disc. and mand.)	19,396,100

For unexpired accounts, these entries reflect estimated and anticipated downward adjustments of obligations reported in prior years.

Line 1910 should equal line 2500.

Note that the program reporting categories used in Exhibit 121O are re-printed on this portion of the SF 133.

This entry is the difference between apportionments through the end of the current quarter and the obligations incurred under those apportionments through the end of the reporting period.

Amounts for lines 2200 through 2202 should be consistent with amounts on the latest SF 132.

This amount must agree with the amount reported on line 3100 of the final SF 133 for the preceding year.

Note: Exhibit 121G illustrates the apportionment of this account.

Multi-Year Account Apportioned for Two Fiscal Years

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 6/30/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	89-12/13-0100 Salaries and Expenses

		89-12/13-0100 Unexpired Account
	BUDGETARY RESOURCES	
1100	BA: Disc: Appropriation	100,000
1910	Total budgetary resources (disc. and mand.)	100,000
	STATUS OF BUDGETARY RESOURCES	
2001	Direct obs incurred: Category A (by quarter)	48,000
2201	Unob Bal: Apportioned: Avail in the current period	2,000
2202	Unob Bal: Apportioned: Avail in subsequent periods	50,000
2490	*Unobligated balance, end of year*	*52,000*
2500	Total budgetary resources	152,000
	CHANGE IN OBLIGATED BALANCE	
3030	Ob Bal: Obligations incurred: Unexpired accounts	48,000
3040	Ob Bal: Outlays (gross)	-20,000
3090	Ob Bal: EOY: Unpaid obligations (gross)	28,000
3100	Obligated balance, end of year (net)	28,000
	BUDGET AUTHORITY AND OUTLAYS, NET	
4000	Disc: Budget authority, gross	100,000
4010	Disc: Outlays from new authority	20,000
4070	Disc: Budget authority, net	100,000
4080	Disc: Outlays, net	20,000
4180	Budget authority, net (disc. and mand.)	100,000
4190	Outlays, net (disc. and mand.)	20,000

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

Public Enterprise (Revolving) or Intragovernmental (Revolving) Fund--Quarterly Report

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 3/31/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Government Enterprise Corp.	80X4321 Government Enterprise Corp. fund.

		X Unexpired Account
	BUDGETARY RESOURCES	
1000	Unob Bal: Brought forward, October 1	83,583,738
1022	Unob Bal: Capital transfer to general fund	-15,000,000
1023	Unob Bal: Applied to repay debt	-5,756,800
1050	Unob Bal: Unobligated balance (total)	62,826,938
1100	BA: Disc: Appropriation	4,100,000
1700	BA: Disc: Spending auth: Collected	33,250,500
1701	BA: Disc: Spending auth: Chng uncoll paymt Fed src	700,000
1740	BA: Disc: Spending auth: Antic colls, reimbs, other	36,855,800
1750	BA: Disc: Spending auth: Total	70,806,300
1910	Total budgetary resources (disc. and mand.)	137,733,238
	STATUS OF BUDGETARY RESOURCES	
2101	Reimbursable obs incurred: Category A (by quarter)	1,200,000
2102	Reimbursable obs incurred: Category B Management services	12,000,000
2102	Reimbursable obs incurred: Category B Sales program	5,000,000
2102	Reimbursable obs incurred: Category B Power program	10,000,000
2201	Unob Bal: Apportioned: Avail in the current period	29,016,600
2202	Unob Bal: Apportioned: Avail in subsequent periods	1,234,600
2403	Unob Bal: Unapportioned: Other	79,282,038
2490	*Unobligated balance, end of year*	*109,533,238*
2500	Total budgetary resources	137,733,238
	CHANGE IN OBLIGATED BALANCE	
3000	Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	5,621,800
3020	Obligated balance, start of year (net)	5,621,800
3030	Ob Bal: Obligations incurred: Unexpired accounts	28,200,000
3040	Ob Bal: Outlays (gross)	-27,384,596
3050	Ob Bal: Change, in uncoll cust paymt, Fed srcs, unexp	-700,000
3090	Ob Bal: EOY: Unpaid obligations (gross)	6,437,204
3091	Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	-700,000
3100	Obligated balance, end of year (net)	5,737,204
	BUDGET AUTHORITY AND OUTLAYS, NET	
4000	Disc: Budget authority, gross	74,906,300
4010	Disc: Outlays from new authority	20,384,596
4011	Disc: Outlays from balances	7,000,000
4020	Disc: Total outlays, gross	27,384,596
4030	Disc: Offsets, BA and OL: Collections fm Fed srcs	-33,250,500
4050	Disc: Offsets, BA: Change in uncol pay, Fed srcs, unex	-700,000
4053	Disc: Offsets, BA only: Antic offsetting collect	-36,855,800
4060	Disc: Additional offsets against BA only (total)	-37,555,800
4070	Disc: Budget authority, net	4,100,000
4080	Disc: Outlays, net	-5,865,904
4180	Budget authority, net (disc. and mand.)	4,100,000
4190	Outlays, net (disc. and mand.)	-5,865,904

Lines 2002 and 2102 must be consistent with the Apportionment Category B detail amounts.

For revolving funds, this amount will agree with the amount reported on lines 6180, 6181, and 6182 of the latest approved SF 132 plus upward adjustments in income until a reapportionment request is approved.

Note: Exhibit 121K illustrates the apportionment of this account.

Annual Account - Advance Appropriation

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 6/30/11

AGENCY: Department of Government
BUREAU: Bureau of Central Services

APPROPRIATION OR FUND TITLE AND SYMBOL
80-12-1309 Research and development

		FY 2012 Unexpired Account
	BUDGETARY RESOURCES	
1170	BA: Disc: Advance appropriation	7,400,000
1910	Total budgetary resources (disc. and mand.)	7,400,000
	STATUS OF BUDGETARY RESOURCES	
2001	Direct obs incurred: Category A (by quarter)	7,000,000
2201	Unob Bal: Apportioned: Avail in the current period	400,000
2490	*Unobligated balance, end of year*	*400,000*
2500	Total budgetary resources	7,800,000
	CHANGE IN OBLIGATED BALANCE	
3030	Ob Bal: Obligations incurred: Unexpired accounts	7,000,000
3040	Ob Bal: Outlays (gross)	-5,000,000
3090	Ob Bal: EOY: Unpaid obligations (gross)	2,000,000
3100	Obligated balance, end of year (net)	2,000,000
	BUDGET AUTHORITY AND OUTLAYS, NET	
4000	Disc: Budget authority, gross	7,400,000
4010	Disc: Outlays from new authority	5,000,000
4070	Disc: Budget authority, net	7,400,000
4080	Disc: Outlays, net	5,000,000
4180	Budget authority, net (disc. and mand.)	7,400,000
4190	Outlays, net (disc. and mand.)	5,000,000

Report advance appropriations in the period in which the funds become available for obligation and not before.

For example, an advance appropriation of 7,400,000 in fiscal year 2011 appropriations act that will become available for obligations in fiscal year 2012 should be included on line 1170 in the fiscal year 2012 SF 133.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

Annual Account--Reappropriation

When a law extends the period of availability of an amount, that in the absence of the law would have expired, the amount is reappropriated.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	80-11-1309 Research and development

	FY 2011 Unexpired
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	
1100 BA: Disc: Appropriation	200
1131 BA: Disc: Appropriations permanently reduced	
1910 Total budgetary resources (disc. and mand.)	200
STATUS OF BUDGETARY RESOURCES	
2201 Unob Bal: Apportioned: Avail in the current period	200
2490 Unobligated balance, end of year	*200*
2500 Total budgetary resources	200

The amount that had been part of an unobligated balance (line 2490) in a previous period . . .

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 12/31/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	80Y1309 Research and development

	FY 2012 Unexpired	FY 2011 Expired
BUDGETARY RESOURCES		
1000 Unob Bal: Brought forward, October 1		100
1105 BA: Disc: Reappropriation	100	
1131 BA: Disc: Appropriations permanently reduced		-100
1910 Total budgetary resources (disc. and mand.)	100	-
STATUS OF BUDGETARY RESOURCES		
2001 Direct obs incurred: Category A (by quarter)		
2201 Unob Bal: Apportioned: Avail in the current period	100	
2500 Total budgetary resources	100	-

. . .should be reported as a new appropriation (line 1105) in the period in which it becomes available.

Report the reduction on line 1131.

SF 133 Net Outlay Formula

The following is the outlay formula to be used to check the internal consistency of the SF 133.

Net Outlays = Lines (2001 through 2003 + 2101 through 2103) - (1700+1701+1800+1801+1021) + 3000 ± 3001 - 3010 ± 3011 ± 3060 ± 3061 ± 3070 ± 3071- (3090-3091)

Step 1: Take the sum of the amounts on lines 2001 through 2003 plus 2101 through 2103 Obligations incurred		19,656,000
Step 2: Subtract the sum of the following lines:		
Spending authority from offsetting collections (gross)		
Line 1700--Collected	197,000	
Line 1701--Change in uncollected customer payments from Federal sources (+ or -)	0	
Line 1800--Collected	12,000	
Line 1801--Change in uncollected customer payments from Federal sources (+ or -)	0	
Recoveries of prior year unpaid obligations		
Line 1021--Recoveries of prior year unpaid obligations	76,000	
Sum	285,000	-285,000
Step 3: Add the sum of the following lines:		
Obligated balance, start of year (net)		
Line 3000--Unpaid obligations, brought forward, October 1 (gross)	407,500	
Line 3001--Adjustments to unpaid obligations, brought forward, October 1 (+ or -)	0	
Line 3010--Uncollected customer payments from Federal sources, brought forward, October 1 (-)	0	
Line 3011--Adjustments to uncollected customer payments from Federal sources, brought forward, October 1 (+ or -)	0	
Sum	407,500	407,500
Step 4: Add (if positive) or subtract (if negative) the sum of the following lines:		
Obligated balance transfers, net		
Line 3060--Unpaid obligations tranferred to other accounts (-)	0	
Line 3061--Upaid obligations transferred from other accounts	0	
Line 3070--Uncollected customer payments from Federal sources transferred to other accounts	0	
Line 3071--Uncollected customer payments from Federal sources transferred from other accounts (-)	0	
Sum	0	0
Step 5: Subtract the sum of the following lines:		
Obligated balance, net, end of period		
Line 3090--Unpaid obligations, end of year (gross.)	382,400	
Line 3091--Uncollected customer payments from Federal sources, end of year (-)	0	
Sum	382,400	-382,400
Net Outlays:		
Line 4010--Outlays from new discetionary authority	19,605,100	
Line 4011--Outlays from discretionary balances	0	
Line 4030--Federal sources (-)	-197,000	
Line 4031--Interest on Federal securities (-)	0	
Line 4032--Interest on uninvested funds (-)	0	
Line 4033--Non-Federal sources (-)	0	
Line 4034--Offsetting governmental collections (from non-Federal sources) (-)	0	
Line 4110--Total outlays, gross	0	
Line 4120--Federal sources (-)	0	
Line 4121--Interest on Federal securities (-)	0	
Line 4122--Interest on uninvested funds (-)	0	
Line 4123--Non-Federal sources (-)	-12,000	
Line 4124--Offsetting governmental collections (from non-Federal sources) (-)	0	
Result: This should be the sum of lines 4010 + 4011+ (4030 through 4034) + 4110+ (4120 through 4124)		19,396,100

Note: These amounts come from Exhibit 130C

Crosswalk from the SF 133 to the Treasury Combined Statement

SF 133 Report on Budget Execution and Budgetary Resources	Treasury Combined Statement
1000: Unob Bal: Brought forward, October 1	Column 1[a/]: Balances beginning of fiscal year, unobligated balance (unexpired) and unobligated balance (expired)
3020: Obligated balance, start of year (net)	Column 1: Balances beginning of fiscal year, obligated balance: The sum of accounts payable and undelivered orders minus the sum of accounts receivable and unfilled customer orders
1100 through 1105: BA: Disc: Appropriations 1170 through 1171: BA: Disc: Advance appropriations 1200 through 1204: BA: Mand: Appropriations 1270 through 1271: BA: Mand: Advance appropriations	Column 2: Appropriations and other obligational authority: Total
1120 +1121+1173+1510+1511+1710+1711: Discretionary nonexpenditure transfers of appropriations, contract authority, and spending authority to or from other accounts 1220+1221+1272+1610+1611+1810+1811: Mandatory nonexpenditure transfers of appropriations, contract authority and spending authority to or from other accounts	Net effect shown, with a footnote in column 2 for transfers between annual accounts in the same fund group. All other transfers shown in Column 3
1130+1131+1320+1520+1722: Discretionary appropriations, borrowing authority, contract authority, and spending authority permanently 1230+1420+1620: Mandatory appropriations, borrowing authority, contract authority, and spending authority permanently reduced	Column 2: Appropriations and other obligational authority: Total Column 5: Balances withdrawn and other transactions: The sum of the entries for undisbursed funds, unfunded contract authority, authority to borrow from Treasury, and authority to borrow from the public (plus increases in unobligated balances footnoted in columns 1 and 6 as unavailable for obligation)
Not applicable	Column 3: Transfers, borrowings, and investments (net)
1010 + 1011+1012+1013: Nonexpenditure transfers of unobligated balance to or from other accounts	Not applicable
3060+3061+3070+3071: Nonexpenditure transfers of obligated balance to or from other accounts	Not applicable
4190: Outlays, net (discretionary and mandatory)	Column 4: Outlays (net): Total
1700+1701: Discretionary spending authority from offsetting collections (gros 1800+1801: Mandatory spending authority from offsetting collections (gross)	Not applicable
1021: Unob Bal: Recov of prior year unpaid obligations	Not applicable
1031: Unob Bal: Refunds/recov temp precl ob (spec/trust) 1132 through 1134: Discretionary appropriations temporarily reduced (total) 1174: BA: Disc: Advanced approps temporarily reduced 1232 through 1235: Mandatory appropriations temporarily reduced (total) 1273: BA: Mand: Advanced approps temporarily reduced	Not applicable
Not applicable	Column 5: Balances withdrawn and other transactions: The sum of the entries for undisbursed funds, unfunded contract authority, authority to borrow from Treasury, and authority to borrow from the public (plus increases in unobligated balances footnoted in columns 1 and 6 as unavailable for obligation)
2201+2202+2203+2301+2302+2303[b/]: Unobligated balance: Apportioned / exempt from apportionment 2401+2402+2403: Unobligated balance: Unapportioned	Column 6: Balances end of fiscal year, unobligated balance
3100: Obligated balance, end of period (net)	Column 6: Balances end of fiscal year, obligated balance: The sum of accounts payable and undelivered orders minus the sum of accounts receivable and unfilled customer orders

[a/] Column 1 of the Treasury Combined Statement (previously known as the Treasury Annual Report) means the first column after the Account Symbol columns.
[b/] Some valid exceptions do exist, such as amounts temporarily precluded from obligation and temporary reductions.

Trust Fund (or Special Fund) with Collections Precluded from Obligation

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Program benefits trust fund

APPROPRIATION OR FUND TITLE AND SYMBOL
80X8000 Payment of benefits

	DESCRIPTION	Dec. 31 SF 133	Jun. 30 SF 133	Sept. 30 SF 133
	BUDGETARY RESOURCES			
1201	BA: Mand: Appropriation (special or trust fund)	70,000	150,000	160,000
1235	BA: Mand: Appropriations precluded from obligation			-40,000
1250	BA: Mand: Anticipated appropriation	120,000	40,000	
1910	Total budgetary resources (disc. and mand.)	190,000	190,000	120,000
	STATUS OF BUDGETARY RESOURCES			
2002	Direct obligations incurred: Category B: Benefit payments	30,000	90,000	120,000
2201	Unob Bal: Apportioned: Available in the current period			
2203	Unob Bal: Apportioned: Anticipated			
2403	Unob Bal: Unapportioned: Other	160,000	100,000	
2490	*Unobligated balance, end of year*	*160,000*	*100,000*	
2500	Total budgetary resources	190,000	190,000	120,000
	CHANGE IN OBLIGATED BALANCE			
3030	Ob Bal: Changes: Obligations incurred: Unexpired accounts	30,000	90,000	120,000
3040	Ob Bal: Changes: Outlays (gross) (-)	-30,000	-90,000	-120,000
	BUDGET AUTHORITY AND OUTLAYS, NET			
4090	Budget authority, gross (mand.)	190,000	190,000	120,000
4100	Outlays from new mandatory authority (mand.)	30,000	90,000	120,000
4160	Budget authority, net (mand.)	70,000	150,000	120,000
4170	Outlays, net (mand.)	30,000	90,000	120,000
4180	Budget authority, net (disc. and mand.)	190,000	190,000	120,000
4190	Outlays, net (disc. and mand.)	30,000	90,000	120,000

Includes $30 thousand apportioned (see exhibit 121P) of prior year collections plus $40 thousand collected in

Includes only new collections. Prior year collections are not needed to incur obligations and therefore are not shown as an appropriation.

Includes $40 thousand to be collected in March, June, and September.

Excess of new collections over obligations.

Include amounts of budgetary resources in excess of apportioned amounts on line 2403. If the account is exempt from apportionment, include amounts in excess of obligations on line 2301.

Total budgetary resources equal obligations on line 2001-2104.

General Principles:
- Under scoring rules established under the Balance Budget and Emergency Deficit Control Act of 1985 (BBEDCA), collections made available pursuant to law are shown as appropriations (line 1201 of the SF 132 and the SF 133). Amounts not needed to cover obligations are subtracted on line 1235.
- For the September 30 SF 133, prior year collections are not shown unless current year collections are less than amounts needed to incur obligations. This will assure that the actual column in the Budget, derived from the same data as the SF 133, will reflect the scoring required by the BEA.

Assumptions for this example:
- Total annual benefit payments are $120 thousand ($10 thousand each month).
- Total annual revenue is $160 thousand. $40 thousand is received in December, March, June, and September.
- Pursuant to law, obligations may be made only for payment of benefits.
- Accumulated, unused collections from prior years equal $750 thousand on October 1st of the fiscal year.

To save space, this exhibit does not display lines that do not contain amounts.

Generally applies to indefinite appropriations. If your agency has a Treasury Appropriation Fund Symbol with a definite appropriation, contact your OMB representative.

Appropriation Reduced by Offsetting Collections and Receipts

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Government Bureau

APPROPRIATION OR FUND TITLE AND SYMBOL
80Y2011 Salaries and expenses

		Dec. 31 SF 133 Unexpired Account	Jun. 30 SF 133 Unexpired Account	Sept. 30 SF 133 Unexpired Account
	BUDGETARY RESOURCES			
1100	BA: Disc: Appropriation	65,000,000	19,250,000	4,000,000
1134	BA: Disc: Appropriations precluded from obligation	-65,000,000	-19,250,000	
1700	BA: Disc: Spending auth: Collected		45,750,000	61,000,000
1740	BA: Disc: Spending auth: Antic colls, reimbs, other	65,000,000	19,250,000	
1750	BA: Disc: Spending auth: Total	65,000,000	65,000,000	65,000,000
1910	Total budgetary resources (disc. and mand.)	65,000,000	65,000,000	65,000,000
	STATUS OF BUDGETARY RESOURCES			
2001	Direct obligations incurred: Category A (by quarter)	16,350,000	49,050,000	64,688,000
2201	Unob Bal: Apportioned: Available in the current period	48,650,000	15,950,000	312,000
2490	*Unobligated balance, end of year*	*48,650,000*	*15,950,000*	*312,000*
2500	Total budgetary resources	65,000,000	65,000,000	65,000,000
	CHANGE IN OBLIGATED BALANCE			
3030	Ob Bal: Obligations incurred: Unexpired accounts	16,350,000	49,050,000	64,688,000
3040	Ob Bal: Outlays (gross)	-16,210,000	-49,010,000	-64,675,000
3090	Ob Bal: EOY: Unpaid obligations (gross)	140,000	40,000	13,000
3100	Obligated balance, end of year (net)	140,000	40,000	13,000
	BUDGET AUTHORITY AND OUTLAYS, NET			
4000	Disc: Budget authority, gross	65,000,000	65,000,000	65,000,000
4010	Disc: Outlays from new authority	16,210,000	49,010,000	64,675,000
4020	Disc: Total outlays, gross	16,210,000	49,010,000	64,675,000
4030	Disc: Offsets, BA and OL: Collections fm Fed srcs		-45,750,000	-61,000,000
4053	Disc: Offsets, BA only: Antic offsetting collect	-65,000,000	-19,250,000	0
4070	Disc: Budget authority, net			4,000,000
4080	Disc: Outlays, net	16,210,000	3,260,000	3,675,000
4180	Budget authority, net (disc. and mand.)	-	-	4,000,000
4190	Outlays, net (disc. and mand.)	16,210,000	3,260,000	3,675,000

For the first three quarters, use line 1134 to reduce the total budgetary resources by the aniticipated amount of collections whether credited to the expenditure account or deposited to a receipt account.

Since the amount appropriated 65,000,000 is initially derived from the General Fund of the U.S. Treasury, this mechanism is necessary in order to avoid double counting the total budgetary resources.

The amount appropriated 65,000,000 is reduced by the amount of actual offsetting collections 61,000,000 received during the fiscal year so as to result in a final fiscal year appropriation of 4,000,000. The amount derived from the General Fund of the U.S. Treasury 65,000,000 should be reduced by the amount of actual offsetting collections 61,000,000 received during the fiscal year on the September 30 SF 133.

The amount appropriated is reduced by an amount of collections whether credited to an expenditure account or deposited to a receipt account.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibit 130H contains all lines.

SECTION 135—PROCEDURES FOR MONITORING FEDERAL OUTLAYS

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135.8	What are the responsibilities of OMB and the Treasury Department?
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Ex–135B	Reports on Outlays—Initial Report
Ex–135C	Large Transactions Reporting Format
Ex–135D	Investment Account Reporting Format
Ex–135E	Financing Account Reporting Format
Ex–135F	Asset Sales Reporting Format

Summary of Changes

Clarifies that asset sales are a category of large transactions with additional reporting requirements (sections 135.4 and 135.7).

Clarifies that all exhibits should be included in the quarterly reports on outlays as applicable, and additional reporting may be required for large transactions (section 135.9).

Adds a reporting format for large agency transactions (exhibit 135C).

135.1 What is the purpose for these procedures?

Cabinet departments and certain agencies submit reports on Federal outlays to assist in the monitoring of spending and to improve Treasury Department forecasts of the Government's daily cash operating balances, borrowing requirements, and debt subject to legal limits, including trust and special fund investment activity. Realistic estimates, particularly for the immediate six-month period, enable Treasury to borrow only amounts needed to finance Government activities, thus reducing interest costs and overall cash balances maintained in the Treasury.

OMB needs reports on Federal outlays to monitor the deficit/surplus and to assess the reliability of each agency's financial management system. Reports are also used by Treasury for its monthly review of "Statement of Transactions" (FMS 224 and FMS 1220) reporting, prior to publication of the *Monthly Treasury Statement of Receipts and Outlays of the U.S. Government (MTS)*, and for periodic evaluations of the accuracy of the reports. These plans must be as accurate as possible—an inability to forecast spending with reasonable accuracy can be a weakness in program and financial management. Problems of this nature need the attention of OMB and the agencies alike.

135.2 Who is required to submit a plan?

If your department or agency is listed in exhibit 135A, prepare a monthly outlay plan for the current and budget years as required by OMB and Treasury and submit periodic reports on and revisions to that plan. Coverage of the reports should be identical to the coverage in the annual budget documents and should include outlay information for all appropriations and funds administered by your department or agency. OMB and/or Treasury may require a forecast of deposit fund activity for specific agencies and will notify you of this requirement.

OMB and Treasury have implemented a web-based system for collecting monthly outlay plan information, which can be found at https://max.omb.gov/mop. The historical database of outlay plan information that results from this effort can improve outlay forecasting abilities government-wide.

The system will preload and display actual outlays reported in the MTS and full fiscal year estimates from the most recent Budget or Mid-Session Review. Please reconcile any discrepancies between this data in the system and the data you expect with your OMB contact. Agencies should then enter estimates of expected outlays for months where actual outlays are not yet available.

135.3 What are the general reporting requirements?

Agencies must report their updated monthly outlay plans on a quarterly basis. Base estimates on your best current judgment of the amount to be spent by month in the period(s) covered by the report. Use the President's most recent annual budget or Mid-Session Review estimates as a base, but update those estimates to reflect subsequent actions of the Congress, including both completed actions and those that are almost certain to be completed. Also reflect the latest economic trends and other expected events on a realistic basis.

Budget and Mid-Session Review estimates serve as reference points only, not as targeted fiscal year totals. Do not force estimated monthly totals to conform to the Budget or Mid-Session totals, but reflect your best information at the time the forecast is prepared. Accordingly, if realistic estimates yield differences between agency and official estimates, knowing this difference is critical to Treasury's general financing requirements and medium and long-term planning. The format for agency reports (Exhibits 135B, 135C, 135D, 135E, and 135F) includes columns for "OMB estimates" and "Differences" that will highlight changes from the most recent official estimates.

Between submission dates, you should provide updated plans to OMB and Treasury whenever there are significant changes in agency outlay totals ($500 million or more), large transactions ($50 million or more), or patterns (such as those that may be associated with an unanticipated increase in claims for an entitlement program or a change in the timing or amount of upward or downward credit reestimates between budgetary subsidy and non-budgetary financing accounts). You should also cooperate with OMB and Treasury by providing additional details as requested.

You must submit with each outlay plan a brief summary explaining the assumptions used in developing the plan and any unusual or special circumstances affecting the plan. The summary is instrumental in Treasury's assessment of the reliability of the estimates and must be included with all outlay report submittals. The summary will, for example, enumerate expected Congressional actions that will raise or lower estimates, discuss any other events that have caused or are expected to cause significant fluctuations in the normal outlay pattern, and specify whether they have been included or excluded from the plan. Summaries are to be uploaded as attachments in the web-based system. A comment added to the plan in the system can be used in place of the summary in cases where the estimates are exclusively based on historical patterns and not on economic/legislative assumptions.

135.4 What are the reporting requirements for large transactions?

In order to improve Treasury's ability to manage the Government's daily cash position and to make more informed financing decisions, all agency financial officers are required to provide advance notice of all large deposits and withdrawals. "Large transaction" refers to a single payment or deposit or a group of payments or deposits of $50 million or more of a similar nature that occur, typically, on one day. You must identify large cash and non-cash payment and deposit transactions. (See Financial Management Service's *Treasury Financial Manual* (TFM), Volume 1, Part 6, Chapter 8500, available at http://www.fms.treas.gov/.)Large transactions may be recurring, i.e., monthly, quarterly, semi-annual, or annual. Cash transactions result in a decrease or increase in Treasury's operating cash balance. Non-cash transactions are typically transfers between general fund and trust fund, deposit fund, or financing accounts.

The amount of advance notice varies from two to five business days or more prior to the transaction date, depending on the size of the transaction. Many electronic transfers such as through the CA$H-LINK system require two business days to process. For further information regarding TFM Chapter 8500, contact the Cash Forecasting Division, Financial Management Service, Department of the Treasury, (202) 874–9790. Additionally, Treasury's Office of the Fiscal Assistant Secretary (OFAS)/Office of Fiscal Projections (OFP) must be notified of all large transactions that have a high probability of occurrence, even if not yet finalized. Association with other Treasury units does not replace the requirement of separate notification to OFAS by the agencies (outlays@treasury.gov or (202) 622–0580).

List large transactions in a separate spreadsheet or footnote the transaction in the investment account or financing account report. Exhibit 135C provides examples of how the following information should be presented:

- Description of payment or deposit;
- Appropriation account symbol;
- MTS line code;
- Dollar amount(s);
- Assumed date of transaction;
- Agency contact;
- Telephone number; and
- E-mail address.

The point of contact for a large transaction should be the individual who is responsible for ensuring that Treasury is informed *between submission dates* of revisions to dollar amount, transaction date, or any special circumstances related to the transaction. This individual is typically in your program and/or finance office.

Selected examples of large transactions:

- Department of Agriculture:
  - Federal Crop Insurance Corporation Fund Premium collections
  - Forest Service
    Payments to States

- Department of Defense—Military Programs:
  - International restoration payments and receipts
  - Defense Vendor Payments
  - Tricare payments
  - Military Active Duty Payments

- Defense Security Cooperation Agency:

- Payments to Security Assistance

- Department of the Interior:
  - Bureau of Land Management
    Oregon and California Grant Lands payments
  - Office of the Secretary
    Payments in lieu of taxes

- Department of Treasury:
    Resolution Funding Corporation collections and disbursements
  - Comptroller of the Currency
    Assessment collections
  - Office of Thrift Supervision
    Assessment collections

- International Assistance Programs:
  - Agency for International Development:
    Economic support fund payments
    Economic assistance loans, repayments

135.5 What are the requirements for investment account reporting?

Departments that administer major investment accounts are required to submit reports of investment account income and outgo in the format of Exhibit 135D. Reports are required for the following investment accounts:

- Department of Health and Human Services:
    Federal Hospital Insurance Trust Fund
    Federal Supplementary Medical Insurance Trust Fund

- Department of Housing and Urban Development:
    FHA-Mutual Mortgage and Cooperative Housing Insurance Fund Liquidating Account

- Department of Labor:
    Unemployment Trust Fund
    Pension Benefit Guaranty Corporation Fund

- Department of State:
    Foreign Service Retirement and Disability Fund

- Department of Transportation:
    Highway Trust Fund
    Airport and Airway Trust Fund

- Major Independent Agencies:
  - Environmental Protection Agency:
    Hazardous Substance Superfund Trust Fund

- Office of Personnel Management:
    Civil Service Retirement and Disability Fund
    Federal Employees Life Insurance Fund
    Federal Employees and Retired Employees Health Benefits Funds
    Postal Service Retiree Health Benefits Fund

- Social Security Administration:
  Federal Old-Age and Survivors Insurance Trust Fund
  Federal Disability Insurance Trust Fund

- Other Defense—Civil Programs:
  Military Retirement Fund
  Department of Defense Medicare-Eligible Retiree Health Care Fund

- Other Independent Agencies:
  - Railroad Retirement Board:
    Rail Industry Pension Fund
    National Railroad Retirement Investment Trust
    Railroad Social Security Equivalent Benefit Account

135.6 What are the requirements for credit financing account reporting?

All departments and agencies that administer financing accounts are required to report estimated and actual monthly net disbursements for all accounts as an attachment to the monthly outlay plan application.

The following agencies also are required to submit detailed financing account reports in the format of exhibit 135E:

- Department of Agriculture
- Department of Education
- Department of Housing and Urban Development
- Department of Transportation:
- Department of the Treasury
- Department of Veterans Affairs
- Small Business Administration
- International Assistance Programs
- Other Independent Agencies:
  - Export-Import Bank of the United States:
  - Federal Communications Commission:

Include significant activities as shown in the Budget *Appendix* Program and Financing schedules in your detailed financing account reports.

Estimate monthly totals for non-budgetary transactions such as:

- Cash loan disbursements
- Cash collections for loan repayments
- Net cash proceeds of asset sales

Forecast all non-cash transactions between:

- Credit financing accounts
- Credit program, liquidating, governmental receipt, and Treasury interest accounts

Specify whether the timing for such transactions is monthly, quarterly, semiannual, or annual. Include the best available estimate of the dollar amount in the month or months during which you expect the transaction to be processed.

Actual data for credit financing accounts. As discussed in section 135.9 below, the *Monthly Treasury Statement* (*MTS*) is the source of actual data for outlay plans. However, the *MTS* and the FMS 224 reports may not provide the activity detail necessary for detailed financing account forecasting. Agency budget and accounting areas are expected to develop internal agency procedures that will produce the detail required for the plans.

Sales of loans. In general, cash proceeds from sales of loans are now being credited to non-budgetary financing accounts instead of to budgetary liquidating accounts. Exhibit 135E reflects the financing account presentation for loan sale proceeds. Detailed reporting for individual asset sales is required by Treasury offices under asset sale reporting (section 135.7) below.

Reporting format. Show both financing accounts and corresponding program and/or liquidating accounts on the report.

You must show activities as shown in the Budget *Appendix* (see section 185.10 for a description of the requirements for program accounts and section 185.11 for a description of the requirements for financing accounts) in order to:

- Improve Treasury's cash forecasting by identifying non-cash transactions and ensuring consistent treatment on "both sides" of the transaction, i.e., the same amount and timing for both budgetary and non-budgetary credit account entries.

- Ensure the integrity of the *MTS*, the Federal Government's monthly budget report. Treasury will use financing account reports to review and monitor the agency Statement of Transactions (FMS 224) reports, prior to publication of the *MTS*.

Forecasting methodology. For financing account reports:

- Non-cash transactions between financing and (1) program or liquidating accounts, or (2) Treasury interest accounts must reflect the best available dollar amount estimate, and timing must be based on actual due dates or past experience with the timing of the payments.

- If actual experience supports the method, you may estimate monthly amounts for some categories, such as loan disbursements and repayments, by pro-rating the estimated fiscal year total, based on recent monthly patterns.

135.7 What are the requirements for asset sale reporting?

Asset sales are a category of large transactions with additional reporting requirements due to their budgetary impact. Departments and agencies that conduct asset sales must submit forecast reports basis in the format of exhibit 135F for each sale included in the agency report on outlays (exhibit 135B) or financing account report (exhibit 135E). These forecasts must be submitted in addition to the large transactions reporting forms that must be received by Treasury at least 48 hours in advance of the sale in accordance with the TFM.

Between submissions, the original report for each individual sale is to be updated by the agency and provided to Treasury offices as soon as new estimated and/or actual information is available, until the sale has been completed. Agency and OMB estimates provided for Treasury's budget, cash, and debt forecasting purposes are considered highly confidential and for internal Treasury use only. If unusual circumstances call for disclosure of additional detail, the estimates are characterized as Treasury Department estimates and not attributed to OMB or the agency.

Departments and agencies that currently must submit detailed asset sale reports are listed below:

- Federal Communications Commission
- Federal Housing Administration (HUD)
- Minerals Management Service (Interior)
- Small Business Administration
- Veterans Affairs

Other departments or agencies should be prepared to provide asset sale reports and timely, on-going updates if asset sale transactions are assumed in their official OMB estimates.

135.8 What are the responsibilities of OMB and the Treasury Department?

Both OMB and Treasury will review the agency outlay plans for reasonableness in the light of experience, consistency with the President's policies and objectives, enacted appropriations and other legislation, and other factors. When circumstances warrant, OMB and/or Treasury may require you to make revisions in the outlay plans.

135.9 When do I submit reports?

Submit the initial report package to OMB and Treasury (Office of the Fiscal Assistant Secretary/Office of Fiscal Projections) simultaneously based on the timing of the transmittal of the Budget in the format of Exhibits 135B, 135C, 135D, 135E, and 135F, as applicable. The report provides monthly outlay estimates for the budget year. Updated reports are due throughout the current year, with coverage expanded to include estimates for the subsequent budget year as shown below.

Use the *MTS* (available at http://www.fms.treas.gov/) as the source of actual data reported. However, it should be noted that the published *MTS* is subject to prior-month revisions for back-dated transactions. Such revisions will affect both a prior month (or months) and the published "Current Fiscal Year to Date" amounts shown in *MTS* Table 5. The automated collection application (https://max.omb.gov/mop) will load actual data as reported by the *MTS* for all months available. **It is imperative that actual data reflect amounts reported by the agency and recorded in the *MTS*.** Differences between actual data in the application and actual data reported in the *MTS* should be reconciled with your OMB contact. The actual data should be followed by updated monthly outlay estimates for the balance of the period(s). Reports are due to OMB and to Treasury through the automated collection application as shown in the accompanying table. From time-to-time, it may be necessary for Treasury to request the reports in advance of this timeline in order to meet its internal cash and debt forecasting requirements.

Reports due	Monthly outlay actuals required for the period [1]	Monthly outlays estimates required for the period
October 1st (current year). (Explain differences from latest public estimate.) [2]	—	October through September (current year).
Early-to mid January, to be specified by Treasury and OMB. (Explain differences from the current year amounts contained in the MSR.)	October through December (current year).	January through September (current year). October through September (budget year).
Early- to mid-April, to be specified by Treasury and OMB. (Explain differences from the current year amounts contained in the Budget.)	October through March (current year).	April through September (current year). October through September (budget year).
As specified by Treasury and	October through May	June through September

Reports due	Monthly outlay actuals required for the period [1]	Monthly outlays estimates required for the period
OMB, based on the timing of the Mid-Session Review update (current year). (Explain differences from current year amounts contained in the Budget.)	(current year).	(current year). October through September (budget year).

[1] The system will preload MTS data for actual outlays before the system opens for agency use. Agencies should enter MTS data that becomes available after the system opens for agency use. When the plans are due before MTS data becomes available, agencies should enter the best possible estimate of actual outlays.

[2] Normally, the latest public estimate will be that in the most recent Mid-Session Review of the President's Budget. Reconcile significant differences between previously reported estimated outlays and revised estimates or actual outlays and explain these changes in the accompanying statements. Additional updated reports may be requested at other times to better accommodate and support Treasury's quarterly borrowing announcements.

Reports on Outlays—Agency and Program Coverage

Legislative Branch

Judicial Branch

Department of Agriculture: [1]
- Farm Service Agency:
  - Commodity Credit Corporation
  - All other
- Federal Crop Insurance Corporation
- Foreign Agricultural Service
- Food and Nutrition Service:
  - Supplemental Nutrition Assistance Program
  - Child nutrition programs
  - All other
- Forest Service
- All other
- Deductions for offsetting receipts (-)
  - Total, Department of Agriculture

Department of Commerce

Department of Defense—Military Programs:
- Military Personnel
- Operation and Maintenance
- Procurement
- Research, Development, Test, and Evaluation
- Military Construction
- Family Housing
- Revolving and Management Funds
- All other
  - Total, Department of Defense—Military Programs

Department of Education:
- Elementary and Secondary Education:
  - Education for the Disadvantaged
  - State Fiscal Stabilization Fund
  - All other
- Special Education and Rehabilitative Services:
  - Special Education
  - All other
- Postsecondary Education
- Federal Student Aid:
  - Student financial assistance
  - All other
- All other
  - Total, Department of Education

Department of Energy:
- National Nuclear Security Administration
- Environmental and Other Defense Activities
- Energy Programs
- All other
  - Total, Department of Energy

Department of Health and Human Services:
- Public Health Service
  - National Institutes of Health
  - Indian Health Service
  - All other
- Centers for Medicare and Medicaid Services:
  - Grants to States for Medicaid
  - Payment to health care trust funds
  - Federal Hospital Insurance Trust Fund
  - Children's Health Insurance Program
  - Federal Supplementary Medical Insurance
- Trust funds
  - Health care fraud and abuse control
  - Medicare Prescription Drugs
  - All other
- Administration for Children and Families:
  - Temporary Assistance for Needy Families
  - Child Support Enforcement
  - Low Income Home Energy Assistance
  - Social Services Block Grant
  - All other
- All other
- Deductions for offsetting receipts (-)
  - Total, Department of Health and Human Services

Department of Homeland Security: [1]
- Citizenship and Immigration Services
- Transportation Security Administration
- Immigration and Customs Enforcement
- Customs and Border Protection
- United States Coast Guard
- Federal Emergency Management Administration:
  - Disaster relief
  - National Flood Insurance Fund
  - All other
- All other
  - United States Secret Service
  - All other
- Proprietary receipts from the public
- Deductions for offsetting receipts (-)
  - Total, Department of Homeland Security

Department of Housing and Urban Development: [1]
- Public and Indian Housing Programs:
  - Tenant-based rental assistance
  - Housing certificate fund
  - All other
- Community development fund
- Federal Housing Administration credit accounts
- All other
- Offsetting receipts, FHA credit accounts (-)
  - Total, Department of Housing and Urban Development

Department of the Interior: [3]
- Bureau of Land Management
- Minerals Management Service

Reports on Outlays—Agency and Program Coverage—Continued

Office of Surface Mining and Enforcement
Bureau of Reclamation
Bureau of Indian Affairs
Insular Affairs
All other
Deductions for offsetting receipts (-)
Total, Department of the Interior

Department of Justice:
Federal Bureau of Investigation
Federal Prison System
All other
Total, Department of Justice

Department of Labor:
Pension Benefit Guaranty Corporation
Training and employment services
Unemployment trust fund
Black lung disability trust fund
All other
Deductions for offsetting receipts (-)
Total, Department of Labor

Department of State

Department of Transportation:
Federal Aviation Administration
Federal Highway Administration
Federal Railroad Administration
Federal Transit Administration
All other
Total, Department of Transportation

Department of the Treasury:
Departmental Offices:
Exchange Stabilization Fund
Troubled Asset Relief Program
Housing and Economic Recovery Programs
Other departmental offices
Financial Management Service
Federal Financing Bank
BATF: Salaries and Expenses and Lab Facilities
Internal Revenue Collections for Puerto Rico
Bureau of Engraving and Printing
United States Mint
Bureau of the Public Debt
Internal Revenue Service:
Earned Income Tax Credit (outlay portion)
Child Tax Credit (outlay portion)
Interest
All other
Comptroller of the Currency
Office of Thrift Supervision
Interest on the Public Debt
All other
Deductions for offsetting receipts (-)
Total, Department of the Treasury

Department of Veterans Affairs: [1]
Medical care
Compensation and pensions
Readjustment benefits
Insurance trust funds (both revolving and nonrevolving)
All other
Deductions for offsetting receipts (-)
Total, Department of Veterans Affairs

Major Independent Agencies:
Corps of Engineers—Civil Works
Environmental Protection Agency

Executive Office of the President

General Services Administration

National Aeronautics and Space Administration

National Science Foundation

Office of Personnel Management:
Civil Service Retirement and Disability Fund
Employee Life Insurance Trust Fund
Other trust funds
Postal Service contributions
All other
Total, Office of Personnel Management

Small Business Administration [1]

Social Security Administration:
Payment to social security trust funds
Supplemental Security Income
Federal Old-Age and Survivors Insurance Trust Fund
Federal Disability Insurance Trust Fund
All other
Deductions for offsetting receipts (-)
Total, Social Security Administration

Other Defense—Civil Programs: [2]
Military Retirement
Uniformed services retiree health
All other

International Assistance Programs:
International Security Assistance:
Foreign military loan program
Foreign military financing program

Reports on Outlays—Agency and Program Coverage—Continued

- Economic support fund
- All other
- Multilateral Assistance:
  - Contribution to the International Development Association
  - Deductions for offsetting receipts (-) and all other
- International development assistance:
  - Agency for International Development:
    - Economic assistance loans
    - All other
  - All other
- Military Sales Program:
  - Foreign military sales trust fund outlays
  - Foreign military sales trust fund proprietary receipts
- All other
  - Other International Assistance Programs
  - All other

Other Independent Agencies:

- Corporation for Public Broadcasting
- District of Columbia Courts
- Export-Import Bank of the United States[1]
- Federal Communications Commission:
  - Universal Service Fund
  - Spectrum Auction Program Account
  - All other
    - Total, FCC
- Federal Deposit Insurance Corporation:
  - Deposit Insurance Fund
  - FSLIC Resolution Fund (including RTC)
  - All other
    - Total, FDIC
- National Credit Union Administration
- Postal Service[4]
- Railroad Retirement Board:
  - Federal Windfall subsidy
  - Benefit Payments
  - Administrative expenses
  - All other
    - Total, RRB
- Tennessee Valley Authority
- Rents and Royalties on the Outer Continental Shelf (Interior)
- Spectrum Auction Receipts (Federal Communications Commission)

[1] Provide as a separate entry for monthly outlay amounts for sales of loans to the open market by attaching a spreadsheet to the application. Net cash proceeds of the sale should be reported.

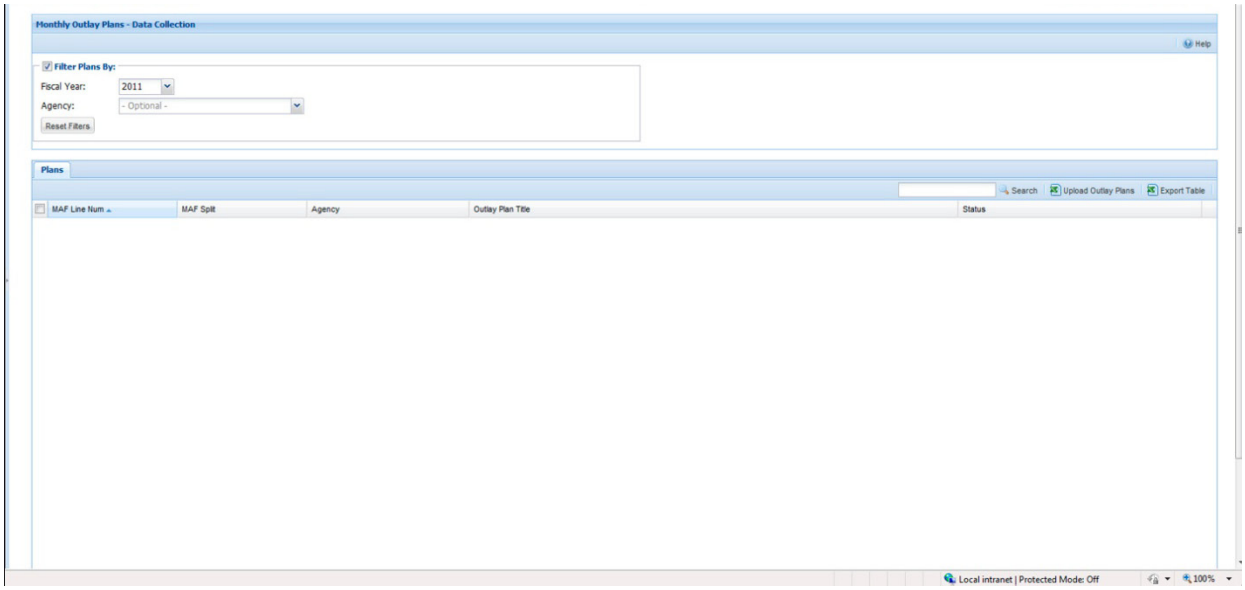
[2] Military retirement also reports receipts collected by them for employer share, employee retirement and health receipts.

[3] Interior also reports the outlays for rents and royalties on Outer Continental Shelf

[4] Postal Service also reports memorandum items for Workers Compensation to the Department of Labor and Payments to OPM Retiree Health Benefits per P.L. 109-435 by attaching a spreadsheet to the application.

Report on Outlays—Initial Report

The automated collection application is on the Internet at https://max.omb.gov/mop. Further instructions can be found on the MAX Federal Community at https://max.omb.gov/community/x/XIA5Bg.



Choose fiscal year and agency.

Double-click on the plan name to edit a plan. Alternately, Click "Upload Outlay Plans" to use the spreadsheet feature.

Edit the plan by entering periodic or cumulative values for the estimate months for the reporting period (in this example, April). The changes will save automatically.

Report on Outlays—Initial Report—Continued

Plans | Plan Name

Edit Plan | History | Comments | Attachments | Watches

Note: Estimates don't need to match Budget/MSR values.

Current Status: Agency Data Entry

MTS Line Numbers:

Plan

Figure Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY Total	Budget Est	Difference
Periodic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0	0	0	0	0			

Difference between previous and current plan

Figure Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY Total
Actual Months	-1839	-29	-620	154	-290								-2624
Estimate Months						0	0	0	0	0	0	0	0

Transfer Previous Estimates Or Allocate $ evenly across remaining months

APR Monthly Outlay Plan (View Actual Net Outlays)

Figure Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY Total	Budget Est View Details	Difference
Periodic	1839	29	620	-154	290	0	0	0	0	0	0	0	2624	1651	973
Cumulative	1839	1868	2488	2334	2624	2624	2624	2624	2624	2624	2624	2624			

Click "Attachments" to add summaries, supporting documents, and exhibits 135 B, D, and E.

To submit the estimate to OMB and Treasury, change the status to *OMB/Treasury Review* before clicking "Update".

Large Transaction Reporting Format

AGENCY REPORT FOR TREASURY CASH FORECASTING
ADVANCE NOTICE OF LARGE DEPOSITS OR PAYMENTS OF
$50 MILLION OR MORE

Date of Report: _____

Email Address:
Funds.Control@FMS.Treas.Gov

To: Cash Forecasting Division
Financial Management Service
Department of the Treasury
Prince George Metro Center II
3700 East West Highway, Rm 5A09
Hyattsville, MD 20782

Facsimile:
202-874-9945
202-874-9984

Telephone:
202-874-9790

From: _____

_____

_____

Agency Location Code or
Defense Station Symbol Number: _____

Contact Name: _____

Telephone: _____

Appropriation Account Title: _____

Appropriation Account Symbol: _____

Description of Transaction: _____
Payment ( ) Deposit ( )

Transaction Settlement Date: _____

Amount: _____

Payment or Deposit Mechanism: Wire Transfer ( ) ACH ( ) Check ( )

If Check Payment, Check Number: _____

If Payment, Payee Name: _____

Address: _____

If Deposit, Depositary Name: _____

Location: _____

Note to Agencies: Transmit report by 9:30 AM EST, Monday-Friday.
Cash flow projections updated daily by 9:45 AM.

Form FMS-187 Department of the Treasury

Investment Account Reporting Format

Categories shown here are illustrative only. Categories on your report should mirror the *Budget Appendix* Status of Funds schedule.

Footnote the OMB ESTIMATES column to indicate Budget or Mid-Session Review estimates and month of release.

REPORT CODE: XXXXXXXXXX
TO: OCDMA34@ocdm.Treas.gov
DATE PREPARED: 10/01/20CY
CONTACT: Salmon P. Chase
TELEPHONE: 202-622-1875
E-MAIL: Salmon.P.Chase@DO.Treas.gov

DEPARTMENT OF XXXXXXXXXXXX
(Investment Account title)
INCOME AND OUTGO REPORT
(In millions of dollars)

NOT FOR PUBLIC RELEASE
OMB CIRCULAR NO. A-11
PART 3, SECTION 135.5
EXHIBIT 135C

TIMING OF TRANS	MTS LINE CODE	APPROP ACCOUNT SYMBOL	CATEGORY	2007 OCT EST	2007 NOV EST	2007 DEC EST	2008 JAN EST	2008 FEB EST	2008 MAR EST	2008 APR EST	2008 MAY EST	2008 JUN EST	2008 JUL EST	2008 AUG EST	2008 SEP EST	FISCAL YEAR TOTAL (1)	OMB EST. 1 (2)	DIFFER-ENCE 2 (1-2)
			INCOME:															
			Governmental:															
FIRST DAY	XXXX	XX XXXX.XX	Taxes…….														**5225**	
			Intergovernmental:															
BIWEEKLY 3	XXXX	XX XXXX.XX	Employer contributions	375	375	375	375	375	375	376	375	375	400	400	410	**4586**	**5000**	**-414**
1215	XXXX	XX XXXX.XX	Transfer from XXXX 4	0	0	650	0	0	0	0	0	0	0	0	0	**650**	**650**	**0**
1231; 0630	XXXX	XX XXXX.XX	Interest on investments	10	15	575	20	15	30	10	15	625	75	100	50	**1540**	**1540**	**0**
			Proprietary:															
DAILY	XXXX	XX XXXX.XX	Receipts from XXXXXXX	25	30	65	25	30	65	25	30	65	25	30	65	**480**	**480**	**0**
			TOTAL INCOME…														**12895**	
			OUTGO:															
DAILY	XXXX	XX XXXX.XX	Benefit payments 5….	675	675	675	650	675	675	650	625	625	625	625	625	**7800**	**7800**	**0**
15TH OF MO	XXXX	XX XXXX.XX	Administrative expenses	35	30	35	35	25	35	35	35	35	35	35	30	**400**	**400**	**0**
LAST DAY	XXXX	XX XXXX.XX	Transfers to XXXX 6	125	0	0	150	0	0	175	0	0	200	0	0	**650**	**650**	**0**
			TOTAL OUTGO……	**835**	**705**	**710**	**835**	**700**	**710**	**860**	**660**	**660**	**860**	**660**	**655**	**8850**	**8850**	**0**
			NET INC (+) OR OUTGO														**4045**	
			MEMORANDUM: (Non-add; included above)															
			Proposed legislation 5	0	0	0	0	0	0	-25	-50	-50	-50	-50	-50	-275	-275	0

ACT=Actual; EST= Estimate

1 Footnote should state "Budget" or "Mid-Session Review" and month/year of release.

2 Footnote differences and provide brief explanation.

3 Footnote descriptions that are larger than column. Provide speciific tiiming and amount information.

4 Date contingent on passage of annual authorizing legislation. Footnote (contact name and telephone number).

5 Footnote (contact name and telephone number).

6 Footnote (contact name and telephone number).

Timing of Transactions column shows illustrative examples of frequency of timing and transaction dates.

NOTE: You are **not** required to provide ***MONTHLY*** estimates for **Governmental receipts**. Monthly estimates are prepared by the Office of Tax Analysis, Department of the Treasury.

Financing Account Reporting Format

Categories will reflect activities shown in the Program and Financing Schedules of the Budget Appendix. Include both Financing and related Liquidating and Subsidy accounts in order to ensure consistency of estimated transactions between budgetary and non-budgetary accounts.

Footnote the OMB ESTIMATES column to indicate Budget or Mid-Session Review estimates and month of release.

REPORT CODE: XXXXXXXXXX
TO: OCDMA34@ocdm.Treas.gov
DATE PREPARED: 10/01/20CY
CONTACT: Salmon P. Chase
TELEPHONE: 202-622-1875
E-MAIL: Salmon.P.Chase@DO.Treas.gov

DEPARTMENT OF XXXXXXXXXXXXX
(Financing Account title)

(In millions of dollars)

NOT FOR PUBLIC RELEASE
OMB CIRCULAR NO. A-11
PART 3, SECTION 135.6
EXHIBIT 135D

TIMING OF TRANS	MTS LINE CODE	APPROP ACCOUNT SYMBOL	OBJECT CLASS CODE	ACCOUNT	2007 OCT EST	2007 NOV EST	2007 DEC EST	2008 JAN EST	2008 FEB EST	2008 MAR EST	2008 APR EST	2008 MAY EST	2008 JUN EST	2008 JUL EST	2008 AUG EST	2008 SEP EST	FISCAL YEAR TOTAL (1)	OMB ESTI-MATES1 (2)	DIFFER-ENCE 2 (1-2)
				FINANCING ACCOUNT:															
DAILY			??.??	Loan disbursements	250	365	450	1000	1265	750	370	300	450	600	950	1275	**8025**	**8575**	**-550**
0930			00.02	Interest paid to Treasury	0	0	0	0	0	0	0	0	0	0	0	150	**150**	**150**	**0**
ANNUAL			08.02	Downward reestimate of subsidy	0	0	0	0	0	0	0	0	0	0	0	531	**531**	**531**	**0**
ANNUAL			08.04	Interest on downward reestimate	0	0	0	0	0	0	0	0	0	0	0	147	**147**	**147**	**0**
				Collections:															
DAILY			??.??	Loan repayments **(P+1)**	-100	-125	-225	-100	-100	-100	-100	-125	-225	-100	-100	-100	**-1500**	**-1500**	**0**
3RD THURS			??.??	Sales of loans (net) 3	0	0	0	0	-400	0	0	0	-350	0	0	0	**-750**	**-750**	**0**
ANNUAL			88.00	Upward reest from program account	0	0	0	0	0	0	0	0	0	0	0	-1,085	**-1085**	**-1,085**	**0**
ANNUAL			88.00	Interest on upward reestimate	0	0	0	0	0	0	0	0	0	0	0	-74	**-74**	**-74**	**0**
FIRST DAY			??.??	Collected from liquidating acct.	0	0	-25	0	0	-25	0	0	-50	0	0	-25	**-125**	**-125**	**0**
FIRST DAY			??.??	Collected from subsidy account	0	0	-260	0	0	-545	0	-300	0	0	-830	0	**-1935**	**-1,935**	**0**
0930			88.25	Interest on uninvested funds	0	0	0	0	0	0	0	0	0	0	0	-495	**-495**	**-495**	**0**
DAILY				**All other**	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
	XXXX	**XX XXXX**	**87.00**	**FINANCING DISB (NET)**	**150**	**240**	**-60**	**900**	**765**	**80**	**270**	**-125**	**-175**	**500**	**20**	**324**	**2889**	**3439**	**-550**
				BUDGET ACCOUNTS:															
				SUBSIDY (Program) ACCOUNT:															
ANNUAL			??.??	Prior Subsidy	0	0	0	10	50	560	0	200	0	0	0	0	**820**	**820**	**0**
ANNUAL			??.??	Current Subsidy	0	0	260	0	0	545	0	300	0	0	830	0	**1935**	**1935**	**0**
ANNUAL			00.05	Upward reestimate of subsidy	0	0	0	0	0	0	0	0	0	0	0	1085	**1085**	**1,085**	**0**
ANNUAL			00.06	Interest on upward reestimate	0	0	0	0	0	0	0	0	0	0	0	74	**74**	**74**	**0**
LAST DAY			00.09	Administrative expenses	15	20	10	25	10	15	20	5	25	10	15	10	**180**	**180**	**0**
				Collections:															
ANNUAL			69.00	Downward reestimate of subsidy	0	0	0	0	0	0	0	0	0	0	0	-531	**-531**	**-531**	**0**
ANNUAL			69.00	Interest on downward reestimate	0	0	0	0	0	0	0	0	0	0	0	-147	**-147**	**-147**	**0**
	XXXX	**XX XXXX**	**90.00**	**TOTAL OUTLAYS (Net)**	**15**	**20**	**270**	**35**	**60**	**1,120**	**20**	**505**	**25**	**10**	**845**	**491**	**4094**	**4,094**	**0**
				LIQUIDATING ACCOUNT:															
			??.??	Payments to financing account	0	0	0	0	0	0	0	0	0	0	0	225	**225**	**125**	**100**
			??.??	Other	5	5	5	5	5	5	5	5	5	5	5	5	**60**	**60**	**0**
	XXXX	**XX XXXX**		**TOTAL LIQUIDATING**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**5**	**230**	**285**	**185**	**100**
				OFFSETTING RECEIPT ACCOUNTS:															
	XXXX	XX XXXX		Disaster loans, downward reest	0	0	0	0	0	0	0	0	0	0	0	-678	**-678**	**-722**	**44**
	XXXX	XX XXXX		Disaster loans, downward reest													**0**	**0**	**0**
				TOTAL OFFSETTING. RECEIPTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**-678**	**-678**	**-722**	**44**
				MEMORANDUM:															
0930	4188	XX 1499		INTEREST TO TREASURY	0	0	0	0	0	0	0	0	0	0	0	-150	**-150**	**-150**	**0**
				TOTAL IMPACT, ALL ACCOUNTS	**170**	**265**	**215**	**940**	**830**	**1,205**	**295**	**385**	**-145**	**515**	**870**	**217**	**5,762**	**7,568**	**-1,806**

FOOTNOTES:
ACT=Actual; EST= Estimate
1 Footnote should state "Budget" or "Mid-Session Review" and month released.
2 Footnote differences and provide brief explanation.
3 Deposit date 022107 062007 091907

Asset Sales Reporting Format

The agency will adapt this format to its sale process.

Treasury will work with each agency to identify key events.

DATE OF REPORT:
TO: OUTLAYS@OCDM.Treas.gov
TO: FUNDS.CONTROL@FMS.Treas.gov
NOTE: E-MAIL AS AN ATTACHMENT (Excel97 or lower)

REPORT CODE:
AGENCY LOC CODE:
CONTACT:
TELEPHONE:
E-MAIL:
ALTERNATE:
TELEPHONE:
E-MAIL:

ASSET SALES REPORT
FOR CASH AND DEBT FORECASTING
DEPARTMENT OF XXXXXXXXXXXXX
(Amounts in Millions of Dollars)

NOT FOR PUBLIC RELEASE
OMB CIRCULAR NO. A-11
PART 3, SECTION 135.7
EXHIBIT 135E

Check Whichever is Applicable:

☐ **TWELVE-MONTH FORECAST: MONTHLY UPDATE (For Fiscal Projections Use Only)**

☐ **LARGE DOLLAR REPORT FOR INDIVIDUAL ASSET SALE**

SALE NUMBER AND/OR DESCRIPTION	FOR SMALL BUSINESS ADMIN USE ONLY				FOR USE BY ALL AGENCIES		
	DATE	BID DEPOSITS TO TREASURY	REFUNDS OF DEPOSITS 1		TOTAL CASH PROCEEDS	SETTLEMENT(S) OR CLOSING(S)	
			DATE	AMOUNT		DATE(S)	BALANCE DUE
TREASURY CASHTRACK CODE:	XXXXX		XXXXX			XXXXX	

1 If applicable to agency's process, estimate amounts and timing or provide actuals.

REFERENCE: OMB Circular No. A-11, Part 3, Section 135, Exhibit 135E; TREASURY FINANCIAL MANUAL, Volume I, Part 6--Chapter 8500.

SECTION 140—REPORTS ON UNVOUCHERED EXPENDITURES

Table of Contents

140.1 What are unvouchered expenditures?
140.2 Are there any exemptions?
140.3 What is the basis for coverage?
140.4 What are the requirements for submission?
140.5 What are OMB's responsibilities?

Ex–140 List of Accounts Containing Unvouchered Expenditures

140.1 What are unvouchered expenditures?

Unvouchered expenditures are any expenditure accounted for solely on the approval, authorization, or certificate of the President or an official of an executive agency.

Executive Branch agencies are required to submit information to OMB on unvouchered expenditures annually. OMB uses the information to prepare the annual report required by law (31 U.S.C. 3524) on accounts containing unvouchered expenditures that are potentially subject to audit by the Comptroller General.

140.2 Are there any exemptions?

The law provides for exemptions for individual financial transactions or for a class or category of financial transactions if they relate to:

- Sensitive foreign intelligence or counterintelligence activities, or
- Sensitive law enforcement investigations in which an audit proceeding would expose the identifying details of an active investigation or endanger the safety of investigative or domestic intelligence sources involved in such law enforcement investigations.

The law gives the President the authority to exempt these financial transactions from audit. You should make any requests for exemptions through the White House Counsel's office.

140.3 What is the basis for coverage?

Subject to 31 U.S.C. 3524(c) and (d), these instructions apply to the accounts of all executive agencies authorized to contain unvouchered expenditures. Funds used under Section 8(b) of the CIA Act of 1949 are exempt from this GAO audit and are not covered in the annual report to Congress on unvouchered expenditures.

140.4 What are the requirements for submission?

By October 1st each executive department and agency will submit to OMB a list of all of the agency's accounts that contain unvouchered expenditures with an explanation of any additions to or deletions from the accounts listed in the previous year's report (see exhibit 140). OMB will issue a separate data request for this information at a later date.

In addition, if you are required to submit information on unvouchered expenditures, you must maintain records of these transactions in a manner similar to those maintained for regular financial transactions and accounts in order to insure proper accountability.

140.5 What are OMB's responsibilities?

The Director of OMB will prepare and submit the report to certain congressional committees and to the GAO before December 1 of each year, as required by law.

List of Accounts Containing Unvouchered Expenditures

List of CY Accounts Containing Unvouchered Expenditures that are Potentially Subject to Audit by GAO

Enter the date of submission, the name of the department or agency, and the name and phone number of a contact

Date: _____

Agency: Department of Government

Information Contact: John Brown

Telephone: 958–4237

Enter the titles of accounts in which unvouchered expenditures are permitted in the current fiscal year.

When the current year regular appropriations have not been enacted, provide information based on the enacted past year appropriations.

Account Titles:
Operation and Maintenance
Salaries and Expenses
Contingencies

Explanation of changes: The Salaries and Expenses account is authorized to contain unvouchered expenditures for the first time in CY pursuant to P.L. XXX–XX. Also as a result of this law, the Research and related activities account is no longer authorized to contain unvouchered expenditures and therefore is not included in this year's report.

Provide an explanation of any additions or deletions to the previous year's report.

SECTION 145—REQUIREMENTS FOR REPORTING ANTIDEFICIENCY ACT VIOLATIONS

Table of Contents

145.1 What is the Antideficiency Act?
145.2 What violations must I report?
145.3 How do the requirements for reporting violations differ for credit programs?
145.4 Do the requirements for reporting violations differ for revolving funds?
145.5 Do the requirements for reporting violations differ for closed and expired accounts?
145.6 How do I treat anticipated budgetary resources?
145.7 How do I report a violation?
145.8 What if the GAO reports a violation?
145.9 What if OMB suspects a violation?

Ex–145A Antideficiency Act Violation Sample Letter to the Director
Ex–145B Antideficiency Act Violation Sample Letter to the President

145.1 What is the Antideficiency Act?

The Antideficiency Act consists of provisions of law that were passed by Congress (beginning in the nineteenth century and later codified in Title 31 of the United States Code) to prevent departments and agencies from spending their entire appropriations during the first few months of the year. The Act *prohibits* you and any other Federal employee from:

- Entering into contracts that *exceed* the enacted appropriations for the year.
- Purchasing services and merchandise *before* appropriations are enacted.

The Act:

- Requires that OMB *apportion* the appropriations, that is, approve a plan that spreads out spending over the fiscal period for which the funds were made available.

- Requires, subject to the approval of OMB, the head of each executive agency to prescribe by regulation a system of administrative control of funds (31 U.S.C. 1514(a)).

- Restricts *deficiency apportionments* to amounts approved by the agency heads only for "extraordinary emergency or unusual circumstances."

- Establishes *penalties* for Antideficiency Act violations. Violations are obligations or expenditures in excess of the lower of the amount in the affected account, the amount apportioned, or any administrative subdivision of funds specified in your agency's fund control regulations as being subject to the Antideficiency Act. As specified in Appendix H, agency fund control regulations must specify that violations of allotments and suballotments are also violations of the Antideficiency Act. If the agency chooses to and OMB approves, the agency may also make allowances and allocations subject to the Antideficiency Act. In this case, obligations and expenditures that exceed allowances and allocations are violations of the Antideficiency Act.

- Requires the agency head to report any Antideficiency Act violations to the President, through the OMB Director; Congress; and the Comptroller General.

Under the Act, if you obligate or expend more than the amount in the Treasury Account Fund Symbol (TAFS) or the amount apportioned or the amount in any other subdivision of funds that are identified in your agency fund control regulations as being subject to the Antideficiency Act, you will be subject to appropriate administrative discipline, including—when circumstances warrant—a written reprimand, suspension from duty without pay, or removal from office.

In addition, if you are convicted of willfully and knowingly overobligating or overexpending the amount, then you shall be fined not more than $5,000, imprisoned for not more than 2 years, or both.

In 1982, Congress reworded and reorganized the language of the Antideficiency Act along with the rest of Title 31 of the United States Code. The intent of Congress was to modernize the language of the Act, without changing its meaning. You will find a crosswalk between the provisions of law that made up the Antideficiency Act before it was modernized and the current language in appendix G.

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)
	In an allotment or a suballotment (a type of administrative subdivision of funds, see Appendix H, section 4).	31 U.S.C. 1517(a)(2)
	In any other administrative subdivision of funds, if the overobligation results in the overobligation of one of the previous amounts.	31 U.S.C. 1517(a)(2)
Authorize or make a disbursement exceeding	In an appropriation or fund.	31 U.S.C. 1341(a)
	In an apportionment or reapportionment (a type of administrative subdivision of funds). Includes the overobligation of a category B apportionment. This also includes incorporated footnotes.	31 U.S.C. 1517(a)(1)
	In an allotment or a suballotment (a type of administrative subdivision of funds, see Appendix H, section 4).	31 U.S.C. 1517(a)(2)
	In any other administrative subdivision of funds if the overexpenditure results in the overexpenditure of one of the previous amounts.	31 U.S.C. 1517(a)(2)

If you . . .	The amount . . .	Then, you must report a violation of . . .
Obligate or expend	Funds required to be sequestered.	31 U.S.C. 1341(a)
Involve the Government in a contract or obligation	Before you receive the appropriation, unless such contract or obligation is authorized by law.	31 U.S.C. 1341(a)
Sign a contract that obligates the Government to indemnify parties against losses ("open-ended indemnification" clause)	Indeterminate.	31 U.S.C. 1341(a)
Accept voluntary service	In excess of that authorized by law.	31 U.S.C. 1342

145.3 How do the requirements for reporting violations differ for credit programs?

In addition to the violations specified in section 145.2, report overobligation or overexpenditure of:

- The subsidy—where an officer or employee of the United States has made or authorized a direct loan obligation or loan guarantee commitment that requires a subsidy cost obligation or expenditure in excess of amounts appropriated and/or apportioned for such purposes. Modifications of direct loans or loan guarantees (or of direct loan obligations or loan guarantee commitments), as defined in section 185, that result in obligations or expenditure in excess of apportioned unobligated balances of subsidy amounts are violations (31 U.S.C. 1341(a), 31 U.S.C. 1517(a)).

- The credit level supportable by the enacted subsidy—where an officer or employee of the United States has made or authorized a direct loan obligation or loan guarantee commitment, that is in excess of the level specified by law. This includes, for example, obligations or expenditures that exceed a limitation on direct loan obligations or guaranteed loan commitments (31 U.S.C. 1341(a)).

- The amount appropriated for administrative expenses—where an officer or employee of the United States has made or authorized an expenditure or created or authorized an obligation that is in excess of the amount appropriated for administrative expenses (31 U.S.C. 1341(a)).

- The expired unobligated balance of the subsidy—where an officer or employee of the United States has made or authorized an expenditure or created or authorized an obligation, including a commitment, against unobligated subsidy balances after the period of obligational authority has expired. Correction of mathematical or data input errors up to the amount of the expired unobligated balance of the subsidy are not violations. Corrections of these errors in excess of the amount of the expired unobligated balance of the subsidy are violations (31 U.S.C. 1341(a)).

- The apportioned borrowing authority in a financing account. Section 505(c) of the Federal Credit Reform Act subjects financing accounts to apportionment: “All of the transactions provided in this subsection shall be subject to the provisions of subchapter II of chapter 15 of title 31, United States Code.”

145.4 Do the requirements for reporting violations differ for revolving funds?

No. The incurring of obligations in excess of apportioned budgetary resources in a revolving fund is a violation of the Antideficiency Act, whether or not a fund has unapportioned budgetary resources or non-budgetary assets greater than the amount apportioned.

145.5 Do the requirements for reporting violations differ for closed and expired accounts?

No. You are required to report violations when obligations and expenditures or adjustments to obligations and expenditures exceed the original appropriations in expired accounts as well as closed accounts. This also includes obligations and expenditures or adjustments to obligations and expenditures made before the account expired that exceed amounts apportioned or amounts in any other subdivision of funds that are identified in your agency's fund control regulations as being subject to the Antideficiency Act.

145.6 How do I treat anticipated budgetary resources?

You may not obligate against anticipated budgetary resources before they are realized even though the anticipated budgetary resources have been apportioned (see section 121.11). If you incur an obligation against an anticipated budgetary resource, such as anticipated spending authority from offsetting collections, then you will have a violation of the Antideficiency Act. If you incur obligations against unobligated balances that are not available for the purpose (31 U.S.C. 1301(a)) or amount so obligated in the account, then you will have a violation.

145.7 How do I report a violation?

In preparing your report on a violation, please consult your OMB representative. Below are the requirements for such a report.

Transmittal letter to the Director of OMB. You will transmit the letter from your agency head to the President through the Director of OMB. A sample transmittal letter is provided in exhibit 145A that shows the format that must be followed. Agencies now must state whether or not their agency received a clean audit opinion during the fiscal year(s) in which the violation occurred. If it is suspected that the violation was knowing and willful, the letter must state the agency has submitted information to the Department of Justice. If the agency has determined that a violation was not knowing and willful, agencies must state this determination in the letter.

Letter to the President. You will report a violation of the Antideficiency Act in the form of a letter (original and three copies) from your agency head to the President. A sample letter is provided in exhibit 145B that shows the format that must be followed.

The letter will set forth all of the following information:

- The title and Treasury symbol (including the fiscal year) of the appropriation or fund account, the amount involved for each violation, and the date on which the violation occurred.

- The name and position of the officer(s) or employee(s) responsible for the violation.

- All facts pertaining to the violation, including the type of violation (for example, overobligation of an appropriation, overobligation of an apportionment, overobligation of any subdivision of funds, including an allotment or suballotment, identified in your agency's fund control regulations), the primary reason or cause, any statement from the responsible officer(s) or employee(s) with respect

to any circumstances believed to be extenuating, and any germane report by the agency's Inspector General and/or the agency's counsel.

- A statement of the administrative discipline imposed and any further action(s) taken with respect to the officer(s) or employee(s) involved in the violation.

- In the case where an officer or employee is suspected of willfully and knowingly violating the Antideficiency Act, confirm that all information has been submitted to the Department of Justice for determination of whether further action is needed. If the agency has determined that a violation was not knowing and willful, agencies must state this determination in the letter.

- A statement regarding the adequacy of the system of administrative control prescribed by the head of the agency and approved by OMB, if such approval has been given. If the head of the agency determines a need for changes in the regulations, or your system of administrative controls has never been approved by OMB, such proposals will be submitted as provided in section 150.7.

- A statement of any additional action taken by, or at the direction of, the head of the agency, including any new safeguards provided to prevent recurrence of the same type of violation.

- If another agency is involved, a statement concerning the steps taken to coordinate the report with the other agency.

- Identical reports will be submitted to the presiding officer of each House of Congress and the Comptroller General. If identical to the report to the President, so state.

Letters to Congress. You will report identical letters to the Speaker of the House of Representatives and the President of the Senate.

Letters to the Comptroller General. You will report to the Comptroller General of the Government Accountability Office. Agencies may electronically send PDF (portable document format) copies of these reports to AntideficiencyActReports@gao.gov (for further information see OMB Memorandum M–05–09 dated March 11, 2005).

If the letters to Congress and the Comptroller General are identical to the letter to the President, include a statement to this effect in the letter to the President. If the letters to Congress and the Comptroller General are not identical to the letter to the President, you will submit a copy of the letter to Congress and the Comptroller General with your letter to the President and, moreover, you will submit to the Congress and the Comptroller General a copy of your letter to the President. Additionally, agencies are required to ensure that the entire violation package maintains consistency with regard to the type of Antideficiency Act violation that has occurred. If there is an inconsistency in the package, agencies are required to submit an explanation for the record (emails are acceptable).

145.8 What if the GAO reports a violation?

You should report to the President, Congress, and the Comptroller General on violations reported by the Government Accountability Office in connection with audits and investigations.

In these cases, the report to the President will indicate whether the agency agrees that a violation has occurred, and if so, it will contain an explanation as to why the violation was not discovered and previously reported by the agency. If the agency does not agree that a violation has occurred, the report to the President, Congress, and the Comptroller General will explain the agency's position.

145.9 What if OMB suspects a violation?

Whenever OMB determines that a violation of the Antideficiency Act may have occurred, OMB may request that an investigation or audit be undertaken or conducted by the agency. In such cases, a report describing the results of the investigation or audit will be submitted to OMB through the head of the agency. If the report indicates that no violation of the Antideficiency Act has occurred, the agency head will so inform OMB and forward a copy of the report to OMB. If the report indicates that a violation of the Antideficiency Act has occurred, the agency head will report to the President, Congress, and the Comptroller General in accordance with section 145.7 as soon as possible. If the agency head does not agree that a violation has occurred, the report to the President, Congress, and Comptroller General will explain the agency's position.

Antideficiency Act Violation
Sample Letter to the Director

Note: If a violation occurred in section 1341 of Title 31, United States Code (U.S.C.), then it is required to be reported under section 1351 of Title 31, U.S.C.

If a violation occurred in section 1517 of Title 31, U.S.C., then it is required to be reported under section 1517(b) of Title 31, U.S.C.

Honorable Director
Office of Management and Budget
Washington, D.C. 20503

Dear Mr. Director:

Enclosed is a letter transmitting a violation of section [1341 or 1517] of Title 31, United States Code to the President.

The Antideficiency Act violation totaled $XXXX.XX. This violation report is required by section [1351 or 1517(b)] of Title 31, United States Code, to be submitted to the President; it is being submitted through the Director of the Office of Management and Budget. The agency [did] [did not] receive a clean audit opinion during the fiscal year(s) in which the violation occurred. [The agency has determined that the violation contained no willful or knowing intent on the part of the responsible party/parties to violate the Antideficiency Act.]

To comply with the aforementioned provisions, copies of the report are also being submitted to the President of the Senate and the Speaker of the House of Representatives as well as the Comptroller General.

Sincerely,
Agency Head

Enclosure

Antideficiency Act Violation
Sample Letter to the President

Note: If a violation occurred in section 1341 of Title 31, United States Code (U.S.C.), then it is required to be reported under section 1351 of Title 31, U.S.C.

If a violation occurred in section 1517 of Title 31, U.S.C., then it is required to be reported under section 1517(b) of Title 31, U.S.C.

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

This letter is to report a violation of the Antideficiency Act, as required by section [1351 or 1517(b)] of Title 31, United States Code.

A violation of section [1341 or 1517] occurred in account [Treasury symbol and title] in the total amount of $X,XXX. The violation occurred on [date] in connection with [identify the affected program or activity] for FY XXXX. Mr./Ms. _____ (rank/grade/title) was [were] the officer(s) responsible for the violation(s).

[Describe the nature of the violation (see section 145.2). Then state the primary reason or cause. Include any statement from the responsible officer(s) or employee(s) as to any circumstances believed to be extenuating. Include any germane report by the agency's Inspector General.]

[State which administrative discipline was imposed as well as any further action(s) taken with respect to the officer(s) or employee(s) involved. (see section 145.1)]

[In the case where an officer or employee is suspected of willfully and knowingly violating the Antideficiency Act, confirm that all information has been submitted to the Department of Justice. If the agency has determined that a violation was not knowing and willful, state such determination by including the following sentence, "The agency has determined that the violation contained no willful or knowing intent on the part of the responsible party/parties to violate the Antideficiency Act."]

[State whether the adequacy of the system of administrative control has been approved by OMB. (see section 150.7)]

[State whether any additional action need be taken to prevent recurrence of the same type of violation.]

[If another agency is involved, state what steps are being taken to coordinate the report with the other agency.]

[Identical reports will be submitted to the presiding officer of each House of Congress as well as the Comptroller General. If identical to the report to the President, so state. (see section 145.7)]

Respectfully,
Agency Head

SECTION 150—ADMINISTRATIVE CONTROL OF FUNDS

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150.1 Why must my agency have a fund control system?

The Antideficiency Act requires that your agency head prescribe, by regulation, a system of *administrative control of funds*. The system is also called *the fund control system* and the regulations are called *fund control regulations*.

150.2 What is the purpose of my agency's fund control system?

The purpose of your agency's fund control system is to:

- Restrict *both* obligations and expenditures (also known as outlays or disbursements) from each appropriation or fund account to *the lower of* the amount apportioned by OMB or the amount available for obligation or expenditure in the appropriation or fund account.

- Enable the head of your agency to identify the person responsible for any obligation or expenditure exceeding the amount available in the appropriation or fund account, the OMB apportionment or reapportionment, the allotment or sub-allotments made by your agency, any statutory limitations, and any other administrative subdivision of funds made by your agency.

150.3 What is the relationship between my agency's internal controls and its fund controls?

Your agency's *internal controls* are the organization, policies, and procedures that your agency uses to reasonably ensure that:

- Programs achieve their intended results.
- Resources used are consistent with agency mission.
- Programs and resources are protected from waste, fraud, and mismanagement.
- Laws and regulations are followed.
- Reliable and timely information is obtained, maintained, reported and used for decision making.

For further guidance on your agency's internal controls, see OMB Circular No. A–123, *Management's Responsibility for Internal Control*.

Internal control requirements are one of the overarching requirements. This means that they apply to all financial management systems, including your agency's *fund control* system.

150.4 What is the relationship between my agency's financial management system and its fund control system?

Your agency's *financial management system* must support the preparation and execution of your agency's budget, among other things. Your agency's fund control system is part of your agency's budget execution process. Therefore, your agency's financial management system must support your agency's fund control system.

The policies and standards your agency must follow in developing, operating, evaluating, and reporting on financial management systems are in OMB Circular No. A–127, *Policies and Standards for Financial Management Systems*. For policies related to information technology that pertain to financial management systems, see OMB Circular No. A–130, *Management of Federal Information Resources*.

150.5 What is the U.S. Standard General Ledger (USSGL) and how does it relate to my agency's financial management system?

The USSGL includes a chart of accounts and technical guidance established to support the consistent recording of financial events as well as the preparation of standard external reports that are required by the central agencies, such as OMB and Treasury. The Treasury Financial Manual (TFM) USSGL Supplement provides:

- A list of the accounts (i.e., the chart of accounts).
- Descriptions of each account.
- A listing of transactions processed by Federal agencies.
- The posting models, including debit and credit pairs, for each type of transaction.
- The USSGL attributes that are an integral part of the USSGL.
- Crosswalks from the USSGL to various external reports, such as the SF 133 and the actual year column of the Program and Financing Schedule in the President's budget.

An electronic version of the TFM USSGL Supplement is available at:

http://www.fms.treas.gov/ussgl/index.html.

The OMB policies regarding the USSGL are in OMB Circular No. A–127, *Policies and Standards for Financial Management Systems.* Specifically, the A–127 requires that agencies record financial events throughout the financial management system using the USSGL at the transaction level. This is a legal requirement.

150.6 What are Federal Financial Management Systems requirements and how are they related to my agency's fund control system?

As defined in A-127, agencies must use a core financial system that has been certified as meeting the core financial system requirements. Please refer to Circular A-127 for guidance on the certification process.

Specific non-core financial system requirements, previously published by the Joint Financial Management Improvement Program (JFMIP) and known as the JFMIP Federal Financial Management System Requirements (FFMSR) series, should be regarded as guidance when defining system requirements for acquisition. Please refer to the Federal Financial System Requirements (FFSR) document for the applicable core financial system requirements for funds control.

150.7 When and how should I get OMB approval of my agency's fund control regulations (including updates)?

Use the checklist in appendix H to prepare draft fund control regulations. Send your proposed draft (or updates to existing OMB-approved regulations) to OMB for approval. Approved fund control regulations shall be posted on the agency's website.

For newly established agencies, submit an original and three copies of the proposed fund control regulations to the Director of OMB within 90 days after the agency is established. The Director of OMB will respond within 90 days after receiving the draft regulations. Agency fund control regulations are in effect only to the extent approved by OMB.

To revise regulations previously approved by OMB, submit an original and three copies of the draft revised regulations to the Director of OMB for review and approval.

You should review your fund control regulations periodically to determine whether improvements should be made. At a minimum, review the system whenever:

- OMB issues revised guidance on budget execution.
- Your agency is reorganized.
- Staff from your agency has violated the Antideficiency Act.

CIRCULAR NO. A–11

PART 5

FEDERAL CREDIT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
NOVEMBER 2011

SECTION 185—FEDERAL CREDIT

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Clarifies what is meant by "revolving" credit instruments (section 185.5).

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Clarifies that lines G1111 and H2111 should not be used for programs without an explicit loan limitation provided in appropriations (section 185.11(b)).

Provides guidance on line 2265 Capitalized Interest, which is the amount of loan principal increased due to capitalized interest in schedule H (section 185.11(c)).

Updates exhibits to include additional transactions.

185.1 Does this section apply to me?

These instructions apply to all programs that provide direct loans or loan guarantees (see sections 185.3(e) and 185.3(n) for definitions of these terms) to non-Federal entities and are subject to the Federal Credit Reform Act of 1990, as amended (FCRA). Even though section 506 of the FCRA exempts certain programs from credit reform budgeting, these programs are still required to report data in MAX schedules G and H (see section 185.11) and follow other instructions contained in this Circular.

This section answers frequently asked questions, defines credit terms and concepts, and illustrates how budget formulation, apportionment, and budget execution forms should be prepared. This section supplements other instructions in this Circular and should be used in conjunction with credit program guidance in Circular A–129, Policies for Federal Credit Programs and Non-Tax Receivables.

Section 504(b) of the FCRA provides that new direct loan obligations and new loan guarantee commitments may be made only to the extent that:

- New budget authority to cover their costs is provided in advance in an appropriations act;
- A limitation on the use of funds otherwise available for the cost of a direct loan or loan guarantee program is provided in advance in an appropriations act; or
- Authority is otherwise provided in an appropriations act.

These requirements also apply to modifications of direct loans (or direct loan obligations) or loan guarantees (or loan guarantee commitments) that increase the cost to Government, including modifications of pre–1992 direct loans and loan guarantees. OMB will specify exemptions from these requirements for mandatory programs pursuant to section 504(c) of the FCRA.

Unless otherwise specified by law, budget authority is available to liquidate obligations (i.e., outlays) for only five fiscal years after the authority expires. For credit subsidies financed by annual or multi-year budget authority, you must ensure that the budget authority obligated for the subsidy cost will remain available for disbursement over the full period in which loans will be disbursed. If you expect the disbursement period will be longer than five fiscal years after the budget authority expires, you must include a special provision in the appropriations language (see section 95).

185.2 What background information must I know?

The FCRA changed the budgetary measurement of cost for direct loans and loan guarantees from the cash flows into or out of the Treasury at the time such cash flows occurred, to the estimated long-term cost to the Government on a present value basis.

Only the unreimbursed costs of making or guaranteeing new loans (the subsidy cost, on a present value basis, and administrative expenses, on a cash basis) are included in the budget. Agencies must receive

appropriations for the subsidy cost before they can enter into direct loan obligations or loan guarantee commitments. The actual cash flows are recorded as a means of financing (see section 20.7(h)) and are not included in the budget totals.

The subsidy cost is the estimated present value of the cash flows from the Government (excluding administrative expenses) less the estimated present value of the cash flows to the Government resulting from a direct loan or loan guarantee, discounted to the time when the loan is disbursed. The cash flows are the contractual cash flows adjusted for expected deviations from the contract terms (delinquencies, defaults, prepayments, and other factors). Present values must be calculated using the Credit Subsidy Calculator 2. The Credit Subsidy Calculator 2 discounts the cash flow that is estimated for each time period using the interest rate on a marketable zero-coupon Treasury security with the same maturity as that cash flow from the date of disbursement. A positive net present value means that the Government incurs a cost for extending a subsidy to borrowers; a negative present value means that the credit program generates a positive return to the Government, excluding administrative costs.

Appropriations for the subsidy cost are made to the program account and are recorded as budget authority. Obligations for the subsidy cost are recorded when the Government enters into a loan obligation or guarantee commitment. Outlays are recorded when the direct loan or guaranteed loan is disbursed to the public and simultaneously the subsidy is paid from the program account to the financing account. The program account also receives appropriations for the direct costs of administering the credit program.

The actual cash flows to and from the Government (e.g., loan disbursements, collections of principal and interest payments, and payment of guarantee claims) are recorded in separate financing accounts. There is at least one financing account associated with each program account. Separate financing accounts are required for direct loan cash flows and for loan guarantee cash flows. The transactions of the financing accounts are displayed in the *Budget Appendix* for informational and analytical purposes, together with the related program accounts, but are excluded from the budget totals because the net cash flows do not represent a cost to the Government. The direct loan financing account combines the subsidy payment from the program account with borrowing from Treasury to finance direct loans. It repays Treasury over time (with interest) using payments from the borrower. The loan guarantee financing account holds the subsidy payment from the program account as a reserve against default claims on loan guarantees. The reserve, together with interest earnings on this reserve from Treasury, is used to pay default claims over the life of the loans.

All cash flows resulting from direct loan obligations and loan guarantee commitments made prior to the effective date of the FCRA (in FY 1991 or previous years) are recorded in liquidating accounts. These accounts are recorded on a cash basis and are included in the budget totals. Liquidating account collections are available to pay obligations of the account, but they are not available to finance new direct loans or loan guarantees. If the collections are insufficient, the FCRA provides liquidating accounts with permanent indefinite authority to pay for losses and to repay any debt owed to Treasury or to other sources.

By focusing on the long-term costs of the program, credit budgeting meets the most fundamental goal of budgetary cost measurement: it provides decision makers with the information and the incentive to allocate resources efficiently. Unlike most budgetary transactions, the cash disbursements for a credit program are a poor measure of cost. Counting outlays for loan disbursements without taking into account probable repayments overstates the cost of direct loans. Loan guarantees appear costless initially because payments of guarantee claims generally occur several years after the decision to extend credit has been made. Credit budgeting places the cost of credit programs on a budgetary basis equivalent to other forms of federal spending, allowing for better comparison of cost between direct loan and loan guarantee programs, and between credit and other programs. This improves the incentive to make good budgetary decisions.

Agencies are required to reestimate the subsidy cost throughout the life of each cohort of direct loans or loan guarantees to account for differences between the original assumptions of cash flow and actual cash flow or revised assumptions about future cash flow. These reestimates represent additional costs or savings to the Government and are recorded in the budget. Reestimates that indicate an increase in the subsidy cost are financed by permanent indefinite authority. There are two types of reestimates. Interest rate reestimates adjust for the effect on the subsidy of differences between actual interest rates and the discount rates assumed when estimates were made for budget formulation and obligation (the same discount rate assumptions must be used at formulation and obligation). These reestimates must be made when the cohort is at least 90 percent disbursed. Technical reestimates adjust for revised assumptions about loan performance, such as differences between assumed and actual default rates or new projections of prepayments. Technical reestimates must be made after the close of each fiscal year, unless an alternative plan has been approved by OMB.

Modifications of a direct loan or loan guarantee also change the subsidy cost. A modification is any Government action different from the baseline assumptions that affects the subsidy cost, such as a change in the terms of the loan contract or legislation that provides new collection tools. The cost of a modification is the difference between the present value of the cash flows before and after the modification. Agencies must have budget authority available to cover the cost of a modification that increases the subsidy before the loans or loan guarantees can be modified.

185.3 What special terms must I know?

The following are key terms used in credit budgeting. In these definitions, the term "post–1991" means direct loan obligations or loan guarantee commitments made on or after October 1, 1991, and the resulting direct loans or loan guarantees. The term "pre–1992" means direct loan obligations or loan guarantee commitments made prior to October 1, 1991, and the resulting direct loans or loan guarantees.

(a) ***Administrative expenses*** mean all costs that are directly related to credit program operations, including payments to contractors. The FCRA generally requires that administrative expenses for both pre–1992 and post–1991 direct loans and loan guarantees be included in program accounts. Administrative expenses are included in the liquidating accounts only if the amounts would have been available for administrative expenses under a provision of law in effect prior to October 1, 1991, and if no direct loan obligation or loan guarantee commitment has been made, or any modification of a direct loan or loan guarantee has been made, since September 30, 1991.

Administrative expenses that are tangentially related to the credit program should not be included in the program account. As an illustration, the cost of auditing credit programs that is financed in the accounts for Inspectors General should not be included. Administrative expenses include:

- The appropriate proportion of administrative expenses that are shared with non-credit programs;
- The cost of operating separate offices or units that make policy decisions for credit programs;
- The cost of loan systems development and maintenance, including information technology systems costs (under no circumstances should such costs be paid out of financing accounts);
- The cost of monitoring credit programs and private lenders for compliance with laws and regulations;
- The cost of all activities related to credit extension, loan servicing, write-off, and close out; and
- The cost of collecting delinquent loans, except for the costs of foreclosing, managing, and selling collateral that are capitalized or routinely deducted from the proceeds of sales.

The capitalized costs of foreclosing, managing, and selling collateral are those that add or maintain value to property prior to sale. These costs are part of the cash flows that must be taken into account in calculating the subsidy cost. They are financed by the subsidy cost payment from the program account to the financing account and paid out of the financing account. The cost of managing these functions must be paid from administrative expense appropriations in the program account.

Administrative expenses may be expended directly from the program account or, if authorized by appropriation language (see section 95), used to reimburse a salaries and expenses account or the Federal Financing Bank (FFB). If administrative appropriations are paid to a salaries and expenses account or the FFB, record the transfer as an expenditure transfer. Record an obligation and outlay in the program account and an offsetting collection in the salaries and expenses account. In the salaries and expenses account, obligations for administrative expenses may be recorded without necessarily identifying them as credit program expenses.

Administrative expenses are almost always provided by annual appropriations acts and, therefore, are discretionary spending. If such expenses are included in a program account that subsidizes a mandatory program, the account will be split between mandatory and discretionary spending.

(b) ***Claim payment*** means a payment made to private lenders when a guaranteed loan defaults.

(c) ***Cohort*** refers to the fiscal year of obligation for direct loan obligations, or loan guarantee commitments of a program (except as provided below for pre–1992 direct loans and loan guarantees that are modified). Even if the direct loans or guaranteed loans are funded in supplemental appropriations acts, or disbursed in subsequent years, the cohort is defined by the fiscal year of obligation.

Cohort accounting applies to post–1991 direct loans and loan guarantees and pre–1992 direct loans and loan guarantees that have been modified. Post–1991 direct loans or loan guarantees remain with their original cohort throughout the life of the loans, even if they are modified. Modified pre–1992 direct and guaranteed loans are assigned to a single cohort defined by the year of modification, program, and credit instrument, regardless of the fiscal year of the appropriation. For purposes of budget presentation, cohorts will be aggregated. However, accounting and other records must be maintained separately for each cohort.

(d) ***Credit Subsidy Calculator 2*** means the discounting tool issued by OMB for agencies to calculate credit subsidy costs and financing account interest for post-1991 direct loans and loan guarantees. Subsidy rates and reestimates, and actual interest income or expense for financing accounts, must be calculated with the Credit Subsidy Calculator 2.

(e) ***Direct loan*** means a disbursement of funds by the Government to a non-Federal borrower under a contract that requires repayment of such funds with or without interest. The term includes:

- The purchase of, or participation in, a loan made by another lender;
- Financing arrangements that defer payment for more than 90 days, including the sale of a Government asset on credit terms; and
- Loans financed by the Federal Financing Bank (FFB) pursuant to agency loan guarantee authority.

The term does not include the acquisition of federally guaranteed loans in satisfaction of default or other guarantee claims or the price support loans of the Commodity Credit Corporation.

Pre–1992 loans made by the FFB on behalf of any agency continue to be recorded as direct loans of the agency. Agency guarantees of post–1991 loans that are financed by the FFB are treated as direct loans in the budget, but the intrabudgetary cash flows reflect elements of direct loans and loan guarantees insofar as the direct loan financing account for these loans will collect and hold the subsidy payment from the

program account as a reserve to cover losses. This balance, together with interest earnings, will be available to pay the FFB in the event of default by the non-Federal borrower. All other intragovernmental transactions, including financing account interest income and expense, are treated as any other direct loan. Agencies with programs financed by the FFB should consult with the OMB representative with primary responsibility for the program to ensure correct treatment of these loans.

(f) ***Direct loan obligation*** means a binding agreement by a Federal agency to make a direct loan when specified conditions are fulfilled by the borrower.

(g) ***Direct loan subsidy cost*** means the estimated long-term cost to the Government of a direct loan, calculated on a net present value basis, excluding administrative costs. Specifically, the cost of a direct loan is the net present value, at the time when the direct loan is disbursed from the financing account, of the following estimated cash flows:

- Loan disbursements;
- Repayments of principal;
- Payments of interest;
- Recoveries or proceeds of asset sales; and
- Other payments by or to the Government over the life of the loan.

These estimated cash flows include the effects of estimated defaults, prepayments, fees, penalties, and expected actions by the Government and the borrower within the terms of the loan contract, such as the exercise by the borrower of an option included in the loan contract.

Obligations for the subsidy cost will be recorded against budget authority in the program account when the direct loan obligation is incurred. Accounts payable (to the direct loan financing account) will be recorded in the amount of the estimated obligation. The subsidy will be paid to the financing account for each disbursement when the loan is disbursed. (See section 185.5 and the Credit Subsidy Calculator 2 and accompanying documentation for information about estimating the subsidy.)

(h) ***Discount rates*** mean the collection of interest rates that are used to calculate the present value of the cash flows that are estimated over a period of years. The discount rates reflect the Treasury rates in the economic assumptions for the budget year of obligation. For direct loan obligations and loan guarantee commitments, and modifications made in or after 2001, the cash flow estimated for each year (or other time period) is discounted using the interest rate on a marketable zero-coupon Treasury security with the same maturity from the date of disbursement (or point of modification) as that cash flow. The discount rate assumptions for the budget are provided by OMB in a file for use with the Credit Subsidy Calculator 2. The rate at which interest will be paid on the amounts borrowed or held as an uninvested balance by a financing account for a particular cohort is a disbursement-weighted average discount rate (for cohorts before 2001) or single effective rate (for cohorts 2001 and after) derived from this collection of interest rates. For subsidy rate estimates beyond the budget year, please consult your OMB representative regarding the appropriate discount rates. Actual interest income or expense for financing accounts must be calculated with the Credit Subsidy Calculator 2.

(i) ***Economic assumptions*** include the interest rates used for discounting cash flows, the rate of inflation, and may include other assumptions as applicable to a particular program. They also include the interest rate charged to the borrower on the loan, if the rate is tied to a variable benchmark, such as the rate on specified Treasury securities. Agencies must use the appropriate President's Budget economic assumptions for credit subsidy calculations.

(j) ***Financing account*** means a non-budgetary account (i.e., its transactions are excluded from the budget totals) that records all of the cash flows resulting from post–1991 direct loans or loan guarantees. It disburses loans, collects repayments and fees, makes claim payments, holds balances, borrows from Treasury, earns or pays interest, and receives the subsidy cost payment from the credit program account. There is at least one financing account associated with each program account. Separate financing

accounts are required for direct loan cash flows and for loan guarantee cash flows. Financing account schedules are printed in the *Budget Appendix* together with the program account.

(k) ***Forecast assumptions*** are factors that affect the expected cash flows of the loan or guarantee. They are factors which are estimated, but not actually observable, at the time of loan origination or modification. Forecast assumptions include: default rates, timing of defaults, delinquency rates, late fees, proceeds from the sale of collateral or acquired defaulted loans, income from (and costs of managing) foreclosed collateral and acquired defaulted guaranteed loans, reschedulings, prepayments, loan asset sales proceeds and costs, and disbursement rates.

(l) ***Liquidating account*** means a budget account that records all cash flows to and from the Government resulting from pre–1992 direct loan obligations or loan guarantee commitments (unless they have been modified and transferred to a financing account). Liquidating account collections in any year are available only for obligations incurred during that year or to repay debt. In general, all liquidating account transactions are classified as mandatory. Collections credited to a liquidating account include:

- Interest;
- Loan repayments and prepayments;
- Payments from financing accounts when required for modifications;
- Proceeds from the sales of loans; and
- Fees.

These collections are available only for:

- Interest payments and repayment of debt;
- Disbursements of loans;
- Default and other guarantee claim payments;
- Interest supplement payments;
- Cost of foreclosing, managing, and selling collateral that is capitalized or routinely deducted from the proceeds of sales;
- Payments to financing accounts when required for modifications;
- Administrative expenses, but only if (1) amounts credited to the liquidating accounts would have been available for administrative expenses under a provision of law in effect prior to October 1, 1991, and (2) no direct loan obligations or loan guarantee commitments have been made, or any modification of a direct loan or loan guarantee has been made, since September 30, 1991; and
- Other payments that are necessary for the liquidation of pre–1992 direct loan obligations and loan guarantee commitments.

Amounts credited to liquidating accounts in any year are only available for obligations that are incurred in that year (the outlay may occur in a subsequent year) and for repayment of debt. Any remaining unobligated balances at the end of the fiscal year are unavailable for obligation in subsequent fiscal years and must be transferred to the general fund at the end of the fiscal year unless an extension has been approved by OMB (see section 51.13). The FCRA provides permanent indefinite authority to cover obligations and commitments in the event that funds in liquidating accounts are otherwise insufficient. If the liquidating account's obligations will exceed its collections during the year, the agency must request an apportionment and warrant of permanent indefinite authority estimated to be needed for the fiscal year, before the beginning of the fiscal year.

The liquidating account status of direct and/or guaranteed loans schedule reflects disbursements and repayments of pre–1992 loans. Therefore, in the liquidating account status of direct and/or guaranteed loans:

- There will be no post–1991 direct loan obligations or loan guarantee commitments;

- Direct and guaranteed loan disbursements will be shown only for pre–1992 direct loans or loan guarantees; and

- Repayments and prepayments will reflect only pre–1992 direct loan obligations and loan guarantee commitments.

(m) ***Loan asset sale*** means a sale of one or more loans to a non-Federal buyer, individually, pooled, packaged, securitized, or as a joint venture, at a single point in time, subject to parties fulfilling the terms and conditions of the Government's offer. Loan assets consist of direct loans and loan receivables resulting from defaulted guaranteed loans.

(n) ***Loan guarantee*** means any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, except for the insurance of deposits, shares, or other withdrawable accounts in financial institutions. Loan guarantees do not include 100 per cent guaranteed loans that are financed by the FFB pursuant to agency loan guarantee authority; these are treated as direct loans rather than loan guarantees.

(o) ***Loan guarantee commitment*** means a binding agreement by a Federal agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement.

(p) ***Loan guarantee subsidy cost*** means the estimated long-term cost to the Government of a loan guarantee, calculated on a net present value basis, excluding administrative costs. Specifically, the cost of a loan guarantee is the net present value, at the time when the guaranteed loan is disbursed by the lender, of the following estimated cash flows:

- Payments by the Government to cover defaults and delinquencies, interest subsidies, and other requirements; and

- Payments to the Government, including origination and other fees, penalties, and recoveries.

These estimated cash flows include the effects of expected Government actions and the exercise by the guaranteed lender or the borrower of an option included in the loan guarantee contract.

Obligations for the subsidy cost are recorded against budget authority in the program account when the loan guarantee commitment is made. The subsidy for each disbursement is paid to the guaranteed loan financing account when the loan is disbursed by the private lender. (See section 185.5 and the Credit Subsidy Calculator 2 and accompanying documentation for information about estimating the subsidy.)

(q) ***Loan terms*** are those terms made explicit in the contract between the Government and the borrower or in the Federally guaranteed contract between a private lender and the borrower. These assumptions are forecast in the formulation subsidy cost estimate but are known at the time of loan origination. They may include: the interest rate charged on loans, the extent of a guarantee, fees, repayment terms, collateral held, grace periods, options, and other terms and conditions.

(r) ***Methodological assumptions*** are the technical practices used to develop subsidy cost estimates and loan modification cost estimates. These assumptions include methods and models or cash flow estimation, discounting methodology, and mathematical equations used in subsidy cost estimation. Agencies are required to use the same version of the Credit Subsidy Calculator 2 within risk categories and cohorts.

(s) ***Modification*** means a Government action that (1) differs from actions assumed in the baseline estimate of cash flows and (2) changes the estimated cost of an outstanding direct loan (or direct loan obligation) or an outstanding loan guarantee (or loan guarantee commitment). The modification may be for a single loan or loan guarantee as well as a group; it may be any size; and it may affect pre–1992

direct loans and loan guarantees or post–1991 direct loans or loan guarantees. New legislation that alters the baseline cash flow estimate for a loan or group of loans always results in a modification.

A Government action may change the cost directly by altering the terms of existing contracts, selling loan assets (with or without recourse) or converting guaranteed loans to direct loans by purchasing them from a private lender. It also may change the cost indirectly by legislatively changing the way in which a portfolio of direct loans or guaranteed loans is administered. Examples of changes in the terms of existing loan contracts are forgiveness, forbearance, interest rate reductions, extensions of maturity, and prepayments without penalty. Examples of changes in loan administration are new methods of debt collection, such as using tax refunds to repay loans and restrictions on debt collections. If the baseline cost estimate does not assume an action, and the cost would be increased or decreased as a result of that action, the action is a modification.

Modifications do not include a Government action that is assumed in the baseline cost estimate, as long as the assumption is documented and has been approved by OMB. For example, modifications would not include routine administrative workouts (see section 185.3(ab)) of troubled loans or loans in imminent default. They also would not include a borrower's or the Government's exercise of an option that is permitted within the terms of an existing contract, such as a borrower prepaying the loan. The baseline subsidy estimate must include all anticipated actions by the Government, lenders, and borrowers that are permissible under current law and that affect the cash flow. Subsequently, if the cost estimate of an action by the borrower, lender, or the Government differs from what is anticipated in the documented baseline subsidy estimate, then the difference in cost is included in a reestimate. Assumptions underlying the subsidy estimates must be documented to assist in determining whether an action is a modification or a reestimate.

Modifications do not include additional disbursements to borrowers that increase the amount of an outstanding direct loan or an outstanding loan guarantee. These are treated as new direct loans or loan guarantees in the amount of the additional disbursement.

There are situations where it is not clear whether a Government action constitutes a modification or a reestimate. These situations should be judged on a case-by-case basis by OMB in consultation with the agency. They could include actions by the Government that are not addressed in existing contracts, management changes that are within an agency's existing specific authority for the loan program, and broad changes in agency policy (e.g., loan sale policy). In general, if the possibility of the action was explicitly included in the cash flows for the baseline subsidy estimate, and this can be documented, it would most likely be a reestimate. If not, it would most likely be a modification.

Modifications produce a one-time change in the subsidy cost of *outstanding* direct loans (or direct loan obligations) and loan guarantees (or loan guarantee commitments). The effect of the Government action on the subsidy cost of new direct loan obligations and loan guarantee commitments made after the date of the modification, if there is any effect, is not a modification. Instead, the effects are incorporated in the initial cost estimates for subsequent direct loan obligations and loan guarantee commitments.

(t) ***Modification cost*** means the difference between the estimate of the net present value of the remaining cash flows assumed for the direct loan or loan guarantee contract before and after the modification. The estimate of the remaining cash flows before the modification must be the same as assumed in the baseline for the most recent President's budget. The estimate of the remaining cash flows after the modification must be the pre-modification cash flows adjusted solely to reflect the effects of the modification.

An outstanding direct loan (or direct loan obligation) or loan guarantee (or loan guarantee commitment) cannot be modified in a manner that increases its cost, unless budget authority for the additional cost has been provided in advance in an appropriations act. If the modification is mandated in legislation, the legislation itself provides the budget authority to incur a subsidy cost obligation (whether explicitly stated or not).

Budget authority, an obligation, and an outlay will be recorded in the year in which the legislation is enacted or the administrative discretion is exercised, or in the case of appropriations acts enacted before the fiscal year to which they apply, the year for which appropriations are provided. See section 185.7 for guidance on calculating modification costs.

(u) ***Modification adjustment transfer*** means an adjusting entry to correct for differences between current discount rates and cohort discount rates. When a post–1991 direct loan or loan guarantee is modified, a modification adjustment transfer must be made between the financing account and the general fund. The modification adjustment transfer adjusts for the disconnect between the discount rate used to calculate the cost of the modification and the interest rate at which the cohort pays or earns interest. These calculations and the budgetary treatment are explained in section 185.7.

(v) ***Negative subsidies*** mean subsidy costs that are less than zero. They occur if the present value of cash inflows to the Government exceeds the present value of cash outflows. In such cases, appropriations bills must still provide specific authority before direct loans or loan guarantees can be made, generally in the form of a loan limitation.

When a direct loan obligation or a loan guarantee commitment is made that has a negative subsidy, an amount equal to the negative subsidy will be obligated in the financing account. When the loan is disbursed, the financing account will pay the negative subsidy to the negative subsidy receipt account. The collections are recorded as offsetting receipts, and they offset the agency's budget authority and outlays. The accounting for negative subsidies is discussed in section 185.3(v) below.

(w) ***Negative subsidy receipt accounts*** mean budget accounts for the receipt of amounts paid from the financing account when there is a negative subsidy for the original estimate (see section 185.3(u)). The receipt account is a general fund receipt account and amounts are not earmarked for the credit program. They are available for appropriation only in the sense that all general fund receipts are available for appropriation. Separate downward reestimate receipt accounts are used to record amounts paid from the financing account for downward reestimates (see section 185.3(y)).

At the discretion of the OMB representative with primary responsibility for the program, a special fund receipt account may instead be established for the purpose of earmarking the receipts for appropriation to the program (in which case a special fund expenditure account also will be established and merged with the program account). If the program is a discretionary program, these receipts are available for obligation only to the extent provided in annual appropriations acts. For mandatory programs, the receipts usually are available for administrative expenses only to the extent provided in annual appropriations acts.

Obligations may not be incurred against appropriations of the negative subsidy receipts until they have been credited to the receipt account. Because negative subsidy receipts are not credited to the receipt account until the underlying direct loan or guaranteed loan is disbursed, they might not become available in time to fund expenditures in a timely manner. Such situations might require an appropriation from the general fund to permit obligations to be made until receipts are available for obligation.

(x) ***Net proceeds***, when used in the context of loan asset sales, mean the amounts paid by the purchasers less all seller transaction costs (such as underwriting, rating agency, legal, financial advisory, and due diligence fees) that are paid out of the gross sales proceeds rather than paid as direct obligations by the agency. The net proceeds from the sale of an equity partnership are the same as defined above plus an estimate of the net present value of future cash inflows to the Government from the sale.

(y) ***Program account*** means a budget account that receives and obligates appropriations to cover the subsidy cost of a direct loan or loan guarantee and disburses the subsidy cost to the financing account. Program accounts usually receive a separate appropriation for administrative expenses.

(z) ***Reestimates*** mean revisions of the subsidy cost estimate of a cohort (or risk category) based on information about the actual performance and/or estimated changes in future cash flows of the cohort. Reestimates must be made immediately after the end of each fiscal year, as long as any loans in the cohort are outstanding, unless a different plan is approved by OMB (see section 185.6). An upward reestimate indicates that insufficient funds had been paid to the financing account, so the increase (plus interest on reestimates) is paid from the program account to the financing account to make it whole. Permanent indefinite budget authority is available for this purpose pursuant to section 504(f) of the FCRA. A downward reestimate indicates that too much subsidy had been paid to the financing account. The excess (plus interest) is disbursed to a downward reestimate receipt account. See section 185.6 for guidance on calculating reestimates.

(aa) ***Risk categories*** mean subdivisions of a cohort of direct loans or loan guarantees into groups that are relatively homogeneous in cost, given the facts known at the time of obligation or commitment. They are developed by agencies in consultation with the OMB representative with primary budget responsibility for the credit account. The number will depend on the size of the difference in subsidy cost between categories and the ability to predict it statistically based on facts known at origination.

Risk categories will group all direct loans or loan guarantees within a cohort that share characteristics predictive of defaults and other costs. They may be defined by characteristics or combinations of characteristics of the loan, the project financed, and/or the borrower. Examples of characteristics or indicators that may predict cost include:

- The loan-to-value ratio;
- The relationship between the loan interest rate and relevant market rates;
- Type of school attended for education loans;
- Country risk categories for international loans; and
- Various asset or income ratios.

Statistical evidence must be presented, based on historical analysis of program data or comparable credit data, concerning the likely costs of defaults, other deviations from contract, or other costs that are expected to be associated with the loans in that category.

(ab) ***Subsidy estimates*** mean estimates of budget authority and outlays for direct loan and loan guarantee subsidy costs for a cohort or risk category of direct loans or loan guarantees. Like budget estimates for non-credit programs, the budget includes both Presidential policy subsidy estimates and baseline subsidy estimates. Baseline subsidy estimates project the current year (CY) levels of subsidy costs into the outyears based on laws already enacted. Presidential policy subsidy estimates reflect the effect on subsidy costs of policies included in the budget, including any proposed legislation that would affect subsidy costs. See section 185.5 for guidance on calculating subsidy estimates.

(ac) ***Work-outs*** mean plans that offer options short of default or foreclosure for resolving troubled loans or loans in imminent default, such as deferring or forgiving principal or interest, reducing the borrower's interest rate, extending the loan maturity, or postponing collection action. Work-outs are expected to minimize the cost to the Government of resolving troubled loans or loans in imminent default. They should only be utilized if it is likely that the borrower will be able to repay under the terms of the work-out and if the cost of the work-out is less than the cost of default or foreclosure. For post–1991 direct loans and loan guarantees, the expected effects of work-outs on cash flow are included in the original estimate of the subsidy cost. Therefore, to the extent that the effects of work-outs on cash flow are the same as originally estimated, they do not alter the subsidy cost. If the effects on cash flow are more or less than the original estimate, the differences are included in reestimates of the subsidy and are not a modification.

185.4 Are there special requirements for reporting Antideficiency Act violations?

Yes. The special requirements for credit programs are provided in section 145.3.

185.5 How do I calculate the subsidy estimate?

(a) *General*

You must provide subsidy estimates for both Presidential policy and the baseline for all budget accounts that have post–1991 direct loan obligations or loan guarantee commitments or that have modifications of pre–1992 direct loan or loan guarantee contracts. You must make subsidy estimates for each risk category. Under section 503(a) of the FCRA, OMB has the final responsibility for determining subsidy estimates, in consultation with the agencies.

Use the Credit Subsidy Calculator 2 to discount all agency-generated estimates of cash flows to and from the Government. The Credit Subsidy Calculator 2 and documentation provide explanation and examples of the discounting method and how the subsidy rate is calculated. All agencies must use the Credit Subsidy Calculator 2 and discount rates to ensure government-wide comparability and uniformity of discounting. These can be obtained from the OMB representative with primary budget responsibility for the credit account.

Direct loan and loan guarantee subsidy costs are defined in sections 185.3(g) and 185.3(p). The subsidy cost is the estimated long-term cost to the Government of direct loans or loan guarantees calculated on a net present value basis, excluding administrative costs. For budget formulation (and execution), subsidy estimates are to be based on the economic and technical assumptions underlying the President's budget that is submitted for the fiscal year in which the funds will be obligated. For CY, this means using the economic and technical assumptions underlying the BY subsidy estimates contained in the President's budget for the previous year (adjusted for changes in terms of the contract or legislation enacted since the budget was transmitted; see section 185.24). For BY through BY+9, this means using the economic and technical assumptions in the President's Budget that will be submitted for BY.

For loans made, guaranteed, or modified in FY 2001 and thereafter, the cash flow that is estimated for each year (or other time period) is discounted using the interest rate on a marketable zero-coupon Treasury security with the same maturity from the date of disbursement as that cash flow. For example, a cash flow expected to occur one year after the date of disbursement will be discounted at the one-year zero-coupon Treasury rate. The discount rate assumptions for the budget will be provided by OMB in a file for use with the Credit Subsidy Calculator 2. For estimates of credit subsidy cost in BY+1 through BY+9, please contact the OMB representative with primary responsibility for the account regarding the appropriate discount rates for these estimates.

For consistency between the projected cash flows and economic assumption discount rates in cost estimates for direct loan programs where the borrower interest rate is tied to Treasury rates at the time the loan is made, agencies must use the appropriate economic assumption interest rates derived from the Credit Subsidy Calculator 2 discount rates underlying the President's Budget for the fiscal year of obligation, incorporating any relevant contractual terms associated with the borrower's interest rate. A tool for deriving interest rate assumptions is available through the OMB representative with primary responsibility for the account.

For purposes of calculating loan guarantee subsidy estimates, the loan guarantee commitment is the full principal amount of the loan that is guaranteed, not just the portion guaranteed by the Government.

For revolving credit facilities, i.e., where a borrower may draw and repay multiple times under the same contract, agencies must record direct loan obligations or loan guarantee commitments for the cumulative face value of anticipated draws over the life of the loan. Agency credit subsidy cost models for these programs must reflect all cash flows associated with the cumulative anticipated obligations or commitments over the life of the cohort. For revolving credit facilities, or other non-standard terms, please contact your primary OMB representative for further guidance.

(b) *Presidential policy subsidy estimates*

Make separate subsidy estimates for all programs (discretionary and mandatory) for CY and BY. The steps for calculating the presidential policy estimates of subsidy budget authority and outlays (including negative subsidies) for a cohort (or risk category) of direct loans and loan guarantees are as follows:

- ***Step 1.*** Estimate the cash flows to and from the Government for the cohort of direct loans or loan guarantees obligated or committed in that year, for that year and each subsequent year for the life of the direct or guaranteed loan. If you have not finalized the requested amount of obligations or commitments, you may use any amount to calculate the subsidy estimate as long as the cash flows you have developed are based on that same amount. Discount these cash flows to the point of loan disbursement using the Credit Subsidy Calculator 2. The difference between the present value of the Government cash outflows and inflows is the total subsidy (i.e., the subsidy cost) for the obligations or commitments made in that year. For calculations of subsidy cost in BY+1 through BY+9, agencies with separate credit subsidy cost estimates for each cohort should contact their OMB representative for the appropriate discount rates.

- ***Step 2.*** (Performed automatically by the Credit Subsidy Calculator 2.) Calculate the subsidy rate for the cohort by dividing the subsidy cost by the direct loan obligations or loan guarantee commitments made in that year.

- ***Step 3.*** When the requested amount of direct loan obligations or loan guarantee commitments has been finalized, multiply the subsidy rate by the direct loan obligations or loan guarantee commitments to calculate budget authority (or offsetting receipts, in the case of negative subsidies) for the subsidy cost.

- ***Step 4.*** Subsidy outlays for each fiscal year are equal to the subsidy cost for all loans disbursed in that year, whether the loans or guarantees were obligated or committed in that year or in prior years.

(c) *Baseline subsidy estimates*

The steps for calculating the baseline estimates of subsidy budget authority and outlays (including negative subsidies) for a cohort (or risk category) of direct loans and loan guarantees are as follows:

- ***Step 1.*** For discretionary programs, inflate the subsidy budget authority enacted for CY (the base year) to calculate the subsidy budget authority for BY through BY+9. The inflator is the annual adjustment factor for non-pay costs (the gross domestic product chain-type price index) provided in the economic assumptions for the President's budget that will be submitted for BY.

- ***Step 2.*** For mandatory programs, first calculate the subsidy rate as described above under "presidential policy estimates," excluding the effects of any legislative proposals. For cohorts BY+1 through BY+9, cash flows should be discounted using the appropriate out-year discount rates for each cohort. For each cohort year, multiply the subsidy rate by the baseline estimate of demand for loans to calculate the subsidy BA for that cohort.

- ***Step 3.*** For any programs with negative subsidies, first calculate the subsidy rate as described above under "presidential policy estimates," excluding the effects of any legislative proposals. Then multiply the subsidy rate by the baseline estimate of demand for loans, constrained by the estimated limitation, to calculate the amount of offsetting receipts. The limitation should be estimated by inflating the CY enacted limitation using the annual adjustment factor for non-pay costs (the gross domestic product chain-type price index) provided in the economic assumptions for the President's budget that will be submitted for BY.

- ***Step 4.*** Subsidy outlays for each fiscal year are equal to the subsidy cost for all loans disbursed in that year, whether the loans or guarantees were obligated or committed in that year or in prior years. For CY only, the total also includes outlays for reestimates and interest on reestimates. First calculate outlays expected from disbursements of loans obligated or committed in prior fiscal years; for example, the subsidy cost of a direct loan obligated in CY that disburses equally over 2 years will outlay 50 percent in the first year (CY) and 50 percent in the second year (BY). Then add outlays from disbursements of loans obligated or committed in that year. For CY only, you should also add outlays for reestimates and (although it is not part of the subsidy as such) add outlays for interest on reestimates.

185.6 How do I calculate reestimates?

(a) *General*

Subsidy reestimates are made on direct loans and loan guarantees that have been disbursed. They are recorded in the current year column of the budget. (For example, the subsidy for direct or guaranteed loans disbursed during 2011 would be reestimated during 2012 and would be recorded in the 2012 column of the FY 2013 Budget.) A closing reestimate should be made once all the loans in the cohort have been repaid or written off.

Two different types of reestimates are made:

- Interest rate reestimates, for differences between discount rate assumptions at the time of formulation (the same assumption is used at the time of obligation or commitment) and the actual interest rate(s) for the year(s) of disbursement; and

- Technical reestimates, for changes in technical assumptions.

Interest rate reestimates of the subsidy cost of a cohort of direct loans or loan guarantees must be made when a cohort has substantially disbursed (i.e., when at least 90 percent of the direct loans or guaranteed loans have been disbursed). The computation should be made after the close of the fiscal year in which this criterion is met, unless a later time within the same fiscal year is approved by the OMB representative with primary budget responsibility for the credit account. You may calculate interest rate reestimates more frequently than under this requirement, including a final interest rate reestimate when the cohort has fully disbursed. If you decide to do so, consult with the OMB representative with primary responsibility for the account.

An interest rate reestimate will be made to adjust the subsidy estimate for the difference between the discount rates estimated at the time of formulation (the same assumptions are used at the time of obligation or commitment) and the actual interest rate(s) prevailing during the year(s) of disbursement. To calculate the size of this effect, all other assumptions (disbursement rates, default rates, etc.) must be identical to those used to calculate the original subsidy estimate. For those programs with variable interest rate supplements to the lender or with variable interest rates charged to the borrower, the original cash flow projections are adjusted to incorporate the actual interest rate(s) prevailing during the year(s) of disbursement and are subsequently adjusted after the end of each year so long as the loans are outstanding. Please contact the OMB representative with primary responsibility for the account for further guidance. Those programs that benchmark to Treasury rates for borrower's interest rates or interest subsidies to lenders will also update cash flow assumptions for the actual Treasury interest rates.

Technical reestimates of the subsidy cost of a cohort of direct loans or loan guarantees must be made after the close of each fiscal year as long as the loans are outstanding, unless a different plan is approved by the OMB representative with primary budget responsibility for the credit account. The different plan might be with regard to the time when reestimates are made within the year or the frequency of reestimates. If the plan allows reestimates to be made less frequently than every year, it should require reestimates to be made for any year when any one of the following four conditions is met:

(1) When required based on periodic schedules established in coordination with OMB, consistent with the unique attributes of each program (e.g., initially every two years after the cohort has been substantially disbursed, then every five years);

(2) When a major change in actual versus projected activity is detected (e.g., a loan that is large relative to the size of the portfolio goes into default or prepays substantially earlier than expected);

(3) When a material difference is detected through monitoring triggers developed in coordination with OMB. The triggers would focus on major data elements (e.g., total projected versus total actual cohort collections) rather than in-depth individual cohort analysis. Agencies should focus on a few major loan elements recognizing there are different key elements applicable to each program and different reporting problems; and

(4) When a cohort is being closed out.

Technical reestimates are made for all changes in assumptions other than interest rates. This type of reestimate compares the subsidy estimate that already includes any reestimate for actual interest rates with a reestimated subsidy using updated technical information (for defaults, fees, recoveries, etc.) as well as actual interest rates.

The purpose of technical reestimates is to adjust the subsidy estimate for differences between the original projection of cash flows (as estimated at obligation) and the amount and timing of cash flows that are expected based on actual experience, new forecasts about future economic conditions, and other events and improvements in the methods used to estimate future cash flows. Because actual cash flows are experienced every year and the ability to forecast future years also changes, this reestimate must be done after the end of every fiscal year as long as any loans are outstanding (except as provided above).

Reestimates must be made separately for each cohort. If a cohort is divided into risk categories, each risk category within a cohort must be re estimated separately. The reestimate will then be compared with the previous estimate. For this purpose, all details of the previous subsidy estimates by risk category should be retained in program records.

The requirements for recording reestimates in the budget and the financial statements are not identical. For both interest rate and technical reestimates, you should record reestimates in the budget whenever they have been made for the financial statements even if they are not otherwise required for the budget under the criteria of this chapter (e.g., if interest rate reestimates are made before the cohort is substantially disbursed, or if technical reestimates are made more often than under a plan OMB has approved). You should also be sure to record reestimates in the budget whenever they are required for the budget under the criteria of this section, even if they are not required for the financial statements (e.g., if reestimates are not material for the financial statements). Whenever reestimates are made less frequently than every year, the reestimate should cover cumulatively the entire period since the last reestimate.

(b) *Calculating interest rate reestimates*

Use the following procedures to calculate interest rate reestimates, unless an alternative method has been approved by OMB. For further details, see the instructions accompanying the Credit Subsidy Calculator 2 (the Calculator), available from the OMB representative with primary budget responsibility for the credit account.

- ***Step 1.*** Start with the original cash flows used to estimate the subsidy at obligation (on a risk category basis), updated only for actual interest rate(s) as outlined above.

- ***Step 2***. Reestimate the subsidy rate using the Credit Subsidy Calculator 2. The Calculator will use the actual average annual interest rates for the year in which the loans were disbursed. For

programs that disburse over more than one year, the Calculator will determine a disbursement-weighted average discount rate (for cohorts before 2001) or single effective rate (for cohorts 2001 and after) based on actual average annual interest rates for each year in which loans have disbursed using the original disbursement assumptions. The Calculator will calculate a revised subsidy rate for the entire cohort. This is the interest rate reestimated subsidy rate.

- ***Step 3.*** Calculate the percentage point difference between this revised subsidy rate and the subsidy rate estimated at the time of obligation. For example, if the subsidy rate estimated at the time of obligation is 7 percent and the revised subsidy rate is 9 percent, then this difference is 2 percentage points. The Credit Subsidy Calculator 2 can automatically perform this calculation when performing technical reestimates, please see accompanying documentation for the Calculator for more information.

- ***Step 4.*** Multiply the dollar value of actual loan disbursements to date by the percentage point difference in the subsidy rates. For example, using the case in step 3, if $100 million in loans have been disbursed, then this amount would be $2 million ($100 million multiplied by 2 percentage points). The product is the cumulative interest rate reestimate.

- ***Step 5.*** To derive the additional interest rate subsidy reestimate for the current year, deduct previous interest rate reestimates (if any) (see 185.6 (d) below).

(c) *Calculating technical reestimates*

There are two methods for calculating technical reestimates: the traditional approach and the balances approach. Under the traditional approach, reestimates are performed by revising the original subsidy estimate cash flows to incorporate any available actual data and to update future year projected data for any changes in assumptions. Under the balances approach, reestimates are performed by comparing the net present value of projected future cash flows to the balance in the financing account. The Credit Subsidy Calculator 2 can calculate both traditional approach and balances approach reestimated subsidy rates. The dollar reestimate is calculated using the balances approach. Both traditional and balances approach reestimates are required for each risk category/cohort, unless otherwise approved by OMB.

Agencies are required to use the Credit Subsidy Calculator 2 for reestimate submissions for the President's Budget. The OMB Credit Calculator 2 is available from the OMB representative with primary budget responsibility for the credit account to assist with these calculations. For further details, see the documentation accompanying the Credit Subsidy Calculator 2.

(d) *Calculating interest on reestimates*

- Interest on reestimates is the amount of interest that would have been earned or paid by each cohort on the subsidy reestimate, if that reestimate had been included as part of the original subsidy estimate. It is paid on the amount of the reestimate by the program account (for upward reestimates) or the financing account (for downward reestimates). The purpose is to put the financing account in the same position as if the subsidy cost had been estimated in the first place using the information that is incorporated in the reestimate. The interest rate to calculate the interest on reestimates is the same rate that is used to discount cash flows for the cohort. Interest on reestimates is calculated automatically by the Credit Subsidy Calculator 2.

(e) *Financing account interest adjustments*

The financing account interest adjustment corrects for the difference between the interest that should have been earned or paid on the financing account debt and cash balances, and the actual net financing account interest executed for the cohort. This allows agencies to correct for the period where interest was earned or paid using budget assumption interest rates before the actual rates were available. Financing account interest adjustments are included in the interest on reestimate for reporting purposes. The Credit Subsidy

Calculator 2 can automatically calculate the financing account interest adjustment for cohorts with historical data. Please see the documentation accompanying the Credit Subsidy Calculator 2.

(f) *Reestimate increases/decreases*

All increases or decreases in subsidy cost for different risk categories within the same cohort will be netted against each other; that is, risk categories which require increased subsidies may first draw on the excess from any risk categories within the cohort where the reestimate shows a subsidy decrease. No such netting may occur between cohorts.

If the reestimate indicates a net increase in the subsidy cost of the cohort as a whole since the last estimate or reestimate, an obligation in the amount of the net increase (plus interest) must be recorded against permanent indefinite budget authority available to the program account for this purpose. The obligation must be recorded separately in the program and financing schedule as "reestimates of direct loan subsidy" or as "reestimates of loan guarantee subsidy" (and as "interest on reestimates of direct loan subsidy" or as "interest on reestimates of loan guarantee subsidy"), so that it can be distinguished from obligations for the subsidy cost of new loans and loan guarantees. An equal amount of outlays from the program account to the financing account will be recorded when the reestimate is made. The interest rate to calculate the interest on upward reestimates is the same rate that is used to discount cash flows for the cohort.

When outlays for reestimates are recorded in the credit program account, an equal amount of offsetting collections will be recorded in the appropriate risk categories in the financing account. In the case of direct loans, the offsetting collections from the program account, together with repayments from borrowers, will be used to pay interest and repay principal on borrowing from Treasury and for other expenses. In the case of loan guarantees, the offsetting collections will be retained as unobligated balances, together with the unobligated balances of the original subsidy payment, fees, and interest, until needed to pay default claims and other expenses. Any unused balances of collections due to the reestimate will earn interest at the same rate as is paid on other funds held by the financing account for the same cohort.

If the reestimate indicates a net decrease in the subsidy cost of the cohort as a whole since the last estimate or reestimate, there is a downward reestimate. To keep the correct amount of balances in the financing account, an obligation and a financing disbursement in the amount of the net decrease (plus interest on the reestimate) must be recorded in the financing account. In the case of direct loans, the obligation will typically be financed with authority to borrow from the Treasury. In the case of loan guarantees, the obligation will typically be financed with unobligated balances. The obligation will be recorded in the program and financing schedule as "payment of downward reestimates" (and as "interest on downward reestimates"). The interest rate to calculate the interest on downward reestimates is the same rate that is used to discount cash flows for the cohort.

As a general rule, the financing disbursement for a downward reestimate (plus interest on the reestimate) will be made from the financing account to a general fund downward reestimate receipt account established for each credit program. The receipts will be recorded as offsetting receipts, which will offset the total budget authority and outlays of the agency and the budget subfunction of the program. However, at the discretion of the OMB representative with primary responsibility for the program, a special fund receipt account may instead be established.

If a special fund receipt account is used for the credit program and already exists, the downward reestimates and interest on reestimates will be recorded in a subaccount rather than a new special fund receipt account. Schedule N is required for these special funds (see section 86.4). When a special fund receipt account is used, the receipts from downward reestimates and interest on reestimates, like those from negative subsidies, are only available for obligation to the extent provided in advance in appropriations acts (except for mandatory programs, where they are immediately available for obligation). The normal provisions still apply: discretionary appropriations are required for discretionary subsidy

costs, modifications, and administrative costs; mandatory appropriations are available for upward reestimates and mandatory programs.

(g) *Closing reestimates*

Agencies will make a closing technical reestimate once all of the loans in a cohort have been either repaid or written off. This reestimate will be based on actual accounting systems data and will be used in closing the accounting books for the cohort. All the procedures that are described above for the technical reestimate and interest on reestimates are applied. Closing entries will be made in the accounting records.

The increases or decreases in subsidy cost for different risk categories within the same cohort will be netted against each other; that is, risk categories which require increased subsidies may first draw on the excess from any risk categories within the cohort where the reestimate shows a subsidy decrease. No such netting may occur between cohorts.

185.7 How do I calculate and record modifications?

When a direct loan or loan guarantee is modified, the subsidy cost of the modification must be calculated. The subsidy cost calculation will indicate whether the Government action changes the subsidy cost. If there is no change in cost, there will be no budgetary effect, and nothing needs to be recorded in the budget. If the modification will increase or decrease the cost, the budgetary effect must be recorded as described under modification cost increases/decreases below. Additional transfers to or from the financing account will be required, with the type of transfer depending on whether the modification affects pre–1992 or post–1991 direct loans and loan guarantees. These additional transfers are described in a separate subsection below.

The subsidy cost of the modification is the difference between the estimate of the net present value of the remaining cash flows for the direct loan or loan guarantee before and after the modification. The estimate of remaining cash flows before modification must be the same as assumed in the baseline for the most recent President's budget. The estimate of remaining cash flows after modification must be the pre-modification cash flows adjusted solely to reflect the effects of the modification.

(a) *Estimating the modification subsidy cost*

The modification subsidy cost is calculated using the steps below (where cash flows to the Government have positive signs and cash flows from the Government have negative signs). Note: If you are using cash flows prepared for the Credit Subsidy Calculator 2, you may need to adjust the signs on some cash flows for the following modification calculation.). <u>These steps must be followed for each cohort affected by the modifying action.</u>

- ***Step 1*. Calculate the net present value of remaining pre-modification cash flows**. Use the reestimated cash flows from the most recent President's budget. If applicable, exclude prior year cash flow data; calculations should be made using only the estimated flows for the current and future years. Discount these cash flows using the discount rates assumed in formulating the subsidy estimates in the President's Budget for the year in which the modification takes place. For example, if the modification will occur in 2012, then the discount rates used to discount the cash flows will be the interest rates used to formulate the 2012 President's Budget.

- ***Step 2*. Calculate the net present value of remaining post-modification cash flows**. Use the same cash flows used in step 1 above, modified only to reflect the effect of the modification. Do not alter the cash flows to reflect any other changes that may have occurred between the most recent President's Budget and the time of the modification. Use the same discount rates as in step 1 above to discount these post-modification cash flows. If a loan asset is sold, in most cases the post-modification cash flows will be the net proceeds expected from the sale (see section 185.8)

and no discounting is necessary. Contact your OMB representative with questions on calculations for loan asset sales.

- ***Step 3*. Compute the cost of the modification.** This is equal to step 1 minus step 2. The results of this calculation will be positive, negative, or zero. A positive estimate indicates that the Government will incur an additional subsidy cost because of the modification. A negative estimate indicates that the Government is achieving savings.

(1) *Cost increases*. Modifications may be made only to the extent that budget authority for the additional cost has been provided in advance and is available in the program account. At the time that a modification is made, record an obligation in the amount of the estimated increase in subsidy cost against budget authority in the program account. At the same time, record an outlay in the amount of the increase in the subsidy cost from the program account to the appropriate direct loan or guaranteed loan financing account. Simultaneously, record an equal amount of offsetting collections in the financing account.

In the case of *direct loans*, the offsetting collections in the financing account will be credited to the cohort and risk category of the modified loan and will be used to pay interest and to repay debt owed to Treasury and for other expenses. In the case of *loan guarantees*, the offsetting collections will be credited to the cohort and risk category of the modified loan guarantee and will be retained as unobligated balances until needed to pay default claims and other expenses. The additional balances due to the modification will earn interest at the same rate as is paid on other funds held by the financing account for the same cohort.

(2) *Cost decreases.* At the time that a modification is made, record an obligation in the amount of the estimated decrease in subsidy cost in the financing account. In the case of a direct loan modification, record the obligation against authority to borrow from the Treasury. In the case of a loan guarantee, record the obligation against unobligated balances for the cohort, or if unobligated balances are insufficient, against authority to borrow. At the same time, record in the financing account an equal disbursement to the negative subsidy receipt account established for each credit program.

See sections 185.10, 185.11, and 185.30 for additional information on recording these transactions for budget formulation and execution.

(b) *Estimating the modification adjustment transfer*

The above calculation is the cost of the modification. However, for post–1991 direct loans or loan guarantees, an additional calculation must be accomplished to account for the difference between the discount rate used to calculate the cost of the modification and the interest rate at which the cohort pays or earns interest. If the only transfer made between the financing account and the general fund was for the change in the subsidy cost, the resources of the financing account would be out of balance because of this difference. This imbalance is corrected by a modification adjustment transfer between the financing account and the general fund. The transfer is not an outlay or an offsetting collection because it does not represent a cost to the Government of the loan or the guarantee. Instead, it is a facilitating adjustment to balance the present value of the assets and liabilities held by the financing account.

To compute the modification adjustment transfer, one needs to follow the following steps:

- ***Step 4*. Calculate the net present value of remaining pre-modification cash flows using cohort interest rates**. Take the pre-modification cash flows from step 1 and compute the net present value of these cash flows using the applicable cohort interest rate (as opposed to the President's Budget formulation discount rates used in step 1).

- ***Step 5*. Calculate the net present value of remaining post-modification cash flows using cohort interest rates.** Take the post-modification cash flows from step 2 and compute the net present value of these cash flows using the applicable cohort interest rate (as opposed to the President's Budget formulation discount rates used in step 2).

- ***Step 6.*** Compute the difference between step 4 and step 5. This is equal to step 4 minus step 5.

- ***Step 7.*** **Compute the modification adjustment transfer (MAT).** This is equal to step 6 minus step 3. If the MAT is negative, then the MAT should be transferred from the financing account to the general fund. If the MAT is positive, then the MAT should be transferred from the general fund to the financing account.

If the financing account makes a modification adjustment transfer to the general fund, this transfer is recorded on line 1820 of the program and financing schedule, "Capital transfer from offsetting collections to general fund." The transfer and the modification subsidy cost together produce the following transactions with Treasury:

- If a loan guarantee is modified, the financing account's offsetting collection for the modification cost increases the unobligated balance brought forward into the following fiscal year (line 1000 of the program and financing schedule in the following fiscal year). The capital transfer to the general fund reduces the amount by which the unobligated balance is increased. (The amount of the increase shown on line 1000 is net of the capital transfer.) Subsequent interest earnings on the addition to the balance are lower than they would have been without the capital transfer.

- If a direct loan is modified, the financing account's offsetting collection for the modification cost is used to reduce debt owed to Treasury (line 1825 of the program and financing schedule, "Spending authority from offsetting collections applied to repay debt"). The capital transfer reduces the amount by which the debt is reduced. (The amount of the increase shown on line 1825 is net of the capital transfer.) Subsequent interest paid to Treasury is higher than it would have been without the capital transfer.

- For modification adjustment transfers to the general fund, the general fund will collect the modification adjustment transfer in a non-budgetary capital transfer receipt account. There will be one receipt account to collect the modification adjustment transfers from all financing accounts.

If the financing account receives a modification adjustment transfer from the general fund, this is recorded in the financing account as a permanent appropriation (line 1200 of the program and financing schedule, "Appropriation"). Cite the Federal Credit Reform Act (FCRA), P.L. 101-508, as the law providing budget authority for the modification adjustment transfer. The transfer and the modification subsidy cost together produce the following transactions with Treasury:

- If a loan guarantee is modified, the financing account's offsetting collection for the modification cost increases the unobligated balance brought forward into the following fiscal year (line 1000 of the program and financing schedule). The modification adjustment transfer also increases the unobligated balance (line 1000). Subsequent interest on uninvested funds is higher than it would have been without the modification adjustment transfer.

- If a direct loan is modified, the offsetting collection for the modification cost is used to reduce debt owed to Treasury (line 1825 of the program and financing schedule, "Spending authority from offsetting collections applied to repay debt"). The modification adjustment transfer is also used to reduce debt owed to Treasury (line 1236, "Appropriations applied to repay debt"). Subsequent interest paid to Treasury is lower than it would have been without the modification adjustment transfer.

(c) *Additional financing account transfers for modifications of pre–1992 direct loans and loan guarantees*

When modifications are made to pre–1992 direct loans and loan guarantees, the immediately following approach (#1) should be used, unless the OMB representative for the credit program approves using the alternative approach (described in #2 below).

1) *Transfer of asset or liability to financing account*. Pre–1992 direct loans and loan guarantees are held in liquidating accounts until they are modified. When they are modified, they are "purchased" from the liquidating account by the financing account. The direct loan asset or loan guarantee liability will be transferred from the liquidating account to the financing account, and a one-time adjusting payment will be made between the two accounts. The adjusting payment will equal the estimated net present value of the pre-modification cash flows. At the same time, the cost (or savings) of the modification will flow to or from the financing account. When the transaction is complete, the newly modified loan or guarantee will reside in the financing account. This process is accomplished by the following steps:

- ***Step 1*. Calculate the net present value of remaining pre-modification cash flows**. Calculations should be made using only the baseline estimated net cash flows in the liquidating account from the most recent President's Budget for the current and future years. Discount these cash flows using the discount rates assumed in formulating the subsidy estimates in the President's Budget for the year in which the modification takes place. For example, if the modification will occur in 2012, then the discount rates used to discount the cash flows will be those used to formulate the 2012 President's Budget.

- ***Step 2*. Calculate the net present value of remaining post-modification cash flows**. Use the same cash flows as in step 1 above, modified only to reflect the effect of the modification. Do not alter the cash flows to reflect any other changes that may have occurred between the most recent President's Budget and the time of the modification. Use the same discount rates as in step 1 above to discount these post-modification cash flows. If a loan asset is sold, in most cases the post-modification cash flows will be the net proceeds expected from the sale (see section 185.8) and no discounting is necessary. Contact your OMB representative with questions on calculations for loan asset sales.

- ***Step 3*. Compute the adjusting payment.** If the net present value computed in step 1 above is positive (representing future collections to the government), then the adjusting payment for the purchase of the loan or guarantee will flow from the financing account to the liquidating account to compensate the liquidating account for this loss of expected inflow. An obligation and a disbursement will be recorded in the financing account in the amount of the adjusting payment. The liquidating account will record offsetting collections equal to the adjusting payment, which it will use to repay debt owed to Treasury or to transfer to the general fund as a capital transfer.

- If the net present value computed in step 1 above is negative (representing future claims on the government), then the adjusting payment will flow from the liquidating account to the financing account to compensate the financing account for its new burden of expected outflows. Unobligated balances and permanent indefinite appropriations to the liquidating account will be used to make the payment. Outlays will be recorded in the liquidating account in the amount of the payment when it is made. The financing account will record an equal amount of offsetting collections.

- ***Step 4*. Compute the cost of modification**. This is equal to step 1 minus step 2. The results of this calculation will be positive, negative or zero. If the cost is positive, this amount should be outlayed from the program account to the financing account. If the cost is negative (a savings), then this amount should be paid from the financing account to the negative receipt account. For information on recording these transactions, see section 185.7 (a).

The adjusting payment computed in step 3 and the modification cost/savings computed in step 4 are moved simultaneously on the same governing apportionment. Either an adjusting payment or a modification savings (or both) may require the financing account to borrow funds from Treasury in order

to accomplish the outflowing payment. If this occurs, collections from the assets purchased by the financing account will be used to pay interest and repay debt owed to Treasury.

2) *Assets retained by liquidating account.* Subject to the approval of the OMB representative for the credit program, some loans or guarantees may remain in the liquidating account after modification. This method might be used if a modification affects a large number of direct loans or loan guarantees and it would be less complicated for the liquidating account to retain the assets or liabilities. In these cases, the modification process is accomplished by the following steps:

- ***Step 1***. See step 1 in (c)(1) above.
- ***Step 2***. See step 2 in (c)(1) above.
- ***Step 3.*** **Compute the cost of modification**. This is equal to step 1 minus step 2. The result of this calculation will be positive, negative or zero. If the cost is positive, this amount should be outlayed from the program account to the financing account. The financing account will then obligate and disburse the same amount to the liquidating account to compensate it for the reduced asset or increased liability. The liquidating account will record offsetting collections, which it will use to pay current obligations or to repay debt. If the cost is negative (a savings), the liquidating account will use permanent indefinite authority to make a payment to the financing account equal to the modification savings. The financing account will consequently record offsetting collections, which it will pay to the negative subsidy receipt account for the credit program. Because both modification costs and savings result in equalizing flows among the program, financing, liquidating, and negative subsidy receipt accounts (as applicable), neither a modification cost nor savings directly causes a net change in the surplus or deficit. However, interest, repayments, default claims, and other loan cash flows may change both in that year and in future years.

See section 185.31 for specific guidance on reporting these transactions for budget execution.

(d) *Single cohort for modifications of pre–1992 direct loans or loan guarantees*

All modifications of pre–1992 direct loans and loan guarantees for a given program will be accounted for in a single direct loan cohort or a single loan guarantee cohort.

185.8 What must I know about the sale of loan assets?

(a) *General*

Under the Debt Collection Improvement Act of 1996, credit agencies with over $100 million in loan assets are expected to sell delinquent loan assets that meet the criteria described in (b). This applies to loan assets held by both liquidating and financing accounts. The cash flows used to calculate the baseline subsidy rates for existing cohorts should be adjusted to reflect this policy, as should the cash flows used to estimate the subsidy rates for future cohorts. Modifications of this policy that increase the cost will have to be covered by appropriations of subsidy budget authority. Differences between the estimated and actual sale proceeds due to market conditions will be treated as reestimates.

Agencies are also encouraged to explore selling performing loan assets to the extent such sales would benefit the Government. In such cases, the procedures, analysis, and methods for selling performing assets are the same for selling delinquent loan assets.

(b) *Loan asset sale criteria*

Loan assets that are more than one year delinquent should be sold, except for the following categories of loans:

- Loans to foreign countries or entities.
- Loans in structured forbearance, when conversion to repayment status is expected within 12 months or after statutory requirements are met.
- Loans that are written off as unenforceable due to death, disability, or bankruptcy.
- Loans that have been submitted to Treasury for offset and are expected to be extinguished within three years.
- Loans in adjudication or foreclosure.

Performing loan assets may be sold as well, either alone or in conjunction with delinquent loan assets, to the extent that such sales provide benefits to either the program or the Government as a whole.

Agencies should consult the OMB representative with primary responsibility for the account to determine which loan assets meet these criteria.

(c) *Justification for non-compliance*

If an agency can demonstrate that the present value of cash flows associated with continued Government ownership of the loan assets would exceed the expected sale proceeds, the agency may not be required to sell the loan assets. Also, if there is a serious conflict between selling loan assets and Administration policy for the program, and the agency can justify to the satisfaction of their OMB representative that the sale policy cannot be reconciled with the program policy, the agency may not be required to sell the loan assets. Agencies should consult with the OMB representative with primary responsibility for the program if they believe either of these tests would be met.

(d) *Cost of loan asset sales*

If the cash flows for existing loans do not incorporate an explicit assumption about the sale of loan assets, the sale is a modification, whether the loan assets are held by financing accounts or liquidating accounts. Otherwise, the sale is part of the subsidy estimates for Presidential policy and the baseline, and differences between the estimated and actual sale proceeds are a reestimate.

If the sale is a modification, the cost would equal the difference between the net sale proceeds and the estimated value to the Government, on a present value basis, of continuing to own the loan asset (the "hold value"). The method for calculating the hold value is the same as for calculating the net present value of cash flows before modification, as outlined in section 185.7(a).

The modification cost of multiple sales with closing dates in the same fiscal year is the sum of the cost or saving calculated for each sale of loans within the same cohort or risk category. The closing date of a sale is the date on which the seller and the buyer(s) close the transaction and title of the assets legally transfers to the buyer(s). Therefore, for loans within the same cohort or risk category, a modification cost for one sale can be offset by a modification saving for a different sale within the same fiscal year. For sales that include loans from more than one cohort or risk category, a single modification cost or savings is first calculated for all of the loans sold, and the cost or savings is subdivided among each of the cohorts or risk categories.

Loan assets that are sold with recourse are treated as a combination of a sale without recourse and a new loan guarantee. The cost of the provision for recourse is estimated separately from the cost of the loan asset sale, and the subsidy for its cost, as well as the cost of the implicit loan sale without recourse, must be appropriated in advance of the sale. Sales with recourse are not permitted except where they are specifically authorized by statute.

If the Government takes an equity stake (or participation) in the cash flow of the sold assets, such as a joint venture or equity-held sale, the net sale proceeds equal the actual cash proceeds plus an estimate of the present value of the proceeds from the Government's equity position, net of any transaction costs.

You may pay certain direct costs of loan asset sales from the gross proceeds of those sales. In general, the guidelines for whether an expense should be paid from the administrative expense appropriation or from asset sale proceeds are similar to those for determining whether an expense should be paid from the administrative expense appropriation to the program account or from the financing account (see section 185.3(a)). Generally, costs that may be paid from proceeds include:

- Underwriting;
- Rating agency;
- Due diligence;
- Legal; and
- Transaction financial advisory fees.

These costs are part of the cash flows used to calculate net sale proceeds to determine the modification cost of the sale (if the sale constitutes a modification) or to reestimate the subsidy cost on a cohort in which loan assets have been sold (if the sale is not a modification).

The costs of Government personnel, travel, computer systems, etc., associated with the development and execution of a loan asset sales program, as well as the cost of any contracts for asset sale program financial advisory services, should be paid from the agency's administrative expense appropriation. Questions about whether a specific cost should be paid from the administrative expense appropriation or sale proceeds should be directed to OMB.

(e) *OMB review of sales*

No sale may occur without the approval of the OMB representative. After identifying loans that meet the criteria described in (b), agencies must develop a plan for selling these loans in consultation with their OMB representative. In addition, at least 30 calendar days prior to the scheduled final bid day (the last date on which a buyer may submit a bid to the seller), the agency must submit for approval to the OMB representative with primary responsibility for the program the following information:

- The expected date of sale;
- A description of the loans to be sold (including balances, business program under which the loans were originated, and current payment status);
- The estimated hold value, with relevant supporting documents and analysis;
- The estimated net sale proceeds, with relevant supporting documents and analysis;
- The estimated modification cost, whether positive, negative, or zero; and
- An evaluation of relevant previous asset sales, including the hold values, net sale proceeds, and positive/negative subsidy generated from each, if applicable.

Three weeks after the sale, an agency must advise the OMB representative of the actual amount of the proceeds realized from the sale and the actual amount of the transaction costs that were paid from the proceeds.

185.9 What are the budget formulation reporting requirements for credit accounts?

Each program making or having outstanding post–1991 direct loans or loan guarantees will have at least two and as many as six types of accounts, even if the Administration is proposing to terminate the program or the program has been previously terminated. The accounts are:

- A program account.
- A financing account for direct loan obligations, if any.
- A financing account for loan guarantee commitments, if any.
- A negative subsidy receipt account for negative subsidies, if any.
- A downward reestimate receipt account for downward reestimates, if any.
- A liquidating account for pre–1992 direct loans and loan guarantees, if any.

Generally, the print materials and MAX schedules required for credit program, financing, liquidating, and negative subsidy receipt accounts are listed below. References to applicable A–11 sections are also provided.

SUMMARY OF REQUIREMENTS

Requirement	Program	Financing	Liquidating	Receipt
Appropriations language (section 95)	✓			
Narrative statement (section 95)		✓	✓	
Schedule P (PY-BY) (section 82)	✓	✓	✓	
Schedule O (PY-BY) (section 83)	✓		✓	
Schedule N (PY-BY) (section 86)	✓			
Schedule U (PY-BY) (section 185)	✓			
Schedule A (PY-BY+9) (section 81)	✓		✓	
Schedule S (CY-BY+9) (section 81)	✓		✓	
Schedule C (PY-BY) (section 84)	✓		✓	
Schedule G (PY-BY+4) (section 185)		✓	✓	
Schedule H (PY-BY+4) (section 185)		✓	✓	
Schedule R (PY-BY+9) (section 81)				✓
Schedule K (PY-BY+9) (section 81)				✓
Schedule Y (CY-BY+9) (section 185)		✓	✓	
Schedule F (PY-1-PY) (section 86)		✓	✓	

Separate schedules are required for supplemental requests and proposed legislation items for all credit accounts (see section 79.2 and 82.10). These schedules show the effect of the supplemental request or proposed legislation on the information presented in the regular schedules for the program. For post-1991 credit programs, amounts reflected in related credit program accounts, financing accounts, and receipt

accounts must agree. Cross-account edit checks and other credit-account edit checks are included in Appendix D.

A written justification is required for all new credit programs or for reauthorizing, expanding, or significantly increasing funding for existing credit programs. The justification must address the Federal credit policies and guidelines contained in OMB Circular No. A–129. For more information on required budget justification materials, see section 51.

185.10 What do I report for program accounts?

Program accounts are required for post–1991 direct loan obligations or loan guarantee commitments and for modifications of pre–1992 direct loans and loan guarantees. They record budget authority, obligations, and outlays for subsidy costs and the administrative expenses of a credit program (including administrative expenses for pre–1992 direct loans and loan guarantees). In most cases, current, definite budget authority is provided in appropriation acts for subsidy payments (except for entitlements, which have permanent indefinite budget authority) and administrative expenses. Permanent indefinite authority is available for reestimates and interest on reestimates.

(a) *Program and financing schedule (schedule P)*

Use the following line number scheme in the "obligations by program activity" section of the program and financing schedule (see exhibit 185A):

SELECTED P&F ENTRIES IN PROGRAM ACCOUNTS

Line number	Description
	OBLIGATIONS BY PROGRAM ACTIVITY:
0701	Direct loan subsidy
0702	Loan guarantee subsidy
0703	Subsidy for modifications of direct loans
0704	Subsidy for modifications of loan guarantees
0705	Reestimates of direct loan subsidy
0706	Interest on reestimates of direct loan subsidy
0707	Reestimates of loan guarantee subsidy
0708	Interest on reestimates of loan guarantee subsidy
0709	Administrative expenses

(b) *Object classification (schedule O)*

Record all direct expenses in the appropriate object class. To record subsidy obligations, use object class 41, "Grants, subsidies, and contributions." For administrative expenses transferred to a salaries and expenses account, use object class 25.3, "Other purchases of goods and services from Government accounts." In the salaries and expenses account receiving the transfer, record reimbursable obligations for administrative expenses using a "2" as the first digit of the line number. (See section 83 for more information about the classification of reimbursable programs in the object class schedule.)

(c) *Loan levels and subsidy (schedule U)*

Prepare a schedule of loan levels (see exhibit 185B), subsidy budget authority, subsidy rate, subsidy outlays, and reestimates for each program account. These data are displayed by program or by program and risk category. The titles of the stub entries should be tailored to identify the program to which each entry belongs. To add, delete, or modify a risk category, please contact your primary OMB representative.

Note that in each column, some entries are reported by cohort while others (reestimates) are reported for combined cohorts. Although no outyear data are collected in schedule U, you may be required to provide outyear data by your OMB representative. Schedule U data is identified by a four-digit line number and a two-digit suffix. The four-digit number identifies data by category (e.g., direct loan subsidy budget authority). The two-digit suffix differentiates between the various risk categories reported in the schedule unless the line is a total line. Subsidy rates and reestimates for direct loan and guaranteed loan programs entered into MAX are controlled by edit-checks based on calculations that have been reviewed and approved by OMB (see sections 185.5 and 185.6). If you have questions about the approved values, please contact your primary OMB representative. MAX will automatically generate the summary data for line entries indicated in **boldface** below.

DATA REQUIREMENTS FOR SCHEDULE U

Entry	Description
Direct loan levels supportable by subsidy budget authority**:**	
1150xx Direct loan levels	Equals the amount of direct loans that can be obligated with the subsidy budget authority available in that year. For revolving loans, include the cumulative anticipated face value drawn under the facilities. Include loan volume reestimates, if any, in PY. The loan volume should match schedule G in the financing account. For PY, enter the actual level of loans obligated, which may include limitation from carry forward or may be less than the full limitation appropriated. For CY and BY, enter the expected level of loans to be obligated, including the unused portion of multi-year loan limitations that are carried forward. In the PY and CY, loan levels may be less than enacted loan limitations, as Congress may enact limitations that are not achievable with the subsidy budget authority provided. However, in the BY, loan levels supportable by the subsidy requested must equal the direct loan limitation. These data are required even if the subsidy rate is zero or negative.
115999 Total direct loan levels	The sum of all lines 1150.
Direct loan subsidy (in percent):	
1320xx Subsidy rate (+ or –)	The 1320 data line series presents data in percentages on the subsidy costs inherent in making a cohort of direct loans. In the PY column, the rate should be the actual execution rate. In the CY column use the budget execution rate. Note that the subsidy rate (in percent) must be rounded to the nearest hundredth of one percent and entered into MAX with decimal points. For example, enter 10.503 percent as 10.50; 5.05 percent as 5.05; and 0.5 percent as 0.50. Amounts should be shown, even if zero or negative.
132999 Weighted average subsidy rate	The disbursement weighted average sum of all lines 1320 above is automatically calculated by multiplying each subsidy rate detail line (lines 1320) by a weighting factor. The weighting factor is calculated by dividing the corresponding direct loan level (lines 1150) by the total direct loan level (line 1159). A weighted average subsidy rate should not be zero when a positive subsidy program is included in the calculation. For non-zero transmittal

Entry	Description
	codes, this is the change to the subsidy rates reported under transmittal code zero, not the new rates.
Direct loan subsidy budget authority:	
1330xx Subsidy budget authority (+ or –)	The 1330 data line series presents data in dollars on the subsidy costs inherent in making direct loans. For positive subsidy programs, amounts reflecte the budget authority obligated in the program account. For negative subsidy programs, amounts reflect financing authority obligated in the financing account—amounts must be reported even if the subsidy is negative. In the PY column, the amount is equal to subsidy obligated. In the CY column, the amount will equal the amount appropriated for subsidies plus unobligated balances eligible to be carried forward. The BY column will show the requested subsidy amount and must agree with amounts in appropriations language.
133999 Total subsidy budget authority	The sum of all lines 1330 above.
Direct loan subsidy outlays:	
1340xx Net subsidy outlays	The 1340 data line series presents data on the amount of subsidy outlays and negative subsidy receipts in a given year for new direct loans. An outlay or negative subsidy receipt is recorded at the time of disbursement of the loan to the borrower. This line shows the sum of lines 1341xx and 1342xx.
1341xx Negative subsidy outlays	Report negative subsidy receipts from both new budget authority and from balances on this line. Also, report modification savings on this line. Data on this line are used to calculate net subsidy outlays in line 1340.
1342xx Positive subsidy outlays	Report positive subsidy outlays from both new budget authority and from balances on this line. Also, report modification costs on this line. Data on this line are used to calculate net subsidy outlays in line 1340.
134999 Total subsidy outlays	The sum of all lines 1340 above.
Direct loan upward reestimate:	
1350xx Upward reestimate	The 1350 data line series presents data on the amount of upward reestimate paid to the financing account in any given year, including upward interest on reestimate. Report upward reestimates for all outstanding fiscal year cohorts for which upward reestimates are paid to the financing account. Report amounts in PY and CY only.
135999 Total upward reestimate	The sum of all lines 1350 above.
Direct loan downward reestimate:	
1370xx Downward reestimate (–)	The 1370 data line series presents data on the amount of downward reestimate paid out of the financing account in any given year, including downward interest on reestimate. Report downward reestimates for all outstanding fiscal year cohorts for which downward reestimates will be paid out of the financing account. Report amounts in PY and CY only.
137999 Total downward reestimate	The sum of all lines 1370 above.

Entry	Description
Guaranteed loan levels supportable by subsidy budget authority:	
2150xx Loan guarantee levels	Equals the full principal amount, not just the portion guaranteed by the Government, of guaranteed loans that can be supported by the amount of new subsidy budget authority requested or available in that year. For guarantees of revolving loans, include the cumulative anticipated face value drawn over the life of the loan. Include loan volume reestimates, if any, in PY. The loan volume should match schedule H in the financing account. For PY and CY, the level of guaranteed loan commitments may include limitation from carryforward or may be less than the full limitation appropriated. In the PY and CY, loan levels may be less than enacted loan guarantee limitations, as Congress may enact limitations that are not achievable with the subsidy budget authority provided. However, in the BY, loan levels supportable by the subsidy must equal the guaranteed loan limitation. These data are required even if the subsidy rate is zero or negative.
215999 Total loan guarantee levels	The sum of all lines 2150.
Guaranteed loan subsidy (in percent):	
2320xx Subsidy rate (+ or –)	The 2320 data line series presents data on the subsidy costs inherent in making a cohort of loan guarantees. In the PY, the rate should be the actual execution rate. In the CY column use the budget execution rate. Note that the subsidy rate (in percent) must be rounded to the nearest hundredth of one percent and entered into MAX with decimal points. For example, 50.503 percent will be entered as 10.50; 1.05 percent as 5.05; and 0.5 percent as 0.50. Amounts should be shown, even if zero or negative.
232999 Weighted average subsidy rate	The disbursement weighted average of all lines 2320 above is automatically calculated by multiplying each subsidy rate detail line (lines 2320) by a weighting factor. The weighting factor is calculated by dividing the corresponding guaranteed loan level (lines 2150) by the total guaranteed loan level (line 2159). For non-zero transmittal codes, enter the change to the subsidy rates reported under transmittal code zero due to legislation in schedule U, not the new subsidy rates.
Guaranteed loan subsidy budget authority:	
2330xx Subsidy budget authority (+ or –)	The 2330 data line series presents data in dollars on the subsidy costs inherent in making a cohort of guaranteed loans. For positive subsidy programs, amounts reflect the budget authority obligated in the program account. For negative subsidy programs, amounts reflect financing authority obligated in the financing account—amounts must be reported even if the subsidy is negative. For PY only, budget authority should reflect both new and carry forward used. In the CY column, the amount will equal the amount appropriated for subsidies plus unobligated balances eligible to be carried forward. The BY column will show the requested subsidy amount and must agree with amounts in appropriations language.
233999 Total subsidy budget authority	The sum of all lines 2330 above.

Entry	Description
Guaranteed loan subsidy outlays:	
2340xx Net subsidy outlays (+ or –)	The 2340 data line series presents data on the amount of subsidy disbursed in a given year for new loan guarantees. An outlay or a negative subsidy receiptis recorded in the program account at the time the lender disburses the loan to the borrower. Report outlays and receipts from both new budget authority and from balances on this line.
2341xx Negative subsidy receipts	Report negative subsidy receipts from both new budget authority and from balances on this line. Also, report modification savings on this line. Data on this line are used to calculate net subsidy outlays in line 2340.
2342xx Positive subsidy outlays	Report positive subsidy outlays from both new budget authority and from balances on this line. Also, report modification costs on this line. Data on this line are used to calculate net subsidy outlays in line 2340.
234999 Total subsidy outlays	The sum of all lines 2340 above.
Guaranteed loan upward reestimate:	
2350xx Upward reestimate	The 2350 data line series presents data on the amount of upward reestimate ,including upward interest on reestimate, paid to the financing account in any given year. Report upward reestimates for all outstanding fiscal year cohorts for which upward reestimates are paid to the financing account. Report amounts in PY and CY only.
235999 Total upward reestimate	The sum of all lines 2350 above.
Guaranteed loan downward reestimate:	
2370xx Downward reestimate (–)	The 2370 data line series presents data on the amount of downward reestimate, including downward interest on reestimate, paid out of the financing account in any given year. Report downward reestimates for all outstanding fiscal year cohorts for which downward reestimates will be paid out of the financing account. Report amounts in PY and CY only.
237999 Total downward reestimate	The sum of all lines 2370 above.
Administrative expense data:	Report lines 3510–3590 for all program accounts.
351001 Budget authority	Budget authority provided or requested for administrative expenses for both direct and guaranteed loan programs.
358001 Outlays from balances	Outlays for administrative expenses from prior year obligated balances.
359001 Outlays from new authority	Outlays for administrative expenses from new budget authority.

185.11 What do I report for financing accounts?

Financing accounts record the cash flows associated with post–1991 direct loan obligations or loan guarantee commitments and for modifications of all direct loans and loan guarantees. These cash flows include loan disbursements, payments for guarantee claims, principal repayments, interest received from borrowers, interest paid on borrowing, interest earned on uninvested funds, interest supplements, fees and premiums received, and recoveries on defaults. Separate financing accounts are used for direct loan

obligations and loan guarantee commitments. As for all other accounts, changes due to legislative proposals should be reflected in the appropriate transmittal code (see 79.2, 82).

(a) *Program and financing schedules (schedule P)*

Use the following line number scheme in the "obligations by program activity" section of the program and financing schedule for financing accounts (see exhibits 185C and 185F):

SELECTED P&F ENTRIES IN FINANCING ACCOUNTS

Entry	Description
Obligations by program activity:	
Stub entries should describe the transactions reported below.	
0710 Direct loan obligations	Obligations for post–1991 direct loan disbursements (equal to face value). Equal to the total direct loan obligations on line 1159 in schedule U of the program account.
0711 Default claim payments on principal	Obligations for default claim payments for principal on post–1991 loan guarantees. Equal to the sum of terminations for default in schedule H, lines 2261-2263.
0712 Default claim payments on interest	Obligations for default claim payments for interest on post–1991 loan guarantees.
0713 Payment of interest to Treasury	Interest on debt owed to Treasury (calculated at the same rate as the discount rate for the cohort). Tools are available from OMB to calculate interest income and interest expense.
0715 –0739	Other entries for obligations, such as interest supplements to lenders or other expenses.
0740 Negative subsidy obligations	Obligations for negative subsidies for new direct loan obligations or loan guarantee commitments, to be paid to the negative subsidy receipt account for the credit program. Equal to the sum of negative subsidy obligations on lines 1330 or 2330 in schedule U of the program account.
0741 Modification savings	Obligations for negative subsidies (savings) resulting from a modified direct loan or loan gurantee, to be paid to a the negative subsidy receipt account.
0742 Downward reestimates paid to receipts accounts	Obligations for downward reestimates of the subsidy to be paid to the negative subsidy receipt account for the credit program.
0743 Interest on downward reestimates	Obligations for interest on the downward reestimate to be paid to the negative subsidy receipt account for the credit program.
0744 Adjusting payments to liquidating accounts	Obligations for payments to purchase liquidating account loan assets or to reimburse the liquidating account for modification cost increases for pre–1992 direct loans and loan guarantees.
New financing authority (gross), detail:	
1200 Appropriation	Amount of authority becoming available as a result of a modification adjustment transfer from the general fund in the event that the modification cost estimate under-compensated the financing account.

Entry	Description
1400 Borrowing authority	Financing authority (authority to borrow from Treasury) for the part of direct loans not financed by subsidy and fees, and for any default claims that cannot be paid by unobligated balances.
Spending authority from offsetting collections:	
1800 Collected	Amount of offsetting collections (cash) credited to the account and refunds that pertain to obligations recorded in prior years.
1801 Change in uncollected customer payments from program account from Federal sources (+ or –)	Change in unpaid, unfilled orders from program account for subsidy cost. Report increases as positive entries (for expected future subsidy cost collections in future fiscal years); report decreases as negative entries (for received subsidy cost collections in prior fiscal years).
1820 Capital transfer of spending authority from offsetting collections to general fund (–)	Used for modification adjustment transfer to the general fund in the event that the modification cost estimate over compensated the financing account. See section 185.7(b).
1825 Spending authority from offsetting collections applied to repay debt (–)	Amount of offsetting collections used for repayments of outstanding borrowing.
Change in obligated balance:	
3020 Obligated balance, start of year (net)	For PY, this amount must tie to the PY end of year amounts reported in FACTS II for PY-1, including any revisions made during the FACTS II revision window. CY and BY amounts automatically generated by MAX. Includes unpaid obligations, e.g., undisbursed direct loans, negative subsidies or other obligations.
3100 Obligated balance, end of year (net)	Includes unpaid obligations, e.g., undisbursed direct loans, negative subsidies or other obligations. Automatically generated by MAX.
Offsets against budget authority and outlays:	
4120 Federal sources (–)	Collections of subsidy payments and upward reestimates from program accounts, and adjusting payments from liquidating accounts for pre–1992 direct loans and loan guarantees.
4122 Interest on uninvested funds (–)	Collections of interest on uninvested funds (financing account interest earned). Tools are available from OMB to calculate interest earned.
4123 Non-Federal sources (–)	Collections of principal repayments and interest payments on direct loans by borrowers, collections on defaulted direct loans or guaranteed loans, fees or premiums paid by non-Federal lenders or borrowers, prepayments of direct loans, proceeds from the sale of direct loans or collateral, or other collections from the public resulting from a direct loan or loan guarantee.

Note: MAX automatically modifies financing account line stubs from budget authority and outlays to financing authority and financing disbursements, respectively. Financing accounts do not have discretionary amounts, and therefore do not use lines 4010 through 4101. Further, Schedule P line 4142, Offsetting collections credited to expired accounts, is not valid in financing accounts. All cash collections are used to repay Treasury debt, pay obligations of the financing account, or execute downward reestimates. Do not use lines 1700 through 1742. Financing authority from offsetting collections in financing accounts must be recorded as mandatory, regardless of whether the authority for subsidy in the program account is mandatory or discretionary.

(b) *Direct loan data (schedule G)*

Prepare a Status of direct loans schedule (Schedule G) (PY-BY+4) for all liquidating accounts and all direct loan financing accounts (see exhibits 185D and 185J). Each line entry is described in the table below. MAX will automatically generate the line entries indicated in **boldface**.

DATA REQUIREMENTS FOR SCHEDULE G

Entry	Description
Position with respect to appropriations act limitation on obligations:	Provide lines 1111–1150 for direct loan financing accounts only.
1111 Limitation on direct loans	Amount of limitation enacted or proposed to be enacted in appropriations acts. Do not use for programs without an explicit limitation in an appropriations act (see line 1131). For discretionary programs, the BY amount should be consistent with line 1159 in schedule U.
1121 Limitation available from carry-forward	Amount of limitation available from a multi-year limitation enacted in a previous year that was not obligated and is available for use. This amount should correspond to the previous year's amount of unobligated limitation carried forward (line 1143). For programs that do not have a fixed loan limitation, this amount should be equal to the direct loan level supportable with the budget authority that is carried forward.
1131 Direct loan obligations exempt from limitation	Amount of obligations for direct loans to the public not subject to a specific limitation in appropriations acts. Use this line for mandatory programs or for discretionary programs without a maximum loan volume specified in appropriations acts.
1142 Unobligated direct loan limitation (–)	Amount of limitation enacted in appropriations acts that is not obligated in the year it is enacted. Include only amounts that expire. Do not include multi-year limitation amounts that can be carried forward in a future fiscal year (see line 1143). Report amounts in PY and CY only unless specifically approved by OMB.
1143 Unobligated limitation carried forward (P.L. xx) (–)	Amount of multi-year limitation enacted in an appropriations act that was not obligated and is carried forward for use in a subsequent year.
1150 Total direct loan levels	The sum of lines 1111 through 1143. This is the direct loan portion of the credit budget. This amount should be consistent with direct loan obligations recorded on line 0710 in the program and financing schedule of the financing account and line 1159 in schedule U of the program account.
Cumulative balance of direct loans outstanding:	Provide lines 1210–1290 for liquidating and direct loan financing accounts. Do not report amounts reflecting defaulted guaranteed loans. Defaulted guaranteed loans are presented in Schedule H 2310-2390.
1210 Outstanding, start of year	Amount of direct loan principal outstanding at the beginning of the year. Amounts for PY are automatically generated from data reported in the previous year's *Budget Appendix*. If the number needs to be revised, use line 1264 "other adjustment" with explanatory comment.

Entry	Description
1231 Direct loan disbursements	Amounts of disbursements of principal for direct loans and 100 percent guarantees financed by the Federal Financing Bank. This does not include amounts shown separately on line 1232.
1232 Purchase of loan assets from the public	Amount of loans purchased or repurchased by the account from non-Federal lenders.
1233 Purchase of loan assets from a liquidating account	Amount of direct loan assets transferred from liquidating account to a financing account as a result of a loan modification.
Repayments:	These entries must agree with amounts included for these transactions on line 4123 (offsetting collections from non-Federal sources) of the program and financing schedule for the account. The proceeds from discounted prepayment programs that were part of a loan asset sales program should be recorded together with the proceeds from loan asset sales to the public (line 1253). The discount (i.e., the difference between the face value of the loan and the proceeds received from discounted prepayments) should be recorded together with the discount on loan asset sales to the public (line 1262).
1251 Repayments and prepayments (–)	Amount of principal repayments or prepayments. In the liquidating account, this entry will include repayments on loans disbursed by the FFB.
1252 Proceeds from loan asset sales to the public or discounted prepayments without recourse (–)	Amount of gross proceeds received from the non-recourse sale of loans to non-Federal buyers or the discounted loan prepayments that were part of a loan asset sales program.
1253 Proceeds from loan asset sales to the public with recourse (–)	Amount of gross proceeds received from the sale of loans to non-Federal buyers when loans are sold with recourse to the Federal Government. The full principal of the loans is scored as a new guaranteed loan commitment (line 2132).
Adjustments:	
1261 Capitalized interest	Amount of interest due at the end of the year that is capitalized as part of the existing loan principal.
1262 Discount on loan asset sales to the public or discounted prepayments (–)	Difference between the face value of the loan and the proceeds received by the account from the sales of loans to non-Federal buyers or discounted loan prepayments that were part of a loan asset sales program.
1263 Write-offs for default: Direct loans (–)	Amount of direct loan principal reduced by write-offs for defaults. This line should only be used to indicate write-offs of loans that were initiated as direct loans. (Refer to the processes for write-offs in OMB Circular No. A–129.)
1264 Other adjustments, net (+ or –)	Proceeds from the sale of collateral acquired from the foreclosure of direct loans; amount of principal repayments waived as provided by statute, in the event of certain specified contingencies; outstanding balances of loans transferred to or received from other accounts amount of principal reduced or increased for other reasons. When this line is used, the adjustment must be explained in a comment.
1290 Outstanding, end of year	Amount of direct loan principal outstanding at the end of the year. The sum of lines 1210 through 1264.

(c) *Guaranteed loan data (schedule H)*

Prepare a Status of Guaranteed Loans (schedule H) (PY-BY+4) for all liquidating and guaranteed loan financing accounts (see exhibits 185G and 185K). Report the full principal amounts of loans guaranteed, whether guaranteed in full or in part. Report principal only, even if the guarantee covers both the principal and interest. Do not count agency guarantees of loans disbursed by the FFB as guaranteed loans; treat such loans as direct loans of your agency financed by the FFB.

Each line entry is described in the table below. MAX will automatically generate the line entries indicated in **boldface**.

DATA REQUIREMENTS FOR SCHEDULE H

Entry	Description
Position with respect to appropriations act limitation on commitments:	Provide lines 2111–2199 for guaranteed loan financing accounts only.
2111 Limitation on guaranteed loans made by private lenders	Amount of limitation enacted or proposed to be enacted in appropriations acts on full principal of commitments to guarantee loans by private lenders. Do not use for programs without an explicit loan limitation (see line 2131). For discretionary programs, the BY amount is equal to line 2159 in schedule U.
2121 Limitation available from carry-forward	Amount of limitation on full principal of commitments to guarantee loans by private lenders that is available from a multi-year limitation enacted in a previous year that was not obligated and is available for use. This amount should correspond to the previous year's amount of unobligated limitation carried forward (line 2143). For programs that do not have a fixed loan limitation, this amount should be equal to the guaranteed loan level supportable with the budget authority that is carried forward.
2131 Guaranteed loan commitments exempt from limitation	Amount of full principal of commitments to guarantee loans by private lenders that is not subject to limitation. Use this line for mandatory programs and discretionary programs that do not have a loan limitation.
2132 Guaranteed loan commitments for loan asset sales to the public with recourse	Amount of full principal of guaranteed loan commitments made as a result of selling direct loans to non-Federal buyers with recourse to the Federal Government.
2142 Uncommitted loan guarantee limitation (–)	Amount of limitation enacted in appropriations acts on full principal of commitments to guarantee loans by private lenders that is not committed in the year it is enacted. Includes only amounts that expire. Do not include multi-year limitation amounts that can be carried forward in a future fiscal year (see line 2143). Report amounts for PY and CY only.
2143 Uncommitted limitation carried forward (P.L. xx) (–)	Amount of multi-year limitation enacted in an appropriations act that was not committed and is carried forward for use in a subsequent year.
2150 Total guaranteed loan levels	The sum of lines 2111 through 2143. This is the guaranteed loan portion of the credit budget. This amount should be consistent with line 2159 of schedule U in the program account.
Memorandum: 2199 Guaranteed amount of guaranteed loan commitments	Amount of maximum potential Federal liability for the guaranteed loan principal associated with line 2150. To the extent the guarantee covers both principal and interest, this amount must exclude interest. This entry is required even though the amount may be the same as in line 2150.

Entry	Description
Cumulative balance of guaranteed loans outstanding:	Provide lines 2210–2390 for liquidating and guaranteed loan financing accounts.
2210 Outstanding, start of year	Full face value of guaranteed loan principal outstanding at the beginning of the year. This includes the unguaranteed portion of the loan principal outstanding. Amounts for PY are automatically generated from data reported in the previous year's *Budget Appendix*. If the PY amount needs to be revised, use line 2264 and include an explanatory comment.
Disbursements:	
2231 Disbursements of new guaranteed loans	Amount of guaranteed loan principal disbursed. This includes the unguaranteed portion of the loan principal disbursed.
2232 Guarantees of loans sold to the public with recourse	Face value amount of guaranteed loan principal of loans sold to non-Federal buyers with recourse to the Federal government. This includes the unguaranteed portion of the loan principal disbursed.
Repayments:	
2251 Repayments and prepayments (–)	Amount of principal repayments and prepayments.
Adjustments:	
2261 Terminations for default that result in loans receivable (–)	Amount of loan principal reduced by terminations for default that subsequently become a loans receivable in which the formerly guaranteed borrower owes the agency for the amount of claims paid as a result of the borrower's default. (See lines 2310–2390.)
2262 Terminations for default that result in acquisition of property (–)	Amount of loan principal reduced by terminations for default that lead to the acquisition of physical property by the agency.
2263 Terminations for default that result in claim payments (–)	Amount of loan principal reduced by terminations for default that lead to claim payments by the agency that result in neither a loan receivable nor the acquisition of property.
2264 Other adjustments, net (+ or –)	Amount of loan principal reduced or increased for reasons other than those covered by the lines listed above; includes outstanding principal balances of guaranteed loans transferred to or received from other accounts. When this line is used, the adjustment must be explained in a comment.
2265 Capitalized Interest (+)	Amount of loan principal increased due to capitalized interest.
2290 Outstanding, end of year	Amount of guaranteed loan principal outstanding at the end of the year. The sum of lines 2210 through 2264.
Memorandum:	Amount of maximum potential Federal liability for the guaranteed loan principal associated with line 2290. To the extent the guarantee covers both principal and interest, this amount must exclude interest. This entry is required even though the amount may be the same as in line 2290.
2299 Guaranteed amount of guaranteed loans outstanding, end of year	

Entry	Description
Addendum: Cumulative balance of defaulted guaranteed loans that results in loans receivable:	
2310 Outstanding, start of year	Amount of defaulted guaranteed loans that resulted in the acquisition of

Entry	Description
	a loan receivable outstanding at the beginning of the year.
2331 Disbursements for guaranteed loan claims	Amount of disbursements for acquisition of defaulted loans that were previously guaranteed and result in loans receivable, where the borrower owes the account for the disbursement. These disbursements include past due interest amounts that were paid under the terms of the loan guarantee, if such amounts were capitalized as part of the loan principal.
2351 Repayments of loans receivable (–)	Proceeds received by the account from the settlement of claims on defaulted guaranteed loans that resulted in loans receivable to be applied to the reduction of the loans receivable outstanding. Exclude any premium realized.
2361 Write-offs of loans receivable (–)	Amount of loans receivable written-off for default that were initiated as guaranteed loans but were subsequently acquired as loans receivable. (Refer to the definitions for write-offs provided in OMB Circular No. A–129.)
2364 Other adjustments, net (+ or –)	Amount of loans receivable reduced or increased for reasons other than those covered by the lines listed above. When this line is used, the adjustment must be explained in a comment.
2390 Outstanding, end of year	Amount of defaulted guaranteed loans that resulted in loans receivable outstanding at the end of the year. The sum of lines 2310 through 2364.

(d) *Agency debt held by the FFB and net financing disbursements (schedules Y, G, and H)*

Baseline data on ***debt owed to the FFB*** must be reported by all financing and liquidating accounts and by programs that are not covered by the FCRA, such as the Tennessee Valley Authority and Federal Deposit Insurance Corporation (which assumed the responsibilities of the Resolution Trust Corporation). All FFB transactions are treated as means of financing to the agencies. In order to track old and new transactions, the lines should be coded with a two-digit suffix as follows, to identify the transactions:

- .01 FFB loan originations.
- .02 Sale of loan assets to the FFB.
- .03 Sale of debt securities to the FFB.

Report this data on the 3300 data line series in schedule Y (PY through BY+4). No policy estimates are required.

Baseline and policy data on ***net financing disbursements*** must be reported for all financing accounts. "Net financing disbursements" are analogous to "net outlays" reported on line 4170 in schedule P of the program account and consist of total financing disbursements (gross) less total offsetting collections in the financing account. Net financing disbursements are calculated by subtracting total cash inflows to the financing account from total cash outflows from the financing account. Cash inflows include subsidy and reestimate collections from the program account, borrower principal and interest payments, recoveries, fees, interest received from Treasury, and other inflows. Cash outflows include loan disbursements, default claim payments, negative subsidy and downward reestimate payments to the receipt account, interest paid to Treasury, and other outflows. In PY through BY, these amounts should equal the amount reported on line 4170 in schedule P of the financing account. These data are needed to estimate Federal borrowing and interest on the public debt.

Report this data in schedule Y for both baseline and policy estimates.

DATA REQUIREMENTS FOR SCHEDULE Y

Entry	Description
Agency debt held by the FFB	Provide lines 3310–3390 for liquidating and direct and guaranteed loan financing accounts.
3310 Outstanding agency debt, start of year	Amount of agency debt issues held by FFB at the beginning of the year.
3330 New agency borrowing	Amount of new borrowing from FFB.
3350 Repayments and prepayments (–)	Amount of repayments made to FFB.
3390 Outstanding agency debt, end of year	Amount of agency debt issued held by FFB at the end of the year. The sum of lines 3310 through 3350.
Net financing disbursements:	Provide lines 6200 and 6300 for direct and guaranteed loan financing accounts only. Report PY-BY+9.
6200 Net financing disbursement—policy	Net financing disbursements based on presidential policy. Policy net financing disbursements should equal line 4170 in schedule P of the financing account. See section 185.11(d).
6300 Net financing disbursements—baseline	Net financing disbursements based on current law. Enter data for CY-BY+9. Should equal line 6200 above unless there is a policy proposal that would affect the numbers in Y.

Note: Lines 3310–3390 do not print in the Budget Appendix. These data are used by OMB for reporting and analysis.

185.12 What do I report for liquidating accounts?

Reporting requirements for liquidating accounts are discussed in sections 185.9, 185.11(b), 185.11(c), and 185.11(d). An illustration of a typical liquidating account program and financing schedule can be found at exhibit 185I. Illustrations of typical liquidating account status of direct and guaranteed loans schedules can be found at exhibits 185J and 185K.

185.13 What do I report for receipt accounts?

Negative subsidy and downward reestimate receipt accounts record receipts of amounts paid from the financing account when there is a negative subsidy or downward reestimate. Usually, they are general fund receipt accounts, but with the permission of the OMB representative for the account, they can be special fund receipt accounts. If the program is discretionary, report negative subsidies as "discretionary." If the program is mandatory, report negative subsidies as "mandatory." Report downward reestimates for all credit programs as "mandatory, authorizing committee" in schedules R and K (see section 81).

185.14 Must credit accounts be apportioned?

Yes. The Antideficiency Act requires that all appropriation and fund accounts, including credit program accounts, financing accounts, and liquidating accounts, be apportioned unless exempted by OMB or a specific statute. OMB may grant exemptions from apportionment in the form of a letter to the head of the department or establishment.

185.15 When do I submit an apportionment request (SF 132)?

If budgetary resources...	For example ...	Then ...
Result from current action by Congress	The annual appropriation in the program account for the: • direct loan subsidy cost, • loan guarantee subsidy cost, • administrative expenses, or • modifications.	Submit the initial apportionment request by August 21 or within 10 calendar days after the approval of the act providing the new budgetary resource, whichever is later. Submit reapportionment requests whenever circumstances change. For example, if the subsidy cost appropriation was apportioned solely to make new loans, then you must submit a reapportionment request for both the program and financing accounts before you make a modification that will increase the cost.
Do not result from current action by Congress	The unobligated balances in the financing accounts. Permanent indefinite appropriation in the program account to cover an upward reestimate.	Submit the initial apportionment request by August 21 before the beginning of the fiscal year. Submit the request for anticipated reestimates with the initial apportionment. When the exact amount is calculated, submit a reapportionment to cover any increase over your initial approved amount.
	Permanent indefinite appropriation in the liquidating account.	Submit the initial apportionment request by August 21 before the beginning of the fiscal year. Submit reapportionments as needed.

185.16 How do I fill out the SF 132?

Sections 120 and 121 of this circular provide general apportionment guidance, including terminology, line descriptions, timing, and apportionment categories. As with other programs, you will need to locate and review the enacted appropriations language for your credit program. In some cases, you may also need to locate and review other authority in authorizing or substantive acts. An example of standard appropriations language for credit programs is provided in section 95.7, and illustrated in exhibit 185M. Standard appropriations language for credit programs consists of the following parts:

- Appropriation for the subsidy cost of the direct loan or guarantee program;
- Limitation on the loan program; and
- Appropriation for administrative expenses.

You need the appropriations language to verify that:

- Subsidy cost amounts and administrative expenses are shown correctly on your program account SF 132 (see exhibit 185N);

- Amounts apportioned to reimburse your salaries and expenses account, if any, are correct; and

- Program level portion for the guaranteed loan financing account SF 132 (see exhibit 185P) agrees with the limitation set in the appropriations language. (For mandatory programs, this amount will equal the amount of loan guarantees anticipated to be committed.)

Instructions for filling out the SF 132 for liquidating accounts can be found in Section 121 (see exhibit 121A). Exhibit 185Q provides side-by-side, line-by-line instructions for completing the SF 132 for the program account, direct loan financing account, and guaranteed loan financing account. Exhibits 185M through 185CC are a simplified presentation highlighting the budget execution dynamics for interrelated credit accounts. The scenario begins with the program account receiving an appropriation for both direct loans and loan guarantees and concludes with preparing the last quarterly budget execution report for each account. Exhibits for modifications and reestimates are also provided. For this example, assume that this is a new credit program; 25 percent of the amounts appropriated for subsidy cost are obligated each quarter but only 80 percent is disbursed each quarter (with the remainder in the next quarter); 25 percent of the amount appropriated for administrative expenses is obligated and outlayed each quarter; no borrower fees are charged; and simplified interest and repayments calculations are used.

185.17 Do amounts for an upward reestimate (and the interest on the reestimate) need to be apportioned?

Yes. An upward reestimate indicates that insufficient funds were paid to the financing account. The reestimate amount (plus interest on the reestimates) must be obligated and outlayed from the program account to the financing account to make sure it has sufficient assets to cover its liabilities. Before recording this obligation, ensure you have adequate resources apportioned. Section 504(f) of the FCRA provides permanent indefinite budget authority for this purpose. If you were unable to include the reestimate in your program account's initial apportionment or you requested too little, submit a reapportionment request for the additional permanent indefinite appropriation the program account needs to pay to the financing account. See exhibit 185S for a sample reapportionment for an upward reestimate of a program account.

You must make a reestimate immediately after the end of each fiscal year as long as any loans are outstanding, unless a different plan is approved by OMB. After you complete your reestimate, prepare and submit an SF 132 as needed.

185.18 Do amounts for a downward reestimate (and the interest on the reestimate) need to be apportioned?

Yes. A downward reestimate indicates that the subsidy cost payment to the financing account by the program account was too large so that its assets exceed its liabilities. The reestimate amount (plus interest on the reestimate) must be obligated and disbursed from the financing account. Before recording the obligation, ensure you have adequate resources apportioned. For direct loans only, if the downward reestimate is due to increased actual collections, use these amounts to cover the obligation. To the extent the reestimate is due to projected increased collections, request borrowing authority to cover the obligation. For loan guarantees only, to the extent the reestimate is due to lower default payments than initially estimated, either actual or projected, use your uninvested balance with Treasury to cover the obligation. In cases where amounts less than $1 need to be returned, do not include the amount on the face of the apportionment (SF line 132 line 8B). Instead, place a footnote on SF line 132 6A that discusses the return of the amount.

For both discretionary and mandatory programs, disburse the excess (plus interest on reestimates) to a downward reestimate receipt account (see exhibit 185T).

185.19 Do amounts for interest payments to Treasury need to be apportioned?

Yes. For financing accounts, additional amounts (i.e., amounts exceeding your estimate on the most recent approved apportionment) are automatically apportioned. For liquidating accounts, you will need to submit a reapportionment for any additional amounts.

185.20 Do amounts for transfers of unobligated balances to the general fund or debt repayments to Treasury need to be apportioned?

No. Capital transfers, including transfers of unobligated balances in liquidating accounts to the general fund (i.e., liquidating account sweeps), and redemption of debt are not obligations and therefore do not need to be apportioned on lines 2001-2102. However, you do need to plan for such transfers or repayments and show your estimated debt repayments as a negative amount on line 1236 or 1252 (if anticipated) when you submit your SF 132.

185.21 How do I handle modifications?

Before you modify a direct loan or loan guarantee, you should take the following steps:

- **Step 1.** Estimate the cost of the modification (see section 185.7);
- **Step 2.** Request an apportionment, if necessary;
- **Step 3.** Receive an approved apportionment from OMB, if necessary;
- **Step 4.** Modify the direct loan or loan guarantee; and
- **Step 5.** Record the obligation (see sections 185.30 and 185.31).

To determine whether you need a reapportionment:

If ...	Then ...
The current apportionment allows the apportioned resources to be used for modifications and the cost of the modification is equal to or lower than the amount apportioned less any amounts already obligated.	No reapportionment is required.
The current apportionment does not allow the apportioned resources to be used for modifications.	Yes. See exhibit 185R for a sample reapportionment for a modification.
If the cost of the modification is higher than the amount apportioned less amounts already obligated.	Yes. See exhibit 185R for a sample reapportionment for a modification.

185.22 Am I required to submit budget execution reports (SF 133)?

Yes. Submit SF 133s on a quarterly basis for all accounts, including those that OMB has exempted from apportionment. The OMB representative with primary budget responsibility for the credit account may require budget execution reports more frequently, such as monthly. For credit financing accounts, submit the final SF 133 on a cohort basis unless OMB has approved reporting on a combined basis.

185.23 How do I fill out the SF 133?

Section 130 and appendix A of this circular provide general budget execution reporting guidance, including terminology, line descriptions, and timing. You prepare the SF 133 to show the extent that resources controlled by the SF 132 and other resources have been consumed. The relationship between program and financing accounts is dynamic, affecting different entries of the SF 132 and SF 133 at different stages of the process as transactions occur throughout the year. These complex relationships are illustrated in exhibit 185Y which provides side-by-side, line-by-line instructions for completing the first

quarter SF 133 for the hypothetical credit program. Exhibits 185V through 185X illustrate the individual SF 133s for the program, direct loan financing, and guaranteed loan financing accounts, respectively, for the first quarter. Exhibit 185CC continues the presentation of exhibit 185Y by describing the entries for the SF 133 for the fourth quarter. Exhibits 185Z through 185BB illustrate the individual SF 133s for the program, direct loan financing, and guaranteed loan financing accounts, respectively, for the fourth quarter.

Because program accounts typically receive one-year budget authority, the SF 133 will have an unexpired account column as well as five expired account columns. Financing and liquidating accounts, however, have no-year authority so their SF 133s will have only an unexpired column (see section 20.4(c) for a discussion of period of availability).

185.24 How do I calculate the initial subsidy cost estimate for execution?

You are required to use the Credit Subsidy Calculator 2 to calculate subsidy cost estimates. The Credit Subsidy Calculator 2 and accompanying documentation are available from the OMB representative with primary responsibility for the credit account.

In most cases, you will use the same subsidy rate for execution as you calculated earlier for the Budget policy subsidy rate. However, if the loan contract terms have changed for any reason, then you must update the subsidy rate to reflect the actual terms at the time the loan contract is signed. For programs that calculate separate subsidy rates for each loan or loan guarantee, if the borrower's interest rate is benchmarked to a Treasury interest rate, then the borrower interest rate assumption should be consistent with the economic assumptions for that cohort. The default expectation associated with the risk rating is a forecast assumption and should match the President's Budget for the year of obligation. Please see your OMB contact for more information.

Do not change the forecast technical assumptions or the methodological assumptions.

For mandatory programs in the Mid-Session Review (MSR), consistent with MSR guidance you should update estimates of subsidy budget authority, outlays, receipts, and net financing disbursements for volume updates reflecting MSR economic assumptions. Do not update the execution subsidy rate for MSR economic assumptions.

185.25 What transactions do I report when the Government incurs direct loan obligations or makes loan guarantee commitments?

For the program account (see exhibit 185V):

- Include the estimated subsidy cost obligations on lines 2001-2102, Obligations incurred. If resources for the subsidy cost were apportioned in Category A, include the amount on line 2001. If the resources were apportioned in Category B, include the amount on lines 2002 in the appropriate category; and

- Include the amount on lines 3030, Obligations incurred: Unexpired accounts and 3090, Unpaid obligations, end of year (gross), since the amount is not yet outlayed to the financing account.

For the direct loan financing account (see exhibit 185W):

- Include the subsidy cost payment obligated in the program account but not yet paid on line 1801, Change in uncollected customer payments from Federal sources (mand.) (+or -) ; and

- Include the amount on lines 3050, Change in uncollected customer payments from Federal sources: Unexpired accounts (+ or –) and 3091, Uncollected customer payments from Federal sources, end of year (–), since the amounts have not been received from the program account.

- To show the borrowing component:

- Before signing the contract, verify that OMB has apportioned enough borrowing authority on line 1400 to cover the part of the direct loan obligation not covered by the subsidy cost payment and upfront fees;

- After you sign the contract, include the obligation on line 2101-2102, Obligations incurred. If the direct loan was apportioned in Category A, include the amount on line 2101. If the direct loan was apportioned in Category B, include it on line 2102 in the appropriate category; and

- Include the amount on lines 3030 Obligations incurred: Unexpired accounts and 3090, Unpaid obligations, end of year (gross).

For the loan guarantee financing account (see exhibit 185X):

- Include the subsidy payment obligated in the program account but not yet paid on line 1801, Change in uncollected customer payments from Federal sources (mand.) (+ or -); and

- Include the amount on line 2403, Unapportioned, Other, when the amounts are not apportioned and held as a reserve for future defaults. When the amounts are apportioned, include the amounts on line 2201, Apportioned, Available in the current period.

The transactions are similar for a negative subsidy program except that the financing account will make a transaction with the negative subsidy receipt account rather than the program account (see section 185.3(v)).

185.26 What transactions do I report when the Government disburses a direct loan or a private lender disburses a guaranteed loan?

For the program account (see exhibit 185V), just before a loan is disbursed from the financing account:

- Pay the financing account and include the subsidy cost payment on lines 3040, Outlays (gross) (–) and 4010, Outlays from new discretionary authority; and

- Reduce line 3090, Unpaid obligations, end of year (gross) by the same amount.

For the financing account:

- When the subsidy cost payment is received from the program account, reduce lines 1801, Change in uncollected customer payments from Federal sources (mand.) (+ or –), and 3050, Change in uncollected customer payments from Federal sources: Unexpired accounts (+ or –). Also, increase line 1800, Spending authority from offsetting collections (mand.): Collected, and line 4120, Offsetting collections from: Federal sources (mand.);

- For direct loan programs (see exhibit 185W), once the loan is actually disbursed, include the loan disbursement on lines 3040, Outlays (gross) (–) and 4110 Total outlays, gross (mand.), and reduce the amount of loans payable from line 3090, Unpaid obligations, end of year (gross); and

- For loan guarantee programs (see exhibit 185X), do not report any loan disbursement because the private lender disbursed the loan, not the Federal Government. The subsidy cost payment

collected by the financing account is held as an uninvested balance that earns interest from Treasury until it is used, for example, to pay default claims; interest supplements; the capitalized costs of foreclosing, managing, and selling collateral assets acquired as a result of defaults; and the costs routinely deducted from the proceeds of sales. Until these resources are needed for such obligations and they are apportioned, include them on line 2403, Unapportioned - Other.

185.27 How do I handle non-subsidy cost collections?

Report all collections of direct loan principal, interest on direct loans, fees, proceeds from the liquidation of collateral assets, as well as any other collections, to the appropriate cohort and risk category in the financing or liquidating account, as appropriate. Place the amount you anticipate collecting on line 1840, Anticipated collections, reimbursements, and other income (mand.). As collections are actually received throughout the year, report them on line 1800, Spending authority from offsetting collections (mand.): Collected with a corresponding reduction on line 1840, Anticipated offsetting collections and a negative amount on line 4120, Offsetting collections from: Federal sources (mand.). Because these amounts in financing accounts earn interest, include them in the interest income calculations (see section 185.34).

In financing accounts, non-subsidy cost collections may be used only for the cohort that generated the collection. Except for fees collected, these amounts are not available to make new loans. These amounts are available to:

- Fund a portion of the direct loan, if the collection is a fee paid by the borrower;
- Pay the capitalized costs of foreclosing, managing, and selling collateral assets acquired as the result of defaults on direct or guaranteed loans and costs that are routinely deducted from the proceeds of sales (see section 185.8 for items that qualify);
- Make annual payments of interest to Treasury; and
- Make repayments of principal on amounts borrowed from Treasury using any remaining amounts.

Non-subsidy cost collections in guaranteed loan financing accounts are available to:

- Pay the capitalized costs of foreclosing, managing, and selling collateral assets acquired as the result of defaults on direct or guaranteed loans and costs that are routinely deducted from the proceeds of sales;
- Maintain an unobligated balance to pay such capitalized costs or routinely deducted costs, if any;
- Pay default claims and interest supplements on guaranteed loans;
- Make annual payments of interest to Treasury;
- Make repayments of principal on amounts borrowed from Treasury; and
- Add to the unobligated balance.

To the extent that there are insufficient collections to make timely payment of interest or principal on Treasury borrowings, the financing account must borrow to make such payments. If the cohort's expected future cash flows will not be sufficient to fully repay this additional borrowing plus the cohort's other expected obligations, you must calculate a reestimate and use the subsidy cost collections from this reestimate to repay the additional borrowing, with interest.

In liquidating accounts, these amounts may be used for similar expenses (see section 185.3(l)) without regard to cohort.

185.28 What transactions do I report when a guaranteed loan defaults?

Loan guarantee default claims are recorded in financing and liquidating accounts. When you receive a loan guarantee default claim:

- Verify that the amount of the default claim is apportioned;
- Include the obligation to pay the claim on line 2101-2102, Obligations incurred (reimbursable) for the financing accounts and lines 2001-2002 for liquidating accounts (direct obligations). If defaults were apportioned in Category A, place the amount on line 2101 for financing accounts and 2001 for liquidating accounts. If defaults were apportioned in Category B, place it on lines 2102 for financing accounts and 2002 for liquidating accountsin the appropriate category; and
- Include the amount as payable to the private lender on lines 3030, Obligations incurred: Unexpired Accounts and 3090, Unpaid obligations, end of year (gross).

When you disburse a payment for a loan guarantee default claim:

- Include the payment on lines 3040, Outlays (gross) (–), and 4110 Total outlays, gross (mand.); and
- Reduce the amounts payable on line 3090 by the amount reported on lines 3040 and 4110.

185.29 What should I do with unobligated balances in the liquidating account?

You must transfer any unobligated balance remaining at the end of the fiscal year to the general fund unless OMB has approved an extension. Include this transfer on line 1022, Capital transfer of unobligated balances to general fund (–) and line 1820, Capital transfer of spending authority from offsetting collections to general fund (mand.) (–). Additionally, unobligated balances may be applied to repay debt using line 1023, Unobligated balances applied to repay debt (–) and line 1825, Spending authority from offsetting collections applied to repay debt (mand.) (–).

Amounts credited to liquidating accounts in any year are available only for obligations that are incurred in that year and repaying debt owed to the Treasury (including the FFB).

185.30 How do I report modifications of post–1991 direct loans and loan guarantees?

A modification results in a subsidy cost increase or decrease which must be recorded on the SF 133 as follows:

If Modification...	Then...
Increases cost	In the program account, include: • The increase on lines 2001-2002 and 3030, *Obligations incurred; Unexpired accounts.* If the resources for subsidy cost were apportioned in category A, include the amount on line2001. If the resources were apportioned in category B, include the amount on lines 2002 in the appropriate category; and • The payment to the financing account on lines 3040, *Outlays (gross) (–)* and 4020, *Total outlays, gross (disc.)*. Note: You cannot incur subsidy cost obligations for modifications unless budgetary resources are available in the program account and have been apportioned for modifications.

If Modification...	Then...
	In the financing account, include: • The collection from the program account on lines 1800, *Spending authority from offsetting collections (mand.): Collected* and 4120, *Offsetting collections from Federal sources (mand.)*. Credit this amount to the cohort and risk category of the modified loan. Decrease the estimated collection on line 1840 *Anticipated collections*, if appropriate; • For a direct loan modification, use these amounts to pay interest and other expenses and to repay debt owed to Treasury; and • For a loan guarantee modification, use these amounts as needed to pay default claims and other expenses. Remaining balances will be held as uninvested balances with Treasury and will earn interest at the same rate as is paid on other funds held by the financing account for the same cohort.
Decreases cost	In the financing account include: • The estimated decrease on lines 2001-2002 *Obligations incurred* and 3030, *Obligations incurred: Unexpired accounts*. If the resources for the subsidy cost were apportioned in Category A, include the amount on line 2001. If the resources were apportioned in Category B, include the amount on line 2002 in the appropriate category); and • The payment of the amount transferred to the appropriate account on lines 3040, *Outlays (gross) (–)* and 4110, *Total outlays, gross (mand.)*. Include the collection in a negative subsidy receipt account.

For additional transactions, see section 185.7(b).

185.31 How do I report modifications of pre–1992 direct loans and loan guarantees?

You estimate and account for the increase or decrease in cost in the same way as modifications of post-1991 loans. In addition to the steps enumerated in section 185.30, normally you must transfer the direct loan assets or loan guarantee liabilities to be modified from the liquidating account to the financing account. As part of the transfer, you must make a payment from the financing account to the liquidating account, in the case of direct loans, or from the liquidating account to the financing account, in the case of loan guarantees. In exceptional cases, subject to the approval of the OMB representative with responsibility for the credit program, the modified loans may be retained in the liquidating account. In each case, fill out the budget execution report as follows:

If Asset or Liability will be	Then...
Transferred to the financing account	For direct loans, report an obligation in the financing account that is equal to the payment amount on lines 3030 Obligations incurred: Unexpired accounts and 2102, *Reimbursable Obligations, Category B,* and a disbursement in the same amount on line 3040, *Outlays (gross) (–)* and 4010/4011, *Outlays from new discretionary authority / Outlays from discretionary balances*. Include the receipt of the payment in the liquidating account on line 1800, *Spending authority from offsetting collections, Collected (mand)* and 4033 *Offsetting collections from: Non-Federal Sources,* For loan guarantees, include the obligation and outlay in the liquidating account and the offsetting collection in the financing account.
Retained by the liquidating account	Where the modification increases the cost:

If Asset or Liability will be	Then...
	• For the program account, report an obligation for the appropriate subsidy cost amount on lines 3030 *Obligations incurred: Unexpired* and 2102, *Obligations incurred, Category B, Modifications* and an outlay in the same amount on lines 3040, *Outlays (gross) (–)* and 4010/4011*, Outlays from new discretionary authority / Outlays from discretionary balances*. • For the financing account, include the corresponding transaction on lines 1800, *Spending authority from offsetting collections (mand.): Collected,* 4120, *Offsetting collections from: Federal sources (mand.)* and obligation on lines 2000 and 3030, and a disbursement on lines 3040 and 4110. • For the liquidating account, include the payment on lines 1800, Spending authority from offsetting collections (mand.): Collected and 4120, Offsetting collections from: Federal sources (mand.) • This payment compensates this account for the reduction in its assets (direct loan) or its increased liability (loan guarantee). Where the modification decreases the cost: • For the liquidating account, include permanent indefinite authority to make the payment to the financing account on line 1200, *Appropriation (mand.).* • For the financing account, include this receipt on lines 1800, *Collected (mand.)* and 4120, *Offsetting collections from: Federal sources (mand.)*, and include the subsequent payment to the negative subsidy receipt account on lines 3040, *Outlays (gross)(–)* and *4110, Total outlays, gross (mand.).*

See section 185.7 for additional discussion about modification transactions.

185.32 Why do financing accounts borrow from Treasury?

The FCRA provides indefinite borrowing authority to financing accounts to fund the unsubsidized portion of direct loans and to satisfy obligations in the event the financing account's resources are insufficient. For direct loan financing accounts, each loan disbursement is financed by the subsidy cost payment from the program account, fees where applicable, and borrowing from Treasury. The financing account makes a single borrowing from Treasury at the beginning of each fiscal year for each cohort based on the estimated net loan disbursements for the cohort in that fiscal year. For loans financed through the FFB (FFB-financed loans), the financing account effectively borrows the full face value of the loans made to the public.

For loan guarantees, the financing account may borrow from Treasury when balances in the financing account are insufficient to pay claims. These borrowings generally occur on an as-needed basis.

If a direct loan or loan guarantee program or risk category generates negative subsidy cost, the financing account must borrow from Treasury to cover the payment to the negative subsidy receipt account. For FFB-financed loans with negative subsidy costs, borrowing for negative subsidy or other obligations in excess of financing account resources is through the Bureau of Public Debt, as with any other direct loans or loan guarantees.

For intragovernmental transactions, all borrowing, including amounts treated as financing account lending by the FFB, but excluding amounts borrowed for financing account interest, is dated October 1 regardless of whether it is the original amount borrowed at the beginning of the year or a supplementary amount

borrowed later in the year. As a result of treating the entire amount as a single borrowing, net interest expense is not affected by whether all borrowed funds were disbursed or whether the original borrowing had to be supplemented later in the year (see 185.33).

You may only carry forward obligated indefinite borrowing authority into the next fiscal year. At the end of each fiscal year, you must return unobligated indefinite borrowing authority or make an adjustment during the FACTS II year-end preliminary or revision windows.

Specifially, if the indefinite borrowing authority is apportioned and exercised in a given fiscal year, the indefinite borrowing authority must be recorded as "borrowing authority applied to repay debt" if cash resulting from exercise of the borrowing authority is unobligated as of September 30th in the same fiscal year. If the exercised but unobligated indefinite borrowing authority is not recorded as "borrowing authority applied to repay debt" as of September 30th in the same fiscal year, then show the amount as a negative amount on line 1020 "Adjustment to unobligated balance brought forward, October 1 (+ or -)" in the subsequent fiscal year."

If the indefinite borrowing authority is apportioned and is not exercised in a given fiscal year, the indefinite borrowing authority must be recorded as decrease to the "borrowing authority" if it is unobligated as of September 30th in the same fiscal year. If the indefinite borrowing authority is not recorded as an adjustment to "borrowing authority" as of September 30th in the same fiscal year, then show the amount as a negative amount on line 1020, "Adjustment to unobligated balance brought forward, October 1 (+ or –)" in the subsequent fiscal year.

185.33 Why do financing accounts earn interest?

The basic purpose of a guaranteed loan financing account is to accumulate funds to finance future default costs. Subsidy cost payments to the account, fees collected, and other collections are retained in the financing account as an uninvested balance and earn interest at the same rate as the discount rate used to calculate the subsidy cost. The subsidy cost payments, fees, other collections, and interest earnings will be sufficient to finance the net default costs if the initial estimate of subsidy cost is correct.

In direct loan financing accounts, undisbursed Treasury borrowings, including amounts treated as financing account lending by the FFB, earn interest at the same rate as the financing account pays on its debt owed to Treasury so that borrowing from Treasury for subsequent disbursements during the year does not have any effect on the results of operations or net financial position of the financing account.

185.34 Who calculates interest expense and income?

You do, using the guidance and Credit Subsidy Calculator 2 provided by OMB. Staff at the Department of Treasury's Bureau of Public Debt or Financial Management Service may also perform the calculations to ensure agreement between Treasury and your agency. For amounts treated as financing account lending by the FFB, please contact the OMB representative with primary responsibility for the program to ensure correct treatment of interest expense and income.

185.35 When do I calculate interest expense and income?

You must make the calculations to provide an estimate for the initial SF 132. You also will make these calculations again at the end of the year based on actual data to determine the payment amounts.

185.36 What interest rate do I use to calculate interest expense and income?

The FCRA requires that the rates for discounting cash flows, financing account borrowing (including amounts treated as financing account lending by the FFB), and financing account interest earnings be identical and based on the Treasury rates in effect during the period of loan disbursement. The correct

discount rates for generating the cohort interest rate are provided for you in the Credit Subsidy Calculator 2, available from the OMB representative with the primary responsibility for the account. For cohorts before 2001, the Credit Subsidy Calculator 2 will generate a disbursement-weighted average discount rate. For cohorts 2001 and after, the Credit Subsidy Calculator 2 will generate a single effective rate. The cohort interest rate (whether DWADR or SER) is used for both technical reestimates and calculating financing account interest expense and income. Cohort interest rates reflect budget estimate discount rates, until the final cohort rate is established from the first technical reestimate following the interest rate reestimate.

185.37 What are the interest expense requirements for amounts treated as lending to financing accounts by the Federal Financing Bank?

The requirements are the same as any other financing account borrowing, and have no impacts on the terms and conditions of the loan with the public, including the borrower's interest rate. Regardless of whether the FFB collects borrower payments, or the credit agency processes payments and separately repays principal and interest owed on financing account borrowing to the FFB, the FFB can only be credited with interest on amounts treated as financing account lending at the appropriate cohort discount rate and under the same terms as any other financing account borrowing. Likewise, to finance amounts treated as lending to financing accounts, the FFB must keep a matched book, borrowing the full principal amount from Bureau of Public Debt on the same terms and conditions as the financing account borrowing from the FFB, including the cohort interest rate. This makes sure that all amounts collected from the public are appropriately credited to the financing account and reflected in the credit subsidy cost as required under the FCRA, and that the FFB bears no risk on the amounts treated as lending to financing accounts.

Program Account
Program and Financing Schedule (Schedule P)

Program and Financing (in millions of dollars)

		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0701	Direct loan subsidy	23	26	20
0702	Loan guarantee subsidy	128	125	129
0703	Subsidy for modification of direct loans	----	10	----
0705	Reestimates of direct loan subsidy	88	20	----
0706	Interest on reestimates of direct loan subsidy	29	25	----
0707	Reestimates of loan guarantee subsidy	----	----	----
0708	Interest on reestimates of loan guarantee subsidy	----	----	----
0709	Administrative expenses	48	49	55
0900	Total new obligations	316	255	204
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance, brought forward, October 1	----	----	----
Budget authority:				
Appropriation:				
Discretionary:				
1100	Appropriation	199	210	204
Nonexpenditure transfers:				
1121	Appropriations transferred from other accounts	----	----	----
Adjustments:				
1130	Appropriations permanently reduced	----	----	----
1160	Appropriation (total)	199	210	204
Mandatory:				
1200	Appropriation	117	45	----
1260	Appropriation (total)	117	45	----
1900	Budget authority total (discretionary and mandatory)	316	255	204
1930	Total budgetary resources available	316	255	204
Memorandum (non-add) entries:				
1940	Unobligated balances expiring	----	----	----
1941	Unexpired unobligated balance, end of year	----	----	----
CHANGE IN OBLIGATED BALANCE:				
Obligated balance, start of year (net)				
3000	Unpaid obligations brought forward, October 1 (gross)	10	8	----
3020	Obligated balance, start of year (net)	10	8	----
Changes in obligated balance during the year:				
3030	Obligations incurred, unexpired accounts	316	255	204
3031	Obligations incurred, expired accounts	----	----	----
3040	Outlays (gross) (-)	-318	-263	-204
3080	Recoveries of prior year unpaid obligations, unexpired accounts	----	----	----
3081	Recoveries of prior year unpaid obligations, expired accounts	----	----	----
Obligated balance, end of year (net)				
3090	Unpaid obligations, end of year (gross)	8	----	----
3100	Obligated balance, end of year (net)	8	----	----
BUDGET AUTHORITY AND OUTLAYS, NET:				
Discretionary:				
Gross budget authority and outlays:				
4000	Budget authority, gross	199	210	204
4010	Outlays from new discretionary authority	199	210	204
4011	Outlays from discretionary balances	2	8	----
4020	Total outlays, gross	201	218	204
4070	Budget authority, net (discretionary)	199	210	204
4080	Outlays, net (discretionary)	201	218	204
Mandatory:				
Gross budget authority and outlays:				
4090	Budget authority, gross	117	45	----
4100	Outlays from new mandatory authority	117	45	----
4110	Total outlays, gross	117	45	----
4160	Budget authority, net (mandatory)	117	45	----
4170	Outlays, net (mandatory)	117	45	----
Budget authority and outlays, net (total):				
4180	Budget authority, net (discretionary and mandatory)	316	255	204
4190	Outlays, net (discretionary and mandatory)	318	263	204

You must use special line coding for lines 0701 - 0709. See section 185.10 (a) for a complete list.

Shaded entries are automatically calculated by MAX.

The FCRA provides permanent authority to finance reestimates (line 1200). Show reestimates in PY and CY only.

Program Account
Summary of Loan Levels and Subsidy Data (Schedule U)

Summary of Loan Levels and Subsidy Data (in millions of dollars)

Identification code 12-3456-0-1-376		PY actual	CY est.	BY est.
	Direct loan levels supportable by subsidy budget authority:			
115001	Risk category A	500	500	500
115999	Total direct loan levels	500	500	500
	Direct loan subsidy (in percent):			
132001	Risk category A	4.57	5.23	4.03
132999	Weighted average subsidy rate	4.57	5.23	4.03
	Direct loan subsidy budget authority:			
133001	Risk category A	23	26	20
133999	Total subsidy budget authority	23	26	20
	Direct loan subsidy outlays:			
134001	Risk category A net subsidy outlays	23	36	20
134999	Total subsidy outlays	23	36	20
	Direct loan upward reestimate:			
135001	Risk category A	117	45	----
135999	Total upward reestimate	117	45	-----
	Guaranteed loan levels supportable by subsidy budget authority:			
215001	Risk category B	3,000	3,000	3,000
215999	Total loan guarantee levels	3,000	3,000	3,000
	Guaranteed loan subsidy (in percent):			
232001	Risk category B	4.25	4.17	4.29
232999	Weighted average subsidy rate	4.25	4.17	4.29
	Guaranteed loan subsidy budget authority:			
233001	Risk category B	128	125	129
233999	Total subsidy budget authority	128	125	129
	Guaranteed loan subsidy outlays:			
234001	Risk category B	128	125	129
234999	Total subsidy outlays	128	125	129
	Guaranteed loan upward reestimate:			
235001	Risk category B			
235999	Total upward reestimate:	-----	-----	-----
	Guaranteed loan downward reestimate:			
237001	Risk category B	----	----	----
237999	Total downward reestimate	-----	-----	-----
	Administrative expense data:			
351000	Budget authority	48	49	55
359000	Outlays from new authority	48	49	55

Shaded entries are automatically calculated by MAX.

Contact the OMB representative with primary responsibility for the account to add or modify risk categories.

Reestimate data should be reflected in the appropriate lines by risk category (1350xx and 1370xx for direct loans, 2350xx and 2370xx for loan guarantees).

For risk categories with negative subsidy, report lines as negative amounts (1320xx and 1340xx for direct loan risk categories, 2320xx through 2340xx for loan guarantee risk categories.)

Direct Loan Financing Account
Program and Financing Schedule (Schedule P)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0710	Direct loan obligations	500	500	500
0713	Payment of interest to Treasury	----	20	20
0742	Downward reestimate paid to receipt account	----	----	----
0743	Interest on downward reestimates	----	----	----
0900	Total new obligations	500	520	520
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance brought forward, October 1	----	----	----
1021	Recoveries of prior year unpaid obligations	----	----	----
1023	Unobligated balances applied to repay debt	----	----	----
1050	Unobligated balance (total)	----	----	----
New financing authority (gross)				
Borrowing authority:				
Mandatory:				
1400	Borrowing authority	477	464	480
1440	Borrowing authority (total)	477	464	480
Spending authority from offsetting collections:				
Mandatory:				
1800	Collected	275	352	426
1801	Change in uncollected customer payments from program account	----	----	----
1825	Spending authority from offsetting collections applied to repay debt	-252	-296	-386
1850	Spending authority from offsetting collections (total)	23	56	40
1900	Total new financing authority	500	520	520
1930	Total budgetary resources available (gross)	500	520	520
CHANGE IN OBLIGATED BALANCE:				
Obligated balance, start of year (net)				
3000	Unpaid obligations brought forward, October 1 (gross)	----	1	1
3010	Uncollected payments, Fed sources, brought forward Oct. 1	----	----	----
3020	Obligated balance, start of year (net)	----	1	1
Changes in obligated balance during the year:				
3030	Obligations incurred, unexpired accounts	500	520	520
3040	Total financing disbursements (gross)	-500	-520	-520
3050	Uncollected customer payments from program account	----	----	----
3080	Recoveries of prior year unpaid obligations, unexpired	----	----	----
Obligated balance, end of year (net)				
3090	Unpaid obligations, end of year (gross)	----	1	1
3091	Uncollected customer payments from program account	----	----	----
3100	Obligated balance, end of year (net)	----	1	1
FINANCING AUTHORITY AND DISBURSEMENTS, NET:				
Mandatory:				
Gross budget authority and outlays:				
4090	Financing authority, gross	500	520	520
4110	Financing disbursements (gross)	500	500	500
Offsets agains gross financing authority and disbursements:				
Offsetting collections (collected) from:				
	FEDERAL SOURCES			
4120	Payment from program account	-23	-36	-20
4120	Upward Reestimate	-88	-20	----
4120	Interest on Upward Reestimate	-29	-25	----
	NON-FEDERAL SOURCES			
4123	Repayments of principal, net	-123	-247	-373
4123	Other income	-12	-24	-33
4130	Offsets against gross financing authority and disbursements (total)	-275	-352	-426
Additional offsets against gross financing authority only:				
4140	Change in uncollected customer payments from Federal sources, unexpired accounts	----	----	----
4150	Additional offsets against budget authority only (total)	----	----	----
4160	Financing authority, net (mandatory)	225	168	94
4170	Disbursements, net (mandatory)	225	148	74
Financing authority and disbursements, net (total):				
4180	Financing authority, net	225	168	94
4190	Financing disbursements, net	225	148	74

Shaded entries are automatically calculated by MAX.

You must use special coding for lines 0701-0709. See section 185.11(a) for a complete list.

Data for line 3050 is automatically copied from line 1801 but with the opposite sign.

Line 4140 is automatically copied from line 1801 but with the opposite sign.

Direct Loan Financing Account
Status of Direct Loans (Schedule G)

Status of Direct Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Position with respect to appropriations act limitation on obligation:			
1111	Limitation on direct loans	500	500	500
1131	Direct loan obligations exempt from limitation	----	----	----
1142	Unobligated direct loan limitations (-)	----	----	----
1150	Total direct loan obligations	500	500	500
	Cumulative balance of direct loans outstanding:			
1210	Outstanding, start of year	0	375	621
	Disbursements:			
1231	Direct loan disbursements	500	500	500
1232	Purchase of loan assets from the public			
1251	Repayments: Repayments and prepayments	-123	-247	-373
1263	Write-offs for default: Direct loans	-2	-7	-5
1290	Outstanding, end of year	375	621	743

Shaded entries are automatically calculated by MAX.

Direct Loan Financing Account
Balance Sheet (Schedule F)

Balance Sheet (in millions of dollars)

Identification code 12-3456-0-3-376		PY-1 actual	PY actual
	ASSETS:		
	Federal assets:		
1101	Fund balances with Treasury	----	54
1106	Receivables, net	----	----
	Net value of assets related to post-1991 direct loans receivable:		
1401	Direct loans receivable, gross	----	375
1405	Allowance for subsidy cost (-)	----	-23
1499	Net present value of assets related to direct loans	----	352
1999	Total assets	----	406
	LIABILITIES		
	Federal liabilities:		
2103	Debt payable to Treasury	----	378
2999	Total liabilities	----	378
4999	Total liabilities and net position	----	378

Shaded entries are automatically calculated by MAX.

Line 1101 equals obligated and unobligated balances.

See Section 86.1 for detailed information about balance sheets.

Line 1106 includes only undisbursed upward reestimates and interest on such reestimates. Do not report amounts for CY or BY. Do not include undisbursed subsidy from the program account even if it has been obligated.

Include undisbursed downward reestimates and interest on such reestimates on line 2101.

The financing account is designed to break even and thus have a zero results of operation.

Guaranteed Loan Financing Account
Program and Financing Schedule (Schedule P)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0711	Default claim payments on principal	221	300	300
0712	Default claim payments on interest	27	31	31
0742	Downward reestimate paid to receipt account	----	----	----
0743	Interest on downward reestimates	----	----	----
0900	Total new obligations	248	331	331
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance brought forward, October 1	100	84	----
New financing authority (gross)				
Borrowing Authority:				
Mandatory:				
1400	Borrowing authority	----	----	----
Spending authority from offsetting collections:				
Mandatory:				
1800	Collected (mandatory)	282	318	331
1801	Change in uncollected customer payments from program account	----	----	----
1825	Spending authority from offsetting collections applied to repay debt	-50	-71	----
1850	Spending authority from offsetting collections (total)	232	247	331
1900	Total new financing authority	232	247	331
1930	Total budgetary resources available (gross)	332	331	331
Memorandum (non-add) entries:				
1941	Unexpired unobligated balances, end of year	84	----	----
CHANGE IN OBLIGATED BALANCE:				
Obligated balance, start of year (net)				
3000	Unpaid obligations brought forward, October 1 (gross)	----	----	----
3010	Uncollected payments, Fed sources, brought forward, Oct 1	----	----	----
3020	Obligated balance, start of year (net)	----	----	----
Changes in obligated balance during the year:				
3030	Obligations incurred, unexpired accounts	248	331	331
3040	Total financing disbursements (gross)	-252	-333	-331
3050	Uncollected customer payments from program account	----	----	----
Obligated balance, end of year (net)				
3090	Unpaid obligations, end of year (gross)	----	----	----
3091	Uncollected customer payments from program account	----	----	----
3100	Obligated balance, end of year (net)	----	----	----
FINANCING AUTHORITY AND DISBURSEMENTS, NET:				
Mandatory:				
Gross financing authority and disbursements:				
4090	Financing authority, gross	232	247	331
4110	Total financing disbursements (mandatory)	252	333	331
Offsets against gross financing authority and disbursements:				
Offsetting collections (collected) from:				
	FEDERAL SOURCES			
4120	Payment from program account	-128	-125	-129
4122	Interest on uninvested funds	----	-2	-1
	NON-FEDERAL SOURCES			
4123	Fees	-30	-30	-30
4123	Recoveries	-74	-165	-171
4130	Offsets against gross financing authority and disbursements (total)	-232	-322	-331
Additional offsets against gross financing authority only:				
4140	Uncollected customer payments from program account	----	----	----
4160	Financing authority, net (mandatory)	----	-115	8
4170	Outlays, net (mandatory)	-30	15	----
Financing authority and disbursements, net (total):				
4180	Financing authority, net	----	-115	8
4190	Financing disbursements, net	-30	15	----

Shaded entries are automatically calculated by MAX.

Shaded entries are automatically calculaed by MAX.

Data for line 3050 is automatically copied from line 1801 but with the opposite sign.

Line 4140 is automatically copied from line 3050 but will appear in the Budget Appendix with the opposite sign.

Guaranteed Loan Financing Account
Status of Guaranteed Loans (Schedule H)

Status of Guaranteed Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Position with respect to appropriations act limitation on commitments:			
2111	Limitation on guaranteed loans made by private lenders	3,000	3,000	3,000
2150	Total guaranteed loan commitments	3,000	3,000	3,000
	Memorandum:			
2199	Guaranteed amount of guaranteed loan commitments	3,000	3,000	3,000
	Cumulative balance of guaranteed loans outstanding:			
2210	Outstanding, start of year	5,821	7,326	8,804
2231	Disbursements of new guaranteed loans	3,000	3,000	3,000
2251	Repayments and prepayments	-985	-1,000	-1,000
	Adjustments			
2261	Terminations for default that result in loans receivable	-485	-500	-500
2263	Terminations for default that result in claim payments	-25	-22	-22
2290	Outstanding, end of year	7,326	8,804	10,282
	Memorandum:			
2299	Guaranteed amount of guaranteed loans outstanding, end of year	5,821	7,326	8,804
	Addendum:			
	Cumulative balance of defaulted guaranteed loans that result in loans receivable			
2310	Outstanding, start of year	3,450	4,866	5,718
2331	Disbursements for guaranteed loan claims	1,452	980	980
2351	Repayments of loans receivable	-24	-48	-48
2361	Write-offs of loans receivable	-68	-80	-80
2364	Other adjustments, net	56	----	----
2390	Outstanding, end of year	4,866	5,718	6,570

Shaded entries are automatically calculated by MAX.

Line 2199 is required even if the value is the same as line 2150.

Guaranteed Loan Financing Account
Balance Sheet (Schedule F)

Balance Sheet (in millions of dollars)

Identification code 12-3456-0-3-376		PY-1 actual	PY actual
	ASSETS:		
	Federal assets:		
1101	Fund balances with Treasury	165	130
1106	Receivables, net	1,674	1,521
1206	Non-Federal assets: Receivables, net	7	11
	Net value of assets related to post-1991 acquired defaulted guaranteed loans receivable:		
1501	Defaulted guaranteed loans receivable	6,426	8,396
1504	Foreclosed property	2	12
1505	Allowance for subsidy cost (-)	-4,342	-6,204
1599	Net present value of assets related to defaulted guaranteed loans	2,086	2,204
1999	Total assets	3,932	3,866
	LIABILITIES		
	Federal liabilities:		
2101	Accounts Payable	50	123
2103	Debt	1,692	1,409
2105	Other	2	6
	Non-Federal liabilities:		
2201	Accounts Payable	265	354
2204	Liabilities for loan guarantees	1,923	1,974
2999	Total liabilities	3,932	3,866
	NET POSITION		
4999	Total liabilities and net position	3,932	3,866

Shaded entries are automatically calculated by MAX.

Line 1101 equals obligated and unobligated balances.

Line 1106 includes only undisbursed upward reestimates and interest on such reestimates. Do not report amounts for CY or BY. Do not include undisbursed subsidy from the program account even if it has been obligated.

Include undisbursed downward reestimates and interest on such estimates on line 2101.

See Section 86.2 for detailed information about balance sheets.

The financing account is designed to break even and thus have a zero results of operation.

Liquidating Account
Program and Financing Schedule (Schedule P)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0701	Guaranteed loan default claims	1	1	1
0709	Administrative expenses	2	1	1
0711	Default claim payments on principal	1	----	----
0791	Direct program activities, subtotal	3	1	1
0900	Total new obligations	4	2	2
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance, brought forward, October 1	6	5	----
1022	Capital transfer of unobligated balances to general fund	-6	-5	----
1050	Unobligated balance (total)	----	----	----
New financing authority (gross)				
Budget Authority:				
Mandatory:				
1200	Appropriation (mandatory)	2	2	1
Spending authority from offsetting collections:				
Mandatory:				
1800	Collected (mandatory)	10	6	4
1820	Capital transfer of spending authority to general fund	----	-5	-2
1825	Spending authority from offsetting collections applied to repay debt	-3	-1	-1
1850	Spending authority from offsetting collections (total)	7	----	1
1900	Budget authority (discretionary and mandatory)	9	2	2
1930	Total budgetary resources available	9	2	2
CHANGE IN OBLIGATED BALANCE:				
Obligated balance, start of year (net)				
3000	Unpaid obligations brought forward, October 1 (gross)	3	3	5
3020	Obligated balance, start of year (net)	3	3	5
Changes in obligated balance during the year:				
3030	Obligations incurred, unexpired accounts	4	2	2
3040	Outlays (gross)	-4	----	-1
Obligated balance, end of year (net)				
3090	Unpaid obligations, end of year (gross)	3	5	6
3100	Obligated balance, end of year (net)	3	5	6
FINANCING AUTHORITY AND DISBURSEMENTS, NET:				
Mandatory:				
Gross budget authority and outlays:				
4090	Mandatory budget authority, gross	9	2	2
4100	Outlays from new mandatory authority	4	----	1
4110	Total outlays, gross	4	----	1
Offsets against gross budget authority and outlays:				
Offsetting collections (collected) from:				
	NON-FEDERAL SOURCES			
4123	Principal	-10	-6	-4
4130	Offsets against gross budget authority and outlays (total)	-10	-6	-4
4160	Budget authority, net (mandatory)	-1	-4	-2
4170	Outlays, net (mandatory)	-6	-6	-3
Budget authority and outlays, net (total):				
4180	Budget authority, net	-1	-4	-2
4190	Outlays, net	-6	-6	-3

Shaded entries are automatically calculated by MAX.

There should be no unobligated balance (line 1050) unless an extension has been approved by OMB. Excess amounts should be used to repay debt or transferred to the general fund.

Liquidating Account
Status of Direct Loans (Schedule G)

Status of Direct Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Cumulative balance of direct loans outstanding:			
1210	Outstanding, start of year	25	21	16
1251	Repayments and prepayments	----	-1	-1
	Write-offs for default:			
1263	Direct loans	-2	-2	-2
1264	Other adjustments, net (+ or -)	-2	-2	-1
1290	Outstanding, end of year	21	16	12

Shaded entries are automatically calculated by MAX.

For liquidating accounts, do not use lines 1111-1150. Most liquidating accounts should not use line 1231.

Liquidating Account
Status of Guaranteed Loans (Schedule H)

Status of Guaranteed Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Cumulative balance of guaranteed loans outstanding:			
2210	Outstanding, start of year	74	52	33
2251	Repayments and prepayments	-20	-18	-15
	Adjustments:			
2263	Terminations for default that result in claim payments	-2	-1	-1
2290	Outstanding, end of year	52	33	17
	Memorandum:			
2299	Guaranteed amount of guaranteed loans outstanding, end of year	43	18	10
	Addendum:			
	Cumulative balance of defaulted guaranteed loans that result in loans receivable:			
2310	Outstanding, start of year	45	42	29
2331	Disbursements for guaranteed loan claims	----	1	1
2361	Write-offs of loans receivable	-7	-14	-14
2364	Other adjustments, net	4	----	----
2390	Outstanding, end of year	42	29	16

Shaded entries are automatically calculated by MAX.

Liquidating Account
Balance Sheet (Schedule F)

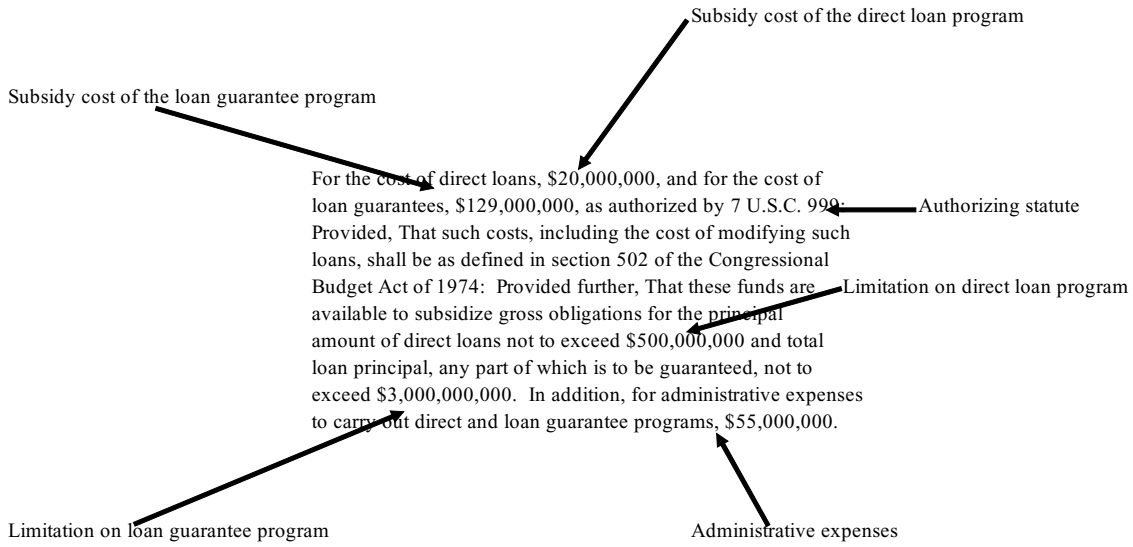
Balance Sheet (in millions of dollars)

Identification code 12-3456-0-3-376		PY-1 actual	PY actual
	ASSETS:		
	Federal assets:		
1101	Fund balances with Treasury	8	8
	Non-Federal Assets		
1206	Receivables, net	3	3
	Net value of assets related to pre-1992 direct loans receivable and acquired defaulted guaranteed loans receivable:		
1601	Direct loans, gross	25	21
1603	Allowance for estimated uncollectible loans and interest (-)	-1	----
1604	Direct loans and interest receiveable, net	24	21
1699	Value of assets related to direct loans	24	21
1701	Defaulted guaranteed loans, gross	45	42
1703	Allowance for estimated uncollectible loans and interest (-)	-23	-24
1799	Value of assets related to loan guarantees	22	18
1901	Other Federal assets: Other assets	7	6
1999	Total assets	64	56
	LIABILITIES		
	Federal liabilities:		
2101	Accounts payable	1	1
2103	Debt to the FFB	6	2
2104	Resources payable to Treasury	55	50
	Non-Federal liabilities:		
2201	Accounts payable	1	2
2207	Other Liabilities	1	1
2999	Total liabilities	64	56
	NET POSITION		
4999	Total liabilities and net position	64	56

Shaded entries are automatically calculated by MAX.

See Section 86.2 for detailed information about balance sheets.

Standard Appropriations Language



Please see A-11 Section 95.7 for more information on appropriations language for credit programs.

Apportionment for Program Accounts

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

Identify in the header the law(s), if any, providing the budget authority.

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Credit Program Account (001-23-4567)						
		TAFS: 99-0001 /20xx						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1100		BA: Disc: Appropriation			204,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**			204,000,000			
6011		Direct loan subsidy			20,000,000			
6012		Guaranteed loan subsidy			129,000,000			
6013		Administrative expenses			55,000,000			
6190		**Total budgetary resources available**			204,000,000			

Leave the "Previous Approved" column blank on the first apportionment of the current fiscal year.

From Exhibit 185A

Subsidy ($20,000,000 + $129,000,000) + administrative expenses ($55,000,000).

These two entries must be equal.

Apportionment for Direct Loan Financing Account

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

Identify in the header the law(s), if any, providing the budget authority.

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Direct Loan Financing Account (003-04-4147)						
		TAFS 80-4147 /X						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1400		BA: Mand: Borrowing authority			480,000,000			
1840		BA: Mand: Spending auth: Antic colls, reimbs, other			426,000,000			
1842		BA: Mand: Spending auth: Antic cap tran, red debt			-386,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**			520,000,000			
6001		First quarter			125,000,000			
6002		Second quarter			125,000,000			
6003		Third quarter			125,000,000			
6004		Fourth quarter			125,000,000			
6011		Interest paid to Treasury			20,000,000			
6190		**Total budgetary resources available**			520,000,000			

Leave the "Previous Approved" column blank on the first apportionment of the current fiscal year.

Direct loan limitation ($500,000,000) minus subsidy ($20,000,000).

Subsidy from the program account ($20,000,000) + repayments from borrower ($406,000,000). 100% of the subsidy is recorded because the spending plan assumes that all loans will be obligated in the first year.

Anticipated principal repayments to Treasury.

These two entries must be equal.

Apportionment For Guaranteed Loan Financing Account

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

Identify in the header the law(s), if any, providing the budget authority.

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account: Guaranteed Loan Financing Account (003-04-4148)						
		TAFS 80-4148 /X						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1840		BA: Mand: Spending auth:Antic colls, reimbs, other			130,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**			130,000,000			
6182		Budgetary Resources: Unappor bal, revolving fnd			130,000,000			
6190		**Total budgetary resources available**			130,000,000			
8100		Program Level, Current Year			3,000,000,000			
8201		Application, Category A, First quarter						
8202		Application, Category A, Second quarter						
8203		Application, Category A, Third quarter						
8204		Application, Category A, Fourth quarter						
8211		Category B: Guaranteed loan program			3,000,000,000			

Leave the "Previous Approved" column blank on the first apportionment of the current fiscal year.

Subsidy from the program account ($129,000,000) + interest from Treasury ($1,000,000).

These two entries must be equal.

Limitation on loan guarantees.

Lines 8100 and 8200 are only used on the SF 132 for guaranteed loan financing accounts.

INITIAL APPORTIONMENT SIDE-BY-SIDE-ACCOUNT COMPARISON

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	Budgetary Resources		
Budget authority Appropriations 1100 Disc: appropriation 1200 Mand: appropriation	The total amount specified in the appropriations language and becoming available on or after October 1 of the fiscal year. It is composed of amounts to cover direct and guaranteed loan subsidy costs and administrative expenses ($11,530,000 +$6,000,000 + $1,000,000).		
Borrowing authority 1300 Disc: borrowing authority 1400 Mand: borrowing authority		The amount of borrowing authority anticipated to be used to cover obligations during the year that are not covered by subsidy cost payments or fees. Usually, assume direct loan obligations equal to the direct loan limitation and subtract corresponding estimates of subsidy cost payments and any fees paid by the borrower ($100,000,000–$11,530,000). (This example assumes borrowers are not charged any fees.)	
Spending authority from offsetting collections (Gross) 1840 Anticipated collections, reimbursements, and other income		The expected collections of credit subsidy cost payments from the program account, plus expected repayments from borrowers ($11,530,000 + $10,243,000).	The expected collections of credit subsidy cost payments from the program account plus interest earned from Treasury ($6,000,000 + $360,000).
Permanently not available 1842 Anticipated capital transfers and redemption of debt		Repayments of Treasury debt are shown as a reduction in resources rather than as obligations and disbursements. Does not include interest payments made on debt owed to Treasury, which are treated as an obligation and an outlay. To calculate principal	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
		repayments to Treasury, contact your OMB representative.	
1920 Total Budgetary Resources	The sum of lines 1100-1842 and always equal to line 6190.	The sum of lines 1100-1842 and always equal to line 6190.	The sum of lines 1100-1842 and always equal to line 6190.
Application of Budgetary Resources			
Apportioned Category A: 6001 First quarter 6002 Second quarter 6003 Third quarter 6004 Fourth quarter		The amount for each quarter to incur direct loan obligations and to disburse loans. Assuming that 100% of the direct loans will be obligated evenly throughout the first year, entries for each quarter are calculated by dividing the direct loan limitation level equally into four quarters ($100,000,000 * .25).	
Category B: 6011-6169 Direct loan subsidy cost Guaranteed loan subsidy cost Administrative expenses Interest paid to Treasury	Includes separate amounts for direct loan and loan guarantee subsidy cost and administrative expenses. Because this program expects to obligate the full amounts in the first fiscal year, the total amount of subsidy cost and administrative expenses appropriated to the account should be apportioned.	In this example, $1,680,250 is requested for interest payments to Treasury.	
6182 Unapportioned balance of revolving fund			Records the amount of subsidy cost payments and interest which will be held to finance future defaults ($6,000,000 + $360,000).
6190 Total Budgetary Resources	The sum of lines 6001-6182 and always equal to line 1920.	The sum of lines 6001-6182 and always equal to line 1920.	The sum of lines 6001-6182 and always equal to line 1920.
Program Level			
Guaranteed loan levels 8100 Program level, current year			Record the loan guarantee limitation, in this case $70,000,000. For mandatory programs, record the amount of guaranteed loans anticipated to be committed.

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
		Application	
Apportioned: Category A 8201-8204 Application, category A Category B 8211-8235 Application, category B			Should equal the amount on line 8100 immediately above.

Reapportionment for Modification
Program Account

FY 20xx Apportionment

Funds provided by Public Law XXX-XXX

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Credit Program Account (003-04-0138)						
		TAFS: 80-0138 /2012						
IterNo	2	Last Approved Apportionment: 9/10/CY						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1000		Unobligated balance, brought forward, Oct. 1			2,100,000		Account may contain unobligated balances that were not projected in the budget	
1100		BA: Disc: Appropriation	204,000,000		214,000,000		Subsidy ($20,000,000 + $129,000,000) + modification ($10,000,000) + administrative expenses ($55,000,000).	
1920		**Total budgetary resources (disc. and mand.)**	204,000,000		216,100,000			
6011		Direct loan subsidy	20,000,000		20,000,000			
6012		Guaranteed loan subsidy	129,000,000		129,000,000			
6013		Administrative expenses	55,000,000		57,100,000			
6014		Direct loan modification			10,000,000			
6190		**Total budgetary resources available**	204,000,000		216,100,000			

If your current apportionment does not provide budgetary resources to cover the modification cost, you must submit a reapportionment.

These two entries must be equal.

Reapportionment for Upward Reestimate
Program Account

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

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Credit Program Account (003-04-0138)						
		TAFS: 80-0138 /2012						
IterNo	2	Last Approved Apportionment: 9/10/CY						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1000		Unobligated balance, brought forward, Oct. 1			2,100,000			
1100		BA: Disc: Appropriation	204,000,000		204,000,000			
1250		BA: Mand: Anticipated appropriation			4,900,000			
1920		**Total budgetary resources avail (disc. and mand.)**	204,000,000		211,000,000			
6011		Direct loan subsidy	20,000,000		20,000,000			
6012		Guaranteed loan subsidy	129,000,000		129,000,000			
6013		Administrative expenses	55,000,000		57,100,000			
6014		Reestimate			3,900,000			
6015		Interest on reestimate			1,000,000			
6190		**Total budgetary resources available**	204,000,000		211,000,000			

If your current apportionment does not provide budgetary resources to cover the upward reestimate, you must submit a reapportionment requesting permanent indefinite authority to cover upward reestimate and interest on upward reestimate.

Until indefinite appropriations for reestimate are warranted, include them on line 1250. On subsequent apportionments, include the warranted amounts on line 1200 (see line description of indefinite appropriation).

Budgetary resources for upward reestimate and interest on reestimate.

These two entries must be equal.

Reapportionment for Downward Reestimate
Direct Loan Financing Account

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

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Direct Loan Financing Account (003-04-4147)						
		TAFS 80-4147 /X						
IterNo	2	Last Approved Apportionment: 9/10/CY						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1400		BA: Mand: Borrowing authority	480,000,000		480,000,000			
1800		BA: Mand: Spending auth: Collected (mand.)	426,000,000		434,000,000			
1825		BA: Mand: Spending auth: Applied to repay debt	-386,000,000		-386,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**	520,000,000		528,000,000			
6001		First quarter	125,000,000		125,000,000			
6002		Second quarter	125,000,000		125,000,000			
6003		Third quarter	125,000,000		125,000,000			
6004		Fourth quarter	125,000,000		125,000,000			
6011		Interest paid to Treasury	20,000,000		20,000,000			
6012		To receipt account, for reestimate			6,000,000			
6013		To receipt account, for interest on reestimate			2,000,000			
6190		**Total budgetary resources available**	520,000,000		528,000,000			

Direct loan limitation ($500,000,000) minus subsidy ($20,00,000).

$8,000,000 more was collected in reoveries than estimated.

If your current apportionment does not address the downward reestimate, you must submit a reapportionment.

Use 1825 (actual) and 1842 (anticipated) to show principal repayments to Treasury.

These two entries must be equal.

Downward reestimates and interest on downward reestimates are obligated and disbursed to the receipt account.

Apportionment for Liquidating Account

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

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Liquidating Account (003-04-4147)						
		TAFS 80-4147 /X						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1250		BA: Mand: Anticipated appropriation			1,000,000			
1800		BA: Mand: Spending auth: Collected (mand.)			4,000,000			
1820		BA: Mand: Cap trans of spending authority from offsetting collections to general fund (-)			-2,000,000		Repay debt ($1,000,000) and balances swept to Treasury ($1,000,000).	
1825		BA: Mand: Spending auth: Applied to repay debt			-1,000,000		Use 1825 (actual) and 1842 (anticipated) to show principal repayments to Treasury.	
1920		**Total budgetary resources avail (disc. and mand.)**			2,000,000			
6011		Payment on Default Loans			1,000,000		These two entries must be equal.	
6012		Administrative Expenses			1,000,000			
6190		**Total budgetary resources available**			2,000,000			

End of First Quarter: Program Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 12/31/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Credit Program Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brough fwd, Oct. 1	
1100 BA: Disc: Appropriation (disc.)……	204,000,000
1900 Budget authority total (disc. and mand.).....	204,000,000
1910 Total budgetary resources (disc. and mand.).....	**204,000,000**
STATUS OF BUDGETARY RESOURCES	
2002 Direct loan subsidy…….....	5,000,000
2002 Guaranteed loan subsidy…...……	32,250,000
2002 Administrative expenses……	13,750,000
2201 Unob Bal: Apportioned: Avail in the current period...	153,000,000
2500 Total budgetary resources……..……...……	204,000,000
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	500,000
3030 Ob Bal: Obligations incurred: Unexpired accounts.....	51,000,000
3040 Ob Bal: Outlays (gross).....	51,500,000
3090 Ob Bal: EOY: Unpaid obligations (gross).....	
3100 Obligated balance, end of year (net).....	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross.....	204,000,000
4010 Disc: Outlays from new authority.....	51,000,000
4011 Disc: Outlays from discretionary balances.....	500,000
4020 Disc: Total outlays, gross.....	51,500,000
4070 Disc: Budget authority, net.....	204,000,000
4080 Disc: Outlays, net.....	51,500,000
4180 Budget authority, net (disc. and mand.).....	**204,000,000**
4190 Outlays, net (disc. and mand.).....	**51,500,000**

The appropriations becoming available on or after October 1 of the fiscal year.

25% of the total direct and guaranteed loan subsidy have been obligated.

25% of the total administrative expenses has been obligated.

Amount apportioned under Category B of the latest apportionment ($204,000,000) minus the total obligations incurred above ($51,000,000).

25% of outlays have been disbursed

Loan subsidy obligated but not yet disbursed.

Loan subsidy and administrative cost obligated and disbursed.

Note: Exhibit 185U illustrates the End of First Quarter SF 133 report for this account. Exhibits 185V amd 185W show the related end of First Quarter Direct Loan and Guaranteed Loan Financing accounts, respectively.

End of First Quarter: Direct Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Direct Loan Financing Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brought fwd, Oct. 1	
1021 Recoveries of prior year unpaid obligations	
1023 Unobligated balances, ap plied to repay debt	
1050 Unobligated balance (total)	
1400 BA: Mand: Borrowing authority	480,000,000
1800 BA: Mand: Spending auth: Collected	426,000,000
1801 BA: Mand: Spending auth: Chng uncoll paymt Fed src	
1825 BA: Mand: Spending auth: Applied to repay debt	-386,000,000
1840 BA: Mand: Spending auth:Antic colls, reimbs, other advance	
1850 BA: Mand: Spending auth: Total	40,000,000
1910 Total budgetary resources (disc. and mand.)	**520,000,000**
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter)	125,000,000
2002 Interest payment to Treasury	20,000,000
2202 Unob Bal: Apportioned: Avail in subsequent periods	375,000,000
2203 Unob Bal: Apportioned: Anticipated	
2500 Total budgetary resources	**520,000,000**
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	1,000,000
3010 Uncollected payments, Fed sources, brought fwd., Oct. 1	
3020 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 net	**1,000,000**
3030 Ob Bal: Obligations incurred: Unexpired accounts	145,000,000
3040 Ob Bal: Outlays (gross) (-)	-146,000,000
3080 Ob Bal: Change, recoveries of prio year unpaid obs, unexpired	
3090 Ob Bal: EOY: Unpaid obligations (gross)	
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Obligated balance, end of year (net)	
FINANCING AUTHORITY AND DISBURSEMENTS, NET	
4090 Mand: Financing authority, gross	520,000,000
4110 Mand: Total disbursements, gross	-146,000,000
4130 Mand: Offsets, FA and DB:	
4140 Mand: Offset, FA: Chng in uncol pay, Fed src, unex	
4160 Mand: Financing authority, net	520,000,000
4170 Mand: Disbursements, net	-146,000,000
4180 Budget authority, net (disc. and mand.)	**520,000,000**
4190 Outlays, net (disc. and mand.)	**-146,000,000**

Amount apportioned on latest apportionment. For indefinite borrowing authority, see apportionment lines 1000, 1400, and 1401.

As direct loans are obligated and disbursed, the loan subsidy is collected from the program account.

Direct loan subsidy obligated but not yet received from the program account.

Use 1825 (actual) and 1840 (anticipated) to show principal repayments to Treasury. If you have any unobligated balances brought forward October 1st, please use 1023 to repay debt.

The remainder of the loan subsidy expected from the program account for the unobligated portion of the direct loans plus the expected repayments from borrowers that will not be received until the end of the fiscal year.

Obligations incurred against the amount apportioned for this period under Catergory A of the latest SF 132.

Interest is obligated through the year but not yet disbursed.

Amount apportioned on latest SF 132 by time periods (under Category A &B) that will not become available until after the reporting period.

Direct loans obligated but not yet disbursed + interest payment to Treasury obligated but not yet disbursed.

Subsidy receivable from the program account for the portion of the direct loans that were obligated but not disbursed.

Loans disbursed from the account, as of this reporting period.

Direct loan subsidy collected from program account.

Note: Exhibit U illustrates the End of First Quarter SF 133 report for the Program Account for this account. Exhibit 185Z illustrates the End of Fiscal Year SF 133 report for this account.

End of First Quarter: Guaranteed Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Guaranteed Loan Financing Account

	Unexpired
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	
1800 BA: Mand: Spending auth: Collected	129,000,000
1850 BA: Mand: Spending auth: Total	129,000,000
1930 Total budgetary resources (disc. and mand.)	**129,000,000**
STATUS OF BUDGETARY RESOURCES	
2202 Unob Bal: Apportioned: Avail in subsequent periods	129,000,000
2500 Total budgetary resources	**129,000,000**
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	
3010 Ob Bal: Uncollected payments, Fed sources, brought fwd, Oct. 1	
3020 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 net	
BUDGET AUTHORITY AND OUTLAYS, NI	
4090 Mand: Financing authority, gross	129,000,000
4110 Mand: Total disbursements, gross	
4130	-129,000,000
4160 Mand: Financing authority, net	
4170 Mand: Disbursements, net	-129,000,000
4180 Financing authority, net (disc. and mand.)	
4190 Disbursements, net (disc. and mand.)	**-129,000,000**

When loan guarantees have been committed and the loans disbursed, the subsidy is received from the program account ($129,000,000).

Guaranteed loan financing accounts hold a reserve for future defaults.

Subsidy collected from program account.

Note: Exhibit 185U illustrates the End of First SF 133 Quarter Program account for this account. Exhibit 185AA illustrates the End of First Quarter SF 133 for this account.

BUDGET EXECUTION REPORTING—END OF FIRST QUARTER
SIDE-BY-SIDE ACCOUNT COMPARISON

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	Schedule of Budgetary Resources		
1100. BA: Appropriation (disc.)	The total amount becoming available on or after October 1 of the fiscal year. It is composed of amounts for direct loan and loan guarantee subsidy costs and administrative expenses ($11,530,000 + $6,000,000 + $1,000,000). The entry for this line should equal the entry on line 1100 of the latest SF 132 for this account.		
1400. BA: Borrowing authority (mand.)		The amount of borrowing authority anticipated to be used to cover obligations during the year that are not covered by subsidy cost payments or fees. Usually, assume direct loan obligations equal to the direct loan limitation and subtract corresponding estimates of subsidy cost payments and any fees paid by the borrower ($100,000,000–$11,530,000). The entry for this line should equal the entry on line 1400 of the latest SF 132 for this account.	
1800 BA: Spending author: Collected (mand.)		When a direct loan is disbursed, the financing account collects the subsidy cost payment from the program account. So far, only 80% of the loans obligated this quarter have been disbursed so only 80% of the subsidy cost should be collected ($2,882,500 * .8). Later, as borrowers make repayments, such amounts will also be recorded on this line.	When a guaranteed loan is disbursed by a private lender, the financing account collects the subsidy cost payment from the program account. These collections are held to finance future defaults. So far, private lenders have disbursed only 80% of the loans guaranteed this quarter ($1,500,000 * .8).

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
1801. BA: Spending auth: Change in uncollected customer payments, Fed srcs (mand.) (+ or –)		The portion of the subsidy cost for loans obligated but not yet disbursed in the first quarter ($2,882,500 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800.	The portion of the subsidy cost for guarantees committed but not yet disbursed in the first quarter ($1,500,000 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800.
1825 BA: Spending auth: Applied to repay debt (mand.) (–)		Repayments of Treasury debt are shown as a reduction in resources rather than as an obligation of resources. This entry does not include interest payments made on borrowing from Treasury, which are treated as an obligation and an outlay.	
1840 BA: Spending auth: Anticipated collections, reimbursements, and other income (mand.)		The anticipated subsidy cost payments from the program account for loans planned to be obligated in the remaining quarters of this year and expected borrower repayments of principal and interest for this year [($2,882,500 * 3) + $10,243,000]. As direct loans are obligated and disbursed, reflect these actions by moving the corresponding amounts to lines 1800 and 1801, as appropriate.	The anticipated subsidy cost payments from the program account for guarantees planned to be committed in the remaining quarters of this year and interest earned from Treasury [($1,500,000 * 3) + $360,000]. As guarantees are committed and guaranteed loans are disbursed, reflect these actions by moving the corresponding amounts to lines 1800 and 1801, as appropriate.
1850 BA: Spending authority from offsetting collections (mand.) (total)		The sum of lines 1800-1840.	The sum of lines 1800-1840.
1910. Total budgetary resources (disc. and mand.)	Represents all the budgetary resources available for new obligations (typically the amount on line 1100). This line should always equal line 2500.	The sum of detailed lines 1400 through 1840 and should equal line 2500.	The sum of detailed lines 1800 through 1840 and should equal line 2500.

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	Status of Budgetary Resources		
2001 Obligations incurred: Category A (by quarter)		A quarter of the borrowing authority and subsidy cost has been obligated ($100,000,000 * .25).	
2002 Obligations incurred: Category B, 1. Direct loan subsidy cost 2002 Obligations incurred: Category B, 2. Guaranteed loan subsidy cost 2002. Obligations incurred: Category B, 3. Administrative expenses	A quarter of the direct loan and loan guarantee subsidy cost and administrative expenses has been obligated, so a quarter of each [.25 * ($11,530,000 + $6,000,000 + $1,000,000)] is recorded.		
2002. Obligations incurred: Category B, 4. Interest payment to Treasury		The interest payment to Treasury ($1,680,250) is recorded.	
2201. Unob Bal Apportioned: Available in the current period	Based on the latest SF 132, a total of $18,530,000 is apportioned for this account, but only $4,632,500 ($2,882,500 + $1,500,000 +$250,000) has been obligated. Therefore, the remaining $13,897,500 is recorded.		
2202. Unob Bal: Apportioned: Available in subsequent periods		Because this account is apportioned by time periods, the amount apportioned on the latest SF 132 (6001-6004 lines, *Category A*) that will not become available until after this reporting period is recorded here. This is calculated by taking the total Category A apportionment on the latest SF 132 minus the obligations incurred on lines 2001 of this SF 133, minus anticipated apportionments. ($100,000,000–$25,000,000-$18,890,500).	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
2203 Unob Bal: Apportioned: Anticipated		These are anticipated subsidy cost repayments. Since the amount is anticipated, it is categorized separately from apportionments available in subsequent periods.	
2403 Unob Bal: Unapportioned: Other			Guaranteed loan financing accounts hold an interest-earning reserve for future defaults. Record the amount of subsidy cost payments and interest received and anticipated ($4,860,000 + $1,200,000 + $300,000) for the year.
2500 Total Budgetary Resources	The sum of lines 2001-2403 and should equal line 1910.	The sum of lines 2001–2403 and should equal line 1910.	The amount on line 2202 and should equal line 1910.
Change in Obligated Balance			
3030. Ob Bal: Obligations incurred: Unexpired accounts	A quarter of the direct loan and loan guarantee subsidy cost and administrative expenses has been obligated, so a quarter of each [.25 * ($11,530,000 + $6,000,000 + $1,000,000)] is recorded.	The amount payable to Treasury for interest expense and the amount of direct loans obligated but not yet disbursed by the financing account [$1,680,250 + $25,000,000].	
3040 Ob Bal: Outlays (gross) (–)	The amount of obligations that are liquidated by disbursements. In this example, only 80% of the subsidy cost obligated this quarter [($2,882,500 + $1,500,000) * .8] (see line 1100 of the financing account) and 25% of the administrative expenses have been disbursed. The sum of these two disbursements ($3,506,000 + $250,000) is recorded.	The amount of direct loan subsidy that has been disbursed from the obligated balance. [$25,000,000 * .8]	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
3050 Ob Bal: Change in uncollected customer payments, Fed srcs: Unexpired accounts (+ or –)		The portion of the subsidy cost for loans obligated but not yet disbursed in the first quarter ($2,882,500 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800. This line is the same as line 1801, but with opposite sign.	The portion of the subsidy cost for guarantees committed but not yet disbursed in the first quarter ($1,500,000 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800. This line is the same as line 1801, but with opposite sign.
3090 Ob Bal: EOY: Unpaid obligations (gross)	The sum of lines 3000-3081 but generally 3030 and 3040 are the lines reported.	The sum of lines 3000-3081 but generally 3030, and 3040 are the lines reported.	
3091. Ob Bal: EOY: Uncollected cust payments from Fed srcs (–)		The amount of direct loan subsidy cost payment receivable from the program account for the portion of the direct loan subsidy cost that was obligated but remains undisbursed ($2,882,500 * .2). This line is the same as line 3050 and 1801, but with the opposite sign.	The amount of subsidy cost for loan guarantees receivable from the program account for the portion of the loan guarantee that was obligated but remains undisbursed ($1,500,000 * .2). This line is the same as line 3050 and 1801, but with the opposite sign.
3100. Obligated balance, end of year (net)	The sum of lines 3030 and 3040, and should equal the sum of lines 3090 and 3091.	The sum of lines 3030-3050, and should equal the sum of lines 3090 and 3091.	The sum of line 3050, and should equal the sum of lines 3090 and 3091.
Budget Authority and Outlays, Net			
4000 Budget authority, gross (disc.)	The amount on line 1100.		
4010. Outlays from new discretionary authority (disc.)	This equals the portion of line 3040 that is derived from new discretionary authority.		
4070. Budget authority, net (disc.)	This line should equal line 4000.		
4080. Outlays, net (disc.)	This line should equal line 4010.		
4090. Budget authority, gross (mand.)		The sum of detailed lines 1400, 1800, 1801 and 1840.	The sum of detailed lines 1800, 1801 and 1840.
4110. Total outlays, gross (mand.)		This equals line 3040, with the opposite sign.	This equals line 3040, with the opposite sign.

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
4120. Offsets, BA and OL: Offsetting collections from Fed srcs (mand.)		Repayments from the borrowers are not expected until the end of the year, so this entry should reflect only the amount of the direct loan subsidy cost payments that have been disbursed from the program account (see line 1800), recorded as a negative amount.	Records the amount of the loan guarantee subsidy cost payments that have been disbursed from the program account (see line 1800), recorded as a negative amount.
4140. Offsets BA only: Change in uncoll cust payments from Fed srcs (unexpired) (mand.) (+ or –)		Equals line 1801, but with the opposite sign.	Equals line 1801, but with the opposite sign.
4160. Budget authority, net (mand.)		Sum of lines 4090, 4120 and 4140.	Sum of lines 4090, 4120 and 4140.
4170. Outlays, net (mand.)		Sum of lines 4110 and 4120.	Sum of lines 4110 and 4120.
4180. Budget authority, net (disc. and mand.)	This line should equal line 4070 (disc.)	This line should equal line 4160 (mand.)	This line should equal line 4160 (mand.)
4190. Outlays, net (disc. and mand.)	This line should equal line 4080 (disc.)	This line should equal line 4170 (mand.)	This line should equal line 4170 (mand.)

End of Fiscal Year: Program Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ending 9/30 CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Credit Program Account

	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brough fwd, Oct. 1	
1100 BA: Disc: Appropriation (disc.)	204,000,000
1900 Budget authority total (disc. and mand.)	204,000,000
1910 Total budgetary resources (disc. and mand.)	**204,000,000**
STATUS OF BUDGETARY RESOURCES	
2002 Direct loan subsidy	20,000,000
2002 Guaranteed loan subsidy	129,000,000
2002 Administrative expenses	55,000,000
2201 Unob Bal: Apportioned: Avail in the current period	
2500 Total budgetary resources	204,000,000
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	500,000
3030 Ob Bal: Obligations incurred: Unexpired accounts	204,000,000
3040 Ob Bal: Outlays (gross)	-204,500,000
3090 Ob Bal: EOY: Unpaid obligations (gross)	
3100 Obligated balance, end of year (net)	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	204,000,000
4010 Disc: Outlays from new authority	204,000,000
4011 Disc: Outlays from discretionary balances	500,000
4020 Disc: Total outlays, gross	204,500,000
4070 Disc: Budget authority, net	204,000,000
4080 Disc: Outlays, net	204,500,000
4180 Budget authority, net (disc. and mand.)	**204,000,000**
4190 Outlays, net (disc. and mand.)	**204,500,000**

100% of direct and guaranteed loan subsidy and administrative expenses have been obligated.

Loan subsidy obligated but not yet disbursed.

Loan subsidy and administrative cost obligated and disbursed.

End of Fiscal Year: Direct Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Direct Loan Financing Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brought fwd, Oct. 1	
1021 Recoveries of prior year unpaid obligations	
1023 Unobligated balances, ap plied to repay debt	
1050 Unobligated balance (total)	
1400 BA: Mand: Borrowing authority…….	480,000,000
1800 BA: Mand: Spending auth: Collected…….	426,000,000
1801 BA: Mand: Spending auth: Chng uncoll paymt Fed src sources…….....	
1825 BA: Mand: Spending auth: Applied to repay debt…….....	-386,000,000
1850 BA: Mand: Spending auth: Total…….....	40,000,000
1910 Total budgetary resources (disc. and mand.).....	**520,000,000**
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter)……..…….	500,000,000
2002 Interest payment to Treasury……..….....……	20,000,000
2500 Total budgetary resources….……...……	**520,000,000**
STATUS OF BUDGETARY RESOURCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross……	1,000,000
3010 Uncollected payments, Fed sources, brought fwd., Oct. 1	
3020 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 net……	**1,000,000**
3030 Ob Bal: Obligations incurred: Unexpired accounts……	520,000,000
3040 Ob Bal: Outlays (gross) ……	-521,000,000
3080 Ob Bal: Change, recoveries of prio year unpaid obs, unexpired…	
3090 Ob Bal: EOY: Unpaid obligations (gross)……..	
3091 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY….....	
3100 Obligated balance, end of year (net)……..	
FINANCING AUTHORITY AND DISBURSEMENTS, NET	
4090 Mand: Financing authority, gross……	520,000,000
4110 Mand: Total Disbursements, gross…….……	-521,000,000
4130 Mand: Offsets, FA and DB: Collections fm Fed srcs ……	
4140 Mand: Offset, FA: Chng in uncol pay, Fed src, unex ……	
4160 Mand: Financing authority, net……	520,000,000
4170 Mand: Disbursements, net……..……	-521,000,000
4180 Financing authority, net (disc. and mand.)……	**520,000,000**
4190 Disbursements, net (disc. and mand.)……	**-521,000,000**

Amount apportioned on latest apportionment.

Direct loan subsidy collected from the program account ($20,000,000) + repayments from borrower ($406,000,000).

Portion of the direct loan subsidy obligated but not yet disbursed from the program account ($11,530,000 * 20%).

Actual principal repayments to Treasury.

Amount of direct loans obligated but not yet disbursed ($100,000,000 * 20%).

Loan subsidy and administrative cost obligated and disbursed.

Direct loan subsidy still receivable from program account.

Portion of the loan that has been disbursed ($501,000,000 * 100%) + interest paid to Treasury ($20,000,000).

Direct loan subsidy collected from the program account ($11,530,000 * 80%) + repayments from borrower ($10,243,000).

End of Fiscal Year: Guaranteed Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Guaranteed Loan Financing Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	
1800 BA: Mand: Spending auth: Collected	130,000,000
1910 Total budgetary resources (disc. and mand.)	130,000,000
STATUS OF BUDGETARY RESOURCES	
2403 Unob Bal: Unapportioned: Other resources	130,000,000
2500 Total budgetary resources	130,000,000
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross	
3010 Ob Bal: Uncollected payments, Fed sources, brought fwd, Oct. 1	
3020 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 net	
3030 Ob Bal: Obligations incurred, unexpired accounts	
3040 Ob Bal: Outlays (gross) (-)	
3090 Oncollected payments, Fed sources, brought fwd, Oct. 1	
3100 Obligated balance, end of year (net)	
FINANCING AUTHORITY AND DISBURSEMENTS, NET	
4090 Mand: Budget authority, gross	130,000,000
4110 Mand: Total outlays, gross	
4120 Mand: Offsets, BA and OL: Collections fm Fed srcs	-129,000,000
4122 Mand: Offsets, BA and OL: Collections, int, uninvested	-1,000,000
4160 Mand: Budget authority, net	
4170 Mand: Outlays, net	-130,000,000
4180 Budget authority, net (disc. and mand.)	
4190 Outlays, net (disc. and mand.)	**-130,000,000**

Subsidy collected from the program account ($129,000,000) plus interest earned on financing account balances of ($1,000,000).

Amount of subsidy and interest collected.

BUDGET EXECUTION REPORTING—END OF FISCAL YEAR
SIDE-BY-SIDE ACCOUNT COMPARISON

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
		Schedule of Budgetary Resources	
1100. BA: Appropriation (disc.)	In this example, this entry should be the same as the End of First Quarter.		
1400. BA: Borrowing authority (mand.)		In this example, this entry should be the same as the End of First Quarter. Any unobligated borrowing authority must be returned at the end of the fiscal year.	Any unobligated borrowing authority must be returned at the end of the fiscal year.
1800. BA: Spending auth: Collected (mand.)		This entry should be updated to reflect that payments totaling 80% of the subsidy cost ($11,530,000 * .8) have been collected from the program account and $10,243,000 was collected from borrower repayments.	This entry should be updated to reflect that payments totaling 80% of the subsidy cost ($6,000,000 * .8) have been collected from the program account and $360,000 was received from Treasury for interest.
1801. BA: Spending auth: Change in uncollected customer payments, Fed srcs (mand.) (+or -)		The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($11,530,000 * .2).	The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($6,000,000 *.2).
1825. BA: Spending auth: Applied to repay debt (mand.) (–)		After debt is actually repaid, use this line.	
1850. BA: Spending authority from offsetting collections (mand.) (total)		The sum of lines 1800-1825.	The sum of lines 1800 and 1801.
1910. Total budgetary resources (disc. and mand.)	This line equals the amount on line 1100 and should always equal line 2500.	The sum of detailed lines 1400 through 1825 and should equal line 2500.	The sum of detailed lines 1400 through 1801 and should equal line 2500.
		Status of Budgetary Resources	
2001. Obligations incurred: Category A (by quarter)		Update this line to reflect that the full $100,000,000 has been obligated.	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
2002. Obligations incurred: Category B: Direct loan subsidy 2002. Obligations incurred: Category B: Guaranteed loan subsidy 2002. Obligations incurred: Category B: Administrative expenses	The full amount of direct and guaranteed loan subsidy cost ($11,530,000 + $6,000,000) and administrative expenses ($1,000,000) has been obligated.		
2002. Obligations incurred: Category B: Interest payment to Treasury		Record the interest payment to Treasury.	
2403. Unob Bal: Unapportioned: Other			The amount of subsidy cost payments and interest received and anticipated ($5,160,000 + $1,200,000) for the year.
2500. Total budgetary resources	The sum of lines 2001-2403 and should equal line 1910.	The sum of lines 2002 and should equal line 1910.	The amount on line 2002 and should equal line 1910.
Change in Obligated Balance			
3030. Ob Bal: Obligations incurred: Unexpired accounts	Records the amount of direct loan and loan guarantee subsidy cost and administrative expenses obligated but undisbursed. Reflects the amount of budgetary resources for subsidy cost that remains in the program account [($11,530,000 + $6,000,000)*.2]. All of the administrative expenses have been disbursed.	This is the amount of loans obligated but not yet disbursed ($100,000,000 *.2).	
3040. Ob Bal: Outlays (gross) (–)	When a direct loan is disbursed from the financing account, the subsidy cost payment moves from lines 3030 and 3090 to lines 4010 and 4080. In this example, because 80% of the loans and 100% of the administrative expenses		

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	have been disbursed, the entry is 80% of the subsidy cost plus the full amount of administrative expenses [($17,530,000 * .8) + $1,000,000].	Record the loans disbursed plus the amount of interest paid to Treasury [($100,000,000*.8) + $1,680,250].	
3050. Ob Bal: Change in uncollected customer payments, Fed srcs: Unexpired accounts (+ or –)		The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($11,530,000 * .2). This line equals lines 1801 and 3091but with the opposite sign.	The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($6,000,000 * .2). This line equals lines 1801 and 3091, but with the opposite sign.
3090. Ob Bal: EOY: Unpaid obligations (gross)	Records the amount of direct loan and loan guarantee subsidy cost and administrative expenses obligated but undisbursed. Reflects the amount of budgetary resources for subsidy cost that remains in the program account [($11,530,000 + $6,000,000) * .2]. All of the administrative expenses have been disbursed.	This is the amount of loans obligated but not yet disbursed ($100,000,000 * .2).	
3091. Ob Bal: EOY: Uncollected cust payments from Fed srcs (–)		Equals line 3050, but with the opposite sign.	Equals line 3050, but with the opposite sign.
3100. Obligated balance, end of year (net)	The sum of lines 3030 and 3040, and should equal the sum of lines 3090 and 3091.	The sum of lines 3030-3050, and should equal the sum of lines 3090 and 3091.	The sum of line 3050, and should equal the sum of lines 3090 and 3091.
Budget Authority and Outlays, Net			
4000. Budget authority, gross (disc.)	The amount on line 1100.		
4010. Outlays from new discretionary authority (disc.)	This equals the portion of line 3040 that is derived from new discretionary authority.		
4070. Budget authority, net (disc.)	This line should equal line 4000.		

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
4080. Outlays, net (disc.)	This line should equal line 4010.		
4090. Budget authority, gross (mand.)		The sum of detailed lines 1400 and 1800-1825.	The sum of detailed lines 1400 and 1800-1825.
4110. Total outlays, gross (mand.)		This equals line 3040, with the opposite sign.	This equals line 3040, with the opposite sign.
4120. Offsets, BA and OL: Offsetting collections from Fed srcs (mand.)		Collection of direct loan subsidy from the program account.	Collections of loan guarantee subsidy from the program account.
4122. Offsets, BA and OL: Offsetting collections from interest on uninvested funds (mand.)			Amount of interest received from Treasury on balances in the account.
4123 Offsets, BA and OL: Offsetting collections from non-Fed srcs (mand.)		Amount of repayments of principal and interest received from borrowers.	
4130. Offsets against gross budget authority and outlays (mand.) (total)		Sum of lines 4120-4123.	Sum of lines 4120-4122.
4140. Offsets, BA only: Change in uncoll cust payments from Fed srcs (unexpired) (mand.) (+ or –)		The change in direct loan subsidy obligated but not yet received from the program account.	The change in direct loan subsidy obligated but not yet received from the program account.
4160. Budget authority, net (mand.)		Sum of lines 4090, 4120, 4123 and 4140.	Sum of lines 4090, 4120, 4122 and 4140.
4170. Outlays, net (mand.)		Sum of lines 4110, 4120 and 4123.	Sum of lines 4110, 4120 and 4122.
4180. Budget authority, net (disc. and mand.)	This line should equal line 4070 (disc.).	This line should equal line 4160 (mand).	This line should equal line 4160 (mand).
4190. Outlays, net (disc. and mand.)	This line should equal line 4080 (disc.).	This line should equal line 4170 (mand.).	This line should equal line 4170 (mand.).

CIRCULAR NO. A–11

PART 6

PREPARATION AND SUBMISSION OF STRATEGIC PLANS, ANNUAL PERFORMANCE PLANS, AND ANNUAL PERFORMANCE REPORTS

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
AUGUST 2011

SECTION 200—OVERVIEW OF PERFORMANCE PLANNING AND REPORTING

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Summary of Changes

Describes GPRA Modernization Act 2010 (section 200.4).

Describes changes in performance planning and reporting this year, such as how performance information will shift to more dynamic, web-based format instead of delivering in print (section 200.8).

Includes performance planning and reporting timeline (section 200.11).

Defines performance terms related to GPRA Modernization Act (section 200.12).

200.1 To which agencies do sections 200–240 apply?

For the purposes of sections 200-240 of this Circular, "agency" is defined by section 306(f) of title 5, which includes executive departments, government corporations and independent establishments but does not include the Central Intelligence Agency, the Government Accountability Office, the Panama Canal Commission, the United States Postal Service, and the Postal Regulatory Commission. The Legislative Branch and the Judiciary are not subject to these requirements.

Except for statutory exemption, agencies are required to submit strategic plans, Annual Performance Plans, and Annual Performance Reports to the President, Congress, and OMB in accordance with these instructions. OMB may exempt independent agencies with $20 million or less in annual outlays from the requirements for a strategic plan, Annual Performance Plan, and Annual Performance Report. The GPRA Modernization Act does not authorize any exemption of a component of a department or independent agency, such as a bureau or office that annually spends $20 million or less.

Organizational components of agencies are not considered independent establishments or separate from executive departments, rather are a part of them. Therefore, agency components are not defined as

'agency' in the GPRA Modernization Act or in this guidance. Agencies subject to this guidance should work with their components to implement the GPRA Modernization Act in a manner that is most useful to the whole organization.

Sections 200-240 address some implementation of the GPRA Modernization Act; however, OMB will issue other guidance to address Agency Priority Goals, Federal Priority Goals and other topics related to the law.

200.2 A Performance Management Framework

The Administration is focused on three performance improvement strategies that emphasize:

- Using performance information to lead and learn to improve outcomes;
- Communicating performance information clearly and concisely to improve results and transparency; and
- Strengthening problem-solving networks inside and outside government to improve outcomes and performance management practices.

Performance goals and measurement are powerful tools to advance agencies' missions. Agencies should constantly strive to achieve meaningful progress and find lower-cost ways to achieve positive results. They must be clear about what they are trying to accomplish, explain why it is important, and be disciplined in their delivery. Critical to success is a culture where agencies constantly ask, and try to answer, questions that help them find, sustain, and spread effective programs, practices, and policies that support the agency mission. The GPRA Modernization Act requires agencies to identify and focus on their highest priorities and create a culture where data and empirical evidence play a greater role in policy, budget, and implementation decisions.

200.3 Overview of the GPRA Modernization Act of 2010

On January 4, 2011, President Obama signed the GPRA Modernization Act of 2010. The Act modernizes the federal government's performance management framework, retaining and amplifying some aspects of the Government Performance and Results Act of 1993 (GPRA) while also addressing some of its weaknesses. The GPRA in 1993 had established strategic planning, performance planning, and reporting as a framework for agencies to communicate progress in achieving their missions. The GPRA Modernization Act establishes some important changes to existing requirements that move toward a more useful approach to performance planning and reporting. The GPRA Modernization Act serves as a foundation for helping agencies to focus on their highest priorities and creating a culture where data and empirical evidence plays a greater role in policy, budget, and management decisions.

200.4 What is the purpose of the GPRA Modernization Act of 2010 as compared to GPRA passed in 1993?

In 1993, the GPRA provided the foundation for performance planning, reporting, and budgeting for federal agencies. The purposes of the GPRA were to:

- Improve the confidence of the American people in the capability of the federal government, by systematically holding federal agencies accountable for achieving program results;
- Initiate program performance reform with a series of pilot projects in setting program goals, measuring program performance against those goals, and reporting publicly on their progress;

- Improve federal program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction;

- Help federal managers improve service delivery, by requiring that they plan for meeting program goals and by providing them with information about program results and service quality;

- Improve congressional decision-making by providing more objective information on achieving statutory objectives, and on the relative effectiveness and efficiency of federal programs and spending; and

- Improve internal management.

In 2010, the purposes of the GPRA Modernization Act were to:

- Apply the latest technologies and lessons learned from nearly two decades of GPRA implementation;

- Modernize and refine the requirements established by GPRA in order to produce more frequent, relevant data which can then inform decision makers and agency operations;

- Codify and strengthens existing resources for performance management, including the Performance Improvement Officers (PIOs) within the federal agencies and the interagency Performance Improvement Council (PIC);

- Lead to more effective management of government agencies at a reduced cost.

200.5 What laws are relevant to sections 200–240?

Aside from the Government Performance and Results Act of 1993 and the GPRA Modernization Act 2010, several other laws affect agency requirements included in sections 200-240. The first law is the Chief Financial Officers (CFO) Act of 1990 which requires the head of the 24 major executive agencies to prepare and submit to the Director of OMB audited financial statements. The list of agencies identified in the CFO Act is used to identify agencies that must develop Agency Priority Goals under the GPRA Modernization Act. The second law is the Reports Consolidation Act of 2000, which allows agencies to consolidate financial and performance reports. Finally, the Chief Human Capital Officers Act of 2002 (CHCO Act) established the role of the Chief Human Capital Officer's Council to advise and coordinate the activities of its member agencies. The GPRA Modernization Act identifies a role for CHCOs in the preparation of agency performance plans.

200.6 Our agency is subject to special laws or other governing regulations related to our agency's performance planning or reporting specifically. How do the new GPRA Modernization Act requirements relate?

Agencies that are subject to other governing laws or policies related to their strategic or performance planning and reporting should consider the GPRA Modernization Act requirements an accompaniment to existing requirements. For example, where agencies are authorized under policy or law to keep information secret in the interest of national defense or foreign policy, agencies should continue to follow those existing laws or policies in their performance planning and reporting. If agencies find that the GPRA Modernization Act requirements conflict, they should contact OMB to resolve the issue.

200.7 How is the Executive Order 13450—Improving Government Program Performance of 2007 affected by this guidance?

The GPRA Modernization Act and related OMB guidance further clarifies and updates Executive Order 13450. Executive Order 13450 established roles and responsibilities of the head of the agency and created Performance Improvement Officers (PIO) in every federal agency and a Performance Improvement Council comprised of PIOs and chaired by the Deputy Director of OMB.

200.8 How will performance planning and reporting change due to the GPRA Modernization Act? When will these changes from document to web-based reporting occur?

The GPRA Modernization Act passed in 2010 establishes some important changes to existing requirements. For example, the GPRA Modernization Act requires:

- Quarterly updates via a central, government-wide website on Agency Priority Goals and Federal Priority Goals.
- Availability of an agency strategic plan, annual plan, and performance updates through a central government-wide website in a standardized, machine-readable format.
- Identification of a full list of agency programs.

To work toward these changes, this year agencies should:

- Update their strategic plan, annual plan, and annual report for the new content required by the GPRA Modernization Act.
- Prepare plans and reports in existing formats, but instead of printing, deliver them electronically except when requested to print for Congress.
- Work with OMB to develop government-wide performance reporting data standards.

In the future, OMB will work with agencies to develop performance data standards to help agencies meet the web-based planning and reporting requirements.

200.9 May agencies still publish their performance plans and reports in print?

Agencies should not incur expenses for the printing of performance plans and reports. Rather, agencies should publish plans and reports electronically, until such time that agencies can transition performance reporting to a central, government-wide website in a standardized machine-readable format. It should be noted, however, that the legislation does provide for an exception for Congress, such that upon request agencies should provide Congress with printed versions of their plans and reports.

200.10 How should agencies engage the public on agency performance? How should performance plans and reports be made available for the public?

When developing performance plans and reports agencies should consider the core principles identified in the Open Government Directive. Three principles—transparency, participation, and collaboration—are the basic tenets of Open Government. To promote these three principles, agencies shall respect the presumption of openness by publishing information online, consistent with the Federal Records Act, privacy and security restrictions, and other applicable law and policy. Agencies are encouraged to publish information online in an interactive, open format where cost-effective, so that information can be retrieved, downloaded, indexed and searched by commonly used web search applications. Agencies should also consider electronic file formats such as a PDF where more appropriate.

Agencies should establish communications strategies consistent with the Open Government Directive that will engage the public and various stakeholders either through websites, social media, or other

collaborative efforts, taking care to do so at a reasonable administrative burden. It is important that agencies communicate relevant, reliable, and timely performance information within and outside their organizations. Agencies are required to provide more information at a quicker pace and to engage in collaborative efforts with the public.

To enhance transparency of agency performance data, agencies should make information as easy to locate as possible, including prior plans and reports. For example, planning documents such as the human capital and workforce plans, information resources management plans, acquisition plans, or others should be linked, as appropriate, to the strategic plan or annual plan. Agencies should include a link on their main agency webpage to a single page that includes, but is not limited to, the following:

- Strategic Plan
- Performance and Accountability Report or Agency Financial Report and Annual Performance Report
- Annual Performance Plan
- GAO High-Risk Improvement Plans with status of implementation
- Inspector General Audits and Investigative Reports and a method for reporting evidences of waste, fraud, or abuse to the Inspector General
- Program evaluations, studies, and reports
- Links to the central, government-wide performance website, when published

200.11 Performance Timeline

- June 2011: Agencies with Priority Goals begin quarterly reviews on existing FY 2010–2011 Priority Goals.
- June 2011: Agencies with Priority Goals begin to work with OMB on drafting FY 2012–2013 Priority Goals.
- July 29, 2011: Agencies will notify OMB how they plan to update their agency strategic plan for publication in February 2012.
- September 2011: Agencies submit to OMB, concurrent with the budget,
  - Draft FY 2013 Annual Performance Plan (includes low-priority program activity list)
  - Draft FY 2012–2013 Agency Priority Goals (if applicable)
  - Draft list of unnecessary plans and reports (see new section 240)
- October 2011–January 2012: Agencies work to finalize:
  - FY 2013 Congressional Budget Justifications
  - FY 2013 Annual Performance Plan
  - Strategic Plans or Addendums
  - FY 2012–2013 Agency Priority Goals (if applicable).
- November 15, 2011: FY 2011 Agency Financial Reports (or Performance and Accountability Report) delivered to President and Congress
- December 22, 2011: Draft strategic plans or addendums submitted to OMB for review

- February 2012: Concurrent with release of FY 2013 Budget, agencies deliver to Congress:
  - Agency FY 2013 Congressional Budget Justifications which should include:
    - FY 2013 Annual Performance Plans
    - FY 2011 Annual Performance Report (for agencies doing Agency Financial Reports)
    - Final Agency Strategic Plans or Addendums
    - FY 2012–2013 Agency Priority Goals (if applicable)

200.12 Definitions

Actionable Information. Information may be described as facts, news, data or evidence that is sufficiently accurate, timely, and relevant to affect a decision, behavior or outcome.

Agency. A–11 Part 6, Sections 200–240, uses the same definition of agency as the GPRA Modernization Act section 306(f) of title 5. This definition of agency includes executive departments, government corporations and independent establishments but does not include the Central Intelligence Agency, the Government Accountability Office, the Panama Canal Commission, the United States Postal Service, and the Postal Regulatory Commission.

Alternative Form. The GPRA Modernization Act requires performance goals to be expressed in an objective, quantifiable, and measurable form unless agencies in consultation with OMB determine that it is not feasible. In such cases an "alternative form" performance goal may be used. This requirement applies to performance goals only.

Agency Financial Report (AFR). A report on agency end of year financial position that includes, but is not limited to, financial statements, notes to the financial statements, and a report of the independent auditors. The report also includes a performance summary. The Agency Financial Report, combined with an Annual Performance Report, serves as an option to reporting the agency's end of fiscal year status through a consolidated Performance and Accountability Report.

Annual Performance Report (APR). A report on agency performance that is delivered with the Congressional Budget Justification to Congress in February. Alternatively, the APR may also refer to the performance section of the PAR that is published by agencies in November. The APR contains information on the agency's progress to achieve goals during the past year.

Annual Performance Plan (APP). For the purposes of this guidance, Performance Budget is synonymous with Annual Performance Plan. Under GPRA Modernization Act, an agency's Annual Performance Plan covers each program activity set forth in the budget, identifying the agency's performance goals and how those goals will be achieved. The plan should be used to structure the agency's budget submission, or be a part of the agency's budget submission. The plan clearly links performance goals with resources for achieving a target level of performance on an annual basis. An Annual Performance Plan aligns activities under the agency's strategic goals, showing budget information for specific activities intended to influence outcomes. The Annual Performance Plan draft is submitted with the agency's budget in September to OMB and is delivered in final to OMB and Congress as a part of the agency's Congressional Budget Justification.

Component (of an agency). Used to describe organizational units within an agency or its bureaus.

Crosscutting. Across organizational boundaries within an agency or across multiple agencies.

Delivery Partner. Organizations or entities outside a federal agency that help to provide federal services to the public (e.g., grantees, contractors, non-profits, associations, other agencies etc.)

Efficiency. For the purposes of this guidance, efficiency gains in a program may be described as maintaining a level of performance at a lower cost, improving performance levels at a lower cost,

improving performance levels at the same cost, or improving performance levels to a much greater degree than costs are increased.

Goal. (or objective) The result or achievement toward which effort is directed. Goals can be long or short-term and may be expressed specifically or broadly. Progress against goals should be monitored using a suite of supporting targets, measures and timeframes. For the purpose of this guidance, there are Agency Priority Goals, Federal Priority Goals, performance goals and strategic goals all of which have uniquely defined properties.

Goal, Agency Priority. A limited number of goals, usually 2–8, that are identified by a CFO Act agency. An Agency Priority Goal supports improvements in near-term outcomes, customer responsiveness, or efficiencies, or advances progress toward longer-term outcome-focused goals in the agency's strategic plan. It is a near-term result or achievement that leadership wants to accomplish within approximately 24 months that relies predominantly on agency implementation (as opposed to budget or legislative accomplishments). Agency Priority Goals reflect the top near-term performance improvement priorities of agency leadership, not the full scope of the agency mission. These were previously referred to as near-term "High Priority Performance Goals" in FY 2011.

Goal, Federal Priority. (also referred to as Federal Government Priority Goal) A long-term desired performance improvement for which government-wide goals are set. These include Cross-Agency Priority Goals that are outcome-oriented goals that cover a limited number of crosscutting policy areas, and Management Priority Goals for management improvements in areas such as financial management, human capital management, IT, and others.

Goal Leader. The person designated by the agency head, COO, or the Director of OMB, to lead, oversee and be accountable for the implementation of a goal. A goal leader will lay out strategies to achieve the goal, manage execution, regularly review performance and make course corrections when needed. The agency's goal leaders should be empowered to coordinate across the agency to improve performance.

Goal, Performance. A target level of performance against which actual achievement or progress can be compared, preferably expressed as a tangible, measurable objective or as a quantitative standard, value, or rate. This can include goals containing key milestones or goals framed as a position relative to the past or relative to peers.

Goal, Strategic. A statement of aim or purpose that is included in a strategic plan. Strategic goals articulate clear statements of what the agency wants to achieve to advance its mission and address, relevant national problems, needs, and challenges. Each performance goal should relate to the strategic goals of the agency.

Government Corporation. A corporation owned or controlled by the federal government.

GPRA. Refers to the Government Performance and Results Act of 1993. Note that the GPRA Modernization Act refers to the update of the law in 2010.

Indicator, Contextual. (or explanatory indicator) Data that provides situational information for the purpose of understanding trends or other information related to a goal or a program. Agencies usually do not provide targets for contextual indicators. Examples could include data about warning signals; unwanted side effects; outcomes an agency is trying to influence; external factors the government can influence or external factors where the government may have a limited effect.

Indicator, Performance. A particular value or characteristic used to measure progress toward goals, and also used to find ways to improve progress, reduce risks, or improve cost-effectiveness.

Inherently Governmental. An inherently governmental function is defined in the Federal Activities Inventory Reform Act of 1998, P.L. 105–270. From the 1993 GPRA legislation to the 2010 GPRA

Modernization Act, the application of the term inherently governmental for functions described in the legislation does not change. For example, the preparation of agency strategic and performance plans and reports is considered an inherently governmental function. COOs, PIOs and Deputy PIOs must be government employees. Contractors may provide support to these officials in executing their functions.

Intended Use. The concept implied by 'intended use' of data in the GPRA Modernization Act refers to considering the level of accuracy of information needed for the specific purpose for which the information will be used. For example, a randomized control trial testing drug safety may need a high level of accuracy for decision (e.g., statistical significance); however, data used to trigger focused follow up questions at quarterly performance reviews will not require the same level of accuracy. Agencies should consider the intended use of data to determine the level of accuracy needed.

Machine Readable Format. Format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. (e.g., xml). For performance information, machine readable format will conform to a government-wide performance management data standard based on extensible markup language (xml).

Management Function. Describes federal activities or offices within agencies that support programs that deliver on agency mission, but do not directly deliver or execute mission programs. (e.g., financial, human capital, acquisition, information technology, legal, communication or performance management offices.) These functions are common across agencies and contribute indirectly to the agency's core mission.

Management Challenge. Programmatic or management functions, within or across agencies, that have challenges in achievement of performance goals and may have greater vulnerability to waste, fraud, abuse, and mismanagement (such as issues the Government Accountability Office identifies as high risk or issues that an Inspector General identifies) where failure to perform well could seriously affect the ability of an agency or the federal government to achieve its mission.

Measure, Customer Service. A type of measure that indicates or informs the improvement of government's interaction with the public those it serves or regulates and others.

Measure, Efficiency. A type of measure, specifically a ratio of a program activity's inputs (such as costs or hours worked by employees) to its outputs or outcomes. Efficiency measures reflect the resources used to achieve outcomes or produce outputs. Efficiency measures may not be appropriate for every program, project, or goal. Measuring the cost per unit of outcome or output tends to be most useful for similar, repeated practices.

Measure, Performance. See performance indicator.

Measure, Process. A type of measure that indicates how well a procedure, process or operation is working, (e.g., timeliness, accuracy, or completeness).

Measure, Outcome. A type of measure that indicates progress against achieving the intended result of a program. Indicates changes in conditions that the government is trying to influence.

Measure, Output. A type of measure, specifically the tabulation, calculation, or recording of activity or effort usually expressed quantitatively. Outputs describe the level of activity that will be provided over a period of time. Outputs refer to the activities or products of a program. While output measures can be useful, there must be a reasonable connection between outputs used as performance indicators and outcomes. Agencies should select output measures based on evidence supporting the relationship between outputs and outcomes, or in the absence of available evidence, based on a clearly established argument for the logic of the relationship.

Milestone. A scheduled event signifying the completion of a major deliverable or a phase of work.

Output. Actual products or services delivered by a program, such as the number of inspections conducted or the number of people trained.

Outcome. The desired results of a program. For example, an outcome of a nation-wide program aimed to prevent the transmission of HIV infection might be a lower rate of new HIV infections in the U.S.

Performance and Accountability Report (PAR). A consolidated annual report of agency performance (APR) and financial results (AFR). The report contains the agency's audited financial statements and detailed information on efforts to achieve goals during the past fiscal year. The Agency Financial Report, combined with an Annual Performance Report, serves as an option to reporting the agency's end of fiscal year status through a consolidated Performance and Accountability Report.

Performance Budget. See Annual Performance Plan. The Performance Budget/Annual Performance Plan is either used to structure or is a part of the agency's budget submission to OMB and the agency's Congressional Budget Justification.

Performance Improvement Council (PIC). The Performance Improvement Council consists of Performance Improvement Officers from the 24 CFO Act agencies and other agencies and is chaired by the Chief Performance Officer and Deputy Director for Management at OMB. The purpose of the Council is to develop recommendations relating to performance management policies, requirements and criteria for evaluation of program performance. In addition, the Council is responsible for facilitating the exchange of performance management information among agencies to accelerate improvements in program performance. The Council also coordinates and monitors continuous reviews of the performance and management of federal programs.

Performance Management. Use of goals, measurement, analysis, and data-driven reviews to improve results of programs and the effectiveness and efficiency of agency operations. Performance management activities often consist of planning, goal setting, measurement, analysis, reporting, implementation and evaluation.

Program. Any organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes.

Program Activity. Activities or projects listed in the program and financing schedules of the annual budget of the United States Government. For the purpose of preparing an agency performance plan, an agency may aggregate, disaggregate, or consolidate program activities, except that any aggregation or consolidation may not omit or minimize the significance of any program activity constituting a major function or operation for the agency.

Program Evaluation. Individual, systematic studies to assess how well a program is working to achieve intended results or outcomes. They are often conducted by experts external to the program either inside or outside an agency.

Reasonable Administrative Burden. The concept of reasonable administrative burden is related to the decision on the frequency of reporting performance in the GPRA Modernization Act. It refers to considering an estimated cost as compared to the estimated benefit of reporting information more frequently than annually. Agencies should increase the frequency of their performance reporting when the expected value exceeds the estimated cost.

Target. Quantifiable or otherwise measurable characteristic that tells how well or at what level a program aspires to perform.

SECTION 210—PREPARING AND SUBMITTING AN AGENCY STRATEGIC PLAN

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Summary of Changes

Describes new content and timeframes required in strategic plans according to the GPRA Modernization Act of 2010 (sections 210.3 and 210.4).

Describes electronic drafts and final delivery of plans to OMB via the MAX community (sections 210.7 and 210.8).

Explains that agencies may update their strategic plan this year using an addendum (section 210.11).

210.1 What is an agency strategic plan?

An agency's strategic plan defines its missions, long-term goals, and the approaches by which it will monitor its progress in addressing specific national problems, needs, or challenges related to its mission. It appraises the agency's capabilities, assesses the operating environment, and provides for evaluation of the agency's strategy. A strategic plan presents a commitment to perform by describing goals the agency aims to achieve, what actions the agency will take to realize those goals, and how the agency will deal with challenges and risks that may hinder achieving results. The strategic plan should explain why goals and strategies were chosen.

An agency's strategic plan should provide the context for decisions about annual performance goals, priorities and budget planning. Agencies need to translate the long-term goals in their strategic plans to annual goals and performance goals. Agencies should update performance goals in the Annual Performance Plans to help the agency achieve the long-term goals in its strategic plan.

The GPRA Modernization Act of 2010 requires agencies to prepare a strategic plan, make it available on the agency website, and notify the President and Congress of its availability.

210.2 What is the purpose of strategic planning?

In addition to fulfilling the GPRA Modernization Act requirements, the strategic plan serves a number of important management functions related to achieving an agency's mission. An agency's strategic plan is a valuable tool for communicating to agency managers, employees, delivery partners, suppliers, Congress, and the public a vision for the future. Above all, an agency's strategic plan should be used to align resources and guide decision-making to accomplish priorities and improve outcomes. It should inform agency decision-making about the need for major new acquisitions, updated information technologies, hiring, skill development, and evaluations. Strategic plans can also help agencies invite ideas and stimulate innovation to advance agency goals. An agency formulates its strategic plan with inputs from the OMB, Congress, the public, and the agency's personnel, partners, and stakeholders and makes the plan easily accessible to all.

- Leadership. The strategic plan allows agency leadership to establish and communicate priorities and direction through a strategic and unified vision.

- Planning. The strategic plan is the foundation of an agency's planning system because it provides direction for programmatic and management functions to help execute the strategies needed to reach goals. Executives should use the strategic plan to provide guidance to agency components for planning their program implementation. The strategic plan should not be a binding document that prevents agencies from learning from experiences and adapting their plans to changing circumstances.

- Measurement. The strategic plan features strategic goals that state what the agency wants to accomplish in terms of outcomes or results. Each strategic goal should be supported by performance goals with progress monitored using targets, measures and timeframes. Agency strategic plans provide the framework for other plans and reports where agency performance goals and related analyses should be communicated and monitored.

- Aligning organizational and individual results. The activities of each employee should clearly link to the strategic plan. For example, the Senior Executive Service personnel system requires the Office of Personnel Management certify the agencies' performance appraisal systems, with OMB concurrence. Overall, employee performance drives organizational performance. Individual performance plans should have appraisal standards that sufficiently link to successful accomplishment of program performance goals included in the agency's Annual Performance Plans and reports. Similarly, the performance goals appearing in performance plans and reports should clearly link to successful accomplishment of the agency's strategic goals.

210.3 What are the parts of an agency strategic plan?

There is no prescribed format for the agency strategic plan. However, the plan should present a structured format that contains the specific elements required by the GPRA Modernization Act and by OMB. The strategic plan must include:

- Mission statement. A brief, easy-to-understand narrative, usually no more than two or three sentences long, that defines the basic purpose of the agency and is consistent with the agency's core programs and activities expressed within the broad context of national problems, needs, or challenges. Strategic goals and supporting activities should further the agency's mission. In addition to the mission statement, many agencies also include a vision statement to express how the agency intends to accomplish its mission in broad terms, especially when an agency has a diverse set of related missions, or numerous sets of strategic goals.

- Strategic goals. The GPRA Modernization Act requires general, outcome-oriented, long-term goals for the major functions and operations of the agency. Agencies use strategic goals to articulate clear statements of what the agency wants to achieve relevant to its national problems, needs, or challenges, and how it expects to achieve them.

- Performance goals. The GPRA Modernization Act requires the strategic plan to describe the how the agency's performance goals support strategic goals. For each strategic goal included in the strategic plan, the agency should describe a limited number of performance goals. At agency discretion, the specific, measurable, performance goals may be grouped or organized under other general goals or objectives that support the agency's longer-term strategic goals in the strategic plan.

- Priority Goals. Agencies with Priority Goals must incorporate their FY 2012-2013 Agency Priority Goals that are established concurrent with the FY 2013 Budget release. If applicable, the agency should briefly describe with whom and how it is working with other agencies to achieve its Agency Priority Goals.

- Federal Priority Goals. Agencies that are asked to lead or contribute to Federal Priority Goals must integrate in to their strategic plan a description of how relevant agency goals contribute to the Federal Priority Goals. The agency will include the commitments of goal partners where applicable.

- External factors. The GPRA Modernization Act requires the identification of key factors external to the agency and beyond its control that could significantly affect the achievement of its goals. External factors are those that are not of the agency's own making. External factors may be economic, demographic, social, or environmental. A strategy's dependence on the actions of Congress, other federal agencies, states, local governments, or other non-federal entities are also external factors that need to be addressed in the agency strategy.

- Strategies. In discussing each strategic goal, the agency should describe the following in a level of detail appropriate for a long-term plan:

    - Program or management strategies the agency is planning to take to further the achievement of its goals and the processes, workforce needs, technology, and other information needed to carry out its mission and achieve its goals. The resources informed by the agency's resource management plans that estimate requirements and address the opportunities and challenges in making resources usable and effective.[1]

    - Evidence explaining why the agency thinks the strategies described are likely to work.

    - The roles and responsibilities of key agency programs, administrative activities, and external agency partners (e.g., other federal programs, grantees; state, local, tribal, and foreign governments; major long-term contractors, etc.).

[1] A strategic plan is not a budget request; the projected levels of goal achievement must be commensurate with anticipated resource levels. The strategic plan should not bind the Administration to new budget or legislative commitments.

- Links to Supporting Documents, where useful. (see details 200.10)

- Consultation with Congress. All agencies must include a description of how the strategic plan's goals incorporate views and suggestions obtained through the agency's congressional consultations. While agencies are required to consult with Congress at least once every two years on their strategic plans, a timing that reflects the regular changes in congressional membership, agencies are not required to update their strategic plan every two years. (See 210.12 for more on interim updates)

- Program Evaluations. The strategic plan should describe the program evaluations used in establishing or revising strategic goals with a schedule for future evaluations. The agency's schedule of future evaluations should go beyond simply listing evaluation topics for planned studies and instead should briefly describe the objectives of planned evaluations and why they are relevant to decision-making.

210.4 What timeframes for goals are included in strategic plans?

The strategic plan will cover a period of not less than four years forward from the fiscal year in which it is published, starting the first Monday in February of any year following the year in which the term of the President commences. Agencies may set strategic plan goals for longer periods of time, and are encouraged to provide context for understanding the goals and strategies in their plans.

For interim strategic plan updates published in February 2012, concurrent with the President's Budget, the update should cover a period through February 2014 at minimum, when the next strategic plan is due.

210.5 Who should prepare the agency strategic plan?

Agencies should engage their organizational components and delivery partners in the development of the strategic plan. The preparation of a strategic plan is an inherently governmental function, and the plan is to be drafted only by federal employees. However, when preparing a plan, agencies may be assisted by non-federal parties, such as consultants or contractors who are hired specifically to provide technical input on the design and assembly of the plan, and who are not solicited for their input on policy or budget issues. The transmittal should include an acknowledgment and brief description of the contribution by a non-federal entity in preparing the plan.

210.6 What input should agencies solicit outside the Executive Branch in the development of strategic plans and when?

When preparing a strategic plan, agencies must consult with the Congress and OMB, and should consider the views of other interested and potentially-affected parties, taking care to conduct external consultations at a reasonable administrative burden. Consultation with external stakeholders could include hosting public meetings on the draft plan, posting the draft plan on the internet and inviting comment, after OMB has reviewed the draft. Agencies must consult with Congress at least every two years on their strategic plans and should briefly note how feedback was integrated either in their strategic plan updates or in Annual Performance Plans. (See also 210.3 on strategic plan content and 210.12 on interim updates)

210.7 When should agencies submit drafts of strategic plans to OMB?

Consistent with current policy and practice regarding interagency clearance of certain material being sent to the Congress, agencies should submit to OMB for review and clearance an advance copy of an updated strategic plan or addendum at least 45 days prior to the date for transmitting the plan to the Congress. This coming fiscal year, agencies should submit draft strategic plans or addendums for OMB review on December 22, 2011 by posting the draft document on MAX at https://max.omb.gov/community/x/C5VxIQ. If key content related to the strategic plan draft, such as

defined Agency Priority Goals, is not ready for review by this date, due to the budget process, agencies may submit a draft with placeholders or may email OMB at performance@omb.eop.gov and the appropriate Resource Management Office contact to request an extension.

210.8 How should agencies publish strategic plans and deliver them to Congress?

The GPRA Modernization Act of 2010 requires agencies to make the strategic plan available on the agency website and notify the President and Congress of its availability. Notification to Congress is transmitted electronically by the agency head. Transmittal letters are addressed to the Speaker of the House of Representatives, the President and the President pro tempore of the Senate.

When delivering notification to Congress, agencies should also notify the OMB Director by posting a copy of the final document on MAX at https://max.omb.gov/community/x/C5VxIQ. Related submission questions may be emailed to performance@omb.eop.gov.

210.9 When must agencies next update their strategic plan according to the GPRA Modernization Act?

Agencies are required to publish an updated strategic plan, which meets several requirements of the GPRA Modernization Act, concurrent with the publication of the FY 2013 Budget in February 2012. After the February 2012 update, agencies must issue a new strategic plan in February 2014.

210.10 What are the new requirements related to the revised agency strategic plan due in February 2012 as compared to strategic plan requirements that existed prior to the passage of GPRA Modernization Act?

Section 210.3 should be used as a basis for updating agency strategic plans; however, the following three parts of strategic plans are new in statute and must be considered for the February 2012 publications or updates; 1) Federal Priority Goals, where applicable, 2) Agency Priority Goals, where applicable and 3) congressional consultation.

210.11 Our agency recently issued a strategic plan. How can our agency meet interim strategic plan requirements outlined in the GPRA Modernization Act in February 2012?

Agencies that were planning to issue a strategic plan in 2011 may choose to wait to publish their new plan until February 2012. Depending on the extent to which the agency needs to integrate new content in its strategic plan in accordance with the GPRA Modernization Act, in February 2012 agencies may choose to publish either:

- A new strategic plan
- An addendum for their existing strategic plan with updates.

By July 29, 2011, agencies must notify OMB how the agency will update its strategic plan (i.e. new plan or addendum) in 2012. A table will be posted on MAX for agencies to notify OMB how they intend to update the agency strategic plan at https://max.omb.gov/community/x/BwVwIg. Related questions should be emailed to performance@omb.eop.gov

210.12 Can strategic plans be updated in the interim, before the end of the four-year revision cycle?

Agencies may make adjustments to their strategic plan in advance of the four-year revision cycle prescribed by GPRA Modernization Act. Interim adjustments do not alter the four-year revision cycle for strategic plans.

An agency need not consult with Congress or conduct outreach to potentially interested or affected parties when preparing interim adjustments, unless such adjustments reflect significant changes in the environment in which the agency is operating. Significant changes to an agency's strategic plan should be made using a more extensive update process with review by OMB. Consultation requirements apply in these instances.

210.13 How should interim updates be communicated or published?

Interim adjustments to the strategic plan, such as new Agency Priority Goals, generally do not require a new publication of the full strategic plan. For example, an agency may append an interim adjustment (e.g., newly defined Priority Goals) to its budget submission to OMB as a separate, easily found section that presents the needed adjustments to the strategic plan if any. Such interim adjustments should be communicated in the Annual Performance Plan that is sent to OMB in September and to Congress in February and should be made easily accessible to the public. Interim adjustments to the strategic plan should be made available on the agency website with the most current strategic plan so that readers can understand the most current agency plans (e.g., addendum).

SECTION 220—PREPARING AND SUBMITTING AN ANNUAL PERFORMANCE PLAN

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Summary of Changes

Describes new content required in the annual plan according to the GPRA Modernization Act of 2010 (section 220.7).

Explains how agencies designate low-priority program activities (sections 220.8 – 220.10).

Describes electronic drafts and final delivery of plans to OMB via the MAX community (section 220.12).

220.1 What is an Annual Performance Plan?

The Annual Performance Plan (APP) is a description of the level of performance to be achieved during the year in which the plan is submitted and the next fiscal year. It should also be specific in describing the strategies the agency will follow and explaining why those strategies have been chosen, identifying performance targets and key milestones that will be accomplished in the fiscal year ahead.

220.2 What is the purpose of a performance plan?

Agencies prepare an Annual Performance Plan to communicate the agency's performance goals with other elements of the agency budget request, showing the relationship between proposed funding levels and planned results.

220.3 How does the Annual Performance Plan relate to the strategic plan?

The APP should align to the agency's strategic plan (see section 210.3). Strategic goals are supported by specific performance goals which are communicated in the Annual Performance Plan. For each strategic goal, the APP should show the supporting annual performance goals that are being implemented by one or more program activities. The measures developed to track performance goals are also included in the

APP. If applicable, the plan should discuss how the Agency Priority Goals contribute to or support the strategic goals.

220.4 What is the relationship between the Annual Performance Plan, Performance Budget and Congressional Budget Justification?

The term Annual Performance Plan is used synonymously with Performance Budget for the purposes of this guidance. The Annual Performance Plan supports the agency's budget request. The performance plan should be used to either structure the budget submission or should be a part of the agency's budget submission to OMB and to Congress. Section 51 of OMB Circular A-11 outlines agency budget justification requirements.

220.5 How do agency Annual Performance Plans need to relate to the Federal Priority Goals?

Annual Performance Plans should discuss the agency's contribution to any Federal Priority Goals which OMB has asked the agency to lead or support.

220.6 What is the relationship between the agency budget development and performance plan?

Integrating performance information in the budget process remains a priority. The performance goals, measures and targets in agency performance plans should be consistent with those set through agency strategic and performance planning processes, and updated to reflect final congressional action on FY 2012 appropriations, if complete. The FY 2013 budget submission should reflect the amount needed to meet FY 2013 targets. At a minimum, resources are aligned at the program level within this framework, and agencies are encouraged to align resources at the performance goal level.

220.7 What content should be included in the Annual Performance Plan?

This section should be considered in conjunction with OMB Circular A-11 section 51, on Basic Justification Materials. The agency's congressional committees may also require additional information for the performance plan submitted to Congress.

Agencies may format the Annual Performance Plan as desired; however, plans should include narrative, budget and performance information which address the following:

I. Overview
II. Goals and Priorities
III. Strategies and Supporting Analysis
IV. Measures and Milestones
V. Budget

Agencies may aggregate, disaggregate, or consolidate program activities, except that any aggregation or consolidation may not omit or minimize the significance of any program activity constituting a major function or operation for the agency. Large agencies may want to present more detailed plans and include information on their agency's components.

I. Overview

The Annual Performance Plan should start with a brief overview of what the agency intends to accomplish in the budget year. The plan overview should provide background on what has been accomplished including an analysis of the past goals, strategies and programs used to influence outcomes and how the goals, strategies and programs could be improved. Major changes in the agency's operating environment that may impact results should be noted in the overview.

II. Goals and Priorities

The plan should describe goals and priorities that will be pursued during the year in which it is submitted and the budget year. These goals advance the outcome-objectives set forth in the agency strategic plan, and should be supported by measures and milestones that illustrate how progress will be monitored by the agency. The agency should identify goals, for program activities for which resources have been requested, including base programs and new programmatic initiatives. Finally, agencies should clearly identify priorities among the goals presented.

The GPRA Modernization Act specifically requires agencies to:

- establish performance goals to define the level of performance to be achieved during the year in which the plan is submitted and the next fiscal year.
- express performance goals in an objective, quantifiable, and measurable form unless authorized by OMB to be in an alternative form. If performance goals are specified in an alternative form, the results will be described in a way that makes it possible to discern in the short term, if progress is likely to be made toward the goal.
- describe actual program results as compared to the established performance goals.
- if applicable, describe how the agency performance goals contribute to any of the Federal Priority Goals established.
- identify among the Annual Performance Plan goals those which are designated as Agency Priority Goals, if applicable.
- describe major management challenges the agency faces and identify planned actions to address such challenges; performance goals, performance indicators, and milestones to measure progress toward resolving such challenges; and the agency official (goal leader) responsible for resolving such challenges.
- identify low-priority program activities based on an analysis of their contribution to the mission and goals of the agency and include an evidence-based justification for designating a program as low-priority. (see sections 220.8–220.10 for more information on low-priority program activities)

If programs in different agency components contribute to the same goal, the Annual Performance Plan should describe how the programs contribute to the broadly stated aims of the goal. Agencies may also link to other, more detailed plans to the extent necessary to support the Annual Performance Plan.

III. Strategies and Supporting Analysis

The Annual Performance Plan should describe, at a level of detail suitable for the time period, how agency goals will be achieved, with the reason for choosing the strategies informed by evidence and analysis.

The GPRA Modernization Act requires agencies to describe how the budgeted programs will help achieve performance goals, including specifically:

- the operation processes, training, skills and technology, and the human, capital, information, and other resources and strategies required to meet those performance goals.

- an identification of the organizations, program activities, regulations, policies, and other activities that contribute to each performance goal, both within and external to the agency.

- if applicable, a description of how the agency is working with other agencies to achieve the performance goal.

- an identification of the agency officials responsible for the achievement of each performance goal, who are named as goal leaders.

- if applicable, a description of how the agency is working with other agencies to achieve any Federal Priority Goals to which the agency contributes.

Agencies should include a brief description of the performance management and review processes leadership is putting in place to ensure effective and efficient implementation of their programs and components. Agencies should include analysis, evidence and evaluation findings where possible.

Agency strategic human capital plans should describe human capital programs, initiatives or projects that will be used to advance agency performance goals (e.g., clear lines of responsibility to drive progress on specific goals, workforce planning and talent management to acquire or develop the skills needed to advance goals.)

IV. Measures and Milestones

The performance plan must include a suite of measures and milestones that will be used to monitor progress and promote continuous improvement. While quantitative and outcome-focused performance goals and measures are preferred, agencies may use output goals and measures or other alternatives when such proxies are strongly linked, by evidence or logic, to the outcomes the agency is trying to achieve. Agencies should use major milestones to mark progress toward a goal that is not easily measured in other units. Agencies may link to more detailed milestones where useful.

The GPRA Modernization Act requires agencies to:

- establish a balanced set of performance indicators, milestones or appropriate evidence to be used in assessing progress toward each performance goal, including, as appropriate, customer service, efficiency, output, and outcome indicators.

- describe actual program results as compared to the established performance goals.

The GPRA Modernization Act also requires agencies to describe how the organization will ensure the accuracy and reliability of the data used to measure progress towards its performance goals, including:

- the means to be used to verify and validate measured values;

- the sources for the data;

- the level of accuracy required for the intended use of the data;

- any limitations to the data at the required level of accuracy; and

- how the agency will compensate for such limitations if needed to reach the required level of accuracy.

Section 230.13 addresses approaches the agency should use to meet this data quality requirement for both agency annual plans and annual reports.

Agencies should include an addendum that lists and briefly explains changes in performance measures as compared to the prior year's performance plan.

The performance plan displays up to six years of data for every performance goal, but at minimum should include for the budget year, current year, past year, and two additional past years of data where available. Only three years of funding data are required. When current performance data are not available, the date when the data will be available should be listed.

V. Budget

The Annual Performance Plan contains information needed to justify the agency's budget request. Agencies should refer to OMB Circular A-11 section 51 for basic requirements for the agency's budget submission to OMB.

220.8 What is required by the GPRA Modernization Act on low-priority program activities?

Agencies are required to identify low-priority program activities in their FY 2013 Annual Performance Plans.

220.9 How should agencies prepare the list of low-priority program activities?

Agency budget submissions to OMB must include a draft list of the agency's proposed low-priority program activity designations. Agencies should submit to OMB in their FY 2013 budget submissions a draft list of low-priority program activities that total at least 5% of the agency's FY 2011 discretionary budget.

The agency's draft submission to OMB must include an explanation of the low-priority program activity selection based on the agency's:

- analysis of the programs' contribution to the mission and goals of the agency, and
- evidence-based justification for designating a program activity as low-priority.

OMB will work with agencies to approve and finalize low-priority program activity lists under the budget process, prior to the publication of individual agency FY 2013 performance plans. While many low priority programs will be published in the *Terminations, Reductions and Savings* (TRS) volume accompanying the 2013 Budget, agencies may also propose low priority program activities that may not meet the scope of the TRS volume. For meeting this requirement, agencies must publish only the low-priority program activities that have been approved by OMB.

220.10 What criteria should agencies use when selecting their low-priority program activities to be included in the Annual Performance Plans?

Criteria that agencies could consider, in combination, for identifying low-priority programs may include:

- Alignment—Program activities that are not aligned with mission of the organization or a Federal Priority Goal.

- Duplication—Program activities addressing issues that are already addressed by another entity within or outside the federal government.

- Scope—Program activities considered to be small scope, low-budget, inconsequential or insignificant.

- Impact—Program activities that do not affect the public significantly, directly or indirectly.
- Stakeholders—Program activities that, if reduced or eliminated, would not have significant negative impacts on stakeholders.

220.11 How do old GPRA or the Performance Assessment Rating Tool (PART) measures relate to the performance budget this year?

If an agency wants to discontinue tracking measures that it feels are no longer useful in its published Annual Performance Plans, it should propose the list of measures for deletion to OMB to the relevant Resource Management Office and performance@omb.eop.gov before dropping the measures. The list of dropped measures should be included in the Annual Performance Plan.

220.12 How will agencies deliver the Annual Performance Plan to OMB, Congress and the public?

Agencies submit electronically the draft Annual Performance Plan to OMB in September, by posting the draft plan on MAX at https://max.omb.gov/community/x/C5VxIQ. In February, agencies will make the plan available on the agency website, and notify the President and Congress of its availability. Notification to Congress is transmitted electronically by the agency head. When delivering notification to Congress, agencies should also notify the OMB Director by posting a copy of the final document on MAX at https://max.omb.gov/community/x/C5VxIQ. Related submission questions should be emailed to performance@omb.eop.gov.

Agencies should not print Annual Performance Plans, unless specifically requested by Congress. Agencies are encouraged to create interactive reports, where cost-effective, while also making the report available in an electronic file format (e.g., pdf).

Agencies may choose to consolidate the delivery of their Annual Performance Plans, Annual Performance Reports and Congressional Budget Justification. Agencies should consult with relevant congressional appropriations committees to ensure their support for modifications to the format of the Congressional Budget Justification.

220.13 How does the agency performance plan relate to the enterprise architecture?

Once an agency's performance plan is established, agencies should ensure the enterprise architecture planning documents are consistent with achieving the agency goals. This will require a direct coordination of the capital planning and enterprise architecture planning efforts that together demonstrate the action steps the agency will take to meet the performance goals to the extent that information technology resources can be attributed to the achievement of such goals.

SECTION 230—PREPARING AND SUBMITTING AN ANNUAL PERFORMANCE REPORT

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Summary of Changes

Describes requirements for more frequent performance reporting according to the GPRA Modernization Act of 2010 (sections 230.2 and 230.3).

Describes electronic drafts and final delivery to OMB via the MAX community (section 230.5 and section 230.6).

Describes new content required in performance reporting (sections 230.8 – 230.9).

230.1 What is the Annual Performance Report (APR)?

The Annual Performance Report (APR) provides information on the agency's actual performance and progress in achieving the goals described in the agency's strategic plan and Annual Performance Plan. The term Annual Performance Report means the same as the performance section of the Performance and Accountability Report (PAR) published by agencies in November or the Annual Performance Report that is published by agencies in February. The GPRA Modernization Act requires agencies to report performance.

230.2 The GPRA Modernization Act requires more frequent updates [than annual] of actual performance on indicators that provide data of significant value to the government, Congress, or program partners. How will agencies meet this requirement before the full transition to central government-wide website reporting has taken place?

Agencies may report performance more frequently than annually. The GPRA Modernization Act requires agencies to provide more frequent than annual updates of actual performance that provide significant value at a reasonable level of administrative burden. Each agency should consider the needs of their programs' external stakeholders, especially field offices and delivery partners, to determine the areas and kinds of information where more frequent data will lead to better decisions, generating more value and/or lower cost. Until a central, government-wide website has been established to publicize more frequent performance updates, agencies shall use their websites to provide more frequent performance updates.

230.3 The GPRA Modernization Act requires an annual performance update on the web to be provided to Congress no less than 150 days after the end of the fiscal year with more frequent updates that provide data of significant value. How does this change existing Annual Performance Reports this year?

Agencies will be given flexibility to publish their Annual Performance Report for FY 2011 on the agency's website either as a Performance and Accountability Report (PAR) or an Annual Performance Report (APR) using their respective publication timeframes, November 15, 2011 or with the Congressional Budget Justification in February 2012. However, agencies are encouraged to combine their Annual Performance Reports with their Annual Performance Plans to communicate goals in the context of historic performance trends.

230.4 How are agencies expected to work with OMB or Congress in the preparation of FY 2011 APR?

When preparing Annual Performance Reports, agency staff and OMB should discuss the presentation and work out any concerns in advance of the submission of the reports to Congress. Agencies are encouraged to reach out to Congress, where possible, to obtain input on how they might improve their communication of performance information to Congress.

230.5 When are FY 2011 APRs published?

For agencies choosing to issue a Performance and Accountability Report (PAR), the FY 2011 PAR is to be transmitted to the President, Congress, and OMB not later than November 15, 2011, after early consultation with OMB regarding format and content. Agencies must provide the final draft PAR to OMB for review and clearance at least 10 business days before the publication due date (November 1, 2011).

For agencies choosing to issue an Annual Performance Report as a part of their Congressional Budget Justification, agencies should publish the report with the agency's Congressional Budget Justification and Annual Performance Plan. Throughout the budget process, agencies should work with OMB to finalize format and content of their Annual Performance Report. In addition, agencies should provide the final draft APR to OMB for review and clearance at least 10 business days before the publication date by posting the draft plan on MAX at https://max.omb.gov/community/x/C5VxIQ. Related submission questions may be emailed to performance@omb.eop.gov.

230.6 How do agencies deliver the APR to the President, Congress and the public?

Agencies should make Annual Performance Reports available on the agency website. If an agency performance update includes any program activity or information that is specifically authorized under criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy and is properly classified, the head of the agency will make such information available in the classified appendix.

Notification of the availability of final Performance and Accountability Reports and Annual Performance Reports are sent electronically to Congress. For notification to the President and Director of OMB, agencies should post final reports on https://max.omb.gov/community/x/C5VxIQ.

Agencies are encouraged to work with their legislative affairs and congressional staff to determine the optimal way to transmit notification of these reports to Congress. The report notification should be transmitted by the head of the agency. An agency may add other signatories, such as the Deputy Secretary, Chief Operating Officer, or Chief Financial Officer, as necessary to the transmittal, thus recognizing a shared responsibility within the agency.

Transmittal letters to Congress are addressed to the Speaker of the House of Representatives and the President and President pro tempore of the Senate. Copies of the congressional transmittal are sent electronically, unless otherwise requested in print by Congress, to the chair and ranking minority members of the budget committees, relevant authorization and oversight committees, appropriation subcommittees, and the chair and ranking minority member of the Senate Committee on Homeland Security and Governmental Affairs and the House Government Reform Committee.

230.7 Are agencies allowed to consolidate the APR with other reports?

Yes. Agencies are encouraged to consolidate reports when it is likely to improve the quality of reported information and reduce reporting duplication. For example, agencies are encouraged to show strategic and annual performance goals in the context of historic performance trends, and can do this by combining their Annual Performance Reports with their Annual Performance Plans. Alternatively, agencies may consolidate their Annual Performance Report with the Agency Financial Report (AFR). Agencies should reference OMB Circular A-136 for information on financial reporting.

230.8 What does the GPRA Modernization Act require for performance reports (i.e. APR)?

Agency performance reports must:

- show performance trends for the five preceding fiscal years, if available. If performance goals are specified in an alternative form, the results shall be described in relation to such specifications.

- explain and describe where a performance goal, relating to activities proposed in the budget, has not been met (including when a program activity's performance is determined not to have met the criteria of a successful program activity):
  - why the goal was not met;
  - plans and schedules for achieving the established performance goal; and
  - if the performance goal is impractical or infeasible, why that is the case and what action is recommended;
  - describe the use and assess the effectiveness in achieving performance goals;

- review of the performance goals and evaluation of the performance plan relative to the agency's strategic human capital management;

- describe how the agency ensures the accuracy and reliability of the data used to measure progress towards its performance goals, including an identification of—
  - the means used to verify and validate measured values;
  - the sources for the data;

- the level of accuracy required for the intended use of the data;
  - any limitations to the data at the required level of accuracy; and
  - how the agency has compensated for such limitations if needed to reach the required level of accuracy; and

- include the summary findings of those program evaluations completed during the period covered by the update.

230.9 What does the Annual Performance Report contain?

The most useful performance reports clearly articulate how the work of the agency benefits the public, enables the public to understand progress or the lack thereof toward performance goals, explains why progress is or is not being made, and gives confidence that the agency is doing everything it can to improve shortfalls in performance. Agencies may format the Annual Performance Report as desired; however, should address the following:

- From their strategic plan, agencies shall include a summary of their mission statement, description of their organizational structure, and strategic goals.

- Annual performance goals from the Annual Performance Plan, showing alignment to outcome-oriented goals in the strategic plan.

- A comparison of actual performance with target levels of performance at least for the prior year (See 230.10 for more on variance) and an analysis and explanation of the causes of any variance or change in trends including plans and schedules for addressing challenges (See 230.11 for more on plans for improving performance). The Annual Performance Report must state the actual performance for every performance goal in the agency's Annual Performance Plan, even if the goal was discontinued after that fiscal year. Agencies may describe where mid-year budget changes or delayed appropriations affected the agency's targets or achievement of targets previously established for the full performance year.

- An assessment by the agency head of the reliability and completeness of the performance data included in the report (see details on data validation and verification in section 230.13).

- Identification of performance goals where actual performance information is missing, incomplete, preliminary, or estimated. For such goals, the APR should indicate the date when the actual performance information will be available.

- A table/chart showing historical performance trends for the goals set forth in the agency's Annual Performance Plan for at least five years prior to the year covered by the report. Where useful, trend data may be presented from its earliest point available even if the agency is publishing the indicator for the first time in the APR. Agencies should also consider publishing trends for the period showing how the government affected the trend.

- Description of how the agency uses data to promote improved outcomes. Agencies should share information on new insights gained during the year and should highlight promising practices. Examples include descriptions of experiments, completed or underway, to test new practices; results of efforts to validate or replicate promising practices; and efforts to promote or expand proven practices.

- A summary of the findings of those program evaluations completed during the fiscal year covered by the report. If no evaluations were completed, the performance report should note this. Appropriately rigorous program evaluations are a key resource in determining whether government programs are achieving intended outcomes. Evaluations can help policymakers and agency managers strengthen the design and operation of programs and can help determine how best to spend taxpayer dollars effectively and efficiently. OMB encourages agencies to increase on-line information about existing evaluations, and to participate in the interagency working group to promote stronger evaluations across government. Evaluations identified should be performed with appropriate scope, quality, and independence.

- Direct web links to reference information relevant about problems or opportunities discussed in the report (see 200.10).

- Identification and brief explanation of measures changed or dropped since publication of the preceding Annual Performance Plan. If an agency wants to eliminate measures it feels are not useful, it should propose the list of measures for deletion to the OMB before dropping the measures.

- Government Accountability Office (GAO) High Risk List Items. The agency must describe plans to address any issues designated by the GAO as High-Risk. With respect to any High-Risk issue affecting multiple agencies or designated as High-Risk on a government-wide basis by the GAO, the Director of OMB shall identify one or more agencies, which may include OMB, as responsible for purposes of developing performance improvement plans. All such plans will include: a) a description of the high-risk issue the plan is addressing; b) performance goals that reduce risk and demonstrate whether the plan is successful; and c) specific milestones the agency will accomplish to achieve the goal described d) the agency official responsible for the milestone and e) the date by which it will be achieved.

230.10 Explaining variances between performance targets and actuals.

If a performance goal was not achieved or exceeded the targeted level of performance the annual report must explain the variance. There are two types of explanations: specific and generic.

A specific explanation is included if goal non-achievement or over-achievement is significant and material. A specific explanation should show an understanding of why a performance shortfall occurred, and the consequences. The specific explanation should also describe actions the agency is taking to eliminate or reduce future shortfalls for this goal. Agencies may apply the following criteria when determining if a specific explanation is required. A specific explanation should always be provided if:

- The manager(s) of the program, activity, or component experiencing a performance shortfall/gain alerts or informs senior agency officials about actual performance levels, and the implications of these levels on overall program accomplishment; or

- The manager(s) made or is taking substantive action to address a shortfall or learn more from a gain (e.g., evaluation impact) in performance; or

- Performance levels for future years are being adjusted downward/upward to reflect actual performance levels; or

- Outside parties will likely conclude that the non-achievement was significant and material or there are potential areas to replicate success.

A generic explanation is provided if the difference between the goal target level and actual performance is slight. An agency may use the following language for its generic explanation: “The performance goal was set at an approximate target level, and the deviation from that level is slight. There was no effect on overall program or activity performance.”

If actual performance data shows that a goal was not achieved, but the explanation for why the goal was not achieved or a description of steps being taken to meet the unachieved goal in the future cannot be completed by the time of transmittal, then the data are included in the report and marked as preliminary. Future reports should include the data and the deferred explanation and next steps.

230.11 Agency plans for improving program performance

All programs should work to become more effective and efficient and the APR should describe the agency’s actions to improve its performance. Where a program failed to meet or exceeded a performance

goal, the APR should provide a specific explanation, as well as describe the actions the agency will take to achieve the goal in the future, with associated timelines. The description of future actions should be limited to those which can be achieved with existing resources. If future actions are dependent on funding or policy changes to be proposed in the President's Budget, they should be discussed in the performance plan, not in the APR.

An agency may conclude, based on actual performance, that a performance goal cannot be achieved in the future. For such goals, the APR should explain the basis for this conclusion, including data where available, and identify what course of action the agency will take.

230.12 Other parts of the Annual Performance Report

The following parts selectively apply to agencies and should be included in the Annual Performance Report where applicable.

Information on use of non-federal parties. The GPRA Modernization Act states that preparation of an annual report is an inherently governmental function. However, the report should include an acknowledgment of the role and a brief description of any significant contribution made by a non-federal entity in supporting preparation of the report.

Classified appendices not available to the public. Agencies that conduct classified activities may prepare a classified appendix for the Annual Performance Plan. However, agencies do not need to prepare a non-public appendix for certain law enforcement or revenue collection activities in their APR. Retrospective reporting of actual performance for these activities should not interfere with achieving goals for the same activities. If an agency believes that reporting of actual performance will impede goal achievement, a non-public appendix may be prepared. Agencies should consult with OMB to determine whether such an appendix is necessary.

Budget information. The APR may include relevant budget information.

230.13 Assessing the completeness and reliability of performance data

The GPRA Modernization Act requires agencies to prepare information on the reliability of data presented. The transmittal letter included in Annual Performance Reports must contain an assessment by the agency head of the completeness and reliability of the performance data presented. Agencies may develop a single data verifications and validation appendix used to communicate the agency's approaches, and/or may also choose to provide information about data quality wherever the performance information is communicated (e.g., websites). Agencies should discuss their verification and validation techniques with their respective OMB Resource Management Office, if necessary.

Data limitations. In order to assess the progress towards achievement of performance goals, the performance data must be appropriately accurate and reliable for intended use. Significant or known data limitations should be identified to include a description of the limitations, the impact they have on goal achievement, and the actions that will be taken to correct the limitations. Performance data need not be perfect to be reliable; however, significant data limitations can lead to inaccurate assessments and distort performance results. Examples of data limitations include imprecise measurement and recordings, incomplete data, and inconsistencies in data collection procedures.

Verification and validation. Verification and validation of performance data support the general accuracy and reliability of performance information, reduce the risk of inaccurate performance data, and provide a sufficient level of confidence to the Congress and the public that the information presented is credible. The GAO defines verification as a process of checking or testing performance information to assess other types of errors, such as errors in keying data. The GAO defines validation as an effort to ensure that data are free of systematic error or bias and that what is intended to be measured is actually measured. The

GAO information can be found in the GAO publication GAO/GCD-10.1.20 *The Results Act. An Evaluator's Guide to Assessing Agency Annual Performance Plans*.

Agencies should have in place verification and validation (V&V) techniques that will ensure the completeness and reliability of all performance measurement data contained in their Annual Performance Plans and reports. The guidance that follows provides agencies with a list of reasonable V&V criteria that when applied should increase the level of confidence Congress and the public have in the performance information presented.

Agency internal assessments. Agencies are encouraged to consider the verification and validation factors outlined below.

1. Standards and procedures
    a. Source data are well defined, documented; definitions are available and used.
    b. Collection standards are documented/available/used.
    c. Data reporting schedules are documented/distributed/followed.
    d. Supporting documentation is maintained and readily available.
    e. Collection staffs are skilled/trained in proper procedures.

2. Data entry and transfer
    a. Data entry methodology is documented and followed.
    b. Data are verified.
    c. Procedures for making changes to previously entered data are documented and followed.
    d. Data are available when needed for reporting and other critical decision making cycles.
    e. Data entry staff are skilled and trained in proper procedures.

3. Data integrity
    a. Equipment and program reliability cannot compromise data accuracy.
    b. Accountability for data integrity clearly rests with the person entering the data, and the responsible program specialist and manager.

4. Data quality and limitations
    a. Accuracy limits of all data are defined in the context of intended use.
    b. Any other data limitations are explained and documented.
    c. Method for handling anomalous data is established and used.
    d. Third party evaluations are conducted.
    e. Use of externally controlled data is documented.

5. Oversight and certifications
    a. Accountability for data accuracy exists in responsible employee performance standards.
    b. Responsible officials certify that procedures were followed each reporting period.
    c. Responsible officials certify that data accuracy has been checked each reporting period.

External Assessments. External assessments such as evaluations, peer reviews, and performance audits can mitigate the risk of bias in performance reporting. It is important to note the GPRA Modernization Act does not require the use of audits for performance data contained in Annual Performance Plans or reports. However, agencies may use audits or any other procedure that would support the credibility of the performance information at their discretion. Agencies should consider the most cost-effective means for achieving the desired level of credibility of the verification and validation of performance data relative to its intended use.

Scope. Because most agencies process a large amount of performance measurement data, agencies should apply judgment when deciding which performance measures will be verified and validated. Agencies should consider priorities, spending, GAO high risk lists, IG reports and management challenges.

Frequency of Validation and Verification. Data quality should be known to users and the sufficiency of its accuracy for answering key questions. Agencies should determine the appropriate frequency of validation and verification needed for the intended use and should allocate appropriate resources to carry out validation and verification on an appropriately periodic basis. Data presented annually should typically be validated annually or biennially.

Agency Head Responsibility. Agency heads are officially accountable for the accuracy and reliability of performance data. The agency head shall include in the transmittal letter of the agency's APR a brief statement on the completeness and reliability of the performance data, and on what data limitations exist.

SECTION 240—ELIMINATION OF UNNECESSARY AGENCY PLANS AND REPORTS

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240.1 What does the GPRA Modernization Act require with regard to agency reporting on unnecessary reports to Congress?
240.2 Our agency already provided a list of unnecessary plans and reports to OMB during FY 2010. What was done with that information and is this requirement different?
240.3 What information should agencies provide to OMB?

Summary of Changes

Describes requirements according to the GPRA Modernization Act of 2010 for providing a list of agency-proposed unnecessary, outdated, or duplicative plans and reports.

240.1 What does the GPRA Modernization Act require with regard to agency reporting on unnecessary reports to Congress?

The GPRA Modernization Act requires that agencies annually:

1. compile a list that identifies all plans and reports the agency produces for Congress, in accordance with statutory requirements or as directed in congressional reports;

2. analyze the list compiled to identify which plans and reports are outdated or duplicative of other required plans and reports, and refine the list to include only the plans and reports identified to be outdated or duplicative;

3. consult with the Congressional committees that receive the agency-proposed outdated or duplicative plans and reports to determine whether they could be eliminated or consolidated with other plans and reports; and

4. provide a total count of plans and reports compiled and the list of outdated and duplicative reports identified to the Director of the Office of Management and Budget.

The list of outdated and duplicative plans and reports submitted to OMB should be at least 10% of the grand total of the agency-specific reports that the agency produces. The 10% should not include government-wide plans and reports (e.g., PAR); however, OMB will consider recommendations submitted from agencies for streamlining such government-wide documents. OMB will propose recommendations for government-wide plans and reports.

OMB must provide the complete list of agency-proposed outdated or duplicative reports to Congress with the FY 2013 Budget. In future years, after agencies compile an initial list of these reports, the lists will be updated annually, using the initial year's list as a basis for developing the list in future years.

In the coming months, OMB will coordinate a process to collect agency-proposed lists of outdated and duplicative plans and reports under the budget process. Starting immediately, agencies should begin:

1. compiling a list of congressionally-mandated plans and reports throughout the agency.

2. consulting with appropriate congressional committees on the list of agency-specific plans and reports the agency would like to propose to OMB as outdated or duplicative.

240.2 Our agency already provided a list of unnecessary plans and reports to OMB during FY 2010. What was done with that information and is this requirement different?

In 2010, to reduce the reporting burden on agencies, OMB worked with each management council (e.g., PIC, CFOC, etc.) to identify reports submitted to OMB that could be eliminated without great consequence. Based on that analysis, some previously required reporting to OMB has been streamlined or eliminated. The GPRA Modernization Act asks agencies to identify all reports Congress requires.

240.3 What information should agencies provide to OMB?

As agencies identify their list of outdated or duplicative plans and reports, they should be prepared to provide OMB the following information related to their list:

- Name of plan or report
- Statute (or other congressional requirement) which mandates the agency to create the report and deliver it to Congress or the public
- To whom it is delivered in Congress
- When it is delivered to Congress
- Recommendation for elimination or streamline by selecting one option below. Total of 10% of all plans/reports must fall into these categories, but the agency may also identify more. If the agency does not easily get to 10%, they should include those plans and reports with the lowest cost benefit in the third category.

    1. Should be eliminated because the plan or report is outdated, duplicative, or already covered by other plan or report (Reports in this category are proposed for elimination without the option of streamlining the content with other existing reports)

    2. Should be consolidated with other plan or report (If option 2 is selected for streamlining with another/existing plan or report, agency should include name and statute with which it could be combined or consolidated.)

    3. Should be eliminated based on an estimated cost/benefit assessment for agency and users of the plan or report (Plans or reports in this category may not be outdated or duplicative, but should be considered for elimination because the benefit provided by issuing the report does not outweigh the challenges, time or resources needed to produce it.)

- Brief rationale for categorization
- Proposed legislative language for those the agency would prioritize for elimination or streamlining

CIRCULAR NO. A–11

PART 7

PLANNING, BUDGETING, ACQUISITION, AND MANAGEMENT OF CAPITAL ASSETS

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
AUGUST 2011

SECTION 300—PLANNING, BUDGETING, ACQUISITION, AND MANAGEMENT OF CAPITAL ASSETS

Summary of Changes

Requirements related to planning, budgeting, acquisition, and management of capital assets are now covered in section 51.18. In addition, section 25.5 provides electronic links to the reporting instructions and exhibits related to budgeting for investments in information technology, non-information technology capital assets, and acquisition and maintenance of aircraft.

CIRCULAR NO. A–11

PART 8

APPENDICES

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
AUGUST 2011

APPENDIX A—SCOREKEEPING GUIDELINES

These budget scorekeeping guidelines are used by the House and Senate Budget Committees, the Congressional Budget Office, and the Office of Management and Budget (the "scorekeepers") in measuring compliance with the Congressional Budget Act of 1974 (CBA), as amended, GRH, as amended, and the Statutory Pay-As-You-Go Act of 2010. The purpose of the guidelines is to ensure that the scorekeepers measure the effects of legislation on the deficit consistent with established scorekeeping conventions and with the specific requirements in those Acts regarding discretionary spending, direct spending, and receipts. These rules are reviewed annually by the scorekeepers and revised as necessary to adhere to the purpose. They cannot be changed unless all of the scorekeepers agree. New accounts or activities are classified only after consultation among the scorekeepers. Accounts and activities cannot be reclassified unless all of the scorekeepers agree. Even though the discretionary spending caps specified in the Budget Enforcement Act expired at the end of 2002, the scorekeepers continue to apply these scorekeeping principles. The scorekeeping guidelines have not been revised to reflect the impact of the Statutory Pay-As-You-Go Act of 2010, especially as it relates to rule 3.

1. Classification of appropriations

A list of appropriations that are normally enacted in appropriations acts is included in the conference report of the Balanced Budget Act of 1997, House Report 105–217, pp. 1014–1053. The list identifies appropriated entitlements and other mandatory spending in appropriations acts, and it identifies discretionary appropriations by category.

2. Outlays prior

Outlays from prior-year appropriations will be classified consistent with the discretionary/mandatory classification of the account from which the outlays occur.

3. Direct spending programs

Entitlements and other mandatory programs (including offsetting receipts) will be scored at current law levels, as defined in section 257 of GRH, unless congressional action modifies the authorizing legislation. Substantive changes to or restrictions on entitlement law or other mandatory spending law in appropriations laws will be scored against the Appropriations Committee's section 302(b) allocations in the House and the Senate. For the purpose of CBA scoring, direct spending savings that are included in both an appropriations bill and a reconciliation bill will be scored to the reconciliation bill and not to the appropriations bill. For scoring under sections 251 or 252 of GRH, such provisions will be scored to the first bill enacted.

4. Transfer of budget authority from a mandatory account to a discretionary account

The transfer of budget authority to a discretionary account will be scored as an increase in discretionary budget authority and outlays in the gaining account. The losing account will not show an offsetting reduction if the account is an entitlement or mandatory program.

5. Permissive transfer authority

Permissive transfers will be assumed to occur (in full or in part) unless sufficient evidence exists to the contrary. Outlays from such transfers will be estimated based on the best information available, primarily historical experience and, where applicable, indications of Executive or congressional intent.

This guideline will apply both to specific transfers (transfers where the gaining and losing accounts and the amounts subject to transfer can be ascertained) and general transfer authority.

6. Reappropriations

Reappropriations of expiring balances of budget authority will be scored as new budget authority in the fiscal year in which the balances become newly available.

7. Advance appropriations

Advance appropriations of budget authority will be scored as new budget authority in the fiscal year in which the funds become newly available for obligation, not when the appropriations are enacted.

8. Rescissions and transfers of unobligated balances

Rescissions of unobligated balances will be scored as reductions in current budget authority and outlays in the year the money is rescinded.

Transfers of unobligated balances will be scored as reductions in current budget authority and outlays in the account from which the funds are being transferred, and as increases in budget authority and outlays in the account to which these funds are being transferred.

In certain instances, these transactions will result in a net negative budget authority amount in the source accounts. For purposes of section 257 of GRH, such amounts of budget authority will be projected at zero. Outlay estimates for both the transferring and receiving accounts will be based on the spending patterns appropriate to the respective accounts.

9. Delay of obligations

Appropriations acts specify a date when funds will become available for obligation. It is this date that determines the year for which new budget authority is scored. In the absence of such a date, the act is assumed to be effective upon enactment.

If a new appropriation provides that a portion of the budget authority shall not be available for obligation until a future fiscal year, that portion shall be treated as an advance appropriation of budget authority. If a law defers existing budget authority (or unobligated balances) from a year in which it was available for obligation to a year in which it was not available for obligation, that law shall be scored as a rescission in the current year and a reappropriation in the year in which obligational authority is extended.

10. Contingent legislation

If the authority to obligate is contingent upon the enactment of a subsequent appropriation, new budget authority and outlays will be scored with the subsequent appropriation. If a discretionary appropriation is contingent on the enactment of a subsequent authorization, new budget authority and outlays will be scored with the appropriation. If a discretionary appropriation is contingent on the fulfillment of some action by the Executive branch or some other event normally estimated, new budget authority will be scored with the appropriation, and outlays will be estimated based on the best information about when (or if) the contingency will be met. If direct spending legislation is contingent on the fulfillment of some action by the Executive branch or some other event normally estimated, new budget authority and outlays will be scored based on the best information about when (or if) the contingency will be met. Non-lawmaking contingencies within the control of the Congress are not scoreable events.

11. Scoring purchases

When a law provides the authority for an agency to enter into a contract for the purchase, lease-purchase, capital lease, or operating lease of an asset, budget authority and outlays will be scored as follows:

For lease-purchases and capital leases, budget authority will be scored against the legislation in the year in which the budget authority is first made available in the amount of the estimated net present value of the Government's total estimated legal obligations over the life of the contract, except for imputed interest costs calculated at Treasury rates for marketable debt instruments of similar maturity to the lease period and identifiable annual operating expenses that would be paid by the Government as owner (such as utilities, maintenance, and insurance). Property taxes will not be considered to be an operating cost. Imputed interest costs will be classified as mandatory and will not be scored against the legislation or for current level but will count for other purposes.

For operating leases, budget authority will be scored against the legislation in the year in which the budget authority is first made available in the amount necessary to cover the Government's legal obligations. The amount scored will include the estimated total payments expected to arise under the full term of a lease contract or, if the contract will include a cancellation clause, an amount sufficient to cover the lease payments for the first fiscal year during which the contract is in effect, plus an amount sufficient to cover the costs associated with cancellation of the contract. For funds that are self-insuring under existing authority, only budget authority to cover the annual lease payment is required to be scored.

Outlays for a lease-purchase in which the Federal government assumes substantial risk (for example, through an explicit Government guarantee of third party financing) will be spread across the period during which the contractor constructs, manufactures, or purchases the asset. Outlays for an operating lease, a capital lease, or a lease-purchase in which the private sector retains substantial risk will be spread across the lease period. In all cases, the total amount of outlays scored over time against legislation will equal the amount of budget authority scored against that legislation.

No special rules apply to scoring purchases of assets (whether the asset is existing or is to be manufactured or constructed). Budget authority is scored in the year in which the authority to purchase is first made available in the amount of the Government's estimated legal obligations. Outlays scored will equal the estimated disbursements by the Government based on the particular purchase arrangement, and over time will equal the amount of budget authority scored against that legislation.

Existing contracts will not be rescored.

To distinguish lease purchases and capital leases from operating leases, the following criteria will be used for defining an operating lease:

- Ownership of the asset remains with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease period.
- The lease does not contain a bargain-price purchase option.
- The lease term does not exceed 75 percent of the estimated economic lifetime of the asset.
- The present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market value of the asset at the inception of the lease.
- The asset is a general purpose asset rather than being for a special purpose of the Government and is not built to unique specification for the Government as lessee.
- There is a private-sector market for the asset.

Risks of ownership of the asset should remain with the lessor.

Risk is defined in terms of how governmental in nature the project is. If a project is less governmental in nature, the private-sector risk is considered to be higher. To evaluate the level of private-sector risk associated with a lease-purchase, legislation and lease-purchase contracts will be considered against the following type of illustrative criteria, which indicate ways in which the project is less governmental:

- There should be no provision of Government financing and no explicit Government guarantee of third party financing.
- Risks of ownership of the asset should remain with the lessor unless the Government was at fault for such losses.
- The asset should be a general purpose asset rather than for a special purpose of the Government and should not be built to unique specification for the Government as lessee.
- There should be a private-sector market for the asset.
- The project should not be constructed on Government land.

Language that attempts to waive the Anti-Deficiency Act, or to limit the amount or timing of obligations recorded, does not change the Government's obligations or obligational authority, and so will not affect the scoring of budget authority or outlays.

Unless language that authorizes a project clearly states that no obligations are allowed unless budget authority is provided specifically for that project in an appropriations bill in advance of the obligation, the legislation will be interpreted as providing obligation authority, in an amount to be estimated by the scorekeepers.

12. Write-offs of uncashed checks, unredeemed food stamps, and similar instruments

Exceptional write-offs of uncashed checks, unredeemed food stamps, and similar instruments (i.e., write-offs of cumulative balances that have built up over several years or have been on the books for several years) shall be scored as an adjustment to the means of financing the deficit rather than as an offset. An estimate of write-offs or similar adjustments that are part of a continuing routine process shall be netted against outlays in the year in which the write-off will occur. Such write-offs shall be recorded in the account in which the outlay was originally recorded.

13. Reclassification after an agreement

Except to the extent assumed in a budget agreement, a law that has the effect of altering the classification or scoring of spending and revenues (e.g., from discretionary to mandatory, special fund to revolving fund, on-budget to off-budget, revenue to offsetting receipt), will not be scored as reclassified for the purpose of enforcing a budget agreement.

14. Scoring of receipt increases or direct spending reductions for additional administrative program management expenses

No increase in receipts or decrease in direct spending will be scored as a result of provisions of a law that provides direct spending for administrative or program management activities.

15. Asset sales

If the net financial cost to the Government of an asset sale is zero or negative (a savings), the amount scored shall be the estimated change in receipts and mandatory outlays in each fiscal year on a cash basis.

If the cost to the Government is positive (a loss), the proceeds from the sale shall not be scored for purposes of the CBA or GRH.

The net financial cost to the Federal government of an asset sale shall be the net present value of the cash flows from:

(1) Estimated proceeds from the asset sale;

(2) The net effect on Federal revenues, if any, based on special tax treatments specified in the legislation;

(3) The loss of future offsetting receipts that would otherwise be collected under continued Government ownership (using baseline levels for the projection period and estimated levels thereafter); and

(4) Changes in future spending, both discretionary and mandatory, from levels that would otherwise occur under continued Government ownership (using baseline levels for the projection period and at levels estimated to be necessary to operate and maintain the asset thereafter).

The discount rate used to estimate the net present value shall be the average interest rate on marketable Treasury securities of similar maturity to the expected remaining useful life of the asset for which the estimate is being made, plus 2 percentage points to reflect the economic effects of continued ownership by the Government.

16. Indefinite borrowing authority and limits on outstanding debt

If legislation imposes or changes a limit on outstanding debt for an account financed by indefinite budget authority in the form of borrowing authority, the legislation will be scored as changing budget authority only if and to the extent the imposition of a limit or the change in the existing limit alters the estimated amount of obligations that will be incurred.

APPENDIX B—BUDGETARY TREATMENT OF LEASE-PURCHASES AND LEASES OF CAPITAL ASSETS

This Appendix provides instructions on the budgetary treatment of lease-purchases and leases of capital assets consistent with the scorekeeping rule developed by the executive and legislative branches in connection with the Budget Enforcement Act of 1990 (BEA), as revised pursuant to the Balanced Budget Act of 1997 (see Appendix A). The scorekeeping rule focuses on leases and lease-purchases specifically authorized by law. However, these requirements apply to all lease-purchase arrangements and capital leases, including those arrangements that agencies may enter into under existing general legal authorities and arrangements that are financed through the Federal Financing Bank. The only exception is that leases between Federal agencies generally will not be treated this way if the lessor recorded the full cost of the asset when it was acquired.

Agencies are required to submit to their OMB representatives the following types of leasing and other non-routine financing proposals for review of the scoring impact:

- Any proposed lease of a capital asset where total Government payments over the full term of the lease would exceed **$50 million**. It should be assumed that options to renew will be exercised.

- All financing proposals that are non-routine in nature and involve unique or unusual concepts or characteristics such as those listed below:

  - Outlease-leaseback mechanisms;

  - Establishment of public-private partnerships or limited liability corporations;

  - Issuance of debt by a third party that includes an explicit "full faith and credit" guarantee of debt repayment by the Government or an implicit guarantee of repayment from Federal funds that removes a substantial amount of the investor's risk;

  - Special purpose assets for which there is no real private sector market;

  - Enhanced-use leases with leasebacks with annual payments above the following threshold levels:

    - 2011—$2,790,000
    - 2012—$2,790,000
    - 2013—$2,790,000

  - Projects constructed or located on Government land;

  - Contracts that require the contractor to acquire or construct assets valued over $50 million;

  - Share in savings proposals that result in the acquisition of real property;

  - Proposals that raise issues about the governmental/non-governmental status of the asset or the entity that holds the title to the asset;

  - Any financing proposal for which a statute requires OMB approval of the scoring (or of the proposal) or compliance with Circular No. A–11. Where compliance with Circular No. A–11 or other specified scoring rules is required by statute, the agency submission must be

accompanied by a memorandum from the agency General Counsel explaining how the statutory criteria are satisfied;

- Arrangements that convey special tax status to the project by virtue of the Government's participation; and

- Leasing arrangements that involve options that can be conveyed to a third party in exchange for future considerations.

Agencies should submit these proposals to OMB during the conceptual, developmental stage. Subsequent changes that could substantially change the scope of the proposal or affect the scoring impact (e.g., change from an operating lease to a lease-purchase) must be resubmitted to OMB.

1. Basic requirements

(a) *General.*

When an agency is authorized to enter into a *lease-purchase* or *capital lease* contract, budget authority will be scored in the year in which the authority is first made available in the amount of the net present value of the Government's total estimated legal obligations over the life of the contract, as described in section 2(b) below. Outlays for lease-purchases in which the Federal Government assumes substantial risk will be spread across the period during which the contractor constructs, manufactures, or purchases the asset. Outlays for a capital lease or a lease-purchase in which the private sector retains substantial risk will be spread across the lease term. The scorekeeping requirements are summarized below.

For *operating leases*, budget authority is required to be obligated up front in the amount necessary to cover the Government's legal obligations, consistent with the requirements of the Antideficiency Act. This will include the estimated total payments expected to arise under the full term of the contract or, if the contract includes a cancellation clause, an amount sufficient to cover the lease payments for the first year plus an amount sufficient to cover the costs associated with cancellation of the contract. For each subsequent year, sufficient budget authority is required to be obligated to cover the annual lease payment for that year plus any additional cancellation costs. For operating leases funded by the General Services Administration's Federal Buildings Fund (which is self-insuring under existing authority), only the amount of budget authority needed to cover the annual lease payment is required to be obligated.

(b) *Making annual lease payments after the BA expires.*

Unless otherwise specified by law, budget authority is available for liquidating obligations (i.e., outlays) for only five fiscal years after the authority expires. For leases financed by annual or multi-year budget authority, agencies should ensure that the appropriations language allows the budget authority to remain available for lease payments over the full term of the lease. If this period is expected to be longer than five fiscal years after the authority expires, the appropriations language should include the provision described in section 95.8.

(c) *Changes to existing contracts.*

When an agency modifies or amends an existing capital lease or lease-purchase contract, any remaining budgetary resources prior to modification should be used to offset the cost of the new contract. The amount scored will be the difference in the net present value of the Government's total estimated legal obligations between the new contract and the remaining term of the original contract. (Both net present values should be calculated using the Treasury borrowing rates published in the annual update to Appendix C of OMB Circular No. A-94 at the time the contract is amended (see section 4)). There would be no remaining budgetary resources if funds equal to the lease payments or the present value of the lease payments were not scored up front at the time the lease was signed. In this case, the full cost of the new

contract should be scored, consistent with the rules for scoring lease-purchases and capital leases. Similarly, when an agency modifies or amends an existing operating lease contract, the impact of the changes needs to be evaluated. If the lease no longer meets the criteria for an operating lease, the modified lease should be rescored.

(d) *Options to renew or purchase.*

When the lease agreement contains an option to renew that can be exercised without additional legislation, it will be presumed that the option will be exercised for purposes of calculating the term of the lease and scoring budget authority. When the lease agreement contains an option to purchase at less than fair market value (at the time the option is to be exercised), and the option can be exercised without additional legislation, it will be presumed that the option will be exercised for purposes of classifying the type of lease and scoring budget authority.

SUMMARY OF BUDGET REQUIREMENTS

Transaction	Budget Authority	Outlays
Lease-purchase without substantial private risk	Amount equal to asset cost recorded up front; amount equal to imputed interest costs recorded on an annual basis over lease period.	Amount equal to asset cost scored over the construction period in proportion to the distribution of the contractor's costs; amount equal to imputed interest costs recorded on an annual basis over lease term.
Lease-purchase with substantial private risk	Amount equal to asset cost recorded up front; amount equal to imputed interest costs recorded on an annual basis over lease term.	Scored over lease term in an amount equal to the annual lease payments.
Capital lease	Amount equal to asset cost recorded up front; amount equal to imputed interest costs recorded on an annual basis over lease term.	Scored over lease term in an amount equal to the annual lease payments.
Operating lease	Amount equal to total payments under the full term of the lease or amount sufficient to cover first year lease payments plus cancellation costs recorded up front	Scored over lease term in an amount equal to the annual lease payments.

2. Budget presentation

(a) *General.*

For the purposes of scorekeeping transactions that involve lease-purchases and capital leases, the costs are separated into the following components:

- Asset cost (which equals the present value of the lease payments); and
- Imputed interest cost (which equals the financing cost Treasury would have incurred if it had financed the project by borrowing).

These concepts are defined more fully in section 3. The amounts can be determined from the amortization tables developed in accordance with the instructions in section 4. Budget authority and outlays attributable to asset costs will be classified as investment-type activities (physical assets), and budget authority and outlays attributable to imputed interest costs will be classified as non-investment activities (see section 84.4).

(b) *Budget authority.*

- *Amounts.* The up-front budget authority required for both lease-purchases and capital leases is called the asset cost. This equals the present value of the minimum lease payments excluding payments for identifiable annual operating expenses that would be paid by the Government as owner, such as utilities, maintenance, and insurance. Property taxes will not be considered to be an operating expense and will be included in the calculation of the up-front budget authority. (See section 3 for the treatment of property taxes for purposes of distinguishing operating leases from capital leases.) The present value of the lease payments is discounted as of the date of the first payment (or the beginning of the lease term, whichever is earlier) using the appropriate interest rate (see section 4 for a more detailed explanation and the treatment of multiple deliveries).

  Additional budget authority equal to Treasury's cost of financing (i.e., the imputed interest cost) plus any annual operating expenses will be recorded on an annual basis over the lease term.

- *Type of authority.* When an agency enters into a capital lease or lease-purchase under general authorities available to the agency, it must do so within the limits of the budgetary resources available to it and the constraints of the scorekeeping requirements.

  If Congress enacts legislation that enables an agency to enter into a lease-purchase or capital lease for a specific project without further congressional action (e.g., appropriations action), it will be assumed that Congress has provided the budget authority required for the transaction. If Congress does not provide the budget authority in the form of an appropriation, then authority to borrow or contract authority will be recorded as follows:

  - *Authority to borrow* will be recorded if the transaction is a lease-purchase without substantial private risk, in which case outlays need to be scored up-front in advance of appropriations for the annual lease payment (or offsetting collections). A portion of the amount subsequently appropriated (or collected, if the agency receives offsetting collections) will be applied to retire outstanding agency debt attributable to the lease-purchase. (See sections 2(c) and 2(d) for more information on how that portion is determined and presented in the Budget.)

  - *Contract authority* will be recorded if the transaction is a lease-purchase with substantial private risk or a capital lease, in which case outlays will be scored over the lease term and financed by appropriations for the annual lease payment (or offsetting collections). A portion of the amount appropriated (or collected, if the agency receives offsetting collections) will be applied to liquidate contract authority. (See sections 2(c) and 2(d) for more information on how that portion is determined and presented in the Budget.)

- *Timing.* When Congress enacts legislation that specifically enables an agency to enter into a lease-purchase or capital lease, the budget authority required for the transaction will be recorded when the authority first becomes available for obligation. Obligations will be recorded when the lease agreement is signed. When the authority stems from general authority available to the agency, obligations are recorded, and sufficient budgetary resources must be available, when the lease agreement is signed.

(c) *Outlays.*

- *Lease-purchases without substantial private risk.* Outlays are not equal to the annual lease payments.

  - Outlays are scored over the period during which the contractor constructs, manufactures, or purchases the asset, in an amount equal to the asset cost. This amount will equal the up-front budget authority. Amounts of the asset cost in excess of the contractor's actual construction or manufacturing costs should be distributed in proportion to the distribution of the construction or manufacturing costs. If the asset already exists, the outlays will be recorded in the year in which the lease-purchase contract is signed.

  - Outlays equal to the imputed interest costs are reported on an annual basis over the lease term.

- *Lease-purchases with substantial private risk and capital leases.* Outlays are scored annually equal to the annual lease payments.

  - Over the life of the lease agreement, a portion of the outlays (equivalent to the asset cost) will come from the balances obligated when the lease agreement was signed, and a portion (equivalent to the imputed interest cost) will come from new budget authority. The appropriate amounts can be determined from amortization tables developed in accordance with the instructions in section 4.

(d) *Annual appropriations for lease financed by contract authority or borrowing authority.*

Lease-purchases and capital leases that are financed by contract authority or borrowing authority will generally require annual appropriations in an amount equal to the annual lease payment. Since budget authority equal to the asset cost is scored up front, the portion of the annual appropriation that corresponds to the amortization of the asset cost is not scored as new budget authority. If it were, total budget authority would be overstated over the life of the lease. The budget authority that is recorded on an annual basis will equal the imputed interest cost. The required adjustments are explained below:

- *For lease-purchases without substantial private risk that are financed by borrowing authority.* An amount equal to the amortization of the asset cost component of the annual lease payment will be treated as redemption of debt and deducted from the new budget authority totals. On the program and financing schedule, this amount will be reported as a negative entry on line 1135 or 1236 (see section 82.18). If offsetting collections are used to make the annual lease payment in lieu of an appropriation, the amount will be reported as a negative entry on line 1726 or 1825.

- *For capital leases and lease-purchases with substantial private risk that are financed by contract authority.* An amount equal to the amortization of the asset cost component of the annual lease payment will be treated as liquidating cash and deducted from the new budget authority totals. On the program and financing schedule, this amount will be reported as a negative entry on line 1137 or 1238 (see section 82.18). (If offsetting collections are used to make the annual lease payment in lieu of an appropriation, the amount will be reported as a negative entry on line 1727 or 1826.)

(e) *Agency debt.*

For lease-purchases without substantial private risk, agency borrowing must be recorded to finance the outlays scored for the construction, manufacture, or purchase of the asset. The agency debt that accumulates over this period is equal to the asset cost; this debt is subsequently redeemed over the lease payment period in an amount equal to a portion of the annual lease payment. The appropriate amounts of debt and debt redemption can be determined from the amortization tables developed in accordance with

the instructions in section 4, Step 5. Interest on agency debt can be determined in accordance with Steps 3, 4, and 5.

If the account has a balance sheet, the amount of such agency debt should be included as a separate item (and separate from other agency debt) under liabilities and identified as having been incurred to finance lease-purchases. All other accounts should include the amount of agency debt in the narrative statement for the account that is published in the *Budget Appendix*.

3. Definitions and concepts

For the purposes of scoring lease-purchases and capital leases, the following definitions and concepts apply. Agencies should consult with OMB in cases where enhanced use leases and public-private partnerships are involved. Public-private partnerships should not be used solely or primarily as a vehicle for obtaining private financing of Federal construction or renovation projects. Such transactions should be used only when they are the least expensive method, in present value terms, to finance construction or repair. Agencies shall consult with OMB in cases where a contract requires a private contractor to construct or acquire a capital asset solely or primarily to provide the service to the Government to determine the appropriate treatment or obligations.

Lease-purchase means a type of lease in which ownership of the asset is transferred to the Government at or shortly after the end of the lease term. Such a lease may or may not contain a bargain-price purchase option.

Capital lease means any lease other than a lease-purchase that does not meet the criteria of an operating lease.

Operating lease means a lease that meets all the criteria listed below. If the criteria are not met, the lease will be considered to be a capital lease or a lease-purchase, as appropriate. Multi-year service contracts (e.g., grounds maintenance) and multi-year purchase contracts for expendable commodities (e.g., aspirin) are not considered to be operating leases.

- Ownership of the asset remains with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease term;
- The lease does not contain a bargain-price purchase option;
- The lease term does not exceed 75 percent of the estimated economic life of the asset;
- The present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market value of the asset at the beginning of the lease term;
- The asset is a general purpose asset rather than being for a special purpose of the Government and is not built to the unique specification of the Government as lessee; and
- There is a private sector market for the asset.

The following guidelines will be used in distinguishing between operating leases, capital leases, and lease purchases. They should be used in calculating the *term of the lease* and the value of the *minimum lease payments*:

- *Estimate of fair market value.* In the case of real property, the fair market value should be based on current market appraisals. If no asset exists, the fair market value of the proposed asset should be based on the Government's estimate of the private developer's cost to construct the leased

facility. The estimate should only include the costs the Government would normally pay the private sector for such a facility. These costs include the total direct and indirect costs of constructing the facility, including land purchase, design, site improvements, and management costs. Fair market value should not include the value of features or enhancements that were built or added for the Government's unique needs or special purposes or features or enhancements that will be paid for by the Government in lump sum. If the Government proposes to lease only a portion of a facility, then the estimate of fair market value should be adjusted accordingly to reflect the portion that will be leased by the Government.

- *Special features or enhancements.* Assets that have special features or enhancements that were built or added for the Government's unique needs or special purposes need to be evaluated on a case-by-case basis to ascertain whether they can be considered to be general purpose assets. If the asset is considered to be a general purpose asset, then, as a general rule, such special features or enhancements should be financed up-front, separate from the lease.

- *Upfront, lump sum payments.* If the terms of a lease contain an upfront, lump sum payment, only the amounts associated with special features or enhancements to meet the Government's unique needs or specifications and the amounts associated with agency specific customizations can be removed from the agency scoring calculation. Any payment in excess of that amount will be factored into the net present value scoring calculation. The rental stream over the life of the lease must be adequate to provide functional space.

- *Projects on Government land*. If the project is constructed or located on Government land, it will be presumed to be for a special purpose of the Government.

- *Renewal and purchase options*. If the lease agreement contains an option to renew that can be exercised without additional legislation, it will be presumed that the option will be exercised. If the lease agreement contains an option to purchase at less than fair market value (at the time the option is to be exercised), and the option can be exercised without additional legislation, it will be presumed that the option will be exercised.

- *Cancellation clauses*. It will be presumed that the lease will run for the full term of the contract, and the minimum lease payments will be calculated on the basis of the lease payments that will be made over the full term of the lease (including options to renew).

- *Lease-backs from public/private partnerships.* If an agency leases from a public/private partnership that has substantial private participation, the lease will be treated as a capital lease. The term "public/private partnership" includes special purpose entities for which the Government is a beneficiary. Substantial private participation means (1) the non-Federal partner has a majority ownership share of the partnership and its revenues; (2) the non-Federal partner has contributed at least 20 percent of the total value of the assets owned by the partnership; and (3) the Government has not provided indirect guarantees of the project, such as a rental guarantee or a requirement to pay higher rent if it reduces its use of space. Total value includes the value of assets contributed by the Government (but not the value of land) and all improvements made to the asset. Contributions by the non-Federal partner of cash, real assets, and loans for which the non-Federal partner is responsible for repayment will count towards meeting the 20 percent threshold. Direct loans from the Government or guarantees by the Government of loans made to the non-Federal partner or to the partnership will not count towards the 20 percent threshold.

  If a public/private partnership fails to meet the test of substantial private participation, the partnership will be considered governmental for purposes of the budget, and the lease-back will be scored against the agency that enters into the partnership.

If the Government ground-leases property to a non-Federal party and subsequently leases back the improvements, the lease will not be considered a lease-back from a public/private partnership, as long as the lessor is a totally non-Federal entity. Such lease-backs may be treated as operating leases if they meet the criteria for an operating lease.

- *Bargain-price purchase option*. A bargain-price purchase option is a provision allowing the Government to purchase the leased property for a price that is lower than the expected fair market value of the property at the date the option can be exercised. The purchase price includes the value of any rebates or income to the agency or Government resulting from its purchase of the asset.

- *Property taxes*. Property taxes, along with other operating expenses, will be excluded from the lease payments for purposes of comparing the present value of the minimum lease payments with the fair market value of the asset. (Note: Property taxes will be included in the calculation of the net present value of the lease payments for purposes of scoring budget authority under the BEA. See section 2(b) above.)

- *Interest rates*. The present value of the minimum lease payments will be calculated on the basis of Treasury rates for marketable debt instruments of similar maturity to the lease term (see section 4).

Risk means the level of private-sector risk. Lease-purchase agreements are scored as with or without substantial private risk depending on the level of private-sector risk. Substantial private risk means the absence of substantial government risk. Risk is defined in terms of how governmental in nature the project is. That is, if the project is less governmental in nature, the private sector risk is considered to be higher.

The following types of illustrative criteria indicate ways in which the project is *less governmental*:

- There is no provision of Government financing and no explicit Government guarantee of third-party financing;

- Risks incident to ownership of the asset (e.g., financial responsibility for destruction or loss of the asset) remain with the lessor unless the Government was at fault for such losses;

- The asset is a general purpose asset rather than being for a special purpose of the Government and is not built to the unique specification of the Government as lessee;

- There is a private-sector market for the asset; or

- The project is not constructed on Government land.

Imputed interest cost means the financing costs that Treasury would have incurred if it had sold debt to the public equal to the total project cost. The difference between the total estimated legal obligations (excluding obligations for annual operating expenses as described in section 2(b)) and their estimated net present value represents imputed interest costs. Imputed interest costs will be calculated at Treasury rates for marketable debt instruments of similar maturity to the lease term on the date the contract is signed. These costs will be considered mandatory under the BEA and will be shown in the same function as interest on agency debt, that is, in the function that provided the obligational authority to enter into the contract.

Differential cost of financing means the total annual interest payments on any debt sold to the public less the interest payments that would have been made on the same amount of debt at the Treasury rate (i.e.,

less the imputed interest costs). Simply stated, this corresponds to any interest above Treasury's interest rate.

Asset cost means the present value of the agency's minimum lease payments discounted from the date of the first payment (or the beginning of the lease term, whichever is earlier) using the Treasury interest rate for marketable debt instruments of similar maturity to the lease term on the date the contract is signed and excluding obligations for identifiable annual operating expenses as described in section 2(b). Asset cost corresponds to the total construction or acquisition costs, plus property taxes and any interest above Treasury's cost of financing (i.e., the differential cost of financing). See section 4 for more detailed explanation and the treatment of multiple deliveries.

4. Guidance on calculations

A schedule of lease payments or an amortization schedule is required to calculate budget authority, outlays, and debt for capital leases or lease-purchases. The correct Treasury rate to use for discounting to present value and for calculating imputed interest costs will be based on the economic assumptions in the most recent budget, which, for the current year, are published in the annual update to Appendix C of OMB Circular No. A–94. Revised forecasts of these Treasury interest rates are released whenever economic assumptions for the budget are updated. Use Treasury rates for marketable debt instruments of similar maturity to the lease term on the date the contract is signed. Discount from the date of the first payment (or the beginning of the lease term, whichever is earlier). The term selected for the Treasury rate should be comparable to the term of the capital lease or lease-purchase.

All assumptions required to perform the lease analysis are subject to OMB approval.

Step 1—Calculate up-front BA.

For lease-purchase without substantial private risk; lease-purchase with substantial private risk; and capital lease (including lease-back from public/private partnership with substantial private sector participation): To determine up-front BA (i.e., asset cost), calculate the present value of the lease payments, discounting from the date of the first payment or the beginning of the lease term, whichever is earlier, using the appropriate Treasury interest rate as the discount factor and excluding obligations for identifiable annual operating expenses as described in section 2(b). This BA is scored when the authority to enter into a contract for the lease-purchase or capital lease first becomes available for obligation.

However, if the lease contract provides for multiple deliveries of assets, the up-front BA is sum of the present values of the lease payments for each asset discounted back to the date that the asset is delivered. For example, if the lease contract provides for the delivery of one machine in each of the next five years, the lease payments for the machine acquired in the first year would be discounted back to the first year, while the lease payments for the machine acquired in the fifth year would be discounted back to the fifth year, and the total BA recorded up front would be the sum of the present values calculated for each of the five deliveries.

Step 2—Calculate outlays over the period during which the contractor constructs, manufactures, or purchases the asset.

For lease-purchase without substantial private risk: Score outlays in proportion to the distribution of the contractor's costs. For example, assume a contractor's costs on a $50 million project are estimated to be $7.5 million the first year, $27.5 million the second year, and $15 million the third year. The analyst should apply spendout rates of 15 percent, 55 percent, and 30 percent to the BA calculated in Step 1 for the first, second, and third years, respectively. Total outlays at the end of the construction, manufacture, or purchase period should equal the BA calculated in Step 1. (Note that total outlays will ordinarily exceed the contractor's costs.)

For lease-purchase with substantial private risk and capital lease (including lease-back from public/private partnership with substantial private sector participation): Outlays are not scored during this period. Refer to Step 4 for outlay scoring.

Step 3—Calculate annual BA for the lease payment period.

For lease-purchase without substantial private risk; lease-purchase with substantial private risk; and capital lease: Annual BA will equal the imputed interest costs calculated using the same Treasury interest rate used to discount the lease payments in Step 1. The interest portion of each periodic payment is the imputed interest cost. In the case of a lease-purchase without substantial private risk, the interest rate should be applied to debt that is initially equal to the up-front BA calculated in Step 1 and that is then amortized over the lease term in accordance with Step 5.

Step 4—Calculate outlays over the lease payment period.

For lease-purchase without substantial private risk: Annual outlays are equal to the annual BA (i.e., the imputed interest costs).

For lease-purchase with substantial private risk and capital lease (including lease-back from public/private partnership with substantial private sector participation): Annual outlays are equal to the lease payments.

Step 5—Calculate agency debt (applies only to lease-purchases without substantial private risk).

Agency debt accumulates during the period of construction, manufacture, or purchase of the asset. The increase in debt each year equals the amount of outlays calculated in Step 2. Agency debt is subsequently redeemed over the lease payment period according to an amortization schedule. The amount of debt redemption each year is equal to the lease payment less the imputed interest cost as defined in Step 3. (Debt redemption is not scored as BA or outlays.) Imputed interest costs are scored as BA and outlays and are also scored as interest on agency debt.

5. Reporting to OMB and Treasury

Budget execution reports and apportionment requests will reflect budget amounts in accordance with these requirements. Amounts (e.g., budget authority and outlays) will be reported to Treasury on the same basis.

APPENDIX C—LISTING OF OMB AGENCY/BUREAU AND TREASURY CODES

Under the MAX system, OMB assigns agency and bureau codes that are used to identify and access data in the budget database. The following table lists these codes in budget order. It also provides the corresponding agency codes assigned by Treasury. In certain instances, a different Treasury agency code may be used for some accounts in an agency; a complete listing can be found in the Budget Accounts Title (BAT) file. (See Section 79.2 for additional information on account identification codes.)

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Legislative Branch			
Senate	001	05	00
House of Representatives	001	10	00
Joint Items	001	11	00
Capitol Police	001	13	02
Office of Compliance	001	12	09
Congressional Budget Office	001	14	08
Architect of the Capitol	001	15	01
Botanic Garden	001	18	09
Library of Congress	001	25	03
Government Printing Office	001	30	04
Government Accountability Office	001	35	05
United States Tax Court	001	40	23
Legislative Branch Boards and Commissions	001	45	09
Legislative Branch Boards and Commissions	001	45	48
Judicial Branch			
Judicial Branch	002	00	10
Supreme Court of the United States	002	05	10
United States Court of Appeals for the Federal Circuit	002	07	10
United States Court of International Trade	002	15	10
Courts of Appeals, District Courts, and other Judicial Services	002	25	10

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Administrative Office of the United States Courts	002	26	10
Federal Judicial Center	002	30	10
Judicial Retirement Funds	002	35	10
United States Sentencing Commission	002	39	10
Department of Agriculture			
Department of Agriculture	005	00	12
Office of the Secretary	005	03	12
Executive Operations	005	04	12
Office of Chief Economist	005	09	12
National Appeals Division	005	11	12
Departmental Management	005	05	12
Office of Communications	005	06	12
Office of the Inspector General	005	08	12
Office of the General Counsel	005	10	12
Economic Research Service	005	13	12
National Agricultural Statistics Service	005	15	12
Agricultural Research Service	005	18	12
National Institute of Food and Agriculture	005	20	12
Animal and Plant Health Inspection Service	005	32	12
Food Safety and Inspection Service	005	35	12
Grain Inspection, Packers and Stockyards Administration	005	37	12
Agricultural Marketing Service	005	45	12
Risk Management Agency	005	47	12
Farm Service Agency	005	49	12
Natural Resources Conservation Service	005	53	12
Rural Development	005	55	12
Rural Housing Service	005	63	12

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Rural Business Cooperative Service	005	65	12
Rural Utilities Service	005	60	12
Foreign Agricultural Service	005	68	12
Food and Nutrition Service	005	84	12
Forest Service	005	96	12
Department of Commerce			
Department of Commerce	006	00	13
Departmental Management	006	05	13
Economic Development Administration	006	06	13
Bureau of the Census	006	07	13
Economic and Statistical Analysis	006	08	13
International Trade Administration	006	25	13
Bureau of Industry and Security	006	30	13
Minority Business Development Agency	006	40	13
National Oceanic and Atmospheric Administration	006	48	13
U.S. Patent and Trademark Office	006	51	13
National Technical Information Service	006	54	13
National Institute of Standards and Technology	006	55	13
National Telecommunications and Information Administration	006	60	13
Department of Defense—Military Programs			
Department of Defense—Military Programs	007	00	*
Military Personnel	007	05	*
Operation and Maintenance	007	10	*
International Reconstruction and Other Assistance	007	12	*
Procurement	007	15	*
Research, Development, Test, and Evaluation	007	20	*
Military Construction	007	25	*

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Family Housing	007	30	*
Revolving and Management Funds	007	40	*
Allowances	007	45	*
Trust Funds	007	55	*
Department of Education			
Department of Education	018	00	91
Office of Elementary and Secondary Education	018	10	91
Office of Innovation and Improvement	018	12	91
Office of Safe and Drug-Free Schools	018	14	91
Office of English Language Acquisition	018	15	91
Office of Special Education and Rehabilitative Services	018	20	91
Office of Vocational and Adult Education	018	30	91
Office of Postsecondary Education	018	40	91
Office of Federal Student Aid	018	45	91
Institute of Education Sciences	018	50	91
Departmental Management	018	80	91
Hurricane Education Recovery	018	85	91
Department of Energy			
Department of Energy	019	00	89
National Nuclear Security Administration	019	05	89
National Nuclear Security Administration	019	05	98
Environmental and Other Defense Activities	019	10	89
Energy Programs	019	20	89
Power Marketing Administration	019	50	89
Departmental Administration	019	60	89
Department of Health and Human Services			
Department of Health and Human Services	009	00	75

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Food and Drug Administration	009	10	75
Health Resources and Services Administration	009	15	75
Indian Health Services	009	17	75
Centers for Disease Control and Prevention	009	20	75
National Institutes of Health	009	25	75
Substance Abuse and Mental Health Services Administration	009	30	75
Agency for Healthcare Research and Quality	009	33	75
Centers for Medicare and Medicaid Services	009	38	75
Administration for Children and Families	009	70	75
Administration on Aging	009	75	75
Departmental Management	009	90	75
Program Support Center	009	91	75
Office of the Inspector General	009	92	75
Department of Homeland Security			
Department of Homeland Security	024	00	70
Departmental Management and Operations	024	10	70
Office of the Inspector General	024	20	70
Citizenship and Immigration Services	024	30	70
United States Secret Service	024	40	70
Transportation Security Administration	024	45	70
Federal Law Enforcement Training Center	024	49	70
Immigration and Customs Enforcement	024	55	70
Customs and Border Protection	024	58	70
United States Coast Guard	024	60	70
National Protection and Programs Directorate	024	65	70
Federal Emergency Management Agency	024	70	70
Science and Technology	024	80	70

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Domestic Nuclear Detection Office	024	85	70
Information Analysis and Infrastructure Protection	024	90	70
Department of Housing and Urban Development			
Department of Housing and Urban Development	025	00	86
Public and Indian Housing Programs	025	03	86
Community Planning and Development	025	06	86
Housing Programs	025	09	86
Government National Mortgage Association	025	12	86
Policy Development and Research	025	28	86
Fair Housing and Equal Opportunity	025	29	86
Office of Lead Hazard Control and Healthy Homes	025	32	86
Office of Sustainable Housing and Communities	025	33	86
Management and Administration	025	35	86
Department of the Interior			
Department of the Interior	010	00	14
Bureau of Land Management	010	04	14
Bureau of Ocean Energy Management, Regulation and Enforcement	010	06	14
Office of Surface Mining Reclamation and Enforcement	010	08	14
Bureau of Reclamation	010	10	14
Central Utah Project	010	11	14
United States Geological Survey	010	12	14
United States Fish and Wildlife Service	010	18	14
National Park Service	010	24	14
Bureau of Indian Affairs and Bureau of Indian Education	010	76	14
Departmental Offices	010	84	14
Insular Affairs	010	85	14

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Office of the Solicitor	010	86	14
Office of Inspector General	010	88	14
Office of the Special Trustee for American Indians	010	90	14
National Indian Gaming Commission	010	92	14
Department-Wide Programs	010	95	14
Department of Justice			
Department of Justice	011	00	15
General Administration	011	03	15
United States Parole Commission	011	04	15
Legal Activities and U.S. Marshals	011	05	15
National Security Division	011	08	15
Radiation Exposure Compensation	011	06	15
Interagency Law Enforcement	011	07	15
Federal Bureau of Investigation	011	10	15
Drug Enforcement Administration	011	12	15
Bureau of Alcohol, Tobacco, Firearms, and Explosives	011	14	15
Federal Prison System	011	20	15
Office of Justice Programs	011	21	15
Violent Crime Reduction Trust Fund	011	30	15
Department of Labor			
Department of Labor	012	00	16
Employment and Training Administration	012	05	16
Employee Benefits Security Administration	012	11	16
Pension Benefit Guaranty Corporation	012	12	16
Employment Standards Administration	012	17	16
Office of Workers' Compensation Programs	012	15	16
Wage and Hour Division	012	16	16

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Office of Federal Contract Compliance Programs	012	22	16
Office of Labor Management Standards	012	23	16
Occupational Safety and Health Administration	012	18	16
Mine Safety and Health Administration	012	19	16
Bureau of Labor Statistics	012	20	16
Departmental Management	012	25	16
Department of State			
Department of State	014	00	19
Administration of Foreign Affairs	014	05	19
International Organizations and Conferences	014	10	19
International Commissions	014	15	19
Other	014	25	11
Other	014	25	19
Other	014	25	72
Other	014	25	95
Department of Transportation			
Department of Transportation	021	00	69
Office of the Secretary	021	04	69
National Infrastructure Bank	021	02	69
Federal Aviation Administration	021	12	69
Federal Highway Administration	021	15	69
Federal Motor Carrier Safety Administration	021	17	69
National Highway Traffic Safety Administration	021	18	69
Federal Railroad Administration	021	27	69
Federal Transit Administration	021	36	69
Saint Lawrence Seaway Development Corporation	021	40	69
Pipeline and Hazardous Materials Safety Administration	021	50	69

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Research and Innovative Technology Administration	021	53	69
Office of Inspector General	021	56	69
Surface Transportation Board	021	61	69
Maritime Administration	021	70	69
Department of the Treasury			
Department of the Treasury	015	00	20
Departmental Offices	015	05	20
Financial Crimes Enforcement Network	015	04	20
Financial Management Service	015	10	20
Federal Financing Bank	015	11	20
Alcohol and Tobacco Tax and Trade Bureau	015	13	20
Bureau of Engraving and Printing	015	20	20
United States Mint	015	25	20
Bureau of the Public Debt	015	35	20
Internal Revenue Service	015	45	20
Comptroller of the Currency	015	57	20
Office of Thrift Supervision	015	58	20
Interest on the Public Debt	015	60	20
Department of Veterans Affairs			
Department of Veterans Affairs	029	00	36
Veterans Health Administration	029	15	36
Benefits Programs	029	25	36
Departmental Administration	029	40	36
Other Defense Civil Programs			
Military Retirement	200	05	97
Retiree Health Care	200	07	97
Educational Benefits	200	10	97

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
American Battle Monuments Commission	200	15	74
Armed Forces Retirement Home	200	20	84
Cemeterial Expenses	200	25	21
Forest and Wildlife Conservation, Military Reservations	200	30	97
Selective Service System	200	45	90
International Assistance Programs			
International Assistance Program	184	00	72
Millennium Challenge Corporation	184	03	95
International Security Assistance	184	05	11
International Security Assistance	184	05	72
Multilateral Assistance	184	10	11
Multilateral Assistance	184	10	72
Agency for International Development	184	15	72
Overseas Private Investment Corporation	184	20	71
Trade and Development Agency	184	25	11
Peace Corps	184	35	11
Inter-American Foundation	184	40	11
African Development Foundation	184	50	11
International Monetary Programs	184	60	11
Military Sales Program	184	70	11
Special Assistance Initiatives	184	75	72
Foreign Assistance Program Allowances	184	95	95
Executive Office of the President			
The White House	100	05	11
Executive Residence at the White House	100	10	11
Special Assistance to the President and the Official Residence of the Vice President	100	15	11

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Council of Economic Advisers	100	20	11
Council on Environmental Quality and Office of Environmental Quality	100	25	11
National Security Council and Homeland Security Council	100	35	11
Office of Administration	100	50	11
Office of Management and Budget	100	55	11
Office of National Drug Control Policy	100	60	11
Office of Science and Technology Policy	100	65	11
Office of the United States Trade Representative	100	70	11
Unanticipated Needs	100	95	11
Presidential Transition	100	98	11
General Services Administration			
General Services Administration	023	00	47
Real Property Activities	023	05	47
Supply and Technology Activities	023	10	47
General Activities	023	30	47
Major Independent Agencies			
Corps of Engineers—Civil Works	202	00	96
Environmental Protection Agency	020	00	68
National Aeronautics and Space Administration	026	00	80
National Science Foundation	422	00	49
Office of Personnel Management	027	00	24
Small Business Administration	028	00	73
Social Security Administration	016	00	28
Other Independent Agencies			
Access Board	310	00	95
Administrative Conference of the United States	302	00	95

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Advisory Council on Historic Preservation	306	00	95
Affordable Housing Program	530	00	95
Appalachian Regional Commission	309	00	46
Barry Goldwater Scholarship and Excellence in Education Foundation	313	00	95
Broadcasting Board of Governors	514	00	95
Bureau of Consumer Financial Protection	581	00	95
Central Intelligence Agency	316	00	56
Chemical Safety and Hazard Investigation Board	510	00	95
Christopher Columbus Fellowship Foundation	465	00	76
Civilian Property Realignment Board	582	00	95
Commission of Fine Arts	323	00	95
Commission on Civil Rights	326	00	95
Committee for Purchase from People who are Blind or Severely Disabled, activities	338	00	95
Commodity Futures Trading Commission	339	00	95
Consumer Product Safety Commission	343	00	61
Corporation for National and Community Service	485	00	94
Corporation for National and Community Service	485	00	95
Corporation for Public Broadcasting	344	00	20
Corporation for Travel Promotion	580	00	95
Council of the Inspectors General on Integrity and Efficiency	542	00	95
Court Services and Offender Supervision Agency for the District of Columbia	511	00	95
Defense Nuclear Facilities Safety Board	347	00	95
Delta Regional Authority	517	00	95
Denali Commission	513	00	95
District of Columbia			
District of Columbia Courts	349	10	95

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
District of Columbia General and Special Payments	349	30	20
Election Assistance Commission	525	00	95
Electric Reliability Organization	531	00	95
Equal Employment Opportunity Commission	350	00	45
Export-Import Bank of the United States	351	00	83
Farm Credit Administration	352	00	78
Farm Credit System Insurance Corporation	355	00	78
Federal Communications Commission	356	00	27
Federal Deposit Insurance Corporation			
Deposit Insurance	357	20	51
FSLIC Resolution	357	30	51
Orderly Liquidation	357	35	51
FDIC Office of Inspector General	357	40	51
Federal Drug Control Programs	154	00	11
Federal Election Commission	360	00	95
Federal Financial Institutions Examination Council	362	10	95
Federal Financial Institutions Examination Council Appraisal Subcommittee	362	20	95
Federal Housing Finance Agency	537	00	95
Federal Labor Relations Authority	365	00	54
Federal Maritime Commission	366	00	65
Federal Mediation and Conciliation Service	367	00	93
Federal Mine Safety and Health Review Commission	368	00	95
Federal Retirement Thrift Investment Board	369	00	26
Federal Trade Commission	370	00	29
Harry S Truman Scholarship Foundation	372	00	95
Institute of American Indian and Alaska Native Culture and Arts Development	373	00	95

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Intelligence Community Management Account	467	00	95
International Trade Commission	378	00	34
James Madison Memorial Fellowship Foundation	381	00	95
Japan-United States Friendship Commission	382	00	95
Legal Services Corporation	385	00	20
Marine Mammal Commission	387	00	95
Merit Systems Protection Board	389	00	41
Morris K. Udall and Stewart L. Udall Foundation	487	00	95
National Archives and Records Administration	393	00	88
National Capital Planning Commission	394	00	95
National Council on Disability	413	00	95
National Credit Union Administration	415	00	25
National Endowment for the Arts	417	00	59
National Endowment for the Humanities	418	00	59
Institute of Museum and Library Services	474	00	59
National Labor Relations Board	420	00	63
National Mediation Board	421	00	95
National Railroad Passenger Corporation Office of Inspector General	575	00	48
National Transportation Safety Board	424	00	95
Neighborhood Reinvestment Corporation	428	00	82
Northern Border Regional Commission	573	00	95
Nuclear Regulatory Commission	429	00	31
Nuclear Waste Technical Review Board	431	00	48
Occupational Safety and Health Review Commission	432	00	95
Office of Government Ethics	434	00	95
Office of Navajo and Hopi Indian Relocation	435	00	48

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Office of Special Counsel	436	00	62
Office of the Federal Coordinator for Alaska Natural Gas Transportation Projects	534	00	95
Other Commissions and Boards	505	00	95
Patient-Centered Outcomes Research Trust Fund	579	00	95
Postal Service	440	00	18
Presidio Trust	512	00	95
Privacy and Civil Liberties Oversight Board	535	00	95
Railroad Retirement Board	446	00	60
Recovery Act Accountability and Transparency Board	539	00	95
Securities and Exchange Commission	449	00	50
Public Company Accounting Oversight Board	526	00	95
Standard Setting Body	527	00	95
Securities Investor Protection Corporation	576	00	95
Smithsonian Institution	452	00	33
State Justice Institute	453	00	48
Telecommunications Development Fund	528	00	95
Tennessee Valley Authority	455	00	64
United Mine Workers of America Benefit Funds	476	00	95
United States Court of Appeals for Veterans Claims	345	00	95
United States Enrichment Corporation Fund	486	00	95
United States Holocaust Memorial Museum	456	00	95
United States Institute of Peace	458	00	95
United States Interagency Council on Homelessness	376	00	48
Vietnam Education Foundation	519	00	95
Government Sponsored Enterprises			
Federal National Mortgage Association	915	00	99

Agency	OMB Codes		Treasury Agency Code
	Agency	Bureau	
Federal Home Loan Mortgage Corporation.....	914	00	99
Federal Home Loan Bank System	913	00	99
Farm Credit System	912	00	99
Financing Vehicles and the Board of Governors of the Federal Reserve			
Financing Vehicles and the Board of Governors of the Federal Reserve.....	920	00	99

* Under Department of Defense-Military Programs, Treasury agency codes are assigned as follows:

Agency	Code
Navy, Marine Corps	17
Army	21
Air Force	57
Defense-wide.....	97

APPENDIX D—EXPLANATION OF MAX EDIT CHECKS

Development of MAX edit checks is an ongoing process. The error messages included in the on-line MAX screens will reflect the latest edit checks and descriptions of these checks. Here is a link to the error codes and the associated messages: MAX edit checks.

APPENDIX F—FORMAT OF SF 132, SF 133, SCHEDULE P, AND SBR

Table of Contents

Exhibit F–1 Line Numbers for the SF 132, SF 133, Schedule P and SBR
Exhibit F–2 Abbreviated Line Titles for the SF 132 and SF 133

Summary of Changes

Consolidates budgetary resources line entries in the FY 2012 SF 132s and SF 133s, and the 2011 actual column of schedule P (of the combined schedule X) in the 2013 Budget.

Clarifies that transfers of unobligated balances resulting from reorganizations or general transfer authority are reported as balance transfers.

1. OVERVIEW OF THE SF 132, SF 133, SCHEDULE P, and SBR

The format employs three common data sections—Budgetary Resources; Change in Obligated Balance; and Budget Authority and Outlays, Net. The SF 133, Schedule P and SBR will use all three of the sections, and the SF 132 will use the common Budgetary Resources. A fourth common section, Unfunded Deficiencies, will be used in the few cases of accounts reporting deficiencies. Unique sections, such as Application of Budgetary Resources, continued to be used.

Sections	SF132	SF133	P&F	SBR
Obligations by Program Activity			X	
Budgetary Resources	X	X	X	X
Status of Budgetary Resources		X		X
Change in Obligated Balance		X	X	X
Budget Authority and Outlays, Net		X	X	X
Memorandum (non-add) Entries			X	
Application of Budgetary Resources	X			
Unfunded Deficiencies		X	X	
Guaranteed Loan Levels and Applications	X			

OMB adopted the use of a new 4-digit line code structure where the first number of the line code indicates the section.

Line Number	Section:
0xxx	Obligations by Program Activity
1xxx	Budgetary Resources
2xxx	Status of Budgetary Resources

Line Number	Section:
3xxx	Change in Obligated Balance
4xxx	Budget Authority and Outlays, Net
5xxx	Memorandum (non-add) Entries
6xxx	Application of Budgetary Resources
7xxx	Unfunded Deficiencies
8xxx	Guaranteed Loan Levels and Applications

2. OBLIGATIONS BY PROGRAM ACTIVITY

Use the entries in the following table to prepare the "Obligations by Program Activity" section Schedule P. For additional guidance, see section 82 (Combined Schedule X).

Entry	Description
Direct: 0001-0799 Credit programs: Program accounts: 0701-0709 Financing accounts: 0710-0744 Reimbursable: 0800-0899	See section 82 for further details.
0900 Total new obligations	Equals the sum of the amounts on the detail lines 0001 to 0899. Equals line 3030.

3. BUDGETARY RESOURCES

Use the entries in the following table to prepare the "Budgetary Resources" section of the SF 132, SF 133, and Schedule P. For additional guidance, see sections 120 and 121 (SF 132), section 130 (SF 133), and section 82 (Combined Schedule X).

Entry	Description
Unobligated Balance:	
1000 Unobligated balance brought forward, Oct 1	*For unexpired accounts:* Amount of unobligated balance of appropriations or other budgetary resources carried forward from the preceding year and *available for obligation* without new action by Congress. Do *not* include special or trust fund amounts and offsetting collections that are not available for obligation because of provisions of law, such as benefit formulas or limitations on obligations (see section 20.4(f)). Includes uninvested balances and balances invested in Federal securities (par value), adjusted for unrealized discounts (a negative amount). Includes all unobligated balances (definite

Entry	Description
	appropriations, definite borrowing authority, definite contract authority, fund balances) at the start of the year. Include the impact of reductions of these prior year balances enacted on lines 1131, 1133, 1230, 1232, 1520, 1620, 1723, and 1823. If unobligated balances are used to liquidate deficiencies, report the amount used as an adjustment on line 1901; do not reduce the amount on line 1000. The amount on this line should be the same as the *end of year amounts* of the previous fiscal year: • On lines 2201, 2202, 2301, 2302, 2401, 2402, and 2403; or line 2490 of the September 30 SF 133; • In the Treasury Combined Statement Appendix; and • In the past year column of the Program and Financing Schedule of the Budget Appendix on line 1941. If you apportion balances brought forward from prior years before the actual balance is known, include an estimated amount on this line, and include the actual balance in the next reapportionment request. When completing an apportionment, you must use a line split of E to indicate the balance is an Estimate or a line split of A to indicate the use of an Actual balance. If the account is apportioned by time periods and the difference between the estimate and the actual is within the range of adjustment permitted by section 120.38, adjust the apportionments accordingly. If the difference is greater, OMB must approve a request for reapportionment before the funds that are greater than the automatic apportionment can be obligated. *For expired accounts:* Amount of expired unobligated balances available for upward adjustments of obligations. In the first expired year, the amount should be the same as the amount of unobligated balances on lines 2201, 2202, 2301, 2302, 2401, 2402, and 2403; or line 2490 of the previous fiscal year's September 30 SF 133. In the second expired year and thereafter, the amount should be the same as the amount on line 2403 of the previous fiscal year's September 30 SF 133. These balances are available only for valid upward adjustments of obligations that were properly incurred against the account during the unexpired phase. *For unexpired and expired accounts:* *Appropriated receipts*. —Do not include the balances of unavailable collections that are precluded from obligation due to a provision of law, such as a benefit formula or limitation. See lines 1134 and 1235. *Indefinite budget authority.* —Do not carry forward any amounts on this line for (1) indefinite appropriations except for available special and trust fund receipts; (2) indefinite borrowing authority, or indefinite contract authority.

Entry	Description
Nonexpenditure Transfers:	
1010 Unobligated balance transferred to other accounts (-)	*For unexpired accounts:* Amount of any unexpired unobligated balance that is *actually transferred* from this account to other accounts. Use line 1012 to report transfers from an unexpired account to an expired account. *For expired accounts:* Amount of unobligated balances that have been canceled due to reappropriation. Adjustments may be made to reflect enacted reductions that should have been but were not made against an account when it was unexpired. Newly enacted reductions may not be made against an expired account. Amount of any expired unobligated balance actually transferred from this account to an unexpired account resulting from legislation other than newly enacted authority that extends the period of availability of general funds. Report the expired account on this line and the unexpired account on line 1012. Also, amount of any expired expenditure transfers receivable transferred from this account to an unexpired account. Report the expired account on this line. Use lines 1131/1230 in the losing expired account for expired balance transfers that are classified as reappropriations in the gaining unexpired account on lines 1105/1204. Amount of any expired unobligated balance actually transferred from this account to an expired account. Include allocation transfers for expired accounts. *For unexpired and expired accounts:* Amount of unexpired unobligated balance transferred to other accounts that represents an adjustment to the accounts involved and does not involve an obligation or an outlay (see section 20.4(j)). Use only for transfers of balances of prior year resources resulting from general transfer authority or reorganizations authorized by law, where the purpose has not changed. Show transfers of balances of prior year resources that result from legislation that changes the purpose for which the amounts are available as adjustments to budget authority on line 1120. Generally, transfers to other accounts cannot exceed the unobligated balance at the start of the year. Include only nonexpenditure transfers on this line. Do not include expenditure transfers, including transfers from trust funds to Federal funds required or permitted by law, because they are treated as expenditure transfers. Record expenditure transfers on lines 1700 and 1800 (for amounts actually transferred via expenditure transfers); and lines 1740 and 1840 (for amounts anticipated to be transferred via expenditure transfer). The treatment of expenditure transfers is explained in section 20.4(j)(4).

Entry	Description
1011 Unobligated balance transferred from other accounts	*For unexpired accounts:* Include the amount of any unobligated balance that is *actually transferred* to this account from other accounts. Use line 1012 to report transfers from an expired account to this account on this line. Amount of unexpired unobligated balances transferred from an unexpired account to this account pursuant specific statutory authority (e.g., foreign currency valuations in expired accounts). Report the expired account on this line and the unexpired account on line 1012. This activity is only applicable to Department of Defense. *For expired accounts:* Amount of unobligated balances that have been canceled due to reappropriation. Adjustments may be made to reflect enacted reductions that should have been but were not made against an account when it was unexpired. Newly enacted reductions may not be made against an expired account. Amount of any expired unobligated balance actually transferred to this account from an expired account. Include allocation transfers for expired accounts. *For unexpired and expired accounts:* Amount of unexpired available unobligated balances transferred from other accounts that represents an adjustment to the accounts involved and does not involve an obligation or an outlay (section 20.4(j)). Use only for transfers of balances of prior year resources resulting from general transfer authority or reorganizations authorized by law, where the purpose has not changed. Show transfers of balances of prior year resources that result from legislation that changes the purpose for which the amounts are available as adjustments to budget authority on line 1121. Include only nonexpenditure transfers on this line. Do not include expenditure transfers, including transfers from trust funds to Federal funds required or permitted by law, because they are treated as expenditure transfers. Include expenditure transfers to this account on lines 1700 and 1800 (for amounts actually transferred via expenditure transfers); and lines 1740 and 1840 (for amounts anticipated to be transferred via expenditure transfer). . The treatment of expenditure transfers is explained in section 20.4(j) (4).
1012 Unobligated balance transfers between expired and unexpired accounts	*For unexpired accounts:* Amount of expired unobligated balances actually transferred into this account as the result of authority to extend the period of availability of expired balances that are not considered to be reappropriations. Do not report expired balances transfers that are considered to be reappropriations and must be reported as new budget authority (see sections 20.4(h) and 121.10). See lines 1105/1204 for expired balance transfers that are classified as reappropriations.

Entry	Description
	Amount of unexpired unobligated balances transferred out of this account pursuant specific statutory authority (e.g., foreign currency valuations in expired accounts). Report the unexpired account on this line and the expired account on line 1011. This authority only applies to the Department of Defense. Also, amount of any expired expenditure transfers receivable *transferred* from an expired account to an unexpired account. Report the unexpired account on this line.
1013 Unobligated balance of contract authority transferred to or from other accounts (net) (+ or -)	*For unexpired accounts:* Amount of unobligated balances of contract authority transferred between non-allocation accounts. This line is only for use by the Department of the Transportation.
Adjustments to Unobligated Balance:	
1020 Adjustment to unobligated balance brought forward, October 1 (+ or -)	Changes to unobligated balances that occurred in a prior fiscal year and that were not recorded in the unobligated balance as of October 1 of the current fiscal year. These may be identified by the financial statement auditors, agency personnel, or others. Include adjustments posted to the agency financial system that are either material or non-material. When reporting to FACTS II, agencies will use an attribute to show that their USSGL account balances are not current-year activity—even though these balances would otherwise look like current-year activity. FACTS II will use this attribute to crosswalk these USSGL account balances to this adjustment line. OMB and the Department of the Treasury's Financial Management Service (FMS) will review the Fund Balance with Treasury (FBWT) component of the adjustments that agencies report to FACTS II each quarter. FMS will only backdate prior year adjustments on a transaction basis in a Treasury Appropriation Fund Symbol (TAFS) that round to $1 million or more. This range includes amounts greater than or equal to $500,000. Agencies should generally exclude reclassifications from clearing accounts to other TAFSs, but may consult OMB if they want to include some of these reclassifications as adjustments. Exclude the following amounts from this line: • Downward adjustments of unpaid obligations incurred in prior fiscal years that were not outlayed. Report this on line 1021; • Upward adjustments of obligations previously incurred. Report these on detailed lines 2001 through 2103; and • Refunds collected from prior year obligations that have been outlayed from the TAFS that was charged with the original obligations. Report these amounts on lines 1700 and 1800. On the SF 133, material and non-material adjustments to the unobligated balance as of October 1 of the current fiscal year should be included on line 1020. On the Statement of Budgetary Resources, material amounts are part of the unobligated balance as of October 1 of the current fiscal year because the prior year's financial statements are restated.

Entry	Description
1021 Recoveries of prior year unpaid obligations	Amount of cancellations or downward adjustments of obligations incurred in prior fiscal years that were not outlayed. Include the adjustments since October 1 of the current year. Show the actual recoveries, as shown on the SF 133, on reapportionment requests. Include recovered amounts obligated against *indefinite* borrowing authority that was borrowed. Then subtract the same amount on line 1023. Include recovered amounts obligated against *indefinite* borrowing authority that was *not* borrowed. Then subtract the same amount on line 1024. Include recovered amounts obligated against *indefinite* contract authority that was funded or *unfunded* contract authority. Then subtract the same amount on line 1025. Exclude cancellations or downward adjustments of obligations incurred and outlayed in prior fiscal years since they must be accompanied by cash refunds. Include cash refunds collected (i.e., recoveries of prior year obligations incurred and outlayed in prior fiscal years) are to be included on line 1700 or 1800. For upward adjustments, see detailed lines 2001 through 2103. Exclude recoveries of current year unpaid obligations, which will be netted against obligations on detailed lines 2001 through 2103. Exclude adjustments to current year beginning balance recorded on lines 1020 and 3001. For unexpired annual accounts, leave line 1021 blank. For the final September 30 report, before an account is closed, all remaining unobligated and obligated balances must be canceled. To cancel these obligated balances, include the amount to be canceled, as a positive. Then, include the same amount as a negative on line 1029.
1022 Capital transfer of unobligated balances to general fund (–)	Amount of balances deposited to Treasury capital transfer receipt accounts, such as "Earnings of Government-owned enterprises," or "Repayments of capital investment, Government-owned enterprises." These are nonexpenditure transfers. Don't include interest payments, which should be reported as obligations on SF 132 detail lines 6001 through 6173 and SF 133 detail lines 2001 through 2103. Do not include capital transfers of offsetting collections received during the year, which should be reported on lines 1720 and 1820.
1023 Unobligated balances applied to repay debt (–)	Amount of balances used for repayment of debt principal. Do not include appropriations or new offsetting collections used to repay outstanding debt (see lines 1135, 1236, 1726 and 1825). Obligations must be recorded for interest payments on SF 132 detail lines 6001 through 6173; SF 133 detail lines 2001 through 2103; and schedule P detail lines 0001 through 0899. If the recovered amount on line 1021 above was obligated against *indefinite* borrowing authority that was borrowed, then include the repayment to Treasury of the principal amount borrowed, as a negative, on this line. First use budgetary resources to pay interest, and the balance to repay principal as a negative on this line. Enter the obligation of interest to Treasury on detailed SF 132 lines 6001 through 6173 and on detailed SF 133 lines 2001 through 2103. Enter the interest

Entry	Description
	payment to Treasury on lines 4010, 4011, 4100, and 4101.
1024 Unobligated balance of borrowing authority withdrawn (–)	Amount of balances of indefinite borrowing authority realized through recoveries of prior year unpaid obligations or downward adjustments that have been withdrawn in no-year or multiple year accounts. The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against *borrowing authority*, report the amounts on lines 1139, 1239, 1728, or 1827, as appropriate.
1025 Unobligated balance of contract authority withdrawn (–)	*For unexpired accounts:* Amount of balances of indefinite contract authority realized through recoveries of prior year unpaid obligations or downward adjustments that have been withdrawn in no-year or multiple year accounts. The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against *contract authority*, report the amounts on lines 1137, 1238, 1727, or 1826, as appropriate.
1026 Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	*For unexpired and expired accounts:* Adjustments related to changes in initial allocations of budget authority under limitations in the Social Security Administration and the Department of Health and Human Service. If the initial allocation is increased, enter a positive amount on this line and vice versa. Revaluation of gains and losses on foreign currency and special drawing rights in the Exchange Stabilization Fund. This line is only to be used by the Social Security Administration, the Department of Health and Human Service, and the Department of Treasury.
1027 Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	At the time the zero coupon bond is purchased, record an amount equal to the purchase price (par value minus purchase discount) as precluded from obligation. As the discount is amortized and recorded as earnings, record the earnings as precluded from obligation. When the bond matures or is redeemed, all amounts previously precluded from obligation become available for obligation. Use only for special and non-revolving trust funds.
1028 Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	At the time the bond is purchased, record an amount equal to the purchase price (par value minus purchase discount) as precluded from obligation. As the discount is amortized and recorded as earnings, record the earnings as precluded from obligation. When the bond matures or is redeemed, all amounts previously precluded from obligation become available for obligation. Use only for revolving funds.
1029 Other balances withdrawn (–)	*For unexpired accounts:* Amount of unobligated balances written off or withdrawn by administrative action. Include cancellations in no-year accounts pursuant to 31 USC 1555; otherwise, do not include amounts rescinded or canceled by law.

Entry	Description
	Do not include withdrawals of indefinite contract authority or borrowing authority when obligated balances are liquidated by offsetting collections (see lines 1727, 1728, 1826, and 1827). *For expired accounts:* For the final September 30 report, before an account is closed, all remaining unobligated and obligated balances must be canceled. To present these unobligated balances as canceled, remove the amounts from lines 2201 through 2403 and include them here, as a negative. To cancel obligated balances, include the amount on line 1021, as a positive, and on this line as a negative.
1031 Refunds and recoveries temporarily precluded from obligation (special and trust funds) (-)	Recoveries of prior year obligations and cash refunds of previously appropriated that are returned to unappropriated receipts and available for subsequent appropriation.
Anticipated Transfers and Adjustments:	
1040 Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)	Amount of the current estimate of any balances, other than balances of new budget authority, *to be transferred* to (+) or from (–) the account under *existing* legislation. *No amount should be on this line on the September 30 report*. Do not include: • Anticipated transfers to fund activities of a Federal agency that require legislation. • Transfers required or permitted by law from trust funds to Federal funds; these are reported on lines 1740 and 1840. See section 20. • NOTE: All transfers between Federal funds (accounts that are not trust funds; i.e., general, special, management, and revolving funds) and trust funds are treated as expenditure transfers. See section 20.4(j) (4) for additional information.
1041 Anticipated recoveries of prior year unpaid obligations	Amount of the current estimate of additional recoveries of prior fiscal year obligations anticipated in unexpired accounts for the remainder of the fiscal year. For no-year and multi-year accounts, there may be amounts on this line after the first fiscal year. For unexpired annual accounts, leave line 1041 blank. *No amount should be on this line on the September 30 report*.
1042 Anticipated capital transfers and redemption of debt (unobligated balances) (-)	Amount of the current estimate of additional capital transfers and redemption of debt anticipated in unexpired accounts derived from unobligated balances for the remainder of the fiscal year under existing laws. *No amount should be on this line on the September 30 report.*
1050 Unobligated balance (total)	Equals the sum of lines 1000 through 1042. [SFs 132 and 133] Equals the sum of lines 1000 through 1031.[Schedule P]

Entry	Discre-tionary	Man-datory	Description
Budget Authority:			
Appropriations:			Amount of appropriations specified in appropriations acts or in substantive laws that become available for obligation on or after October 1 of the fiscal year. *Regular appropriations.*—Amounts made available in any of the 12 regular appropriations acts. In cases where the amount appropriated is reduced by an amount of offsetting collections or revenues during the fiscal year so as to result in a final fiscal year appropriation estimated at not more than XXX, the amount derived from the General Fund of the U.S. Treasury shown on this line should be reduced by the amount of offsetting collections or revenues received during the fiscal year on the September 30 SF 133. See exhibit 130K. *Supplemental appropriations*.—Amounts made available in supplemental appropriations acts. *Appropriation provided under a continuing resolution*.—The annualized level of the appropriation. If the continuing resolution is for less than the full year, subtract the portion not available on line 1134. See exhibits 121H and 121I. When the regular appropriations act is passed, replace the amount on lines 1100, 1101, 1103, 1105, 1170, and 1171 with the amount specified in the regular appropriations act. See exhibit 121J. Some laws that make appropriated receipts available for obligation specify the amount appropriated. These are *definite appropriations*. Other laws that make appropriated receipts available for obligation do not specify the amount appropriated. These appropriated receipts are *indefinite appropriations*. For indefinite appropriations of appropriated receipts, refer to lines 1101 and 1201. *Appropriations contingent upon authorizing legislation or upon designation as an emergency*.—When an appropriations act specifies that all or a portion of the amount appropriated is not available for obligation until specifically authorized by another law, or are not available for obligation until the President submits a budget request to the Congress designating the amount as an emergency: • Include the *full amount* of the appropriation on line 1100, and • Subtract the amount *not* authorized by law or *not designated* as emergency requirements by the President on line 1134 except on the September 30 SF 133. • At the beginning of the next fiscal year, any unobligated balance that is still contingent and would still be available for new obligations if the contingency is met will be included on line 1000 and subtracted on line 1134 as unavailable until either the authorizing legislation is enacted or the amount

Entry	Discre-tionary	Man-datory	Description
			is designated by the President. This paragraph does not apply to contingent emergency appropriations enacted in FY 1999 or earlier.
			Contingent emergency appropriations from FY 1999 and prior years.—If the President designates a contingent emergency appropriation *from FY 1999 or a prior year* as emergency requirements, include the amount on this line in the year of the Presidential designation.
			Appropriations to liquidate debt.—Appropriations that are available to repay amounts borrowed from the Treasury but are not available to incur obligations. Include the appropriation to liquidate debt on line 1100 or 1200 and the repayment to Treasury on line 1135 or 1236, as a negative. Include any excess on line 1029, as a negative.
			Appropriations to liquidate deficiencies.—Appropriations that are specifically made available to liquidate obligations in excess of budgetary resources and not available to incur obligations. Include appropriations to liquidate deficiencies on line 1100 or 1200 as a positive amount and on line 1136 or 1237 as a negative amount. If appropriations that are not specifically made available to liquidate deficiencies (and are otherwise available for obligation) are used to liquidate deficiencies, included the appropriations on line 1100 or 1200 as a positive amount and on line 1901, as a negative amount. Deficiencies are included on lines 7000 through 7020. This applies to unexpired and expired accounts. Normally, there are no excess amounts because these appropriations are requested after the deficiency is known, whereas, the agencies normally budget for appropriations to liquidate debt and appropriations to liquidate contract authority.
			Appropriations to liquidate contract authority.—Typically, contract authority is provided to incur obligations in one action by Congress (often in authorizing legislation) and separate appropriations of liquidating cash are provided in appropriations acts. The appropriation to liquidate is shown as a positive amount on line 1100 or 1200 and as a negative on line 1137 or 1238. Thus, the total budgetary resources on lines 1910 (SF 133), 1920 (SF 132), and 1930 (Schedule P) equal zero. See exhibit 121O.
			In a few cases, contract authority may be provided in order to permit agencies to incur obligations in anticipation of offsetting collections and appropriations to liquidate the obligations may be provided if the anticipated offsetting collections have not been realized. These appropriations to liquidate should be recorded as described above. Include any excess amounts on line 1138 as a negative.
			Appropriations substituted for borrowing authority.—Occasionally, portions of appropriations are available to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised. The amounts are available to liquidate obligations but are not available for obligation. Include such portion substituted for borrowing authority on this line. Include an amount equal to the portion of appropriation substituted for borrowing authority

Entry	Discre-tionary	Man-datory	Description
			on line 1139 or 1239 as a negative. Thus, the budgetary resources on lines 1910 (SF 133), 1920 (SF 132), and 1930 (Schedule P) equal zero. Appropriations of Specific Amounts of which "Not to Exceed" a Portion Remains Available Beyond the Remainder of the Appropriation. See details following the description of line 1930. *Interest on the public debt.* See details following the description of line 1930.
Appropriation	1100	1200	Amount appropriated from the General Fund of the U.S. Treasury. If this is a special fund account that receives an appropriation from the General Fund of the Treasury, include the general fund appropriation on this line. If this is a trust fund account that receives an appropriation from the General Fund of the U.S. Treasury, do not include the general fund appropriation on this line. Such amounts are transferred to the trust fund as an expenditure transfer. Consult with your OMB representative. Include amounts for liquidation of contract authority, debt reduction, and liquidation of deficiencies, when applicable. *Definite appropriation.*—Include the amount specified in law. *Indefinite appropriation from other than appropriated receipts.*—Include an estimate of the amount to be obligated during the fiscal year. On the September 30 report, reduces the amount on lines 1100 and 1200 for the portion that is not needed to cover obligations. Therefore, the amount certified by appropriation warrants for the year, after being reduced by negative warrants issued by the Treasury or end-of-year statements. Report the amount of emergency appropriations enacted or requested as discretionary appropriations, including amounts that are contingent on the President submitting a budget request to Congress designating the amount as an emergency. *Forward funding.*—Include the amount appropriated on this line even though the funds may not become available until July 1st.
Appropriation (special or trust fund)	1101	1201	Amount appropriated from special or trust fund receipts. • The following applies to lines 1101 and 1201. • *Appropriated receipts*.—Collections deposited in special and trust fund receipt accounts that are earmarked for special and trust fund expenditure accounts. Of these amounts: • Some receipts are *appropriated* and are available for obligation. Include the amounts *collected in the current fiscal year* on this line.

Entry	Discre-tionary	Man-datory	Description
			• Some receipts are *appropriated, but a portion is precluded from obligation* by a provision of law, such as a benefit formula or limitation. Include the amounts *collected in the current fiscal year* on this line. Subtract the amounts that are that are not expected to be available as a negative amount on line 1134 or 1235 and show this amount on the September 30 report. See exhibit 121P. • Some receipts were collected in a previous fiscal year and precluded from obligation in a previous fiscal year. Include the amounts expected to become available pursuant to law during the fiscal year on this line. • Some receipts are *not appropriated*. Exclude these amounts from this line. NOTE: In exceptional cases, there is authority in law to invest collections. In such cases, the current year collections and prior year collections (not shown on the SF 132) will not be available for obligation (and will not be included on the SF 132 and SF 133 until needed to incur obligations) but will be available for investment. Unlike OMB, Treasury classifies these funds as "available."
Appropriation (previously unavailable)	n/a	1203	For special and trust funds, amount previously reported as precluded from obligation on lines 1134 or 1235 that will be available for obligation. *Use only with OMB approval*.
Advance funding	1103	n/a	Portion of the succeeding year's appropriation made available for obligation as advance funding; and portion of the appropriation made available for obligation as advance funding in the preceding year. Advance funding is generally used to finance higher than anticipated costs in benefit programs. Include the portion that will be obligated in the current year on this line. Exclude the amount obligated last year. "Appropriation available from subsequent year" and "Appropriation available in prior year (-)" are types of advance funding.
Reappropriation	1105	1204	Amount of new budget authority resulting from legislation that extends the availability of funds that have expired or would otherwise expire. Such extensions of availability are counted as new budget authority in the first year of the extended availability (see sections 20.4(h) and 121.10). The losing account has expired; therefore, no reapportionment action is needed for the losing account. For the SF 133, the losing account will include a negative amount on line 1131 or 1230 of the previous year. Use line1012 for expired unobligated balance transfers that are not reported as new budget authority in the unexpired account. Use line 1010 for the expired account. Since the losing account has expired, no reapportionment action is required.
Nonexpenditure Transfers:			
Appropriations transferred	1120	1220	Amount of budget authority enacted for the fiscal year that is

Entry	Discre-tionary	Man-datory	Description
to other accounts (–)			*actually* transferred from the account to other accounts under existing legislation that does not involve an obligation or an outlay. Normally, the entries on this line are transfers of *new budget authority*. However, there are exceptions. Use this line to show transfers of *unobligated balances* authorized by Congress in lieu of appropriations; or resulting from legislation that changes the purpose for which the balances are available. Show transfers of balances resulting from general transfer authority or reorganizations, where the purpose has not changed or on line 1010. For transfers from mandatory accounts to discretionary accounts pursuant to existing law, show the transfer on line 1220 in the losing account and on line 1121 in the receiving account, using the appropriate BBEDCA classifications for the respective accounts. The entries on this line are nonexpenditure transfers between two Federal Government accounts. (The treatment of nonexpenditure transfers is explained in section 20.4(j)(4)). NOTE: All transfers between Federal funds (accounts that are not trust funds; i.e., general, special, management, and revolving funds) and trust funds are treated as expenditure transfers. See section 20.4(j) (4) for additional information.
Appropriations transferred from other accounts (+)	1121	1221	Amount of budget authority enacted for the fiscal year that is *actually* transferred into this account from other accounts under existing legislation that does not involve an obligation or an outlay. Normally, the entries on this line are transfers of *new budget authority*. However, there are exceptions. Use this line to show transfers of *unobligated balances* authorized by Congress in lieu of appropriations or resulting from legislation that changes the purpose for which the balances are available. Show transfers of balances resulting from general transfer authority or reorganizations, where the purpose has not changed on line 1011. The entries on this line are nonexpenditure transfers between two Federal Government accounts. (The treatment of nonexpenditure transfers is explained in section 20.4(j)(4)). NOTE: All transfers between Federal funds (accounts that are not trust funds; i.e., general, special, management, and revolving funds) and trust funds are treated as expenditure transfers. See section 20.4(j)(4) for additional information.
Adjustments:			
Appropriation permanently reduced (–)	1130	n/a	Amount of permanent rescissions, reductions, and cancellations of new appropriations.
Unobligated balance of appropriations permanently reduced (–)	1131	n/a	Amount of permanent rescissions, reductions, and cancellations of unobligated balances of appropriations.

Entry	Discre-tionary	Man-datory	Description
Appropriations and/or unobligated balance of appropriations permanently reduced (–)	n/a	1230	Amount of permanent rescissions, reductions, and cancellations of new appropriations and unobligated balances of appropriations.
Appropriation temporarily reduced (–)	1132	n/a	Amount of temporary rescissions, reductions, and cancellations of new appropriations. *Use only for special and non-revolving trust funds*.
Unobligated balance of appropriations temporarily reduced (–)	1133	n/a	Amount of temporary rescissions, reductions, and cancellations of unobligated balances of appropriations. *Use only for special and non-revolving trust funds*.
Appropriations and/or unobligated balance of appropriations temporarily reduced (–)	n/a	1232	Amount of temporary rescissions, reductions, and cancellations of new appropriations. *Use only for special and non-revolving trust funds*.
Appropriations precluded from obligation (–)	1134	1235	In addition to special and trust funds, this line may be used for accounts other than special and trust funds throughout the fiscal year. Refer to the specific circumstances below. For special and trust fund accounts, amount precluded from obligation in a fiscal year by a provision of law (such as a limitation on obligations or a benefit formula). This amount is treated as a balance of unavailable budgetary resources. When a mandatory amount becomes available for obligation, report it on line 1203. The following paragraphs describe the application of the above principle to specific circumstances: • A*ppropriated receipts*.—For the September 30 SF 133, include the portion of receipts collected in the current fiscal year in special or trust funds that is precluded from obligation due to a provision of law (such as a limitation on obligations or a benefit formula). For special and trust funds with mandatory appropriations, the total amount of new receipts is included on line 1201. This amount is treated as a balance of budgetary resources (see the description of line 1203). • *Appropriations provided by a part-year continuing resolution.*—When an account is operating under a part-year continuing resolution, include, as a negative amount, the portion of the annualized level included on lines 1100 and 1101 that is not available for obligation under the terms of the continuing resolution. Do not include this amount on the September 30 SF 133. • *Deferral.*—When a congressionally-initiated deferral of an amount that has been appropriated is enacted, include the amount not available for obligation, as a negative amount, on this line. Do not include this amount on the September 30 SF 133. • *Appropriations contingent upon authorizing legislation.*—Include amount not available for obligation until specifically authorized by another

Entry	Discre-tionary	Man-datory	Description
			law, as a negative amount. For SF 132, cite the appropriations act in the stub. The full amount of the appropriation is on lines 1100 and 1101. Do not include this amount on the September 30 SF 133. • *Emergency, contingent appropriations.*—Include amount representing the funds the President has not yet designated as emergency requirements, as a negative amount. The full amount of the appropriation is on lines 1100 and 1101. Do not include this amount on the September 30 SF 133. In addition, other amounts appropriated for emergencies may also be included if an emergency must exist to make the funds available for obligation, even if a Presidential declaration is not required. *Obligation limitations*.—Include amount by which an obligation limitation reduces the budget resources temporarily (the budget resources remain available after the expiration of the obligation limitation). The Impoundment Control Act (2 U.S.C. 683–684) and the Antideficiency Act (31 U.S.C. 1512) are not valid authorizing citations for this line.
Appropriations applied to repay debt (–)	1135	1236	Amount of appropriations used for repayment of debt principal. Do not include new offsetting collections used to repay outstanding debt (see lines 1726 and 1825). Obligations must be recorded for interest payments on SF 132 detail lines 6001 through 6173; SF 133 detail lines 2001 through 2103; and Schedule P detail lines 0001 through 0899.
Appropriations applied to deficiency by law (-)	1136	1237	Amount appropriated to eliminate a prior year deficiency. If appropriations that were not specifically made available to liquidate deficiencies (and are otherwise available for obligation are used to liquidate deficiencies, include the amount used as a negative on line 1901, not on these lines.
Appropriations applied to liquidate contract authority (–)	1137	1238	Amount of appropriations to liquidate contract authority. This amount is not available for new obligations pursuant to the appropriations act.
Appropriations applied to liquidate contract authority withdrawn (–)	1138	n/a	Amount of excess appropriations to liquidate contract authority withdrawn.
Appropriations substituted for borrowing authority (–)	1139	1239	Amount of appropriations used to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised.
Anticipated Appropriations:			
Anticipated appropriation (+ or -)	1150	1250	Amount of indefinite appropriations anticipated to become available under existing law for the remainder of the fiscal year. On the SF 133, this amount may differ from the amount on the latest SF 132 to the extent it is a more current estimate. *No amounts should be on these lines on the September 30 report*. Anticipated collection of available receipts.

Entry	Discre-tionary	Man-datory	Description
			Anticipated amount from indefinite appropriations other than from appropriated receipts to be reduced by negative warrants issued by the Treasury or end-of-year statements. Do not include: • Indefinite appropriations included on lines 1100, 1101, 1200, and 1201. • Anticipated, un-enacted supplemental appropriations.
Anticipated nonexpenditure transfers of appropriations (net) (+ or -)	1151	1251	Include the current estimate of appropriations anticipated to be transferred to this account (+) net of appropriations to be transferred from (–) this account under existing legislation. *No amounts should be on these lines on the September 30 report.* Do not include: • Transfers that have been made and included on lines 1120, 1121, 1220, and 1221. • Anticipated transfers that require legislation.
Anticipated redemption of debt (appropriations) (-)	1152	1252	Amount of the current estimate of redemption of debt anticipated in unexpired accounts derived from appropriations for the remainder of the fiscal year under existing laws. *No amounts should be on these lines on the September 30 report*.
Appropriation (total)	1160	1260	Equals the sum of lines 1100 through 1152. [SFs 132 and 133] Equals the sum of lines 1100 through 1139. [Schedule P] Equals the sum of lines 1200 through 1252. [SFs 132 and 133] Equals the sum of lines 1200 through 1239. [Schedule P]
Advance Appropriations:			
Advance appropriation Advance appropriation (special or trust fund)	1170 1171	1270 1271	Amounts provided in appropriation acts that become available for obligation one fiscal year or more beyond the fiscal year for which the legislation is enacted. Report the amount in the year in which it first becomes available for obligation. For example, if you received advance appropriations for fiscal year 2012 in the regular annual appropriations act for fiscal year 2011, then include the advance appropriation on this line for the fiscal year 2012. Use line 1270 for advance appropriations of mandatory budget authority in appropriations acts.
Adjustments:			
Advance appropriation permanently reduced (–)	1173	1272	Amount of permanent rescissions, reductions, and cancellations of advance appropriations.
Advance appropriation temporarily reduced (–)	1174	1273	Amount of temporary rescissions, reductions, and cancellations of advance appropriations. *Use only for special and non-revolving trust funds.*

Entry	Discre-tionary	Man-datory	Description
Advance appropriation (total)	1180	1280	Equals the sum of lines 1170 through 1174. Equals the sum of lines 1270 through 1273.
Borrowing Authority:			Amount of new borrowing authority, primarily from the Treasury, to finance obligations and outlays. Include the amount becoming available for obligation on or after October 1 of the fiscal year. *Repayment of principal and interest*.—Include the repayment of principal, as a negative, on lines 1023, 1135, 1236, 1726 and 1825. Include estimated interest obligations on detailed lines 2001 through 2103. *Appropriation to liquidate debt*.—Include appropriations to liquidate debt on line 1100, not on line 1300. Such appropriations are provided when proceeds to the account are insufficient to repay borrowing. *Direct loan financing accounts*.—Include the amount of new borrowing authority needed to finance the part of direct loan obligations not financed by subsidy payments from the program account and fees from borrowers. *Guaranteed loan financing accounts*.—Include the amount of new borrowing authority needed to cover any default claims and other cash outflows that cannot be financed by unobligated balances.
Borrowing authority	1300	1400	Amount of new authority authorized to be expended from moneys derived from borrowing from the Treasury or from sources other than Treasury (including the Federal Financing Bank). To the extent that indefinite borrowing authority is used to cover obligations, report borrowing authority for all such obligations even though subsequent appropriations or offsetting collections will ultimately be used to liquidate the obligations. *Definite borrowing authority.*—Include the amount specified in law. *Indefinite borrowing authority.*—Include an estimate of the amount to be obligated during the fiscal year. On the September 30 report, reduce this amount by the amount of *indefinite* borrowing authority that is not needed to cover obligations.
Adjustments:			
Borrowing authority permanently reduced (–)	1320	1420	Amount of permanent rescissions, reductions, and cancellations of new borrowing authority.
Borrowing authority applied to repay debt (-)		1421	Amount of borrowing authority exercised but not used to liquidate obligations. *Use only in financing accounts in PY unless specifically approved by OMB.*
Anticipated Borrowing Authority:			
Anticipated reductions to current fiscal year borrowing authority (-)	1330	1430	Amount of current estimate of reductions during the fiscal year to borrowing authority. No amounts should be on these lines on the September 30 report.

Entry	Discre-tionary	Man-datory	Description
Borrowing authority (total)	1340	1440	Equals the sum of lines 1300 through 1330. [SFs 132 and 133] Equals the sum of lines 1300 through 1320. [Schedule P] Equals the sum of lines 1400 through 1430. [SFs 132 and 133] Equals the sum of lines 1400 through 1421. [Schedule P]
Contract Authority:			
Contract authority	1500	1600	Amount of new authority to incur obligations in advance of collections or an appropriation to liquidate contract authority. Amount of new contract authority to incur obligations that typically will require a separate appropriation of liquidating cash before payments can be made. *Definite contract authority*.—Include the amount specified in law. *Indefinite contract authority.*—Include an estimate of the amount to be obligated during the year. On the September 30 report, reduce the amount on lines 1500 and 1600 for the portion that is not needed to cover obligations. *Appropriation to liquidate contract authority*.—Do not include on lines 1500 or 1600. Include on line 1137 or 1238. If a portion of the appropriation to liquidate contract authority is not needed, then include the amount (as a negative) on line 1138 for the discretionary appropriation. Occasionally, contract authority is provided in anticipation of receiving offsetting collections. Include the amount becoming available on or after October 1 of the fiscal year.
Nonexpenditure Transfers:			
Contract authority transferred to other accounts (–)	1510	1610	Amount of contract authority transferred to other accounts.
Contract authority transferred from other accounts	1511	1611	Amount of contract authority transferred from other accounts to this account.
Adjustments:			
Contract authority and/or unobligated balance of contract authority permanently reduced (-)	1520	1620	Amount of permanent rescissions, reductions, and cancellations of new contract authority and unobligated balances of contract authority.
Contract authority precluded from obligation (limitation on obligations) (–)	1522	1622	Amount precluded from obligation in a fiscal year by a provision of law (such as a limitation on obligations). *Use only with OMB approval.*

Entry	Discre-tionary	Man-datory	Description
Anticipated Contract Authority:			
Anticipated nonexpenditure transfers of contract authority (net) (+ or -)	1530	1630	Include the current estimate of contract authority anticipated to be transferred to (+) this account net of contract authority to be transferred from (–) this account under existing legislation. No amounts should be on these lines on the September 30 report. Do not include: • Transfers that have been made and included on lines 1510, 1511, 1610 and 1611. • Anticipated transfers that require legislation.
Anticipated adjustments to current year contract authority (+ or -)	1531	1631	Amount of current estimate of reductions or increases during the fiscal year to contract authority. This also includes the estimated liquidation of contract authority from offsetting collections. No amounts should be on these lines on the September 30 report.
Contract authority (total)	1540	1640	Equals the sum of lines 1500 through 1531. [SFs 132 and 133] Equals the sum of lines 1500 through 1522. [Schedule P] Equals the sum of lines 1600 through 1631. [SF s 132 and 133] Equals the sum of lines 1600 through 1622. [Schedule P]
Spending Authority from Offsetting Collections:			*As a general rule, spending authority from offsetting collections is classified as discretionary if the amounts are credited to a discretionary account and as mandatory if credited to a mandatory account.*
Collected	1700	1800	*For unexpired and expired accounts:* Offsetting collections credited to expenditure accounts by law and refunds that pertain to paid obligations recorded in prior fiscal years. In most cases, these lines apply to general fund expenditure accounts, revolving funds, and trust revolving funds. In a few cases, offsetting collections for reimbursable work and payments from Federal funds may be specifically authorized by law to be credited to special fund expenditure accounts and non-revolving trust fund expenditure accounts, in which case, these lines should be used to report such amounts. Also, for special fund expenditure accounts and non-revolving trust fund expenditure accounts, include on these lines refunds collected from prior year obligations that have been outlayed to the account charged with the original obligation. Do not include appropriated receipts, which should be included on lines 1101 and 1201. Amount of *reimbursements or other income earned and collected* to date during the current fiscal year, including those for revolving funds.

Entry	Discre-tionary	Man-datory	Description
			Include *collections of receivables* in either the net unpaid obligations or the unobligated balances brought forward, if any.
			Include *refunds collected* from prior year obligations that have been outlayed to the appropriation of fund account charged with the original obligation. This represents one type of recoveries of prior year obligations. For recoveries of prior year unpaid obligations, see line 1021.
			To return a cash advance or other offsetting collection received in a prior fiscal year, obligate and outlay the amount in the current fiscal year.
			Amount of increase (+) or decrease (–) from October 1 in *unfilled orders* on hand *accompanied by an advance.*
			Amount of expenditure transfers from a trust fund account to a Federal fund account, pursuant to appropriations or other laws, to fund the activities of an agency that are (or would be) normally funded in a Federal fund account.
			In exceptional cases, this includes expenditure transfers from a Federal or trust fund account to a trust fund account. For example, one exception to this rule is Social Security Administration's Limitation on Administrative Expenses where the expenditure transfers are from general or trust fund accounts to a trust fund account. Another exception to this rule is for credit reform where the expenditure transfers are from (1) the program account to a financing account or (2) financing account to a liquidating account where the source of the funding for either situation is derived from trust fund receipts. *Exceptions must be pre-approved by OMB.*
			For special and trust fund accounts, include offsetting collections for reimbursable work and payments from Federal funds when specifically authorized by law.
			For initial apportionments, include anticipated collections on line 1740 or 1840 as appropriate. If the TAFS is reapportioned during the fiscal year, include actual amounts on lines 1700, 1701, 1800, 1801 and anticipated amount on lines 1740 or 1840.
			Report offsetting collections *earned and collected* even if they are used to liquidate the contract authority, rather than provide new spending authority. Include the collections as a positive amount on line 1700 or 1800 and as a negative amount on line 1727 or 1826.
			Report offsetting collections *earned* and collected that is substituted for borrowing authority to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised. Include the collections as a positive amount on line 1700 or 1800 and as a negative amount on line 1728 or 1827.
			Exclude cash refunds of amounts obligated and outlayed during the current year. For SF 133, these should be netted against the appropriate detailed lines 2001 through 2103 and lines 4010, 4011, 4100, and 4101.

Entry	Discre-tionary	Man-datory	Description
			For credit financing accounts, include the subsidy collected from the program account when loans are disbursed. Exclude any adjustments to current year beginning balances recorded on line 1020 and 3011. For annual accounts and the last year of multi-year accounts, advanced received on this line should reflect *obligated amounts* only on the September 30 report. For no-year accounts, amounts on this line may remain unobligated on the September 30 report. See section 130.9 for further details on Economy Act transactions involving different periods of availability. *For expired accounts:* Amount of decrease (–) from October 1 in *unfilled customer orders* on hand *accompanied by an advance.* Amount of collections of receivables included in either the net unpaid obligations or the unobligated balances brought forward, if any. Include collections from trust fund accounts for reimbursable work. Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3011.
Change in uncollected payments, Federal sources (+ or -)	1701	1801	Amount of increase (+) or decrease (–) in accounts receivable from Federal sources and unpaid, unfilled orders from Federal sources from the start of year to the end of year. *For unexpired accounts:* Amount of reimbursements from another Federal Government account that is *earned, but not collected*, to date during the current fiscal year, including those for revolving funds. If during the fiscal year, the amount is collected, move the amount to lines 1700 and 1800, above. Amount of expenditure transfers from a trust fund account to a Federal fund account is *authorized by law, but not collected*, to date during the current fiscal year. If during the fiscal year, the amount is collected, move the amount to lines 1700 and 1800, above. For *collections of receivables* included in either the net unpaid obligations or the unobligated balances brought forward, include, as a negative: • The decrease in reimbursable receivables, and • Receivables written off. Amount of increase (+) or decrease (–) from October 1, in unfilled orders on hand from other Federal Government accounts, that are valid obligations of the ordering account and are *not* accompanied by an advance. For annual accounts and the last year of multi-year accounts, unpaid, unfilled orders from Federal sources on this line should reflect *obligated amounts* only on the September 30

Entry	Discre-tionary	Man-datory	Description
			report. For no-year accounts, unpaid, unfilled orders from Federal sources on this line may remain unobligated on the September 30 report. See section 130.9 for further details on Economy Act transactions involving different periods of availability. *For expired accounts:* For *collections of receivables* included in either the net unpaid obligations or the unobligated balances brought forward, include, as a negative, the decrease in reimbursable receivables. Also include, as a negative, receivables written off. Amount of decrease (–) from October 1, in unfilled customer orders on hand from other Federal Government accounts that are valid obligations of the ordering account and are *not* accompanied by an advance. *For unexpired and expired accounts:* Amounts reported as an accounts receivable from a trust fund must be accompanied by a valid accounts payable from that trust fund account. These receivables should be included in either the net unpaid obligations or the unobligated balances at the end of the fiscal year. Federal agencies should only write-off accounts receivable from a Federal source under limited circumstances. Circumstances include, but are not limited to, denials from Congress on requests for appropriations in order to satisfy the accounts receivable (supplemental or deficiency appropriations). If the Federal agency is permitted to write-off account receivables from a Federal source, this action reduces the total budgetary resources available in the TAFS. If sufficient budgetary resources are not available to cover the obligations incurred in the TAFS, refer to section 145 of OMB Circular No. A-11 for further action to take. Applies only to budgetary account receivable. Does not impact the proprietary account receivable.
Offsetting collections (previously unavailable)	1702	1802	For accounts with limitations on the use of offsetting collections, unappropriated or temporarily reduced, the amount of budget authority that is expected to become available for obligation pursuant to law from unavailable balances of offsetting collections. *Previously precluded or unappropriated*.—Amount of offsetting collections collected in the previous year but precluded from obligation or was unappropriated in a previous fiscal year. Include the amounts expected to become available pursuant to law during the fiscal year on this line. *Previously temporarily reduced*.—Amount of (1) account-specific offsetting collections rescinded or cancelled and (2) across-the-board reductions in budget authority (percentage or other) mandated in appropriations law taken from more than one account, and the agency head or other Executive Branch official was authorized to distribute the reduction to affected accounts. Include the amounts on this line in the fiscal year in which the amount is needed.

Entry	Discre-tionary	Man-datory	Description
Nonexpenditure Transfers:			
Spending authority from offsetting collections transferred to other accounts (–)	1710	1810	Amount transferred to another account in the same year the authority becomes available for obligation when the transfer is treated as an adjustment in budget authority (spending authority from offsetting collections) to the accounts and does not involve an obligation or outlay (see the description of line 1120 for more information). Transfers of balances should be reported on lines 1010, 3060 or 3070, as appropriate. Although the spending authority is transferred to another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124.
Spending authority from offsetting collections transferred from other accounts (+)	1711	1811	Amount transferred from other accounts in the same year the authority becomes available for obligation when the transfer is treated as an adjustment in budget authority to the accounts and does not involve an obligation or outlay (see the description of line 1121 for more information). Transfers of balances should be reported on lines 1011, 3061 or 3071, as appropriate. Although the spending authority is transferred from another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124.
Adjustments:			
Capital transfer of spending authority from offsetting collections to general fund (–)	1720	1820	Amount of spending authority from offsetting collections deposited to Treasury capital transfer receipt accounts, such as "Earnings of Government-owned enterprises," or "Repayments of capital investment, Government-owned enterprises." These are nonexpenditure transfers. Don't include interest payments or capital transfers of offsetting collections received during the year (see lines 1720 and 1820). Include interest obligations on detailed SF 132 lines 6001 through 6173 and detailed SF 133 lines 2001 through 2103. Primarily used by revolving funds, however may be used by other accounts with OMB approval.
Spending authority from offsetting collections applied to deficiency by law (–)	1721	1821	Amount of offsetting collections used to eliminate a deficiency incurred in a previous year.
Spending authority from offsetting collections permanently reduced (–)	1722	n/a	Amount of permanent rescissions, reductions, and cancellations of new spending authority from offsetting collections.
New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	1723	1823	Amount of temporary rescissions, reductions, and cancellations of new spending authority from offsetting collections and unobligated balances of spending authority from offsetting collections.
Spending authority from offsetting collections precluded from obligation (limitation on obligations) (–)	1725	1824	Amount precluded from obligation in a fiscal year by a provision of law (such as a limitation on obligations or a benefit formula). This amount is treated as a balance of unavailable budgetary resources. When the amount becomes available for obligation, report it on line 1702 or 1802.

Entry	Discre-tionary	Man-datory	Description
			Limitation on revolving fund.—Include amount not available for obligation due to a provision of law, such as a limitation on administrative expenses or construction. *Obligation limitations*.—Include amount by which an obligation limitation reduces the budget resources temporarily (the budget resources remain available after the expiration of the obligation limitation). The Impoundment Control Act (2 U.S.C. 683 – 684) and the Antideficiency Act (31 U.S.C. 1512) are not valid authorizing citations for this line.
Spending authority from offsetting collections applied to repay debt (–)	1726	1825	Amount of offsetting collections used for repayment of debt principal. Do not include appropriations used to repay outstanding debt (see lines 1135 and 1236). Obligations must be recorded for interest payments on SF 132 detail lines 6001 through 6173; SF 133 detail lines 2001 through 2103; and Schedule P detail lines 0001 through 0899. Primarily use budgetary resources to pay interest, and the balance to repay principal as a negative on this line.
Spending authority from offsetting collections applied to liquidate contract authority (–)	1727	1826	Amount of offsetting collections used to liquidate contract authority that is not available for new obligations. Include portion of spending authority from offsetting collections used to replace the contact authority initially obligated against. The spending authority from offsetting collections may include cash, receivables from Federal sources, and unfilled customer orders.
Spending authority from offsetting collections substituted for borrowing authority (–)	1728	1827	Amount of offsetting collections used to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised.
Anticipated Spending Authority from Offsetting Collections:			
Anticipated collections, reimbursements, and other income	1740	1840	Amount of the current estimate of anticipated collections (for example, anticipated orders from Federal sources or anticipated refunds) expected for the remainder of the year. *No amounts should be on these lines on the September 30 report*. Amount of expenditure transfers anticipated for the remainder of the year. For direct loan financing accounts, include a current estimate for the rest of the year of the loan subsidy anticipated from the program account. Deposit advances (as defined in section 20.11) without orders from Federal customers in budget clearing account F3885 "Undistributed intergovernmental payments" until an order is received. Deposit advances without orders from non-Federal customers in deposit fund X6500 "Advances without orders from non-Federal sources."
Anticipated nonexpenditure transfers of spending authority	1741	1841	Include the current estimate of spending authority from offsetting collections anticipated to be transferred to (+) or

Entry	Discre-tionary	Man-datory	Description
from offsetting collections (net) (+ or -)			from (–) the account under existing legislation. *No amounts should be on these lines on the September 30 report*. Do not include: • Transfers that have been made and included on lines 1710, 1711, 1810, or 1811. • Anticipated transfers that require legislation.
Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)	1742	1842	Amount of the current estimate of additional capital transfers and redemption of debt anticipated in unexpired accounts derived from spending authority from offsetting collections for the remainder of the fiscal year under existing laws. *No amounts should be on these lines on the September 30 report*.
Spending authority from offsetting collections (total)	1750	1850	Equals the sum of lines 1700 through 1742. [SFs 132 and 133] Equals the sum of lines 1700 through 1728. [Schedule P] Equals the sum of lines 1800 through 1842. [SFs 132 and 133] Equals the sum of lines 1800 through 1827. [Schedule P]
Budget authority (total)	1900	1900	Equals the sum of combined total of mandatory and discretionary budget authority (lines 1100 through 1152, 1170 through 1174, 1200 through 1252, 1270 through 1273, 1300 through 1330, 1400 through 1430, 1500 through 1531, 1600 through 1631, 1700 through 1742, and 1800 through 1842). [SFs 132 and 133] Equals the sum of combined total of mandatory and discretionary budget authority (lines 1100 through 1139, 1170 through 1174, 1200 through 1239, 1270 through 1273, 1300 through 1320, 1400 through 1421, 1500 through 1522, 1600 through 1622, 1700 through 1728, and 1800 through 1827). [Schedule P]
Adjustment for budgetary resources applied to liquidate deficiencies (-)	1901	1901	Amount of budgetary resources used to liquidate deficiencies other than those specifically applied to deficiencies by law. Report appropriations specifically applied to deficiencies on lines 1100, 1200, 1700 or 1800; and 1136, 1237, 1721, or 1821, as explained above. The line adjusts the total budgetary resources available for obligation without reducing the amount of budget authority appropriated.
Total budgetary resources Total budgetary resources available	1910 1920 1930	1910 1920 1930	Equals the sum of combined total of unobligated balances, budget authority, and line 1901: The sum of lines 1000 through 1042, 1100 through 1152, 1170 through 1174, 1200 through 1252, 1270 through 1273, 1300 through 1330, 1400 through 1430, 1500 through 1531, 1600 through 1631, 1700 through 1742, 1800 through 1842, and 1901. [SFs 132 and 133] Equals the sum of combined total of unobligated balances, budget authority, and line 1901: The sum of lines 1000 through 1031, 1100 through 1139, 1170 through 1174, 1200 through 1239, 1270 through 1273, 1300 through 1320, 1400

Entry	Discre-tionary	Man-datory	Description
			through 1421, 1500 through 1522, 1600 through 1622, 1700 through 1728, 1800 through 1827, and 1901. [Schedule P] Line 1910 is used for the SF 133, line 1920 is used for the SF 132, and line 1930 is used for the budget Program and Financing schedule. *For unexpired accounts:* This amount will differ from the amount on line 1920 on the latest SF 132 to the extent that individual amounts have changed that do not require the submission of a reapportionment request (see section 120.37). *For expired accounts:* This amount is not available for new obligations. See sections 130.10–130.13 for additional instructions.

In a limited number of cases, the following guidance applies to specific Treasury Appropriation Fund Symbols. Affected amounts are included on SF 132 line 1100:

- Appropriations of Specific Amounts of which "Not to Exceed" a Portion Remains Available Beyond the Remainder of the Appropriation. In a limited number of cases, the basic amount of the appropriation is available for one year (or for a fixed amount of time) and the law permits "not to exceed" or "up to" a specific amount to be available for a longer period of time or until expended.

Initial apportionment requests for these accounts should display the maximum possible amount in the Treasury account with the extended availability and the balance in the Treasury account with the lesser time availability (on this line).

Note.—Treasury will warrant the full amount in the one-year account. You should move the funds to the account with the extended fund availability using the SF 1151. This movement of funds is not a transfer because the original appropriation is for the extended availability, even though the SF 1151 is titled "Nonexpenditure Transfer of Funds."

If you subsequently determine that the maximum amount is not needed in the account with the extended availability, you should submit a reapportionment request proposing to transfer the funds to the account of lesser time availability. Show this transfer on SF 132 lines 1120 "Appropriation transferred to other account (-)," 1151 "Anticipated nonexpenditure transfers of appropriations (net) (+ or -)," 1010 "Unobligated balance transferred to other accounts (-)" or 1040 "Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)," as appropriate.

After OMB has approved the transfer, use the SF 1151 to transfer the funds to the account of lesser time availability. Such transfers are irreversible. That is, once the availability of funds is reduced, subsequent apportionments and SF 1151 may not extend the availability of these funds.

- *Interest on the public debt.* For the Interest on the Public Debt account, "interest" includes both the interest paid and the change in interest payable for public issues of Treasury debt securities and for certain special issues (i.e., Government account series) of Treasury debt securities—zero coupon bonds and DoD's Education Benefits Fund, Military Retirement Fund, Defense Cooperation Fund, and Medicare-Eligible Retiree Health Care Fund. The change in interest payable will be warranted when paid.

Entry	Description
Memorandum (Non-Add) Entries:	
All Accounts:	
1940 Unobligated balance expiring (-)	Amount available for obligation during the year that ceased to be available for obligation during the fiscal year (other than amounts rescinded by law). Include expiring unobligated balances (even if they have been reappropriated) and unobligated balances returned to unappropriated receipts.
1941 Unexpired unobligated balance, end of year	Unobligated balance carried forward and available for obligation in the following year. Include all unobligated balances available for obligation (appropriations, borrowing authority, contract authority, fund balances) at the end of the year. Do not include expired unobligated balances. Do not include special and trust fund amounts and offsetting collections that are not available for obligation *because* of provisions of law, such as benefit formulas or limitations on obligations (see section 20.4(f)).
Special and Non-Revolving Trust Funds Only:	
1950 Other balances withdrawn	Amount of unexpired unobligated balances written off or withdrawn by administrative action in special and trust non-revolving funds. Include cancellations in no-year accounts pursuant to 31 USC 1555; otherwise, do not include amounts rescinded or canceled by law.
1951 Unobligated balance expiring	Amount available for obligation during the year that ceased to be available for obligation during the fiscal year (other than amounts rescinded by law) in special and non-revolving trust funds. Include expiring unobligated balances (even if they have been reappropriated). Exclude unexpired unobligated balances that are written off or withdrawn by administrative action, which are reported on line 1950, "Other balances withdrawn."
1952 Expired unobligated balance, start of year	Amount excluded in the start of year unobligated balances reported on line 1000 in special and non-revolving trust funds.
1953 Expired unobligated balance, end of year	Amount excluded from the end of year unobligated balances reported on line 1941 in special and non-revolving trust funds.
1954 Unobligated balance canceling	Amount of expired balances (e.g. the fifth expired year that is canceling) that are returned to unappropriated receipts and become available for subsequent appropriation in special and non-revolving trust funds.

4. STATUS OF BUDGETARY RESOURCES

Use the entries in the following table to prepare the "Status of Budgetary Resources" section of the SF 133. For additional guidance, see section 130 (SF 133).

Entry	Description
Obligations Incurred	You are required to report direct and reimbursable obligations. See section 83.5 for instructions on classifying obligations as direct versus reimbursable. In general, "direct obligations" means obligations not financed from reimbursements. In general, "reimbursable obligations" means obligations financed by offsetting collections that are payment to

Entry	Description
	the performing account for goods and services provided to the ordering entity. *For unexpired accounts:* Amount of obligations incurred from the beginning of the current fiscal year to the end of the reporting period, net of refunds received that pertain to obligations incurred in the current year. Include upward adjustments of prior obligations. Do not include cancellations or downward adjustments of obligations due to recoveries of prior year unpaid obligations reported on line 1021. (See section 20.5 for a discussion of the concept of obligations.) *For expired accounts:* Amount of upward adjustments of obligations previously incurred. Upward adjustments are limited by the amount available for adjustments. No new obligations may be incurred against expired or canceled accounts. (See sections 130.10–130.14 on expired and canceled appropriations.) For downward adjustments, see line 1021. *For unexpired and expired accounts:* Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3001.
Direct	
2001 Category A (by quarter)	Amount of direct obligations incurred against amounts apportioned under category A on the latest SF 132. Category A may sometimes include program categories.
2002 Category B (by project) Category B [project 1] Category B [project 2 / program category 1] Category B [project 3 / program category 2]	Amount of direct obligations incurred against amounts apportioned under categories B and AB on the latest SF 132. Use a separate line for each administrative subdivision identified on the latest SF 132. Category B detail information describes the type of activity, project, etc. apportioned on lines 6011 through 6110 of the latest SF 132. Four alphanumeric characters are used to identify subcategories. Category AB detail information describes the combination of fiscal quarters and projects apportioned on lines 6111 through 6159 of the latest SF 132.
2003 Exempt from apportionment	Amount of direct obligations incurred for accounts that are exempt from apportionment.
2004 Direct obligations (total)	Equals the sum of lines 2001 through 2003.
Reimbursable	
2101 Category A (by quarter)	Amount of reimbursable obligations incurred against amounts apportioned under category A on the latest SF 132. Category A may sometimes include program categories.

Entry	Description
2102 Category B (by project) Category B [project 1] Category B [project 2 / program category 1] Category B [project 3 / program category 2]	Amount of reimbursable obligations incurred against amounts apportioned under categories B and AB on the latest SF 132. Use a separate line for each administrative subdivision identified on the latest SF 132. Category B detail information describes the type of activity, project, etc. apportioned on lines 6011 through 6110 of the latest SF 132. Four alphanumeric characters are used to identify subcategories. Category AB detail information describes the combination of fiscal quarters and projects apportioned on lines 6111 through 6159 of the latest SF 132.
2103 Exempt from apportionment	Amount of reimbursable obligations incurred for accounts that are exempt from apportionment.
2104 Reimbursable obligations (total)	Equals the sum of lines 2101 through 2103.
Unobligated Balance	
Apportioned	
2201 Available in the current period	Include the balances of amounts apportioned under Category A, Category B, and Category AB, as well as amounts apportioned by letter from OMB or by OMB bulletin. Do not include amounts apportioned but still anticipated. For amounts apportioned under Category A and Category AB, include the difference between the amount apportioned through the current period and the obligations incurred under those apportionments through the end of the reporting period. Where Category B apportionments are based upon time periods within the year, include the difference between the cumulative amount apportioned through the current period and the obligations incurred under those apportionments through the end of the reporting period. Where funds are apportioned for the year as a whole, this entry will equal the total amount thus apportioned less the obligations incurred under those apportionments through the end of the reporting period.
2202 Available in subsequent periods	Amount apportioned by time periods (in both Categories A and B) and for future fiscal years (Category C) that are available for obligation in a subsequent reporting period, as approved on the latest SF 132. This includes both actual and anticipated amounts available in the subsequent periods.
2203 Anticipated (+ or –)	Amount anticipated and apportioned year-to-date on the latest SF 132 less amounts no longer anticipated. The amount on this line should equal the sum of the apportioned amounts on lines 1040, 1041, 1042, 1150, 1151, 1152, 1250, 1251, 1252, 1330, 1430, 1530, 1531, 1630, 1631, 1740 through 1742, and 1840 through 1842 that are still anticipated for the current period. The amounts not apportioned on these lines should be included on line 2403. Although this amount is not immediately available for obligation, it will become available for obligation upon realization (e.g. upon actual receipt of the anticipated collection).

Entry	Description
Exempt from Apportionment	
2301 Available in the current period	Amount of the total unobligated balance available for obligation (including commitments) in accounts exempt from apportionment available in the current period. Do not include amounts exempt from apportionment and available in the subsequent period or still anticipated.
2302 Available in subsequent periods	Amount of the total unobligated balance available for obligation (including commitments) in accounts exempt from apportionment available in the subsequent period. This includes both actual and anticipated amounts available in the subsequent periods.
2303 Anticipated (+ or –)	Amount anticipated in accounts exempt from apportionment for the current period.
Unapportioned	
2401 Deferred	Amount deferred as shown on line 6181 on the latest SF 132. This is the amount of budgetary resources being set aside for possible use at a later date (pursuant to a special message transmitted, or to be transmitted, by the President), before the funds expire.
2402 Withheld pending rescission	Amount withheld pending rescission as shown on line 6180 on the latest SF 132 (pursuant to a special message transmitted, or to be transmitted, by the President).
2403 Other	*For unexpired accounts:* For other balances not available for obligation, include the unobligated balances of amounts that are not included on lines 6001 through 6173, 6180, or 6181 on the latest SF 132. Include amounts on lines 1021, 1740 and 1840 that exceed apportioned amounts. This entry will include any excess of budgetary resources realized over amounts estimated to become available for obligation on the latest SF 132, when such amounts exceed the parameters set forth in section 120.37. (Do not use this line for accounts and funds that are not subject to apportionment. Unobligated balances of such accounts will be reported on lines 2301 through 2303.) This balance will be reported as a negative amount if budgetary resources (including estimates through the end of the year) are less than reported on the latest SF 132. If, on the September 30 report, a negative amount is reported on this line, the amount must be offset by remaining balances. For accounts that are apportioned, the offset must be against apportioned funds reported on line 2201 or an apparent violation of the Antideficiency Act (31 U.S.C. 1341, 1342, or 1517) will have occurred. For accounts exempt from apportionment, the offset must be against lines 2301 - 2303 or an apparent violation of the Antideficiency will have occurred. Unrealized budgetary resources will, in effect, be considered an offset against amounts apportioned (lines 2201 through 2203) or exempt from apportionment (lines 2301 through 2303) rather than an unobligated balance not available for obligation (lines 2401 through 2403). This line will be used for the un-apportioned balance of public enterprise and intragovernmental revolving funds, as well as trust funds that are subject to apportionment. For these types of funds, include the amount shown on line 6182 on the latest SF 132 (un-apportioned

Entry	Description
	balance) plus the amount of upward adjustments in income until a reapportionment request is approved. *Appropriated receipts.* For the September 30 report, exclude from this line the portion of receipts collected in the current year in special or trust funds that is precluded from obligation due to a provision of law. The full amount appropriated in on line 1201. The amount precluded from obligation is subtracted on line 1235. *For expired accounts:* Amount of expired unobligated balances that have not been used for valid adjustments. (These amounts are no longer available for new obligations.) The amount on line 2403 should be the difference between line 1910 and detailed lines 2001 through 2103. For the final September 30 report before an account will be closed, the amount on this line should be zero.
2490 Unobligated balance, end of year	Sum of the amounts on detailed lines 2201, 2202, 2203, 2301, 2302, 2303, 2401, 2402, and 2403.
2500 Total budgetary resources	Sum of the amounts on detailed lines 2001 through 2403. This amount equals the amount on line 1910.
Memorandum (Non-Add) Entries:	
2501 Subject to apportionment	Both the obligations incurred and unobligated balance of the Status of Budgetary Resources that are subject to apportionment. The sum of lines 2501 and 2502 equal line 2500.
2502 Exempt from apportionment	Both the obligations incurred and unobligated balance of the Status of Budgetary Resources that are exempt from apportionment. The sum of lines 2501 and 2502 equal line 2500.

5. CHANGE IN OBLIGATED BALANCE

Use the entries in the following table to prepare the "Change in Obligated Balances" section of the SF 133 and Schedule P. For additional guidance, see section 130 (SF 133) and section 82 (Combined Schedule X).

Entry	Description
Obligated Balance, Start of Year (Net):	
3000 Unpaid obligations, brought forward, Oct 1 (gross)	Unpaid obligations as of October 1of the current fiscal year. This amount will equal the sum of the beginning balance of (a) accounts payable and (b) undelivered orders. This line should equal line 3090 of the final SF 133 or budget Program and Financing schedule for the preceding year. Include uninvested balances; balances invested in Federal securities (par value), adjusted for unrealized discounts (a negative amount); and amounts obligated against contract authority.
3001 Adjustment to unpaid obligations, brought forward Oct 1(+ or -)	Changes to unpaid obligations that occurred in a prior fiscal year and that were not recorded in the unpaid obligations as of October 1 of the current fiscal year. These may be identified by the financial statement auditors, agency personnel, or others.

Entry	Description
	Include adjustments posted to the agency financial system that are either material or non-material. When reporting to FACTS II, agencies will use an attribute to show that their USSGL account balances are not current-year activity—even though these balances would otherwise look like current-year activity. FACTS II will use this attribute to crosswalk these USSGL account balances to this adjustment line. OMB and the Department of the Treasury's FMS will review the FBWT component of the adjustments that agencies report to FACTS II each quarter. FMS will only backdate prior year adjustments on a transaction basis in a TAFS that round to $1 million or more. This range includes amounts greater than or equal to $500,000. Agencies should generally exclude reclassifications from clearing accounts to other TAFSs, but may consult OMB if they want to include some of these reclassifications as adjustments. Exclude the following amounts from this line: • Downward adjustments of unpaid obligations incurred in prior fiscal years, as reported on line 1021, that were not outlayed; • Upward adjustments of obligations previously incurred as reported on detailed lines 2001 through 2103; and • Refunds collected from prior year obligations that have been outlayed to the appropriation of fund account charged with the original obligations as reported on line 1700 and 1800. On the SF 133, material and non-material adjustments to the unpaid obligations as of October 1 of the current fiscal year should be included on line 3001. On the Statement of Budgetary Resources, material amounts are part of the unpaid obligations as of October 1 of the current fiscal year because the prior year's financial statements are restated.
3010 Uncollected pymts, Fed sources, brought forward, Oct 1 (–)	Uncollected customer payments from other Federal Government accounts as of October 1of the current fiscal year. This amount will equal the sum of the beginning balance of (a) accounts receivable from other Federal Government accounts and the non- Federal (but only if specifically authorized by law to obligate against orders from the non-Federal) and (b) unfilled customers' orders from other Federal Government accounts not accompanied by an advance, unless specifically authorized by law to obligate against orders from the non-Federal. This line should equal line 3091 of the final SF 133 for the preceding year. Include uninvested balances; balances invested in Federal securities (par value), adjusted for unrealized discounts (a negative amount); and amounts obligated against contract authority.
3011 Adjustment to uncollected pymts, Fed sources, brought forward, Oct 1 (+ or –)	Changes to uncollected customer payments from Federal sources that occurred in a prior fiscal year and that were not recorded in the uncollected customer payments from Federal sources as of October 1 of the current fiscal year. These may be identified by the financial statement auditors, agency personnel, or others.

Entry	Description
	Include adjustments posted to the agency financial system that are either material or non-material. When reporting to FACTS II, agencies will use an attribute to show that their USSGL account balances are not current-year activity—even though these balances would otherwise look like current-year activity. FACTS II will use this attribute to crosswalk these USSGL account balances to this adjustment line. OMB and the Department of the Treasury's FMS will review the FBWT component of the adjustments that agencies report to FACTS II each quarter. FMS will only backdate prior year adjustments on a transaction basis in a TAFS that round to $1 million or more. This range includes amounts greater than or equal to $500,000. Agencies should generally exclude reclassifications from clearing accounts to other TAFSs, but may consult OMB if they want to include some of these reclassifications as adjustments. Exclude the following amounts from this line: • Downward adjustments of unpaid obligations incurred in prior fiscal years, as reported on line 1021, that were not outlayed; • Upward adjustments of obligations previously incurred as reported on detailed lines 2001 through 2103; and • Refunds collected from prior year obligations that have been outlayed to the appropriation of fund account charged with the original obligations as reported on lines 1700 and 1800. On the SF 133, material and non-material adjustments to the uncollected customer payments from Federal sources as of October 1 of the current fiscal year should be included on line 3011. On the Statement of Budgetary Resources, material amounts are part of the uncollected customer payments from Federal sources as of October 1 of the current fiscal year because the prior year's financial statements are restated.
3020 Obligated balance, start of year (net)	Equals the sum of lines 3000 through 3011.
Changes in Obligated Balance during the Year:	
3030 Obligations incurred, unexpired accounts	Includes both direct and reimbursable obligations. Equals the sum of amounts on lines 2001 through 2003 and 2101 through 2103. Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3001.
3031 Obligations incurred, expired accounts	Amount of upward adjustments of obligations previously incurred. Upward adjustments are limited by the amount available for adjustments. No new obligations may be incurred against expired or canceled accounts. (See sections 130.10–130.14 on expired and canceled appropriations.) For downward adjustments, see line 1021. Includes both direct and reimbursable obligations. Equals the sum of amounts on lines 2001 through 2003 and 2101 through 2103. Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3001.

Entry	Description
3040 Outlays (gross) (–)	Total disbursements made by the account. Equals the sum of the amounts on lines 4010, 4011, 4100, and 4101, but with the opposite sign.
3050 Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)	Equals the sum of the amounts on lines 1701 and 1801, but with the opposite sign.
3051 Change in uncollected pymts, Fed sources, expired accounts (+ or -)	For *collections of receivables* included in either the net unpaid obligations or the unobligated balances brought forward, include, as a negative, the decrease in reimbursable receivables. Also include, as a negative, receivables written off. Amount of decrease (–) from October 1, in unfilled customer orders on hand from other Federal Government accounts that are valid obligations of the ordering account and are *not* accompanied by an advance.
3060 Unpaid obligations transferred to other accounts (–)	Amount of unpaid obligations from other Federal Government accounts actually transferred to (-) other accounts during the current fiscal year.
3061 Unpaid obligations transferred from other accounts	Amount of unpaid obligations from other Federal Government accounts actually transferred from (+) other accounts during the current fiscal year.
3070 Uncollected pymts, Fed sources transferred to other accounts	Amount of uncollected customer payments from other Federal Government accounts actually transferred from this account to other accounts during the current fiscal year.
3071 Uncollected pymts, Fed sources transferred from other accounts (–)	Amount of uncollected customer payments from other Federal Government accounts actually transferred to this account from other accounts during the current fiscal year.
3080 Recoveries of prior year unpaid obligations, unexpired accounts (–)	Equals line 1021, but with the opposite sign.
3081 Recoveries of prior year unpaid obligations, expired accounts (-)	Amount of any cancellations or downward adjustments of obligations incurred in *prior fiscal years* that were *not outlayed.* Include the adjustments since October 1 of the current year. Show the actual recoveries, as shown on the SF 133, on reapportionment requests. Include recovered amounts obligated against *indefinite* borrowing authority that was borrowed. Then subtract the same amount on line 1022. Include recovered amounts obligated against *indefinite* borrowing authority that was *not* borrowed. Then subtract the same amount on line 1024. Include recovered amounts obligated against *indefinite* contract authority that was funded or *unfunded* contract authority. Then subtract the same amount on line 1025. Exclude any cancellations or downward adjustments of obligations incurred and outlayed in prior fiscal years since they must be accompanied by cash refunds. Cash refunds collected (i.e., recoveries of prior year obligations incurred and outlayed in prior fiscal years) are to be included on line 1700 or 1800. For upward adjustments, see detailed lines 2001 through 2103. Exclude recoveries of current year unpaid obligations, which will be netted against obligations on detailed lines 2001 through 2103.

Entry	Description
	Exclude any adjustments to current year beginning balance recorded on lines 1020 and 3001. For the final September 30 report before an account will be closed, all remaining unobligated and obligated balances must be canceled. To present these obligated balances as canceled, include the amount to be canceled, as a positive. Then, subtract the same amount on line 1029, *Other balances withdrawn*.
Obligated Balance, End of Year (Net):	
3090 Unpaid obligations, end of year (gross)	Equals the sum of the amounts on lines 3000, 3001, 3030, 3031, 3040, 3060, 3061, 3080, and 3081. For the final September 30 report before an expired account will be closed, the amounts on these lines should be zero.
3091 Uncollected pymts, Fed sources, end of year (–)	Equals the sum of the amounts on lines 3010, 3011, 3050, 3051, 3070, and 3071. Do not include refunds receivable. Do not include unfilled customer orders from other Federal Government accounts accompanied by an advance or from non-Federal sources with an advance. See lines 1700 and 1800. For the final September 30 report before an expired account will be closed, the amounts on these lines should be zero.
3100 Obligated balance, end of year (net)	Equals the sum of detailed obligated balance lines: 3000, 3001, 3010, 3011, 3030, 3031, 3040, 3050, 3051, 3060, 3061, 3070, 3071, 3080, and 3081. Also, equals the sum of lines 3090 and 3091.

6. BUDGET AUTHORITY AND OUTLAYS, NET

Use the entries in the following table to prepare the "Budget Authority and Outlays, Net" section of the SF 133 and Schedule P. For additional guidance, see section 130 (SF 133) and section 82 (Combined Schedule X).

Entry	Discre-tionary	Man-datory	Description
Gross Budget Authority and Outlays:			
Budget authority, gross	4000	4090	Equals the sum of discretionary budget authority (lines 1100 through 1152, 1170 through 1174, 1300 through 1330, 1500 through 1531, and 1700 through 1742) [SF 133]. Equals the sum of discretionary budget authority (lines 1100 through 1139, 1170 through 1174, 1300 through 1320, 1500 through 1522, and 1700 through 1728) [Schedule P]. Equals the sum of mandatory budget authority (lines 1200 through 1252, 1270 through 1273, 1400 through 1430, 1600 through 1631, and 1800 through 1842) [SF 133]. Equals the sum of mandatory budget authority (lines 1200 through 1239, 1270 through 1273, 1400 through 1421, 1600 through 1622, and 1800 through 1827) [Schedule P].

Entry	Discre-tionary	Man-datory	Description
Outlays, gross			
Outlays from new authority	4010	4100	Amount of obligations paid. Includes payments in the form of cash (currency, checks, or electronic fund transfers) and in the form of debt instruments (bonds, debentures, notes, or monetary credits) when they are used to pay obligations. Include refunds of payments made in the current year. Not applicable to *financing accounts.*
Outlays from balances	4011	4101	
			For the Interest on the Public Debt account, "interest" includes both the interest paid and the change in interest payable for public issues of Treasury debt securities and for certain special issues (i.e., Government account series) of Treasury debt securities (see section 20.6).
			Exclude any adjustments to current year beginning balances recorded on lines 1021 and 3001.
			These are also known as "Disbursements." This is a positive amount.
			You should not use these lines for credit financing accounts.
Outlays, gross (total)	4020	4110	Equals the sum of the amounts on lines 4010 through 4011.
			Equals the sum of the amounts on lines 4100 through 4101 except for financing accounts. Financing accounts will only have line 4110.
Offsets Against Gross Budget Authority and Outlays:			
Offsetting Collections (Collected) from:			
			Amount of reimbursements from other Federal Government accounts and other collections credited to the account from the beginning of the year to the end of the reporting period.
			Include refunds of payments originally made in **prior** fiscal years that are received in the **current fiscal year**.
			Note: Refunds of payments made in the current fiscal year are netted against the appropriate detailed lines 2001 through 2103 and lines 4010, 4011, 4100, and 4101.
			These are also known as "Offsetting collections (collected)." This is a negative amount.
			Amount of cash credited to the account. (Includes refunds that pertain to obligations recorded in prior fiscal years, as long as the account has not been canceled.) Identify the source of the payment (see the descriptions below). Use subentries when there are significant amounts of different types of income, such as insurance premiums, loan repayments, interest, fees, etc.
			Exclude any adjustments to current year beginning balances recorded lines 1021 and 3011.
Federal sources (-)	4030	4120	Amount from other Federal Government accounts except interest received from investments in Federal securities and interest on uninvested funds. Include collections from general, special, trust, revolving, and management fund accounts as well as from off-budget Federal entities.

Entry	Discre-tionary	Man-datory	Description
Interest on Federal securities (-)	4031	4121	Amount of interest on investments in marketable and nonmarketable Federal securities. Use for general and revolving fund accounts only. Include amount of amortized discount for investments in zero coupon bonds. Include amount of inflation compensation for investments in Treasury inflation indexed securities.
Interest on uninvested funds (-)	4032	4122	Amount of interest from Federal securities on balances not invested in marketable and nonmarketable Treasury securities.
Non-Federal sources (-)	4033	4123	Amount received from non-Federal sources as a result of business-type transactions (e.g., repayments of loan principal, interest on outstanding loans, user charges, sale of assets) and advances that accompany orders from non-Federal sources. Use line titles to identify separately the primary sources of collections. Small amounts may be aggregated. See exhibits 185C, 185F and 185I.
Offsetting governmental collections (-)	4034	4124	Amount received from non-Federal sources that arise from the Government's sovereign or governmental powers (e.g., tax receipts, regulatory fees, compulsory user charges, custom duties, license fees) but are required by law to be credited to the account (see section 20.7(d)). Use line titles to identify separately the primary sources of collections.
Offsets against gross budget authority and outlays (total) (-)	4040	4130	Equals the sum of the amounts on lines 4030 through 4034. Equals the sum of lines 4120 through 4124.
Additional Offsets Against Gross Budget only:			
Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)	4050	4140	Equals the amount on line 1701 or 1801 respectively.
Change in uncollected pymts, Fed sources, expired accounts (+ or -)	4051	4141	Amount of increase (+) or decrease (–) in accounts receivable from Federal sources and unpaid, unfilled orders from Federal sources from the start of year to the end of year.
Offsetting collections credited to expired accounts	4052	4142	Amount of offsetting collections (collected) and refunds that pertain to an account that has expired but is not yet canceled (see section 20.10). Equals the amount on line 1700 plus the sum of the amounts on lines 4030 through 4034. Equals the amount on line 1800 plus the sum of the amounts on lines 4120 through 4124.
Anticipated offsetting collections (+ or -)	4053	4143	Amount of the current estimate of anticipated collections (for example, anticipated orders from Federal sources or anticipated refunds) expected for the remainder of the year. Amount of expenditure transfers anticipated for the remainder of the year.

Entry	Discre-tionary	Man-datory	Description
			For direct loan financing accounts, include a current estimate for the rest of the year of the loan subsidy anticipated from the program account. Deposit advances (as defined in section 20.11) without orders from Federal customers in budget clearing account F3885 "Undistributed intergovernmental payments" until an order is received. Deposit advances without orders from non-Federal customers in deposit fund X6500 "Advances without orders from non-Federal sources". Do not include: • Transfers that have been made and included on lines 1710, 1711, 1810, or 1811. • Anticipated transfers that require legislation. Amount of the current estimate of additional capital transfers and redemption of debt anticipated in unexpired accounts derived from spending authority from offsetting collections for the remainder of the fiscal year under existing laws. No amount should be on this line on the September 30 report.
Additional offsets against budget authority only (total)	4060	4150	Equals the sum of the amounts on lines 4050, 4051, and 4053. [SF 133] Equals the sum of the amounts on lines 4050 and 4052. [Schedule P] Equals the sum of the amounts on lines 4140, 4141 and 4143.[SF 133] Equals the sum of the amounts on lines 4140 and 4142. [Schedule P]
Budget authority, net	4070	4160	Equals the total new budget authority (gross) on line 4000 plus the amounts on lines 4030 through 4034 and on lines 4050, 4051, and 4053. [SF 133] Equals the total new budget authority (gross) on line 4000 plus the amounts on lines 4030 through 4034 and on lines 4050 and 4052. [Schedule P] Equals the total new budget authority (gross) on line 4090 plus the amounts on lines 4120 through 4124 and on lines 4140, 4141, and 4143. [SF 133] Equals the total new budget authority (gross) on line 4090 plus the amounts on lines 4120 through 4124 and on lines 4140 and 4142. [Schedule P]
Outlays, net	4080	4170	Equals the total outlays (gross) on lines 4010 through 4011 plus the amounts on lines 4030 through 4034. Equals the total outlays (gross) on lines 4110 plus the amounts on lines 4120 through 4124.

Entry	Discre-tionary	Man-datory	Description
Budget Authority and Outlays, Net (total):			
Budget authority, net (total)	4180		Equals the sum of the amounts on lines 4070 and 4160. This line will always be used, even if the amount is zero.
Outlays, net (total)	4190		Equals the sum of the amounts on lines 4080 and 4170. This line will always be used, even if the amount is zero.

7. MEMORANDUM (NON-ADD) ENTRIES

Use the entries in the following table to prepare the "Memorandum (non-add) Entries" section of Schedule P. For additional guidance, see section 82 (Combined Schedule X).

Entry	Description
Investments in Federal securities:	*Report the par value of Federal securities; do not reflect unrealized discounts.*
5000 Total investments, SOY: Federal securities: Par value	Amount of start of year balances that have been invested in Federal securities, brought forward from the end of the preceding year.
5001 Total investments, EOY: Federal securities: Par value	Amount of end of year balances that have been invested in Federal securities.
Investments in non-Federal securities:	*Report the market value of non-Federal securities.*
5010 Total investments, SOY: non-Federal securities: Market value	Amount of start of year balances that have been invested in non-Federal securities, brought forward from the end of the preceding year.
5011 Total investments, EOY: non-Federal securities: Market value	Amount of end of year balances that have been invested in non-Federal securities.
Contract authority:	*Contract authority is unfunded. When appropriations or offsetting collections are provided to liquidate contract authority, the amounts are no longer considered to be contract authority, and the balance should no longer be included as contract authority.*
5050 Unobligated balance, SOY: Contract authority	Unobligated balance of unfunded contract authority at the beginning of the year. Excludes contract authority for which spending authority from offsetting collections or appropriations to liquidate are not provided or requested.
5051 Unobligated balance, EOY: Contract authority	Unobligated balance of unfunded contract authority at the end of the year.
5052 Obligated balance, SOY: Contract authority	Obligated balance of unfunded contract authority at the beginning of the year. Excludes contract authority for which spending authority from offsetting collections or appropriations to liquidate are not provided or requested.
5053 Obligated balance, EOY: Contract authority	Obligated balance of unfunded contract authority at the end of the year.
5054 Fund balance in excess of liquidating requirements, SOY: Contract authority	Amount of appropriation to liquidate contact authority in excess of ability to incur obligations at the beginning of the year (either because the appropriation exceeds the contract authority available for obligation or the limitation on obligations).

Entry	Description
5055 Fund balance in excess of liquidating requirements, EOY: Contract authority	Amount of appropriation to liquidate contact authority in excess of ability to incur obligations at the end of the year (either because the appropriation exceeds the contract authority available for obligation or the limitation on obligations).
5061 Limitation on obligations (Transportation trust funds)	Limitations on program levels that is enacted or proposed for the Department of Transportation non-revolving trust funds.
Unavailable offsetting collections:	*The amount of offsetting collections that was previously precluded from obligation, unappropriated, or temporarily reduced but has not yet become budget authority available for obligation. Does not apply to special and non-revolving trust funds.*
5090 Unavailable balance, SOY: Offsetting collections	Unavailable balance of offsetting collections at the beginning of the year.
5091 Unavailable balance, EOY: Offsetting collections	Unavailable balance of offsetting collections at the end of the year. Equals the amount on line 5090 minus the sum of the amounts on lines 1702, 1723, 1725, 1802, 1823, and 1824.
Discretionary mandated transfers:	*The amount of discretionary transfers mandated by law.*
5100 Discretionary mandated transfer to other accounts (–)	Amount transferred to another account in the same year the authority becomes available for obligation when the transfer does not involve an obligation or an outlay. The line represents the discretionary transfers mandated by law included in line 1120. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1010.
5101 Discretionary mandatory transfer from other accounts	Amount transferred to another account in the same year the authority becomes available for obligation when the transfer does not involve an obligation or an outlay. The line represents the discretionary transfers mandated by law included in line 1121. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1011.

8. APPLICATION OF BUDGETARY RESOURCES

Use the entries in the following table to prepare the "Application of Budgetary Resources" section of the SF 132. For additional guidance, see sections 120 and 121 (SF 132).

Entry	Description
Apportioned:	When both Category A and Category B are used, insert a descriptive label on the Category A line to distinguish the amounts apportioned by quarter from the remaining amounts. All apportioned amounts by activity, project or object (Category B) should be positive. Amounts apportioned by time period (Category A) may be negative in order to reduce the cumulative amounts available. (See exhibit 121M).
Category A (by quarter)	Amount requested to be apportioned for each calendar quarter in the fiscal year.
6001 1st quarter	Apportionments previously approved are not subject to change after the close of the period for which the apportionment is made.

Entry	Description
6002 2nd quarter 6003 3rd quarter 6004 4th quarter	Where the cumulative amount apportioned through the current period is to be decreased below the cumulative amount previously apportioned through the end of the preceding period, revise the amount apportioned for the current period to a negative amount. (See exhibit 121M).
	The apportionment includes a column for Memo obligations. When submitting a reapportionment request for a TAFS that has incurred new obligations, include the obligations in this column. The obligations should agree with the obligations reported on the most recent SF 133 if more recent amounts are not available. You should provide the memo obligations for Category A or Category B apportioned amounts. You must include the date of the obligations on the same row as the BEA Category (See exhibit 121G).
Category B (by project)	Amounts requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, objects, or a combination thereof (See section 120.9).
6011 [project name] 6012 [project name] 6013 [project name] 6014 [project name] ↓ 6110 [project name]	Include in the stub column a line number (8B1 through 8Bn) and a description of the activity, project, or object for which funds are requested. Coordinate the line number assigned to each number with the preparer of the SF 133 so that the same line numbers are used. Once a number is assigned, it should be reserved for that activity, project, or object only. Also, include the amount of obligations incurred for each Category B item as of the latest SF 133, if more recent amounts are not available. The periods covered by such amounts should be the same as the period for Category A. Where the SF 132 has insufficient space to list the categories by which apportionments are to be made or where apportionments are to be made both by activities (or projects or objects) and by time periods within the fiscal year, add lines to the SF 132. Other than adding lines to Category B, *changes should not be made to the SF 132 without prior approval by OMB*.
Category AB (by fiscal quarter and project) 6111 [project \ quarter] 6112 [project \ quarter] ↓ 6159 [project \ quarter]	Amounts requested to be apportioned by a combination of fiscal quarters and projects (See section 120.9).
Category C (for future years) 6170 [Designated 1st FY beyond the current year] 6171 [Designated 2nd FY beyond the current year] 6172 [Designated 3rd FY beyond the current year] 6173 [Designated 4th FY beyond the current year]	When you plan to obligate amounts appropriated in a no-year or multi-year TAFS over more than one fiscal year, you may propose to apportion funds planned for obligation after the current fiscal year into a subsequent fiscal year. Include the amount planned for obligation after the current fiscal year on lines 6170 through 6173, apportioned for future fiscal years. OMB will *not* apportion annual TAFSs and the last year of multi-year TAFSs for periods longer than one fiscal year, as this would be an impoundment (i.e., a deferral during the year, and a de-facto rescission after the funds expire).

Entry	Description
Unapportioned:	
6180 Withheld pending rescission	For instructions on the use of this line, see section 112.3.
6181 Deferred	For instructions on the use of this line, see section 112.3.
6182 Unapportioned balance of revolving fund	This line will be used primarily for public enterprise funds, intragovernmental revolving funds, and trust funds that are subject to apportionment. For these types of funds, include the amount of budgetary resources that is not apportioned (made available for obligation) in order to preserve a portion of the fund's capital so it can continue to revolve and be available for its authorized purposes (see section 20.13(a)). Typically, in a guaranteed loan financing account, include the uninvested funds that serve as a reserve against loan guarantee defaults on this line. Do not include amounts deferred or proposed for rescission on this line. The amount on this line should equal the amount shown on line 1920, less the amounts apportioned on lines 6001 through 6173, less any amounts withheld pending rescission on line 6180 or deferred on line 6181.
6183 Exempt from apportionment	For accounts that have both apportioned and exempt from apportionment amounts, identify the amount of the exempt from apportionment portion.
6190 Total budgetary resources available	Sum of the amounts on lines 6001 through 6173, 6180, 6181, 6182 and 6183. This amount equals the amount reported on line 1920.

9. UNFUNDED DEFICIENCIES

Use the entries in the following table to prepare the "Budgetary Resources" section of the SF 133 and Schedule P. For additional guidance, see section 130 (SF 133) and section 82 (Combined Schedule X). Note: See section 145 for additional reporting requirements on deficiencies.

Entry	Description
7000 Unfunded deficiency, start of year (-)	Amount of obligations included in unpaid obligations, start of year that exceeded the resources available when the obligations were incurred and will require an appropriation or offsetting collections to liquidate the deficiency.
7010 New deficiency (-)	Includes only amount of obligations (as of the end of the year) that exceeds the budgetary resources available for obligation or amount of obligations that exceeds budgetary resources deferred or withheld pending rescission and requires an appropriation or future offsetting collections to liquidate. Does not include obligations in excess of apportionments, allotments, or other agency subdivisions of funds even though such amounts are reportable as a violation of the Antideficiency Act. Use this entry in the year in which the deficiency is incurred.
7011 Appropriations available expressly to liquidate deficiencies	Amount of new appropriations or offsetting collections specifically applied by law to deficiencies. Equals the sum of the amounts on detailed lines 1136, 1237, 1721, and 1821.

Entry	Description
7012 Available budgetary resources used to liquidate deficiencies	Amount of budgetary resources used to liquidate deficiencies other than those specifically applied to deficiencies by law. Equals the amount on line 1901.
7020 Unfunded deficiency, end of year (-)	Amount of obligations included in unpaid obligations, end of year that exceeded the resources available when the obligations were incurred and will require an appropriation or offsetting collections to liquidate the deficiency. Equals the sum of the amounts on lines 7000 through 7012.

10. GUARANTEED LOAN LEVELS AND APPLICATIONS

Use the entries in the following table to prepare the "Guaranteed Loan Levels and Applications" section of the SF 132. For additional guidance, see section 185 (Federal Credit).

Entry
Guaranteed Loan Limitation
8000 Program Level, Current Year
8100 Program Level, Unused from prior year
Application of Guaranteed Loan Limitation
8201 Application, Category A, First quarter
8202 Application, Category A, Second quarter
8203 Application, Category A, Third quarter
8204 Application, Category A, Fourth quarter
8211 Application, Category B [project level] or risk category
↓
8235 Application, Category B [project level] or risk category

11. STATEMENT OF BUDGETGARY RESOURCES

While the above entries include tables to prepare the SF 133, Report on Budget Execution and Budgetary Resources, the Statement of Budgetary Resources is a financial statement that is based on the SF 133 format but only includes the following lines. Refer to OMB Circular No. A-136 for guidance on preparing financial statements. This format will be effective beginning FY 2012. The descriptions below identify the relationships of the lines of the SBR with the lines on the SF 133 and Schedule P.

Entry		Description
Budgetary Resources:		
1000	Unobligated balance brought forward, October 1	See description above. This line is common to the SF 132, SF 133, schedule P and SBR.
1020	Adjustment to unobligated balance, brought forward, October 1 (+ or -)	See description above. This line is common to the SF 133, Schedule P and SBR. Limited to the material components that lead to restatement of the SBR. Immaterial adjustments are shown

Entry		Description
		on the SBR as current year activity. Refer to OMB Circular No. A-136 for further details.
1020.5	Unobligated balance brought forward, October 1, as adjusted	Sum of lines 1000 and 1020 on the SF 133 and Schedule P. See description above.
1021	Recoveries of prior year unpaid obligations	See description above. This line is common to the SF 133, Schedule P and SBR.
1043	Other changes in unobligated balance	Sum of lines 1010 through 1013, and 1022 through 1042.
1051	Unobligated balance from prior year budget authority, net	Equals line 1050 of the SF 133 and Schedule P. See description above.
1290	Appropriations (discretionary and mandatory)	Sum of lines 1100 through 1152, 1170 through 1174, 1200 through 1252, and 1270 through 1273 on the SF 133.
1490	Borrowing authority (discretionary and mandatory)	Sum of lines 1300 through 1330 and 1400 through 1430 on the SF 133.
1690	Contract authority (discretionary and mandatory)	Sum of lines 1500 through 1531 and 1600 through 1631 on the SF 133.
1890	Spending authority from offsetting collections (discretionary and mandatory)	Sum of lines 1700 through 1742 and 1800 through 1842 on the SF 133.
1910	Total budgetary resources	See description above. This line is common to the SF 133 and SBR. Equals Schedule P line 1930 but only for unexpired amounts.
Status of Budgetary Resources:		
2190	Obligations incurred	Sum of lines 2001 through 2003 and 2101 through 2103 on the SF 133. See descriptions above.
2204	Apportioned	Sum of lines 2201 through 2203 on the SF 133. See descriptions above.
2304	Exempt from apportionment	Sum of lines 2301 through 2303 on the SF 133. See descriptions above.
2404	Unapportioned	Sum of lines 2401 through 2403 on the SF 133. See descriptions above.
2490	Unobligated balance, end of year	Sum of lines 2204, 2304 and 2404 on the SBR.
2500	Total budgetary resources	See description above. This line is common to the SF 133 and SBR.
Change in Obligated Balance:		
3000	Unpaid obligations, brought forward, October 1 (gross)	See description above. This line is common to the SF 133, Schedule P and SBR.
3010	Uncollected customer payments from Federal sources, brought forward, October 1(-)	See description above. This line is common to the SF 133, Schedule P and SBR.

Entry		Description
3015	Obligated balance, start of year (net), before adjustments (+ or -)	Sum of lines 3000 and 3010 on the SF 133 and Schedule P. See descriptions above.
3016	Adjustment to obligated balance, start of year (+ or -)	Sum of lines 3001 and 3011 on the SF 133 and Schedule P. See descriptions above. Limited to the material components that lead to restatement of the SBR. Immaterial adjustments are shown on the SBR as current year activity. Refer to OMB Circular No. A-136 for further details.
3021	Obligated balance, start of year (net), as adjusted	Sum of lines 3015 and 3016 on the SBR.
3032	Obligations incurred	Sum of lines 3030 and 3031 on the SF 133 and Schedule P. See descriptions above.
3040	Outlays (gross) (-)	See description above. This line is common to the SF 133, Schedule P and SBR.
3052	Change in uncollected customer payments from Federal sources (+ or -)	Sum of lines 3050 and 3051 on the SF 133 and Schedule P. See descriptions above.
3062	Actual transfers, unpaid obligations (net) (+ or -)	Sum of lines 3060 and 3061 on the SF 133 and Schedule P. See descriptions above.
3072	Actual transfers, uncollected payments from Federal sources (net) (+ or -)	Sum of lines 3070 and 3071 on the SF 133 and Schedule P. See descriptions above.
3082	Recoveries of prior year unpaid obligations (-)	Sum of lines 3080 and 3081 on the SF 133 and Schedule P. See descriptions above.
3090	Unpaid obligations, end of year (gross)	See description above. This line is common to the SF 133, Schedule P and SBR.
3091	Uncollected customer payments from Federal sources, end of year (-)	See description above. This line is common to the SF 133, Schedule P and SBR.
3100	Obligated balance, end of year (net)	See description above. This line is common to the SF 133, Schedule P and SBR.
Budget Authority and Outlays, Net:		
4175	Budget authority, gross (discretionary and mandatory)	Sum of lines 4000 and 4090 on the SF 133 and Schedule P. See descriptions above.
4177	Actual offsetting collections (discretionary and mandatory) (-)	Sum of lines 4030 through 4034 and 4120 through 4124 on the SF 133 and Schedule P. See descriptions above.
4178	Change in uncollected customer payments from Federal sources (discretionary and mandatory) (+ or -)	Sum of lines 4050, 4051, 4140, and 4141 on the SF 133 and Schedule P. See descriptions above.
4179	Anticipated offsetting collections (discretionary and mandatory) (+ or -)	Sum of lines 4053 and 4143 on the SF 133. See descriptions above.
4180	Budget authority, net (discretionary and mandatory)	See description above. This line is common to the SF 133, Schedule P and SBR.

Entry		Description
4185	Outlays, gross (discretionary and mandatory)	Sum of lines 4010, 4011, 4100 and 4101 on the SF 133 and Schedule P. See descriptions above.
4187	Actual offsetting collections (discretionary and mandatory) (-)	Sum of lines 4030 through 4034 and 4120 through 4124 on the SF 133 and Schedule P. See descriptions above.
4190	Outlays, net (discretionary and mandatory)	See description above. This line is common to the SF 133, Schedule P and SBR.
4200	Distributed offsetting receipts (-)	Collections that are offset against gross outlays and budget authority but are not authorized to be credited to expenditure accounts are credited to receipt accounts and are offset at the agency level.
4210	Agency outlays, net (discretionary and mandatory)	Sum of line 4190 minus 4200.

12. HOW DO I TREAT EXTENSIONS OF THE AVAILABILITY OF UNOBLIGATED BALANCES?

Extensions of the availability of unobligated balances of budget authority are treated as new budget authority (e.g., reappropriations) or balance transfers depending on:

- The underlying authority to extend the availability; and
- Whether availability is extended before or after the balances have expired.

Based on the factors above, the extensions are shown as follows:

(a) *Apportionment*

Reappropriations described in paragraph (a) are reflected on line 1105: "BA: Disc: Reappropriation", and 1204: "BA: Mand: Reappropriation." Initial apportionments for FY 2009 should reflect an estimate of the amount to be reappropriated from the estimated expiring FY 2008 balances. A reapportionment may be required after the actual amount of the expiring balances is known. You may wish to reflect these amounts on lines 1134, "BA: Disc: Appropriations precluded from obligation," or 1235, "BA: Mand: Appropriations precluded from obligation" until an appropriate time after the required reprogramming notice has been transmitted to Congress.

Balance transfer amounts from expired to unexpired funds, described in paragraph (b) are reflected on line 1012: " Unob Bal: Expired balance transfer to unexpired acct."

(b) *SF 133 Report on Budget Execution and Budgetary Resources*

For the SF 133 for September 30, all expiring balances, including amounts subject to reappropriation or balance transfer in the following fiscal year, should be reflected on either line 2201 "Unob Bal: Apportioned: Avail in the current period" or line 2403 "Unob Bal: Unapportioned: Other," as appropriate.

SF 133s prepared for later years should treat reappropriations and balance transfers in the same manner as the apportionment in the available columns. For reappropriations, the amounts moved from the expired TAFS to the available TAFS should show as negative amounts on lines 1131 or 1230 (see exhibit 130G). For balance transfers, the amounts moved from the expired TAFS to the available TAFS should show as negative amounts on line 1012.

(Treasury Financial Manual U.S. Government Standard General Ledger Supplement, which contains crosswalks from the U.S. Standard General Ledger to the SF 133, FMS 2108, and Program and Financing Schedule, is available at http://www.fms.treas.gov/ussgl/index.html).

(c) *Schedule P of the President's Budget*

When the MAX A–11 database opens, all amounts expiring on September 30 of the prior year should be reflected on schedule P line 1940 " Unobligated balance expiring (memorandum)" in the prior year column.

Amounts reappropriated (such as the example in paragraph (a)) should be reflected on line 1105 " BA: Disc: Reappropriation" in the current year column.

Amounts treated as balance transfers between expired to unexpired funds (such as the example in paragraph (b)) should be reflected on line 1012 " Unob Bal: Expired balance transf to unexpired acct" in the 2012 column.

Extensions of the Availability of Unobligated Balances

If the authority is provided by...	Then the extension is treated as...
A standing provision of law *enacted before* the budget authority was provided.	For unexpired funds: *BA transfer* if the transfer occurs in the same year the resource became available for obligation; *balance transfer* for transfers of prior year resources. For expired funds: *Balance transfer* for transfers of prior year resources.
A provision *enacted in the same law* that provides the budget authority.	For unexpired funds: *BA transfer* if the transfer occurs in the same year the resource became available for obligation; *balance transfer* for transfers of prior year resources. For expired funds: *Balance transfer* for transfers of prior year resources.
Legislation *enacted after* the budget authority was provided.	For unexpired funds: *BA transfer* if the transfer occurs in the same year the resource became available for obligation; *balance transfer* for transfers of prior year resources. For expired funds: *Reappropriation* if the transfer occurs in the year for which the legislation is enacted; *balance transfer* for transfers in subsequent years.

Line Numbers for the SF 132, SF 133, Schedule P and SBR

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	OBLIGATIONS BY PROGRAM ACTIVITY	No	No	Yes	No	
	Direct obligations:					
0001-0700	Direct Program Activity			U		
	Credit program obligations:					
0701	Direct loan subsidy			U		
0702	Loan guarantee subsidy			U		
0703	Subsidy for modifications of direct loans			U		
0704	Subsidy for modifications of loan guarantees			U		
0705	Reestimates of direct loan subsidy			U		
0706	Interest on reestimates of direct loan subsidy			U		
0707	Reestimates of loan guarantee subsidy			U		
0708	Interest on reestimates of loan guarantee subsidy			U		
0709	Administrative expenses			U		
0710	Direct loan obligations			U		
0711	Default claim payments on principal			U		
0712	Default claim payments on interest			U		
0713	Payment of interest to Treasury			U		
0715-0739	Other			U		
0740	Negative subsidy obligations			U		
0741	Modification savings			U		
0742	Downward reestimate paid to receipt account			U		
0743	Interest on downward reestimates			U		
0744	Adjusting payments to liquidating account			U		
	Reimbursable obligations:					
0801-0899	Reimbursable Program Activity			U		
0900	Total new obligations			U		
	BUDGETARY RESOURCES	Yes	Yes	Yes	Yes	
	Unobligated balance:					
1000	Unobligated balance brought forward, Oct 1	U	U/E	U	U/E	
1010	Unobligated balance transferred to other accounts (-)	U	U/E	U	[U/E][3]	
1011	Unobligated balance transferred from other accounts	U	U/E	U	[U/E][3]	
1012	Unobligated balance transfers between expired and unexpired accounts	U	U	U	[U][3]	+
1013	Unobligated balance of contract authority transferred to or from other accounts (net) (+ or -)	U	U	U	[U][3]	+
1020	Adjustment of unobligated balance brought forward, Oct 1 (+ or -)	U	U/E	U	U/E	
1020.5	Unobligated balance, brought forward, October 1, as adjusted				U/E	
1021	Recoveries of prior year unpaid obligations	U	U/E	U	U/E	
1022	Capital transfer of unobligated balances to general fund (-)	U	U/E	U	[U/E][3]	
1023	Unobligated balances applied to repay debt (-)	U	U/E	U	[U/E][3]	
1024	Unobligated balance of borrowing authority withdrawn (-)	U	U	U	[U][3]	
1025	Unobligated balance of contract authority withdrawn (-)	U	U	U	[U][3]	
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	U	U/E	U	[U/E][3]	+
1027	Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	U	U	U	[U][3]	
1028	Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	U	U	U	[U][3]	
1029	Other balances withdrawn (-)	U	U/E	U	[U/E][3]	
1031	Refunds and recoveries temporarily precluded from obligation (special and trust funds) (-)	U	U	U	[U][3]	
1040	Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)	U	U[2]		[U[2]][3]	
1041	Anticipated recoveries of prior year unpaid obligations	U	U[2]		[U[2]][3]	
1042	Anticipated capital transfers and redemption of debt (unobligated balance) (-)	U	U[2]		[U[2]][3]	
1043	Other changes in unobligated balance				U/E	
1050	Unobligated balance (total)	U	U/E	U		
1051	Unobligated balance from prior year budget authority, net				U/E	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[3]Included in line 1043.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes	
	Budget authority:					
	Appropriations, discretionary:					
1100	Appropriation	U	U	U	[U][4]	
1101	Appropriation (special or trust fund)	U	U/E	U	[U/E][4]	+
1103	Advance funding (+ or -)	U	U	U	[U][4]	+
1105	Reappropriation	U	U	U	[U][4]	
1120	Appropriations transferred to other accounts (-)	U	U/E	U	[U/E][4]	
1121	Appropriations transferred from other accounts	U	U/E	U	[U/E][4]	
1130	Appropriations permanently reduced (-)	U	U	U	[U][4]	
1131	Unobligated balance of appropriations permanently reduced (-)	U	U/E	U	[U/E][4]	
1132	Appropriations temporarily reduced (-)	U	U	U	[U][4]	
1133	Unobligated balance of appropriations temporarily reduced (-)	U	U	U	[U][4]	
1134	Appropriations precluded from obligation (-)	U	U	U	[U][4]	
1135	Appropriations applied to repay debt (-)	U	U	U	[U][4]	
1136	Appropriations applied to deficiency by law (-)	U	U	U	[U][4]	
1137	Appropriations applied to liquidate contract authority (-)	U	U	U	[U][4]	
1138	Appropriations applied to liquidate contract authority withdrawn (-)	U	U	U	[U][4]	
1139	Appropriations substituted for borrowing authority (-)	U	U	U	[U][4]	
1150	Anticipated appropriation (+ or -)	U	U[2]		[U[2]][4]	
1151	Anticipated nonexpenditure transfers of appropriations (net) (+ or -)	U	U[2]		[U[2]][4]	
1152	Anticipated redemption of debt (appropriations) (-)	U	U[2]		[U[2]][4]	
1160	Appropriation, discretionary (total)	U	U/E	U		
	Advance appropriations, discretionary:					
1170	Advance appropriation	U	U	U	[U][4]	
1171	Advance appropriation (special or trust fund)	U	U	U	[U][4]	+
1173	Advance appropriations permanently reduced (-)	U	U	U	[U][4]	
1174	Advance appropriations temporarily reduced (-)	U	U	U	[U][4]	
1180	Advance appropriation, discretionary (total)	U	U	U		
	Appropriations, mandatory:					
1200	Appropriation	U	U/E	U	[U/E][4]	
1201	Appropriation (special or trust fund)	U	U/E	U	[U/E][4]	+
1203	Appropriation (previously unavailable)	U	U	U	[U][4]	
1204	Reappropriation	U	U	U	[U][4]	
1220	Appropriations transferred to other accounts (-)	U	U/E	U	[U/E][4]	
1221	Appropriations transferred from other accounts	U	U/E	U	[U/E][4]	
1230	Appropriations and/or unobligated balance of appropriations permanently reduced (-)	U	U/E	U	[U/E][4]	+
1232	Appropriations and/or unobligated balance of appropriations temporarily reduced (-)	U	U	U	[U][4]	+
1235	Appropriations precluded from obligation (-)	U	U	U	[U][4]	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[4]Included in line 1290.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes
1236	Appropriations applied to repay debt (-)	U	U	U	[U][4]
1237	Appropriations applied to deficiency by law (-)	U	U	U	[U][4]
1238	Appropriations applied to liquidate contract authority (-)	U	U	U	[U][4]
1239	Appropriations substituted for borrowing authority (-)	U	U	U	[U][4]
1250	Anticipated appropriation (+ or -)	U	U[2]		[U[2]][4]
1251	Anticipated nonexpenditure transfers of appropriations (net) (+ or -)	U	U[2]		[U[2]][4]
1252	Anticipated redemption of debt (appropriations) (-)	U	U[2]		[U[2]][4]
1260	Appropriations, mandatory (total)	U	U/E	U	
	Advance appropriations, mandatory:				
1270	Advance appropriation	U	U	U	[U][4]
1271	Advance appropriation (special or trust fund)	U	U	U	[U][4] +
1272	Advance appropriations permanently reduced (-)	U	U	U	[U][4]
1273	Advance appropriations temporarily reduced (-)	U	U	U	[U][4]
1280	Advance appropriation, mandatory (total)	U	U	U	
1290	Appropriations (discretionary and mandatory)				U/E
	Borrowing authority, discretionary:				
1300	Borrowing authority	U	U	U	[U][5]
1320	Borrowing authority permanently reduced (-)	U	U	U	[U][5]
1330	Anticipated reductions to current fiscal year borrowing authority (-)	U	U[2]		[U[2]][5]
1340	Borrowing authority, discretionary (total)	U	U	U	
	Borrowing authority, mandatory:				
1400	Borrowing authority	U	U	U	[U][5]
1420	Borrowing authority permanently reduced (-)	U	U	U	[U][5]
1421	Borrowing authority applied to repay debt (-)	U	U	U	[U][5]
1430	Anticipated reductions to current fiscal year borrowing authority (-)	U	U[2]		[U[2]][5]
1440	Borrowing authority, mandatory (total)	U	U	U	
1490	Borrowing authority (discretionary mandatory)				U
	Contract authority, discretionary:				
1500	Contract authority	U	U	U	[U][6]
1510	Contract authority transferred to other accounts (-)	U	U/E	U	[U/E][6]
1511	Contract authority transferred from other accounts	U	U/E	U	[U/E][6]
1520	Contract authority and/or unobligated balance of contract authority permanently reduced (-)	U	U	U	[U][6] +
1522	Contract authority precluded from obligation (limitation on obligations) (-)	U	U	U	[U][6]
1530	Anticipated nonexpenditure transfers of contract authority (net) (+ or -)	U	U[2]		[U[2]][6]
1531	Anticipated adjustments to current year contract authority (+ or -)	U	U[2]		[U[2]][6]
1540	Contract authority, discretionary (total)	U	U/E	U	
	Contract authority, mandatory:				
1600	Contract authority	U	U	U	[U][6]
1610	Contract authority transferred to other accounts (-)	U	U/E	U	[U/E][6]

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[4]Included in line 1290.

[5]Included in line 1490.

[6]Included in line 1690.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes	
1611	Contract authority transferred from other accounts	U	U/E	U	[U/E][6]	
1620	Contract authority and/or unobligated balance of contract authority permanently reduced (-)	U	U	U	[U][6]	+
1622	Contract authority precluded from obligation (limitation on obligations)(-)	U	U	U	[U][6]	
1630	Anticipated nonexpenditure transfers of contract authority (net) (+ or -)	U	U[2]		[U[2]][6]	
1631	Anticipated adjustments to current year contract authority (+ or -)	U	U[2]		[U[2]][6]	
1640	Contract authority, mandatory (total)	U	U/E	U		
1690	Contract authority (discretionary and mandatory)				U/E	
	Spending authority from offsetting collections, discretionary:					
1700	Collected	U	U/E	U	[U/E][7]	
1701	Change in uncollected payments, Federal sources (+ or -)	U	U/E	U	[U/E][7]	
1702	Offsetting collections (previously unavailable)	U	U	U	[U][7]	
1710	Spending authority from offsetting collections transferred to other accounts (-)	U	U	U	[U][7]	
1711	Spending authority from offsetting collections transferred from other accounts	U	U	U	[U][7]	
1720	Capital transfer of spending authority from offsetting collections to general fund (-)	U	U	U	[U][7]	
1721	Spending authority from offsetting collections applied to deficiency by law (-)	U	U	U	[U][7]	
1722	Spending authority from offsetting collections permanently reduced (-)	U	U	U	[U][7]	
1723	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	U	U	U	[U][7]	+
1725	Spending authority from offsetting collections precluded from obligation (limitation on obligations) (-)	U	U	U	[U][7]	
1726	Spending authority from offsetting collections applied to repay debt (-)	U	U	U	[U][7]	
1727	Spending authority from offsetting collections applied to liquidate contract authority (-)	U	U	U	[U][7]	
1728	Spending authority from offsetting collections substituted for borrowing authority (-)	U	U	U	[U][7]	
1740	Anticipated collections, reimbursements, and other income	U	U[2]		[U[2]][7]	
1741	Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)	U	U[2]		[U[2]][7]	
1742	Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)	U	U[2]		[U[2]][7]	
1750	Spending authority from offsetting collections, discretionary (total)	U	U/E	U		
	Spending authority from offsetting collections, mandatory:					
1800	Collected	U	U/E	U	[U/E][7]	
1801	Change in uncollected payments, Federal sources (+ or -)	U	U/E	U	[U/E][7]	
1802	Offsetting collections (previously unavailable)	U	U	U	[U][7]	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[6]Included in line 1690.

[7]Included in line 1890.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes
1810	Spending authority from offsetting collections transferred to other accounts (-)	U	U	U	[U][7]
1811	Spending authority from offsetting collections transferred from other accounts	U	U	U	[U][7]
1820	Capital transfer of spending authority from offsetting collections to general fund (-)	U	U	U	[U][7]
1821	Spending authority from offsetting collections applied to deficiency by law (-)	U	U	U	[U][7]
1823	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	U	U	U	[U][7] +
1824	Spending authority from offsetting collections precluded from obligation (limitation on obligations) (-)	U	U	U	[U][7]
1825	Spending authority from offsetting collections applied to repay debt (-)	U	U	U	[U][7]
1826	Spending authority from offsetting collections applied to liquidate contract authority (-)	U	U	U	[U][7]
1827	Spending authority from offsetting collections substituted for borrowing authority (-)	U	U	U	[U][7]
1840	Anticipated collections, reimbursements, and other income	U	U[2]		[U[2]][7]
1841	Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)	U	U[2]		[U[2]][7]
1842	Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)	U	U[2]		[U[2]][7]
1850	Spending authority from offsetting collections, mandatory (total)	U	U/E	U	
1890	Spending authority from offsetting collections (discretionary and mandatory)				U/E
1900	Budget authority (total)	U	U/E	U	
1901	Adjustment for budgetary resources applied to liquidate deficiencies (-)	U	U	U	
1910	Total budgetary resources		U/E		U/E
1920	Total budgetary resources available	U			
1930	Total budgetary resources available			U	
	Memorandum (non-add) entries:				
1940	Unobligated balance expiring (-)			U	
1941	Unexpired unobligated balance, end of year			U	
	Special and non-revolving trust funds only:				
1950	Other balances withdrawn			U	
1951	Unobligated balance expiring			U	
1952	Expired unobligated balance, start of year			E	
1953	Expired unobligated balance, end of year			E	
1954	Unobligated balance canceling			E	
	STATUS OF BUDGETARY RESOURCES	No	Yes	No	Yes
	Obligations incurred				
	Direct				
2001	Category A (by quarter)		U/E		[U/E][8]

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[7]Included in line 1890.

[8]Included in line 2190.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	STATUS OF BUDGETARY RESOURCES cont.	No	Yes	No	Yes
2002	Category B (by project)		U/E		[U/E][8]
2003	Exempt from apportionment		U/E		[U/E][8]
2004	Direct obligations (total)		U/E		
	Reimbursable				
2101	Category A (by quarter)		U/E		[U/E][8]
2102	Category B (by project)		U/E		[U/E][8]
2103	Exempt from apportionment		U/E		[U/E][8]
2104	Reimbursable obligations (total)		U/E		
2190	Obligations incurred		U/E		U/E
	Unobligated balance				
	Apportioned				
2201	Available in the current period		U		[U][9]
2202	Available in subsequent periods		U		[U][9]
2203	Anticipated		U[2]		[U[2]][9]
2204	Apportioned				U
	Exempt from apportionment				
2301	Available in the current period		U		[U][10]
2302	Available in subsequent periods		U		[U][10]
2303	Anticipated		U[2]		[U[2]][10]
2304	Exempt from apportionment				U
	Unapportioned				
2401	Deferred		U		[U][11]
2402	Withheld pending rescission		U		[U][11]
2403	Other		U/E		[U/E][11]
2404	Unapportioned				U/E
2490	Unobligated balance, end of year		U/E		U/E +
2500	Total budgetary resources		U/E		U/E
	Memorandum entries				
2501	Subject to apportionment		U/E		
2502	Exempt from apportionment		U/E		
	CHANGE IN OBLIGATED BALANCE	No	Yes	Yes	Yes
	Obligated balance, start of year (net):				
3000	Unpaid obligations, brought forward, Oct 1 (gross)		U/E	U/E	U/E
3001	Adjustments to unpaid obligations, brought forward, Oct 1 (+ or -)		U/E	U/E	[U/E][12]
3010	Uncollected pymts, Fed sources, brought forward, Oct 1 (-)		U/E	U/E	U/E
3011	Adjustments to uncollected pymts, Fed sources, brought forward, Oct 1 (+ or -)		U/E	U/E	[U/E][12]
3015	Obligated balance, start of year (net), before adjustments (+ or -)				U/E
3016	Adjustment to obligated balance, start of year (net) (+ or -)				U/E
3020	Obligated balance, start of year (net)		U/E	U/E	
3021	Obligated balance, start of year (net), as adjusted				U/E
3030	Obligations incurred, unexpired accounts		U	U	[U][13]

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[8]Included in line 2190.

[9]Included in line 2204.

[10]Included in line 2304.

[11]Included in line 2304.

[12]Included in line 3016.

[13]Included in line 3032.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	CHANGE IN OBLIGATED BALANCE cont.	No	Yes	Yes	Yes
3031	Obligations incurred, expired accounts		E	E	[E][13]
3032	Obligations incurred				U/E
3040	Outlays (gross) (-)		U/E	U/E	U/E
3050	Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)		U	U	[U][14]
3051	Change in uncollected pymts, Fed sources, expired accounts (+ or -)		E	E	[E][14]
3052	Change in uncollected customer payments from Federal sources (+ or -)				U/E
3060	Unpaid obligations transferred to other accounts (-)		U/E	U/E	[U/E][15]
3061	Unpaid obligations transferred from other accounts		U/E	U/E	[U/E][15]
3062	Actual transfers, unpaid obligations (net) (+ or -)				U/E
3070	Uncollected pymts, Fed sources transferred to other accounts		U/E	U/E	[U/E][16]
3071	Uncollected pymts, Fed sources transferred from other accounts (-)		U/E	U/E	[U/E][16] +
3072	Actual transfers, uncollected customer payment from Federal sources (net) (+ or -)				U/E
3080	Recoveries of prior year unpaid obligations, unexpired accounts (-)		U	U	[U][17]
3081	Recoveries of prior year unpaid obligations, expired accounts (-)		E	E	[E][17]
3082	Recoveries of prior year unpaid obligations (-)				U/E
	Obligated balance, end of year (net):				
3090	Unpaid obligations, end of year (gross)		U/E	U/E	U/E
3091	Uncollected pymts, Federal sources, end of year (-)		U/E	U/E	U/E
3100	Obligated balance, end of year (net)		U/E	U/E	U/E
	BUDGET AUTHORITY AND OUTLAYS, NET	No	Yes	Yes	Yes
	Discretionary:				
4000	Budget authority, gross		U/E	U	[U/E][18]
	Outlays, gross				
4010	Outlays from new discretionary authority		U/E	U/E	[U/E][19]
4011	Outlays from discretionary balances		U/E	U/E	[U/E][19]
4020	Outlays, gross (total)		U/E	U/E	
	Offsets against gross budget authority and outlays:				
	Offsetting collections (collected) from:				
4030	Federal sources (-)		U/E	U/E	[U/E][20]
4031	Interest on Federal securities (-)		U/E	U/E	[U/E][20]
4032	Interest on uninvested funds (-)		U/E	U/E	[U/E][20]
4033	Non-Federal sources (-)		U/E	U/E	[U/E][20]
4034	Offsetting governmental collections (-)		U/E	U/E	[U/E][20]
4040	Offsets against gross budget authority and outlays (total) (-)		U/E	U/E	
	Additional offsets against gross budget authority only:				
4050	Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)		U	U	[U][21]
4051	Change in uncollected pymts, Fed sources, expired accounts (+ or -)		E		[E][21]
4052	Offsetting collections credited to expired accounts			E	
4053	Anticipated offsetting collections (+ or -)		U[2]		[U[2]][22]

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[14]Included in line 3052.

[15]Included in line 3062.

[16]Included in line 3072.

[17]Included in line 3082.

[18]Included in line 4175.

[19]Included in line 4176.

[20]Included in line 4177.

[21]Included in line 4178.

[22]Included in line 4179.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	BUDGET AUTHORITY AND OUTLAYS, NET cont.	Yes	Yes	Yes	Yes
4060	Additional offsets against budget authority only (total)		U/E	U/E	
4070	Budget authority, net (discretionary)		U/E	U	
4080	Outlays, net (discretionary)		U/E	U/E	
	Mandatory:				
4090	Budget authority, gross		U/E	U	[U/E][18]
	Outlays, gross				
4100	Outlays from new mandatory authority		U/E	U/E	
4101	Outlays from mandatory balances		U/E	U/E	
4110	Outlays, gross (total)		U/E	U/E	[U/E][19]
	Offsets against gross budget authority and outlays:				
	Offsetting collections (collected) from:				
4120	Federal sources (-)		U/E	U/E	[U/E][20]
4121	Interest on Federal securities (-)		U/E	U/E	[U/E][20]
4122	Interest on uninvested funds (-)		U/E	U/E	[U/E][20]
4123	Non-Federal sources (-)		U/E	U/E	[U/E][20]
4124	Offsetting governmental collections (-)		U/E	U/E	[U/E][20]
4130	Offsets against gross budget authority and outlays (total) (-)		U/E	U/E	
	Additional offsets against gross budget authority only:				
4140	Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)		U	U	[U][21]
4141	Change in uncollected pymts, Fed sources, expired accounts (+ or -)		E		[E][21]
4142	Offsetting collections credited to expired accounts			E	
4143	Anticipated offsetting collections (+ or -)		U[2]		[U[2]][22]
4150	Additional offsets against budget authority only (total)		U/E	U/E	
4160	Budget authority, net (mandatory)		U/E	U	
4170	Outlays, net (mandatory)		U/E	U/E	
4175	Budget authority, gross (discretionary and mandatory)				U/E
4176	Outlays, gross (discretionary and mandatory)				U/E
4177	Actual offsetting collections (discretionary and mandatory) (-)				U/E
4178	Change in uncollected customer payments from Federal sources (discretionary and mandatory) (+ or -)				U/E
4179	Anticipated offsetting collections (discretionary and mandatory) (+ or -)				U/E[2]
4180	Budget authority, net (total)		U/E	U	U/E
4190	Outlays, net (total)		U/E	U/E	U/E
4200	Distributed offsetting receipts (-)				**[23]
4210	Agency outlays, net (total)				U/E
	MEMORANDUM (NON-ADD) ENTRIES:	No	No	Yes	No
5000	Total investments, SOY: Federal securities: Par value			U	
5001	Total investments, EOY: Federal securities: Par value			U	
5010	Total investments, SOY: non-Federal securities: Market value			U	
5011	Total investments, EOY: non-Federal securities: Market value			U	
5050	Unobligated balance, SOY: Contract authority			U	
5051	Unobligated balance, EOY: Contract authority			U	
5052	Obligated balance, SOY: Contract authority			U	
5053	Obligated balance, EOY: Contract authority			U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E
[2]No entry in Fourth Quarter
[18]Included in line 4175.
[19]Included in line 4176.
[20]Included in line 4177.
[21]Included in line 4178.
[22]Included in line 4179.
[23]Applicability to unexpired and expired accounts does not apply to receipt accounts

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	MEMORANDUM (NON-ADD) ENTRIES (cont):	No	No	Yes	No	
5054	Fund balance in excess of liquidating requirements, SOY: Contract authority			U		
5055	Fund balance in excess of liquidating requirements, EOY: Contract authority			U		
5061	Limitation on obligations (Transportation trust funds)			U		
5090	Unavailable balance, SOY: Offsetting collections			U		
5091	Unavailable balance, EOY: Offsetting collections			U		
5100	Discretionary mandated transfer to other accounts (-)			U		
5101	Discretionary mandated transfer from other accounts			U		
	APPLICATION OF BUDGETARY RESOURCES	Yes	No	No	No	
	Category A (by quarter)					
6001	1st quarter	U				
6002	2nd quarter	U				
6003	3rd quarter	U				
6004	4th quarter	U				
	Category B (by project)					
6011-6110	Project Label	U				+
	Category AB (by fiscal quarter and project)					
6111-6159	Project Label	U				+
	Category C (for future years)					
6170	[Designate 1st FY beyond the current year]	U				
6171	[Designate 2nd FY beyond the current year]	U				
6172	[Designate 3rd FY beyond the current year]	U				
6173	[Designate 4th FY beyond the current year]	U				
	Unapportioned					
6180	Withheld pending rescission	U				
6181	Deferred	U				
6182	Unapportioned balance of revolving fund	U				
6183	Exempt from apportionment	U				
6190	Total budgetary resources available	U				
	UNFUNDED DEFICIENCIES:	No	Yes	Yes	No	
7000	Unfunded deficiency, start of year (-)		U/E	U		
	Change in deficiency during the year:					
7010	New deficiency (-)		U	U		
7011	Appropriations available expressly to liquidate deficiencies		U	U		
7012	Available budgetary resources used to liquidate deficiencies		U	U		
7020	Unfunded deficiency, end of year (-)		U/E	U		
	Guaranteed Loan Levels and Applications	Yes	No	No	No	
	Guaranteed Loan Limitation					
8100	Program Level, Current Year	U				
8200	Program Level, Unused from prior years	U				
	Application of Guaranteed Loan Limitation					
8201	Application, Category A, First quarter	U				
8202	Application, Category A, Second quarter	U				
8203	Application, Category A, Third quarter	U				
8204	Application, Category A, Fourth quarter	U				
+Updated line	Application, Category B (by project) or risk category	U				

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

Abbreviated Line Titles for the SF 132 and SF 133

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	BUDGETARY RESOURCES	Yes	Yes	
1000	Unob Bal: Brought forward, October 1	U	U/E	
1010	Unob Bal: Transferred to other accounts	U	U/E	
1011	Unob Bal: Transferred from other accounts	U	U/E	
1012	Unob Bal: Transfers betw expired\unexpired accts	U	U	+
1013	Unob Bal: Contract authority transferred	U	U	+
1020	Unob Bal: Adj to SOY bal brought forward, Oct 1	U	U/E	
1021	Unob Bal: Transfer bet expired and unexpired accts	U	U/E	
1022	Unob Bal: Capital transfer to general fund	U	U/E	
1023	Unob Bal: Applied to repay debt	U	U/E	
1024	Unob Bal: Borrowing authority withdrawn	U	U	
1025	Unob Bal: Contract authority withdrawn	U	U	
1026	Unob Bal: Adj for change in allocation\valuation	U	U/E	+
1027	Unob Bal: Change in zero coupon bonds(spec/trust)	U	U	
1028	Unob Bal: Change in zero coupon bonds (revolving)	U	U	
1029	Unob Bal: Other balances withdrawn	U	U/E	
1031	Unob Bal: Refunds/recov temp precl ob (spec/trust)	U	U	
1040	Unob Bal: Antic nonexpenditure transfers (net)	U	U[2]	
1041	Unob Bal: Antic recov of prior year unpaid obl	U	U[2]	
1042	Unob Bal: Antic cap trans and redemption of debt	U	U	
1050	Unob Bal: Unobligated balance (total)	U	U/E[2]	
1100	BA: Disc: Appropriation	U	U	
1101	BA: Disc: Appropriation (special or trust fund)	U	U/E	+
1103	BA: Disc: Advance funding	U	U	+
1105	BA: Disc: Reappropriation	U	U	
1120	BA: Disc: Approps transferred to other accounts	U	U/E	
1121	BA: Disc: Approps transferred from other accounts	U	U/E	
1130	BA: Disc: Appropriations permanently reduced	U	U	
1131	BA: Disc: Unob bal of approps permanently reduced	U	U/E	
1132	BA: Disc: Appropriations temporarily reduced	U	U	
1133	BA: Disc: Unob bal of approps temporarily reduced	U	U	
1134	BA: Disc: Appropriations precluded from obligation	U	U	
1135	BA: Disc: Appropriations applied to repay debt	U	U	
1136	BA: Disc: Approps applied to deficiency by law	U	U	
1137	BA: Disc: Approps applied to liq contract auth	U	U	
1138	BA: Disc: Approp applied to liq cont auth withdrwn	U	U	
1139	BA: Disc: Approps substituted for borrowing auth	U	U	
1150	BA: Disc: Anticipated appropriation	U	U	
1151	BA: Disc: Appropriations:Antic nonexpend trans net	U	U[2]	
1152	BA: Disc: Appropriatons: Antic cap tran, red debt	U	U[2]	
1160	BA: Disc: Appropriation (total)	U	U/E	
1170	BA: Disc: Advance appropriation	U	U	
1171	BA: Disc: Adv approp (special or trust fund)	U	U	+
1173	BA: Disc: Advance approps permanently reduced (-)	U	U	
1174	BA: Disc: Advance approps temporarily reduced (-)	U	U	
1180	BA: Disc: Advance appropriation (total)	U	U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	BUDGETARY RESOURCES cont.	Yes	Yes	
1200	BA: Mand: Appropriation	U	U/E	
1201	BA: Mand: Appropriation (special or trust fund)	U	U/E	+
1203	BA: Mand: Appropriation (previously unavailable)	U	U	
1204	BA: Mand: Reappropriation	U	U	
1220	BA: Mand: Approps transferred to other accounts	U	U/E	
1221	BA: Mand: Approps transferred from other accounts	U	U/E	
1230	BA: Mand: New\Unob bal of approps perm reduced	U	U/E	+
1232	BA: Mand: New\Unob bal of approps temp reduced	U	U	+
1235	BA: Mand: Appropriations precluded from obligation	U	U	
1236	BA: Mand: Ap Appropriations applied to repay debt (-)	U	U	
1237	BA: Mand: Approps applied to deficiency by law	U	U	
1238	BA: Mand: Approps applied to liq contract auth	U	U	
1239	BA: Mand: Approps substituted for borrowing auth	U	U	
1250	BA: Mand: Anticipated appropriation	U	U[2]	
1251	BA: Mand: Appropriations:Antic nonexpend trans net	U	U[2]	
1252	BA: Mand: Appropriatons: Antic cap tran, red debt	U	U[2]	
1260	BA: Mand: Appropriations (total)	U	U/E	
1270	BA: Mand: Advance appropriation	U	U	
1271	BA: Mand: Adv appropriation(special or trust fund)	U	U	+
1272	BA: Mand: Advance approps permanently reduced	U	U	
1273	BA: Mand: Advance approps temporarily reduced	U	U	
1280	BA: Mand: Advance appropriation (total)	U	U	
1300	BA: Disc: Borrowing authority	U	U	
1320	BA: Disc: Borrowing authority permanently reduced	U	U	
1330	BA: Disc: Borrowing auth: Antic reduc to curr FY	U	U[2]	
1340	BA: Disc: Borrowing authority (total)	U	U	
1400	BA: Mand: Borrowing authority	U	U	
1420	BA: Mand: Borrowing authority permanently reduced	U	U	
1421	BA: Mand: Borrowing authority applied repay debt	U	U	
1430	BA: Mand: Borrowing auth: Antic reduc to curr FY	U	U[2]	
1440	BA: Mand: Borrowing authority (total)	U	U	
1500	BA: Disc: Contract authority	U	U	
1510	BA: Disc: Contract auth: Trans to other accounts	U	U/E	
1511	BA: Disc: Contract auth: Trans from other accounts	U	U/E	
1520	BA: Disc: Contract auth: New\Unob bal perm reduced	U	U	+
1522	BA: Disc: Contract auth: Precluded from ob (lim)	U	U	
1530	BA: Disc: Contract auth: Antic nonexpend trans net	U	U[2]	
1531	BA: Disc: Contract auth: Antic adj to current FY	U	U[2]	
1540	BA: Disc: Contract authority (total)	U	U/E	
1600	BA: Mand: Contract authority	U	U	
1610	BA: Mand: Contract auth: Trans to other accounts	U	U/E	
1611	BA: Mand: Contract auth: Trans from other accounts	U	U/E	
1620	BA: Mand: Contract auth: New\Unob bal perm reduced	U	U	+
1622	BA: Mand: Contract auth: Precluded from ob (lim)	U	U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	BUDGETARY RESOURCES cont.	Yes	Yes	
1630	BA: Mand: Contract auth: Antic nonexpend trans net	U	U[2]	
1631	BA: Mand: Contract auth: Antic adj to current FY	U	U[2]	
1640	BA: Mand: Contract authority (total)	U	U/E	
1700	BA: Disc: Spending auth: Collected	U	U/E	
1701	BA: Disc: Spending auth: Chng uncoll paymt Fed src	U	U/E	
1702	BA: Disc: Spending auth: Previously unavailable	U	U	
1710	BA: Disc: Spending auth: Trans to other accounts	U	U	
1711	BA: Disc: Spending auth: Trans from other accounts	U	U	
1720	BA: Disc: Spending auth: Cap trans to general fund	U	U	
1721	BA: Disc: Spending auth: Applied to defic by law	U	U	
1722	BA: Disc: Spending auth: Permanently reduced	U	U	
1723	BA: Disc: Spending auth: New\Unob bal temp reduced	U	U	+
1725	BA: Disc: Spending auth: Precluded from ob (lim)	U	U	
1726	BA: Disc: Spending auth: Applied to repay debt	U	U	
1727	BA: Disc: Spending auth: Applied to liq cont auth	U	U	
1728	BA: Disc: Spending auth: Subbed for borrowing auth	U	U	
1740	BA: Disc: Spending auth:Antic colls, reimbs, other	U	U[2]	
1741	BA: Disc: Spending auth: Antic nonexpend trans net	U	U[2]	
1742	BA: Disc: Spending auth: Antic cap tran, red debt	U	U[2]	
1750	BA: Disc: Spending auth: Total	U	U/E	
1800	BA: Mand: Spending auth: Collected	U	U/E	
1801	BA: Mand: Spending auth: Chng uncoll paymt Fed src	U	U/E	
1802	BA: Mand: Spending auth: Previously unavailable	U	U	
1810	BA: Mand: Spending auth: Trans to other accounts	U	U	
1811	BA: Mand: Spending auth: Trans from other accounts	U	U	
1820	BA: Mand: Spending auth: Cap trans to general fund	U	U	
1821	BA: Mand: Spending auth: Applied to defic by law	U	U	
1823	BA: Mand: Spending auth: New\Unob bal temp reduced	U	U	+
1824	BA: Mand: Spending auth: Precluded from ob (lim)	U	U	
1825	BA: Mand: Spending auth: Applied to repay debt	U	U	
1826	BA: Mand: Spending auth: Applied to liq cont auth	U	U	
1827	BA: Mand: Spending auth: Subbed for borrowing auth	U	U	
1840	BA: Mand: Spending auth:Antic colls, reimbs, other	U	U[2]	
1841	BA: Mand: Spending auth: Antic nonexpend trans net	U	U[2]	
1842	BA: Mand: Spending auth: Antic cap tran, red debt	U	U[2]	
1850	BA: Mand: Spending auth: Total	U	U/E	
1900	Budget authority total (disc. and mand.)	U	U/E	
1901	Adj for BR applied to liquidate deficiencies	U	U	
1910	Total budgetary resources (disc. and mand.)		U/E	
1920	Total budgetary resources avail (disc. and mand.)	U		
	STATUS OF BUDGETARY RESOURCES	No	Yes	
2001	Direct obs incurred: Category A (by quarter)		U/E	
2002	Direct obs incurred: Category B (by project)		U/E	
2003	Direct obs incurred: Exempt from apportionment		U/E	
2004	Direct obligations incurred (total)		U/E	
2101	Reimbursable obs incurred: Category A (by quarter)		U/E	
2102	Reimbursable obs incurred: Category B (by project)		U/E	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	STATUS OF BUDGETARY RESOURCES cont.	Yes	Yes	
2103	Reimbursable obs incurred: Exempt fm apportionment		U/E	
2104	Reimbursable obligations incurred (total)		U/E	
2201	Unob Bal: Apportioned: Avail in the current period		U	
2202	Unob Bal: Apportioned: Avail in subsequent periods		U	
2203	Unob Bal: Apportioned: Anticipated		U[2]	
2301	Unob Bal: Exempt fm Appor: Avail in current period		U	
2302	Unob Bal: Exempt fm Appor: Avail in subsequent per		U	
2303	Unob Bal: Exempt from Appor: Anticipated		U[2]	
2401	Unob Bal: Unapportioned: Deferred		U	
2402	Unob Bal: Unapportioned: Withheld pend rescission		U	
2403	Unob Bal: Unapportioned: Other		U/E	
2490	Unob Bal: end of year		U/E	+
2500	Total budgetary resources		U/E	
2501	Memo: Budgetary resources, subj to apportionment		U/E	
2502	Memo: Budgetary resources, exempt fm apportionment		U/E	
	CHANGE IN OBLIGATED BALANCE	No	Yes	
3000	Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 gross		U/E	
3001	Ob Bal: SOY: Adj to unpaid obs brought forwd Oct 1		U/E	
3010	Ob Bal: SOY: Uncoll cust paymt brought forwd Oct 1		U/E	
3011	Ob Bal: SOY: Adj, uncoll cust paymt brought forwd		U/E	
3020	Obligated balance, start of year (net)		U/E	
3030	Ob Bal: Obligations incurred: Unexpired accounts		U/E	
3031	Ob Bal: Obligations incurred: Expired accounts		E	
3040	Ob Bal: Outlays (gross)		U/E	
3050	Ob Bal: Change, uncoll cust paymt, Fed srcs, unexp		U/E	
3051	Ob Bal: Change, uncoll cust paymt, Fed srcs, exp		E	
3060	Ob Bal: Nonexpend trans: Unpaid obs: To oth accts		U/E	
3061	Ob Bal: Nonexpend trans: Unpaid obs: Frm oth accts		U/E	
3070	Ob Bal: Nonexp trans: Uncol pay Fed src:To oth acc		U/E	
3071	Ob Bal: Nonexp trans: Uncol pay Fed src:Fm oth acc		U/E	
3080	Ob Bal: Recov, prior year unpaid obs, unexp accts		U/E	
3081	Ob Bal: Recov, prior year unpaid obs, exp accts		E	
3090	Ob Bal: EOY: Unpaid obligations (gross)		U/E	
3091	Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY		U/E	
3100	Obligated balance, end of year (net)		U/E	
	BUDGET AUTHORITY AND OUTLAYS, NET:	No	Yes	
4000	Disc: Budget authority, gross		U/E	
4010	Disc: Outlays from new authority		U/E	
4011	Disc: Outlays from balances		U/E	
4020	Disc: Total outlays, gross		U/E	
4030	Disc: Offsets, BA and OL: Collections fm Fed srcs		U/E	
4031	Disc: Offsets, BA and OL: Collect, int, Fed secur		U/E	
4032	Disc: Offsets, BA and OL: Collect, int, uninvested		U/E	
4033	Disc: Offsets, BA and OL: Collections, nonFed srcs		U/E	
4034	Disc: Offsets, BA and OL: Offsetting Gov collects		U/E	
4040	Disc: Offsets against gross BA and outlays (total)		U/E	
4050	Disc: Offset, BA: Chng in uncol pay, Fed src, unex		U/E	
4051	Disc: Offset, BA: Chng in uncol pay, Fed src, exp		E	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to	
		SF 132	SF 133
	BUDGET AUTHORITY AND OUTLAYS, NET cont.	No	Yes
4053	Disc: Offsets, BA only: Antic offsetting collect		U[2]
4060	Disc: Additional offsets against BA only (total)		U/E
4070	Disc: Budget authority, net		U/E
4080	Disc: Outlays, net		U/E
4090	Mand: Budget authority, gross		U/E
4100	Mand: Outlays from new authority		U/E
4101	Mand: Outlays from balances		U/E
4110	Mand: Total outlays, gross		U/E
4120	Mand: Offsets, BA and OL: Collections fm Fed srcs		U/E
4121	Mand: Offsets, BA and OL: Collect, int, Fed secur		U/E
4122	Mand: Offsets, BA and OL: Collect, int, uninvested		U/E
4123	Mand: Offsets, BA and OL: Collections, nonFed srcs		U/E
4124	Mand: Offsets, BA and OL: Offsetting Gov collects		U/E
4130	Mand: Offsets against gross BA and outlays (total)		U/E
4140	Mand: Offset, BA: Chng in uncol pay, Fed src, unex		U/E
4141	Mand: Offset, BA: Chng in uncol pay, Fed src, exp		E
4143	Mand: Offsets, BA only: Antic offsetting collect		U[2]
4150	Mand: Additional offsets against BA only (total)		U/E
4160	Mand: Budget authority, net		U/E
4170	Mand: Outlays, net		U/E
4180	Budget authority, net (disc. and mand.)		U/E
4190	Outlays, net (disc. and mand.)		U/E
	APPLICATION OF BUDGETARY RESOURCES	Yes	No
6001	1st quarter	U	
6002	2nd quarter	U	
6003	3rd quarter	U	
6004	4th quarter	U	
6011-6110	[Designate Project]	U	
6111-6169	[Designate Project]	U	+
6170	[Designate 1st FY beyond the current year]	U	
6171	[Designate 2nd FY beyond the current year]	U	
6172	[Designate 3rd FY beyond the current year]	U	
6173	[Designate 4th FY beyond the current year]	U	
6180	Budgetary Resources: Withheld pending rescission	U	
6181	Budgetary Resources: Deferred	U	
6182	Budgetary Resources: Unappor bal, revolving fnd	U	
6183	Budgetary Resources: Exempt from apportionment	U	
6190	Total budgetary resources available	U	
	UNFUNDED DEFICIENCIES:	No	Yes
7000	Unfunded deficiency, start of year		U/E
7010	Unfunded Defic: New deficiency		U
7011	Unfunded Defic: Approps expressly to liq defic		U
7012	Unfunded Defic: Available BR used to liq defic		U
7020	Unfunded deficiency, end of year		U/E
	Guaranteed Loan Levels and Applications	Yes	No
8100	Program Level, Current Year	U	
8200	Program Level, Unused from prior years	U	
8201	Application, Category A, First quarter	U	
8202	Application, Category A, Second quarter	U	
8203	Application, Category A, Third quarter	U	
8204	Application, Category A, Fourth quarter	U	
8211-8299	[Designate Project]	U	
8300-8399	Loan guarantee risk category 1	U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

APPENDIX G—CROSSWALK BETWEEN ANTIDEFICIENCY ACT AND TITLE 31 OF THE U.S. CODE

In 1982, Congress reworded and reorganized the language of the Antideficiency Act along with the rest of Title 31 of the United States Code. The intent of Congress was to modernize the language of the Act, without changing its meaning. This appendix presents a crosswalk between the provisions of law that made up the Antideficiency Act before it was modernized and the current language.

THE ANTIDEFICIENCY ACT	TITLE 31—MONEY AND FINANCE
The following contains the provisions of the Antideficiency Act, formerly section 3679 of the Revised Statutes, and section 210 of the General Government Matters Appropriation Act, 1958. (Formerly 31 U.S.C. 665, 665a, and 669.)	The following provides the section in Title 31 that was enacted without substantive change. Revisions to the 1982 law are italicized.
665 Appropriation (a) Expenditures or contract obligations in excess of funds prohibited No officer or employee of the United States shall make or authorize any expenditure from or create or authorize an obligation under any appropriation or fund in excess of the amount available therein: nor shall any such officer or employee involve the Government in any contract or other obligation, or the payment of money for any purpose, in advance of appropriations made for such purpose, unless such contract or obligation is authorized by law.	Section 1341: (a)(1) An officer or employee of the United States Government or the District of Columbia government may not— (A) make or authorize an expenditure or obligation exceeding an amount available in an appropriation or fund for the expenditure or obligation; (B) involve either government in a contract or obligation for the payment of money before an appropriation is made unless authorized by law; (C) make or authorize an expenditure or obligation of funds required to be sequestered under section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985; or (D) involve either government in a contract or obligation for the payment of money required to be sequestered under section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985.
(b) Voluntary service forbidden No officer or employee of the United States shall accept voluntary service for the United States or employ personal service in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property.	Section 1342: An officer or employee of the United States Government or of the District of Columbia government may not accept voluntary services for either government or employ personal services exceeding that authorized by law except for emergencies involving the safety of human life or the protection of property. This section does not apply to a corporation getting amounts to make loans (except paid in capital amounts) without legal liability of the United States Government. As used in this section, the term "emergencies involving the safety of human life or the protection of property" does not include ongoing,

THE ANTIDEFICIENCY ACT	TITLE 31—MONEY AND FINANCE
	regular functions of government the suspension of which would not imminently threaten the safety of human life or the protection of property.
(c) Apportionment of appropriations; reserves; distribution; review (1) Except as otherwise provided in this section, all appropriations or funds available for obligation for a definite period of time shall be so apportioned as to prevent obligation or expenditure thereof in a manner which would indicate a necessity for deficiency or supplemental appropriations for such period; and all appropriations or funds not limited to a definite period of time, and all authorizations to create obligations by contract in advance of appropriations, shall be so apportioned as to achieve the most effective and economical use thereof.	Section 1512: (a) Except as provided in this subchapter, an appropriation available for obligation for a definite period shall be apportioned to prevent obligation or expenditure at a rate that would indicate a necessity for a deficiency or supplemental appropriation for the period. An appropriation for an indefinite period and authority to make obligations by contract before appropriations shall be apportioned to achieve the most effective and economical use. An apportionment may be reapportioned under this section.
As used hereafter in this section, the term "appropriation" means appropriations, funds and authorizations to create obligations by contract in advance of appropriations.	Section 1511: (a) In this subchapter, "appropriations" means— (1) appropriated amounts; (2) funds; and (3) authority to make obligations by contract before appropriations.
(2) In apportioning any appropriation, reserves may be established solely to provide for contingencies or to effect savings whenever savings are made possible by or through changes in requirements or greater efficiency of operations.	Section 1512(c): (1) In apportioning or reapportioning an appropriation, a reserve may be established only— (A) to provide for contingencies; (B) to achieve savings made possible by or through changes in requirements or greater efficiency of operations; or (C) as specifically provided by law.
Whenever it is determined by an officer designated in subsection (d) of this section to make apportionments and reapportionments that any amount so reserved will not be required to carry out the full objectives and scope of the appropriation concerned, he shall recommend the rescission of such amount in the manner provided in the Budget and Accounting Act, 1921 (31 U.S.C. 1 *et seq.*), for estimates of appropriations. Except as specifically provided by particular appropriations acts or other laws, no reserves shall be established other than as authorized by this subsection. Reserves established pursuant to this subsection shall be reported to the Congress in accordance with the Impoundment Control Act of	Section 1512(c): (2) A reserve established under this subsection may be changed as necessary to carry out the scope and objectives of the appropriation concerned. When an official designated in section 1513 of this title to make apportionments decides that an amount reserved will not be required to carry out the objectives and scope of the appropriation concerned, the official shall recommend the rescission of the amount in the way provided in chapter 11 of this title for appropriation requests. Reserves established under this section shall be reported to Congress as provided in the Impoundment Control Act of 1974 (2 U.S.C. 681 *et*

THE ANTIDEFICIENCY ACT	TITLE 31—MONEY AND FINANCE
1974 (31 U.S.C. 1400 *et seq.*).	*seq.*).
(3) Any appropriation subject to apportionment shall be distributed by months, calendar quarters, operating seasons, or other time periods, or by activities, functions, projects, or objects, or by a combination thereof, as may be deemed appropriate by the officers designated in subsection (d) of this section to make apportionments and reapportionments. Except as otherwise specified by the officer making the apportionment, amounts so apportioned shall remain available for obligation, in accordance with the terms of the appropriation, on a cumulative basis unless reapportioned.	Section 1512(b): (1) An appropriation subject to apportionment is apportioned by— (A) months, calendar quarters, operating seasons, or other time periods; (B) activities, functions, projects, or objects; or (C) a combination of the ways referred to in clauses (A) and (B) of this paragraph. (2) The official designated in section 1513 of this title to make apportionments shall apportion an appropriation under paragraph (1) of this subsection as the official considers appropriate. Except as specified by the official, an amount apportioned is available for obligation under the terms of the appropriation on a cumulative basis unless reapportioned.
(4) Apportionments shall be reviewed at least four times each year by the officers designated in subsection (d) of this section to make apportionments and reapportionments, and such reapportionments made or such reserves established, modified, or released as may be necessary to further the effective use of the appropriation concerned, in accordance with the purposes stated in paragraph (1) of this subsection.	Section 1512: (d) An apportionment or a reapportionment shall be reviewed at least 4 times a year by the official designated in section 1513 of this title to make apportionments. Section 1512(a) the last sentence: . . . An apportionment may be reapportioned under this section.
(d) Officers controlling apportionment or reapportionment (1) Any appropriation available to the legislative branch, the judiciary, the United States International Trade Commission, or the District of Columbia, which is required to be apportioned under subsection (c) of this section, shall be apportioned or reapportioned in writing by the officer having administrative control of such appropriation. Each such appropriation shall be apportioned not later than thirty days before the beginning of the fiscal year for which the appropriation is available, or not more than thirty days after approval of the Act by which the appropriation is made available, whichever is later.	Section 1513: (a) The official having administrative control of an appropriation available to the legislative branch, the judicial branch, the United States International Trade Commission, or the District of Columbia government that is required to be apportioned under section 1512 of this title shall apportion the appropriation in writing. An appropriation shall be apportioned not later than the later of the following: (1) 30 days before the beginning of the fiscal year for which the appropriation is available; or (2) 30 days after the date of enactment of the law by which the appropriation is made available.
(2) Any appropriation available to an agency, which is required to be apportioned under subsection (c) of this section, shall be apportioned or reapportioned in writing by the Director of the Office of Management and Budget. The head of each agency to which any such appropriation is available shall submit to the Office of Management and Budget	Section 1513(b): (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

THE ANTIDEFICIENCY ACT	TITLE 31—MONEY AND FINANCE
information, in such form and manner and at such time or times as the Director may prescribe, as may be required for the apportionment of such appropriation. Such information shall be submitted not later than forty days before the beginning of any fiscal year for which the appropriation is available, or not more than fifteen days after approval of the Act by which such appropriation is made available, whichever is later. The Director of the Office of Management and Budget shall apportion each such appropriation and shall notify the agency concerned of his action not later than twenty days before the beginning of the fiscal year for which the appropriation is available or not more than thirty days after approval of the Act by which such appropriation is made available, whichever is later.	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. The information should be submitted not later than the later of the following: (A) 40 days before the beginning of the fiscal year for which the appropriation is available; or (B) 15 days after the date of enactment of the law by which the appropriation is made available. (2) The President shall notify the head of the executive agency of the action taken in apportioning the appropriation under paragraph (1) of this subsection not later than the later of the following: (A) 20 days before the beginning of the fiscal year for which the appropriation is available; or (B) 30 days after the date of enactment of the law by which the appropriation is made available.
When used in this section, the term "agency" means any executive department, agency, commission, authority, administration, board, or other independent establishment in the executive branch of the Government, including any corporation wholly or partly owned by the United States which is an instrumentality of the United States.	Section 101: In this title, "agency" means a department, agency, or instrumentality of the United States Government. Also, section 102: In this title, "executive agency" means a department, agency, or instrumentality in the executive branch of the United States Government.
Nothing in this subsection shall be so construed as to interfere with the initiation, operation, and administration of agricultural price support programs and no funds (other than funds for administrative expenses) available for price support, surplus removal, and available under section 612c of title 7, with respect to agricultural commodities shall be subject to apportionment pursuant to this section.	Section 1513: (e) This section does not affect the initiation and operation of agriculture price support programs. Also, section 1511: (b) This subchapter does not apply to— (1) amounts (except amounts for administrative expenses) available— (A) for price support and surplus removal of agricultural commodities; and (B) under section 32 of the Act of August 24, 1935 (7 U.S.C. 612c);
The provisions of this section shall not apply to any corporation which obtains funds for making loans, other than paid in capital funds, without legal liability on the part of the United States.	Section 1341(a): (2) This subsection does not apply to a corporation getting amounts to make loans (except paid in capital amounts) without legal liability of the United States Government. Also, section 1342 (in part): ... This section does not apply to a corporation getting amounts to make loans (except paid in capital amounts) without legal liability of the United States

THE ANTIDEFICIENCY ACT	TITLE 31—MONEY AND FINANCE
	Government. Also, section 1511: (b) this subchapter does not apply to— (2) a corporation getting amounts to make loans (except paid in capital amounts) without legal liability on the part of the United States Government; and
(e) Apportionment necessitating deficiency or supplemental estimates (1) No apportionment or reapportionment, or request therefore by the head of an agency, which, in the judgment of the officer making or the agency head requesting such apportionment or reapportionment, would indicate a necessity for a deficiency or supplemental estimate shall be made except upon a determination by such officer or agency head, as the case may be, that such action is required because of (A) any laws enacted subsequent to the transmission to the Congress of the estimates for an appropriation which require expenditures beyond administrative control; or (B) emergencies involving the safety of human life, the protection of property, or the immediate welfare of individuals in cases where an appropriation has been made to enable the United States to make payment of, or contributions toward, sums which are required to be paid to individuals either in specific amounts fixed by law or in accordance with formulae prescribed by law.	Section 1515(b): (1) Except as provided in subsection (a) of this section, an official may make, and the head of an agency may request, an apportionment under section 1512 of this title that would indicate a necessity for a deficiency or supplemental appropriation only when the official or agency head decides that the action is required because of— (A) a law enacted after submission to Congress of the estimates for an appropriation that requires an expenditure beyond administrative control; or (B) an emergency involving the safety of human life, the protection of property, or the immediate welfare of individuals when an appropriation that would allow the United States Government to pay, or contribute to, amounts required to be paid to individuals in specific amounts fixed by law or under formulas prescribed by law, is insufficient.
(2) In each case of an appropriation or a reapportionment which, in the judgment of the officer making such apportionment or reapportionment, would indicate a necessity for a deficiency or supplemental estimate, such officer shall immediately submit a detailed report of the facts of the case to the Congress. In transmitting any deficiency or supplemental estimates required on account of any such apportionment or reapportionment, reference shall be made to such report.	Section 1515(b): (2) If an official making an apportionment decides that an apportionment would indicate a necessity for a deficiency or supplemental appropriation, the official shall submit immediately a detailed report of the facts to Congress. The report shall be referred to in submitting a proposed deficiency or supplemental appropriation.
(f) Exemption of trust funds and working funds expenditures from apportionment (1) The officers designated in subsection (d) of this section to make apportionments and reapportionments may exempt from apportionments trust funds and working funds expenditures from which have no significant effect on the financial operations of the Government, working capital and revolving funds established for intragovernmental operations, receipts from industrial and power operations available under	Section 1516: An official designated in section 1513 of this title to make apportionments may exempt from apportionment – (1) a trust fund or working fund if an expenditure from the fund has no significant effect on the financial operations of the United States Government; (2) a working capital fund or a revolving fund established for intragovernmental operations; (3) receipts from industrial and power operations

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law and any appropriation made specifically for— (1) interest on, or retirement of, the public debt; (2) payment of claims, judgments, refunds, and draw-backs; (3) any item determined by the President to be of a confidential nature; (4) payment under private relief acts or other laws requiring payments to designated payees in the total amount of such appropriation; (5) grants to the States under title I, IV, or X of the Social Security Act (42 U.S.C. 301 *et seq.*, 1201 *et seq.*), or under any other public assistance title in such Act.	available under law; and (4) appropriations made specifically for— (A) interest on, or retirement of, the public debt; (B) payment of claims, judgments, refunds, and drawbacks; (C) items the President decides are of a confidential nature; (D) payment under a law requiring payment of the total amount of the appropriation to a designated payee; and (E) grants to the States under the Social Security Act (42 U.S.C. 301 *et seq.*).
(2) The provisions of subsection (c) of this section shall not apply to appropriations to the Senate or House of Representatives or to any Member, committee, Office (including the office of the Architect of the Capitol), officer, or employee thereof.	Section 1511: (b) This subchapter does not apply to— (3) the Senate, the House of Representatives, a committee of Congress, a member, officer, employee, or office of either House of Congress, or the office of the Architect of the Capitol or an officer or employee of that Office.
(g) Administrative division of apportionment; simplification of system for subdividing funds Any appropriation which is apportioned or reapportioned pursuant to this section may be divided and subdivided administratively within the limits of such apportionments or reapportionments. The officer having administrative control of any such appropriation available to the legislative branch, the judiciary, the United States International Trade Commission, or the District of Columbia, and the head of each agency, subject to the approval of the Director of the Office of Management and Budget, shall prescribe, by regulation, a system of administrative control (not inconsistent with any accounting procedures prescribed by or pursuant to law) which shall be designed to (A) restrict obligations or expenditures against each appropriation to the amount of apportionments or reapportionments made for each such appropriation, and (B) enable such officer or agency head to fix responsibility for the creation of any obligation or the making of any expenditure in excess of an apportionment or reapportionment.	Section 1513: (d) An appropriation apportioned under this subchapter may be divided and subdivided administratively within the limits of the apportionment. Section 1514: (a) The official having administrative control of an appropriation available to the legislative branch, the judicial branch, the United States International Trade Commission, or the District of Columbia government, and, subject to the approval of the President, the head of each executive agency (except the Commission) shall prescribe by regulation a system of administrative control not inconsistent with accounting procedures prescribed under law. The system shall be designed to— (1) to restrict obligations or expenditures from each appropriation to the amount of apportionments or reapportionments of the appropriation; and (2) to enable the official or the head of the executive agency to fix responsibility for an obligation or expenditure exceeding an apportionment or reapportionment.
In order to have a simplified system for the administrative subdivision of appropriations or funds,	(b) To have a simplified system for administratively dividing appropriations, the head of each executive

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each agency shall work toward the objective of financing each operating unit, at the highest practical level, from not more than one administrative subdivision for each appropriation or fund affecting such unit.	agency (except the Commission) shall work toward the objective of financing each operating unit, at the highest practical level, from not more than one administrative division for each appropriation affecting the unit.
(h) Expenditures in excess of apportionment; penalties No officer or employee of the United States shall authorize or create any obligation or make any expenditure (A) in excess of an apportionment or reapportionment, or (B) in excess of the amount permitted by regulations prescribed pursuant to subsection (g) of this section.	Section 1517: (a) An officer or employee of the United States Government or of the District of Columbia government may not make or authorize an expenditure or obligation exceeding— (1) an apportionment; or (2) the amount permitted by regulations prescribed under section 1514(a) of this title.
(i) Administrative discipline; reports on violation (1) In addition to any penalty of liability under other law, any officer or employee of the United States who shall violate subsections (a), (b), or (h) of this section shall be subjected to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office;	Section 1349: (a) An officer or employee of the United States Government or of the District of Columbia government violating section 1341(a) or 1342 of this title shall be subject to appropriate administrative discipline including, when circumstances warrant, suspension from duty without pay or removal from office. Also, section 1518: An officer or employee of the United States Government or of the District of Columbia government violating section 1517(a) of this title shall be subject to appropriate administrative discipline including, when circumstances warrant, suspension from duty without pay or removal from office.
And any officer or employee or the United States who shall knowingly and willfully violate subsections (a), (b), or (h) of this section shall, upon conviction, be fined not more than $5,000 or imprisoned for not more than two years, or both.	Section 1350: An officer or employee of the United States Government or of the District of Columbia government knowingly and willfully violating section 1341(a) or 1342 of this title shall be fined not more than $5,000, imprisoned for not more than two years, or both. Also, section 1519: An officer or employee of the United States Government or of the District of Columbia government knowingly and willfully violating section 1517(a) of this title shall be fined not more than $5,000, imprisoned for not more than 2 years, or both.
(2) In the case of a violation of subsections (a), (b), or (h) of this section by an officer or employee of an agency, or of the District of Columbia, the head of the agency concerned or the Mayor of the District of	Section 1351: If an officer or employee of an executive agency or an officer or employee of the District of Columbia

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Columbia, shall immediately report to the President, through the Director of the Office of Management and Budget, and to the Congress all pertinent facts together with a statement of the action thereon.	government violates section 1341(a) or 1342 of this title, the head of the agency or the Mayor of the District of Columbia, as the case may be, shall report immediately to the President and Congress all relevant facts and a statement of actions taken. A copy of each report shall be transmitted to the Comptroller General on the same date the report is transmitted to the President and Congress. Also, section 1517: (b) If an officer or employee of an executive agency or of the District of Columbia government violates subsection (a) of this section, the head of the executive agency or the Mayor of the District of Columbia, as the case may be, shall report immediately to the President and Congress all relevant facts and a statement of actions taken. A copy of each report shall be transmitted to the Comptroller General on the same date the report is transmitted to the President and Congress.
31 U.S.C. 665a. Basis of apportionment; need for funds for increased compensation for wage-board employees On and after June 5, 1957, any appropriation required to be apportioned pursuant to section 665 of this title, may be apportioned on a basis indicating the need for a supplemental or deficiency estimate of appropriation to the extent necessary to permit payment of such pay increases as may be granted those employees (commonly known as wage-board employees) whose compensation is fixed and adjusted from time to time in accordance with prevailing rates (5 U.S.C. 5102(c)(7), 5341 *et seq.*).	Section 1515: (a) An appropriation required to be apportioned under section 1512 of this title may be apportioned on a basis that indicates the need for a deficiency or supplemental appropriation to the extent necessary to permit payment of such pay increases as may be granted pursuant to law to civilian officers and employees (including prevailing rate employees whose pay is fixed and adjusted under subchapter IV of chapter 53 of title 5) and to retired and active military personnel
31 U.S.C. 669. Apportionment of contingent funds of departments to offices and bureaus (the following passage occurs in section 669 before the semicolon) In addition to the apportionment required by section 665 of this title, the head of each executive department shall, on or before the beginning of each fiscal year, apportion to each office or bureau of his department the maximum amount to be expended therefore during the fiscal year out of the contingent fund or funds appropriated for the entire year for the department, and the amounts so apportioned shall not be increased or diminished during the year for which made except upon the written direction of the head of the department, in which there shall be fully expressed his reasons therefore.	Section 1513: (c) By the first day of each fiscal year, the head of each executive department of the United States Government shall apportion among the major organizational units of the department the maximum amount to be expended by each unit during the fiscal year out of each contingent fund appropriated for the entire year for the department. Each amount may be changed during the fiscal year only by written direction of the head of the department. The direction shall state the reasons for the change.

THE ANTIDEFICIENCY ACT	TITLE 31—MONEY AND FINANCE
31 U.S.C. 669. Apportionment of use of contingent funds by DC (the following passage occurs in section 669 after the semicolon) and there shall not be purchased out of any other fund any article for use in any office or bureau of any executive department, in Washington, District of Columbia, which could be purchased out of appropriations made for the regular contingent funds of such department or of its offices and bureaus.	Section 1341: (b) An article to be used by an executive department in the District of Columbia that could be bought out or an appropriation made to a regular contingent fund of the department may not be bought out of another amount available for obligation.

APPENDIX H—CHECKLIST FOR FUNDS CONTROL REGULATIONS

Summary of Changes

Recognizes that in some cases, agencies have OMB approved fund control regulations that use terms for subdivisions of apportionments that are different from the ones defined in Appendix H, but with equivalent meanings. In these cases, the agencies can continue to follow the OMB approved regulations.

You must include the following items in the funds control regulations you submit to OMB for approval:

1. Statement of purpose. At a minimum, your regulations should state broadly that their purpose is to prescribe procedures to follow in budget execution and specify basic fund control principles and concepts.

Your regulations should state that they:

- Establish policy with regard to the administrative control of funds.
- Prescribe a system for positive administrative control of funds designed to restrict obligations and expenditures (disbursements) to the amount available in each appropriation or fund account.
- Restrict *both* obligations and expenditures from each appropriation or fund account to *the lower of* the amount of apportionments made by OMB or the amount available for obligation and/or expenditure in the appropriation or fund account.
- Enable the head of your agency to identify the person responsible for any obligation or expenditure exceeding the amount available in the appropriation or fund account, the OMB apportionment or reapportionment, the allotment or suballotments made by the agency, any statutory limitations, and any other administrative subdivision of funds made by the agency.
- Provide procedures for dealing with violations of the Antideficiency Act as well as violations of other administrative subdivision of funds that are not violations of the Antideficiency Act, per se.

2. Authority. At a minimum, you should list the following authorities in the regulations:

- Money and Finance. Title 31, United States Code:
  - Sections 1341–1342, 1349–1351, 1511–1519 (part of the Antideficiency Act, as amended).
  - Sections 1101, 1104–1108, 3324 (part of the Budget and Accounting Act, 1921, as amended).
  - Sections 1501–1502 (part of section 1311 of the Supplemental Appropriations Act of 1950).
  - Sections 1112, 1531, 3511–3512, 3524 (part of the Budget and Accounting Procedures Act of 1950).
- Title X of P. L. 93–344, found at 2 U.S.C. 681–688.
- Part 4 of OMB Circular No. A–11, "Instructions on Budget Execution," and related OMB guidelines.

- Other pertinent laws governing your agency's funds and appropriate agency internal regulations, if any.

3. Scope. The regulations should state that all organizations, appropriations, and funds are subject to the provisions contained in them. If you want to make any exemptions, OMB must first approve them. Clearly identify all approved exemptions in the regulations.

4. Definitions, terminology, and concepts. Your regulations should have a section that specifies that the definitions, terminology, and concepts in OMB Circular No. A–11 applies. You may restrict this to terms that are peculiar to, or have special meaning within your agency, except that you should include the identical definition of the following terms found in OMB Circular No. A–11: apportionment, allotments, suballotments, allowances, and allocations.

- *Apportionment* means a distribution made by OMB of amounts available for obligation in an appropriation or fund account into amounts available for specified time periods, program, activities, projects, objects, or any combination of these. The apportioned amount limits the obligations that may be incurred. An apportionment may be further subdivided by an agency into allotments, suballotments, and allocations. (section 20.3).

- *Allotments* are subdivisions of apportionments that are made by the heads of agencies.

- *Suballotments* are subdivisions of allotments.

- *Allowances* and *allocations* are subdivisions of suballotments.

In some cases, OMB has approved agency funds control regulations that use terms different from the ones defined above but with the equivalent meaning of those definitions. In these cases, continue to follow the OMB approved regulations.

Your regulation must specify that violations of allotments and suballotments are violations of the Antideficiency Act. If the agency chooses to and OMB approves, the agency may make allowances and allocations also subject to the Antideficiency Act. In this case, the agency must clearly state in its funds control regulations that obligations and expenditures that exceed allowances and allocations are violations of the Antideficiency Act.

To the extent that OMB Circular No. A–11 or Treasury regulations do not provide a definition for a technical term; this section should include a definition for the term that your agency is proposing to use in the regulations.

5. Responsibility and functions of individuals. Your agency regulations should describe those individuals within the agency charged with funds control responsibilities by title or position. At a minimum, they should:

- List the positions and describe the funds control responsibilities of each.

- Explain each position's responsibilities with regard to investigating, reporting, and following up on Antideficiency Act violations, as well as violations of agency limitations that are not violations of the Antideficiency Act.

6. Actions prohibited. At a minimum, include the following:

- *Violations of the Antideficiency Act*. List all the basic actions prohibited by sections 1341, 1342, and 1517(a) of Title 31, U.S. Code (part of the Antideficiency Act), as they are interpreted and applied within your agency.

- *Violations of limitations that do not per se violate the Antideficiency Act*. List and briefly describe all your agency's imposed restrictions, including a statement describing the conditions under which violations of these restrictions also violate the Antideficiency Act.

7. Penalties.

A. *Administrative penalties*. The law provides that any officer or employee of the United States who violates the prohibitions of 31 U.S.C. 1341(a), 1342, or 1517(a) will be subject to appropriate administrative discipline. Administrative discipline may consist of:

- Letter of reprimand or censure for the official personnel record of the officer or employee.
- Unsatisfactory performance rating.
- Transfer to another position.
- Suspension from duty without pay.
- Removal from office.

B. *Criminal penalties*. In addition, the law provides that any officer or employee of the United States who knowingly and willfully violates the prohibitions shall be fined not more than $5,000, imprisoned for not more than two years, or both.

Describe all criminal penalties for violations of the Antideficiency Act, as well as any additional disciplinary measures your agency imposes. In addition, describe penalties for violations of agency limitations and requirements that your agency does not consider subject to provisions of the Antideficiency Act.

8. Reporting violations. At a minimum, your regulations should prescribe procedures for reporting apparent violations to responsible agency officials, the President, the Congress, and the Government Accountability Office (GAO). All violations must be reported immediately upon discovery. Antideficiency Act violations must be reported by letter to the President, through OMB, signed by the head of the agency, and by letter to the Congress and GAO.

Any individual who knows of a possible Antideficiency Act violation must report it. Specify who should be notified in your regulations.

Even though you take subsequent actions to correct the cause of a violation, it does not eliminate that violation, and you must still report it.

9. Accounting support for funds control systems. Your regulations must specify that the agency accounting system must fully support agency funds control systems. The accounting systems should provide for:

- Recording all financial transactions affecting: apportionments; reapportionments; allotments; suballotments; agency restrictions; financial plans; program operating plans; obligations and expenditures; as well as anticipated, earned, and collected reimbursements.

- Preparing and reconciling financial reports that display cumulative obligations, and the remaining unobligated balance by appropriation and allotment, and cumulative obligations by budget activity and object class.

10. Apportionment procedures. Normally, you describe agency procedures for requesting apportionment of funds in other directives or manuals. However, you should include the following as part of the funds control regulations:

- Briefly describe your agency's procedures for requesting the apportionment of funds. List position(s) and organizations responsible for making the request.

- Cite the basic internal agency directives covering the apportionment of funds. At your option, you may include general guidance covering apportionment action in connection with the following:

  - Supplementals.
  - Reprogramming.
  - Transfer between accounts.

- Discuss agency administrative control of funds policies that apply specifically to revolving funds, management funds, and trust funds, including those that are not apportioned. If any of these funds are not subject to the basic provisions of these regulations (see above), describe the procedures used to control them in a separate section.

11. Policy on allotments and suballotments. Include the general policy that allotments and suballotments (or those equivalent terms as specifically defined by your agency in your OMB-approved funds control regulations) will be established at the highest practical level, and each operating unit will be financed from no more than one subdivision for each appropriation or fund (the Antideficiency Act establishes these objectives). Specify the criteria for changing the allotment structure, and identify who has authority to approve such changes. Emphasize that allotments and suballotments are subject to the provisions of the Antideficiency Act.

Include the following in the section on allotments and suballotments:

- Function and purpose of allotments and suballotments.

- Restrictions:

  - The sum of allotment amounts issued will not exceed the apportionment.

  - The sum of suballotment amounts issued will not exceed the allotment amount.

  - The amounts of allotments or other administrative subdivisions will be fixed and will be changed only when authorized by the authority who initially issued the subdivision.

  - Congressional restrictions contained in appropriation acts will be enforced.

  - Other restrictions which your agency may want with respect to administrative subdivisions. Use this Circular as a guide. However, you may establish more stringent requirements for the allotment of anticipated budgetary resources.

- Allotment procedures:
  - Make allotments and suballotments using formal documents.

  - Identify the officers authorized to issue allotments and suballotments as well as the officers and employees authorized to reduce them.

- At a minimum, document the following:

  A. Amount available.

  B. Funding source (for example, appropriations, reimbursements).

  C. Time period of availability.

  D. The position title of the official responsible and other agency limitations.

  E. Justification for changes in allotments. (In some cases, changes in allotments will create the need for a reapportionment, which requires OMB approval.)

12. Treatment of anticipated budgetary resources already enacted into law. Your agency's funds control regulations should state that apportionments may include estimated amounts of "anticipated" budgetary resources that are the result of *laws already enacted*. This is done to reduce routine reapportionments of such amounts as they actually become available. These are presented on the apportionment and SF 133 on the following lines:

- Anticipated increases (+) in budget authority (including anticipated transfers of new budget authority) into the account and anticipated decreases in budget authority (–) from the account; lines 1151. 1530, 1741, 1251, 1630, or 1841

- Anticipated transfers of unobligated balances into the account (+) and out of the account (–); line 1040

- Anticipated collections, reimbursements, and other income (+); lines 1740 or 1840

- Anticipated expenditure transfers from into the account (+); lines 1740 or 1840

- Anticipated recoveries of prior year unpaid obligations (+); line 1041 and

- Anticipated permanent reductions (–); lines 1042, 1152, 1330, 1531, 1742 or 1252, 1430, 1631, or 1842

You may choose <u>not to allot</u> amounts *anticipated to increase* (+) the total budgetary resources, even though the amount has been apportioned, <u>until the increase actually occurs</u>.

Alternatively, you may choose <u>to allot</u> amounts *anticipated to increase* the total budgetary resources <u>before the increase actually occurs</u>. If you choose this alternative, then the funds control regulations must require that all officials or employees who receive allotments of anticipated increases in budgetary resources should maintain constant and careful oversight to ensure that these amounts materialize before they incur obligations or expenditures against this type of allotment. The regulations must also require that if actual amounts are less than anticipated, the agency will make appropriate funding adjustments and take other appropriate actions including requesting a reapportionment.

The *anticipated decreases* (–) under current law do <u>not</u> become a part of the amount of total budgetary resources available to be apportioned. Since the OMB apportionment will not include these amounts, these amounts must not be allotted.

13. Deficiency apportionments. At a minimum, the regulations should state:

- Apportionments that anticipate the need for a deficiency appropriation or a supplemental under 31 U.S.C. 1515 will be specifically identified on the apportionment request.

- To qualify as a deficiency apportionment, the request must be required by:
  - Laws enacted subsequent to the transmittal of the annual budget for the year to Congress;
  - Emergencies involving human life, the protection of property, or the immediate welfare of individuals; or
  - Specific authorization by law.
- When OMB approves a deficiency apportionment and transmits it to Congress, OMB is merely notifying the Congress that funds appropriated to date are being obligated at a more rapid rate than previously anticipated. This notification does not guarantee that the Congress will approve any part of any associated supplemental requests and does not authorize the use of any amounts not yet provided by Congress.

APPENDIX J—PRINCIPLES OF BUDGETING FOR CAPITAL ASSET ACQUISITIONS

Introduction and Summary

The Administration plans to use the following principles in budgeting for capital asset acquisitions. These principles address planning, costs and benefits, financing, and risk management requirements that should be satisfied before a proposal for the acquisition of capital assets can be included in the Administration's budget. A Glossary describes key terms. OMB has also published the *Capital Programming Guide* (June 2011), a supplement to this Circular. The *Guide* is a basic reference on principles and techniques for planning, budgeting, acquisition, and management of capital assets. Agencies should consult the *Guide* when preparing their capital plans and developing their budget requests from their capital plans.

The principles are organized in the following four sections:

A. ***Planning***. This section focuses on the need to ensure that capital assets support core/priority missions of the agency; the assets have demonstrated a projected return on investment that is clearly equal to or better than alternative uses of available public resources; the risk associated with the assets is understood and managed at all stages; and the acquisition is implemented in phased, successive segments, unless it can be demonstrated there are significant economies of scale at acceptable risk from funding more than one segment or there are multiple units that need to be acquired at the same time.

B. ***Costs and Benefits***. This section emphasizes that the asset should be justified primarily by benefit-cost analysis, including life-cycle costs; that all costs are understood in advance; and that cost, schedule, and performance goals are identified that can be measured using an earned value management system.

C. ***Principles of Financing***. This section stresses that useful segments are to be fully funded with regular appropriations; that as a general rule, planning segments should be financed separately from procurement of the asset; and that agencies are encouraged to aggregate assets in capital acquisition accounts and take other steps to accommodate lumpiness or "spikes" in funding for justified acquisitions.

D. ***Risk Management***. This section is to help ensure that risk is analyzed and managed carefully in the acquisition of the asset. Strategies can include separate accounts for capital asset acquisitions, the use of apportionment to encourage sound management, and the selection of efficient types of contracts and pricing mechanisms in order to allocate risk appropriately between the contractor and the Government. In addition, cost, schedule, and performance goals are to be controlled and monitored by using an earned value management system; and if progress toward these goals is not met, there is a formal review process to evaluate whether the acquisition should continue or be terminated.

As defined here, capital assets are generally land, structures, equipment, and intellectual property (including software) that are used by the Federal Government, including weapon systems. Not included are grants to States or others for their acquisition of capital assets. A complete definition is provided in Appendix 1 of the Capital Programming Guide.

A. Planning

Investments in major capital assets proposed for funding in the Administration's budget should:

1. Support core/priority mission functions that need to be performed by the Federal Government;

2. Be undertaken by the requesting agency because no alternative private sector or governmental source can support the function more efficiently;

3. Support work processes that have been simplified or otherwise redesigned to reduce costs, improve effectiveness, and make maximum use of commercial, off-the-shelf technology;

4. Demonstrate a projected return on the investment that is clearly equal to or better than alternative uses of available public resources. Return may include: improved mission performance in accordance with measures developed pursuant to the Government Performance and Results Act; reduced cost; increased quality, speed, or flexibility; and increased customer and employee satisfaction. Return should be adjusted for such risk factors as the investment's technical complexity, the agency's management capacity, the likelihood of cost overruns, and the consequences of under- or non-performance;

5. Information technology investments ensure that security is incorporated and funded in the life-cycle planning of the system. OMB Memorandum M–00–07: "Incorporating and Funding Security in Information Systems Investments" (February 28, 2000) provides additional detail;

6. Reduce risk by: avoiding or isolating custom-designed components to minimize the potential adverse consequences on the overall investment; using fully tested pilots, simulations, or prototype implementations when necessary before going to production; establishing clear measures and accountability for investment progress; and securing substantial involvement and buy-in throughout the investment from the program officials who will use the system;

7. Be implemented in phased, successive segments as narrow in scope and brief in duration as practicable, each of which solves a specific part of an overall mission problem and delivers a measurable net benefit independent of future segments, unless it can be demonstrated that there are significant economies of scale at acceptable risk from funding more than one segment or there are multiple units that need to be acquired at the same time; and

8. Employ an acquisition strategy that appropriately allocates risk between the Government and the contractor, effectively uses competition, ties contract payments to accomplishments, and takes maximum advantage of commercial technology.

Prototypes require the same justification as other capital assets.

As a general presumption, OMB will recommend new or continued funding only for those capital asset investments that satisfy these criteria. Funding for those investments will be recommended on a phased basis by segment, unless it can be demonstrated that there are significant economies of scale at acceptable risk from funding more than one segment or there are multiple units that need to be acquired at the same time.

OMB recognizes that many agencies are in the middle of ongoing investments, and they may not be able immediately to satisfy the criteria. For those investments that do not satisfy the criteria, OMB will consider requests to use current year and budget year funds to finance additional planning, as necessary, to support the establishment of realistic cost, schedule, and performance goals for the completion of the investment. This planning could include: the redesign of work processes, the evaluation of alternative solutions, the development of information system architectures, and if necessary, the purchase and evaluation of prototypes. Realistic goals are necessary for agency portfolio analysis to determine the viability of the investment, to provide the basis for fully funding the investment to completion, and setting the baseline for management accountability to deliver the investment within goals.

Because OMB considers this information essential to agencies' long-term success, OMB will use this information both in preparing the Administration's budget and, in conjunction with cost, schedule, and performance data, as apportionments are made. Agencies are encouraged to work with their OMB

representative to arrive at a mutually satisfactory process, format, and timetable for providing the requested information.

B. Costs and Benefits

The justification of the investment should evaluate and discuss the extent to which the investment meets the above criteria and should also include:

- An analysis of the investment's total life-cycle costs and benefits, including the total budget authority required for the asset, consistent with policies described in OMB Circular A–94: *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs* (October 1992);

- An analysis of the risk of the investment including how risks will be isolated, minimized, monitored, and controlled, and for major programs, an evaluation and estimate by the Chief Financial Officer of the probability of achieving the proposed cost goals;

- If after the planning phase, the procurement is proposed for funding in segments, an analysis showing that the proposed segment is economically and programmatically justified, that it is programmatically useful if no further investments are funded, and in this application its benefits exceed its costs; and

- Cost, schedule, and performance goals for the investment (or the planning segment or useful asset being proposed) that can be measured throughout the acquisition process using a performance-based management system (e.g., earned value management).

C. Principles of Financing

Principle 1: Full Funding

Budget authority sufficient to complete a useful segment of a capital project (or investment) (or the entire capital project, if it is not divisible into useful segments) must be appropriated before any obligations for the useful segment (or project or investment) may be incurred.

***Explanation**:* Good budgeting requires that appropriations for the full costs of asset acquisition be enacted in advance to help ensure that all costs and benefits are fully taken into account at the time decisions are made to provide resources. Full funding with regular appropriations in the budget year also leads to tradeoffs within the budget year with spending for other capital assets and with spending for purposes other than capital assets. Full funding increases the opportunity to use performance-based fixed price contracts, allows for more efficient work planning and management of the capital project (or investment), and increases the accountability for the achievement of the baseline goals.

When full funding is not followed and capital projects (or investments) or useful segments are funded in increments, without certainty if or when future funding will be available, the result is sometimes poor planning, acquisition of assets not fully justified, higher acquisition costs, cancellation of major investments, the loss of sunk costs, or inadequate funding to maintain and operate the assets.

Principle 2: Regular Appropriations

Regular appropriations for the full funding of a capital project (or investment) or a useful segment of a capital project in the budget year are preferred. If this results in spikes that, in the judgment of OMB, cannot be accommodated by the agency or the Congress, see Principle 4 below.

***Explanation**:* Principle 1 (Full Funding) is met as long as appropriations provide budget authority sufficient to complete the capital project or useful segment or investment. Full funding in the budget year

with regular appropriations alone is preferred because it leads to tradeoffs within the budget year with spending for other capital assets and with spending for purposes other than capital assets. In contrast, full funding for a capital project (investment) over several years with regular appropriations for the first year and advance appropriations for subsequent years may bias tradeoffs in the budget year in favor of the proposed asset because with advance appropriations the full cost of the asset is not included in the budget year. Advance appropriations, because they are scored in the year they become available for obligation, may constrain the budget authority and outlays available for regular appropriations of that year.

Principle 3: Separate Funding of Planning Segments

As a general rule, planning segments of a capital project (or investment) should be financed separately from the procurement of a useful asset.

Explanation*:* The agency must have information that allows it to plan the capital project (investment), develop the design, and assess the benefits, costs, and risks before proceeding to procurement of the useful asset. This is especially important for high risk acquisitions. This information comes from activities, or planning segments, that include but are not limited to market research of available solutions, architectural drawings, geological studies, engineering and design studies, and prototypes. The construction of a prototype that is a capital asset, because of its cost and risk, should be justified and planned as carefully as the investment itself. The process of gathering information for a capital project (investment) may consist of one or more planning segments, depending on the nature of the asset. Funding these segments separately will help ensure that the necessary information is available to establish cost, schedule, and performance goals before proceeding to procurement.

If budget authority for planning segments and procurement of the useful asset are enacted together, OMB may wish to apportion budget authority for one or several planning segments separately from procurement of the useful asset.

Principle 4: Accommodation of Lumpiness or "Spikes" and Separate Capital Acquisition Accounts

To accommodate lumpiness or "spikes" in funding justified capital acquisitions, agencies, working with OMB, are encouraged to aggregate financing for capital asset acquisitions in one or several separate capital acquisition budget accounts within the agency, to the extent possible within the agency's total budget request.

Explanation*:* Large, temporary, year-to-year increases in budget authority, sometimes called lumps or spikes, may create a bias against the acquisition of justified capital assets. Agencies, working with OMB, should seek ways to avoid this bias and accommodate such spikes for justified acquisitions. Aggregation of capital acquisitions in separate accounts may:

- Reduce spikes within an agency or bureau by providing roughly the same level of spending for acquisitions each year;

- Help to identify the source of spikes and to explain them. Capital acquisitions are more lumpy than operating expenses; and with a capital acquisition account, it can be seen that an increase in operating expenses is not being hidden and attributed to one-time asset purchases;

- Reduce the pressure for capital spikes to crowd out operating expenses; and

- Improve justification and make proposals easier to evaluate, since capital acquisitions are generally analyzed in a different manner than operating expenses (e.g., capital acquisitions have a longer time horizon of benefits and life-cycle costs).

D. Risk Management

Risk management should be central to the planning, budgeting, and acquisition process. Failure to analyze and manage the inherent risk in all capital asset acquisitions may contribute to cost overruns, schedule shortfalls, and acquisitions that fail to perform as expected. For each major capital project (investment), a risk analysis that includes how risks will be isolated, minimized, monitored, and controlled may help prevent these problems.

The investment cost, schedule and performance goals established through the planning phase of the investment are the basis for approval to procure the asset and the basis for assessing risk. During the procurement phase, performance-based management systems (earned value or similar system) must be used to provide contractor and Government management visibility on the achievement of, or deviation from, goals until the asset is accepted and operational. If goals are not being met, performance-based management systems allow for early identification of problems, potential corrective actions, and changes to the original goals needed to complete the investment and necessary for agency portfolio analysis decisions. These systems also allow for Administration decisions to recommend meaningful modifications for increased funding to the Congress, or termination of the investment, based on its revised expected return on investment in comparison to alternative uses of the funds. Agencies must ensure that the necessary acquisition strategies are implemented to reduce the risk of cost escalation and the risk of failure to achieve schedule and performance goals. These strategies may include:

- Having budgetary resources appropriated in separate capital asset acquisition accounts;
- Apportioning budget authority for a useful segment;
- Establishing thresholds for cost, schedule, and performance goals of the acquisition, including return on investment, which if not met may result in cancellation of the acquisition;
- Selecting types of contracts and pricing mechanisms that are efficient and that provide incentives to contractors in order to allocate risk appropriately between the contractor and the Government;
- Monitoring cost, schedule, and performance goals for the investment (or the planning segment or useful asset being proposed) using a performance-based management system (e.g., earned value management system); and
- If progress is not within 90 percent of goals, or if new information is available that would indicate a greater return on investment from alternative uses of funds, instituting senior management review of the investment through portfolio analysis to determine the continued viability of the investment with modifications, or the termination of the investment, and the start of exploration for alternative solutions if it is necessary to fill a gap in agency strategic goals and objectives.

E. Glossary

Appropriations, regular annual or advance, provide budget authority that permits Government officials to incur obligations that result in immediate or future outlays of Government funds.

Regular annual appropriations are:

- Enacted normally in the current year;
- Scored entirely in the budget year; and
- Available for obligation in the budget year and subsequent years if specified in the language (see "*Availability,*" below).

Advance appropriations may be accompanied by regular annual appropriations to provide funds available for obligation in the budget year as well as subsequent years. Advance appropriations are:

- Enacted normally in the current year;
- Scored after the budget year (e.g., in each of one, two, or more later years, depending on the language); and
- Available for obligation in the year scored and subsequent years if specified in the language (see "*Availability,*" below).

Availability refers to the period during which appropriations may be legally obligated. Appropriations made in appropriations acts are available for obligation only in the budget year, unless the language specifies that an appropriation is available for a longer period. If the language specifies that the funds are to remain available until the end of a certain year beyond the budget year, the availability is said to be "multi-year." If the language specifies that the funds are to remain available until expended, the availability is said to be "no-year." Appropriations for major procurements and construction projects are typically made available for multiple years or until expended.

APPENDIX K—SELECTED OMB GUIDANCE AND OTHER REFERENCES REGARDING CAPITAL ASSETS

EXECUTIVE ORDERS

Executive Order No. 12893, "Principles for Federal Infrastructure Investments," provides principles for the systematic economic analysis of infrastructure investments and their management. OMB Bulletin No. 94–16, Guidance on Executive Order No. 12893, "Principles for Federal Infrastructure Investments" (March 7, 1994), provides guidance for implementing this Order and appends the Order itself.

OMB CIRCULARS AND MEMORANDA

OMB Circular No. A–11*, Preparation, Submission, and Execution of the Budget*:

Part 2: Preparation and Submission of Budget Estimates

- Section 31.6, Full funding, requires that the agency request include full funding for procurement and construction. See the instructions for Planning, Budgeting, Acquisition and Management of Non-IT Capital Assets for more discussion of this policy. A link to the instructions can be found in Section 25.5 Table 1.

- Section 33.7, Systems acquisitions, states that agencies should develop their estimates of major systems acquisitions, including information technology systems, consistent with guidance in the *Capital Programming Guide*, the requirements of Title V of the Federal Acquisition Streamlining Act of 1994 (FASA), and the Clinger-Cohen Act of 1996.

- Section 51.18, Budgeting for capital assets, requires agencies to submit data on information technology (IT) investments and non-IT capital assets. Links to the instructions for the planning, budgeting, acquisition, and management of capital assets can be found in Section 25.5 Table 1. Links are included there regarding two required submissions regarding IT investments, a summary of IT investment spending, and justifications for major IT investments.

- Section 52, Information on financial management, requires agencies to submit data on financial management plans, systems and resources.

- Section 84, Character classification, requires information on different kinds of investment and grants to state and local governments.

Capital Programming Guide (June 2011). The *Guide* is a policy Supplement to this Circular.

OMB Circular No. A–94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs* (October 1992), publishes periodic revisions of the discount rate that are used to produce benefit-cost, cost-effectiveness, and lease-purchase analyses in evaluating Federal activities including capital asset acquisition. The circular includes guidelines on how to use the discount rate in calculating present value of future benefits and costs; measuring benefits and costs; and treating uncertainty and other issues. This guidance must be followed in all analyses you submit to OMB in support of legislative and budget programs.

OMB Circular No. A–127, *Financial Management Systems* (revised January 09, 2009), prescribes policies and standards for you to follow in developing, operating, evaluating, and reporting on core financial systems.

OMB Circular No. A–130, ***Management of Federal Information Resources*** (revised November 20, 2000), provides principles for internal management and planning practices of information systems and technology.

OMB Memorandum M–00–10, ***OMB Procedures and Guidance on Implementing the Government Paperwork Elimination Act*** (April 25, 2000). This memorandum provides guidance implementing on the Government Paperwork Elimination Act (GPEA), which requires agencies, by October 21, 2003, to provide for the (1) option of electronic maintenance, submission, or disclosure of information, when practicable as a substitute for paper; and (2) use and acceptance of electronic signatures, when practicable.

OMB Memorandum M–00–13, ***Privacy Policies and Data Collection on Federal Websites*** (June 22, 2000). This memorandum reminds agencies that they are required by law and policy to establish clear privacy policies for its web activities and to comply with those policies.

OMB Memorandum M–11–12, ***2011 Discount Rates for OMB Circular No. A–94*** (February 3, 2011). This memorandum provides the annual update of discount rates in Appendix C of OMB Circular A–94. These rates will be in effect for the calendar year 2011.

PUBLICATIONS

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CIRCULAR NO. A–11

PART 9

ADVANCE GUIDANCE:

REALIGNED FORMAT FOR SF 133, CHANGE IN OBLIGATED BALANCES (FY 2012)

REALIGNED FORMAT FOR P&F, CHANGE IN OBLIGATED BALANCES (FY 2014 BUDGET)

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
NOVEMBER 2011

PART 9—ADVANCE GUIDANCE

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Summary of Changes

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Establishes requirements for distinguishing between direct and reimbursable end of year unobligated balances (Appendix F).

SECTION 82—COMBINED SCHEDULE X

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82.1 What is schedule X?

Schedule X facilitates entering like data into the MAX database. Instead of entering similar or identical data into 3 different schedules, you use one master worksheet. The data entered into schedule X populates:

- Schedule P (Program and financing schedule)
- Schedule A (Presidential policy data for expenditure accounts)
- Schedule S (Presidential baseline data for expenditure accounts)

For credit financing accounts and government sponsored enterprises, schedule X populates only schedule P, because these accounts do not have policy or baseline data.

82.2 What are schedules P, A, and S?

Schedule P is the program and financing schedule. It is printed in the budget *Appendix* and presents information on agency programs, the allocation of budgetary resources by activity, the status of those resources, and spending patterns. The schedule covers PY through BY. It is used to:

- Analyze and evaluate the estimates;
- Compare enacted funding levels to the President's request;
- Relate budget formulation to budget execution (estimates to actuals); and
- Identify programmatic and historical trends.

Schedule A shows budget authority and outlays by OMB account for the most recent actual year (PY), enacted levels for the current year (CY), and the levels proposed by the President for the budget year (BY) through BY+9.

Schedule S shows baseline estimates of budget authority and outlays by OMB account and covers CY through BY+9.

To learn more about the additional data classifications you will use for schedules A and S, see section 81.

82.3 How is schedule X organized?

Schedule X follows the flow of the program and financing schedule (schedule P):

- Obligations by program activity (lines 0001–0900) (section 82.5)
- Budgetary resources (lines 1000–1966) (section 82.6)
- Change in obligated balance (lines 3000–3200) (section 82.7)
- Budget authority and outlays, net (lines 4000–4190) (section 82.8)
- Memorandum (non-add) entries (lines 5000–5150) (section 82.9)
- Unfunded deficiencies (lines 7000–7020) (section 82.10)

The data you enter in the Budgetary Resources section and the Budget Authority and Outlays, Net section will automatically populate schedules P, A, and S. The remainder of the sections populate schedule P.

The Budgetary Resources section is a common section used in schedule X, the SF133 report on budget execution, and the apportionment schedule. The Change in obligated balance; the Budget authority and outlays, net; and the Unfunded deficiencies sections are used in schedule X and the SF133.

82.4 How are schedules A and S derived from schedule X?

In the Budgetary Resources section, where schedule X shows the total for a type of budget authority (e.g., line 1160), you will also enter a more detailed breakout of budget authority and outlays used to populate schedules A and S. In the Budget Authority and Outlays, Net section, where schedule P shows offsets (e.g., line 4030), you will also enter a more detailed breakout of offsets for schedules A and S.

You will do this by using more than one version of the line. For example, for total discretionary appropriations, you will use line X 1160 to populate schedule P, line X 1160–40 to populate schedule A, and line X 1160–50 to populate schedule S. Since baseline and policy should be equal in CY for all data in transmit 0 and for BY through BY+9 in transmit 0 for mandatory receipts and spending, MAX will copy your data entry from baseline lines to policy. MAX will display a CY error if the amounts you enter

in schedule X to populate the P and A schedules do not match the corresponding amounts that populate schedule A.

Schedules A and S also require that you associate outlays with your BA, so for each line of policy and baseline BA, you will show the associated outlays. These outlays are copied directly into schedules A and S, and are used to populate the Budget authority and outlays, net section of schedule P. See exhibit 82B for more guidance on entering outlays.

Schedule P line numbers always have four digits. Schedule A and S line numbers always have six digits. Subtotals that appear only onscreen (i.e., do not print) also have 6 digits. This chart shows what the fifth and sixth digits in line numbers mean:

MAX Line and Line Numbers		MAX Schedule
New Budget Authority and limitations:		
xxxx–40	Policy program	Schedule A
xxxx–50	Baseline program	Schedule S
Outlays (policy):		
xxxx–61	Outlays from new authority	Schedule S
xxxx–62	Outlays from balances	Schedule S
xxxx–63	Outlays from end of PY balances	Schedule S
xxxx–64	Outlay subtotal	Schedule S
Outlays (baseline):		
xxxx–81	Outlays from new authority	Schedule A
xxxx–82	Outlays from balances	Schedule A
xxxx–83	Outlays from end of PY balances	Schedule A
xxxx–84	Outlay subtotal	Schedule A
Offsets:		
xxxx–41	Policy program	Schedule A
xxxx–71	Baseline program	Schedule S
Other:		
xxxx–10	Sum of detail lines	
xxxx–20	Computed totals	
	Sum of the detail lines	
xxxx–30	Pick list placeholders	
	MAX displays these lines only in the pick lists for collapsible lines in schedule X. Choose this line number when you want to enter a line with a new BEA category, BEA subcategory and Spending Committee (e.g., authorizing committee) code combination.	
5150–00	Number of beneficiaries (in thousands)	Schedule S
	Use only with OMB approval	

82.5 How do I report obligations by program activity?

The Obligations by Program Activity section of schedule X, lines 0001–0900, shows the new obligations incurred for each of the principle program activities or projects financed by the account (see section 20.5 for instructions on when to record obligations). Direct obligations are shown on lines 0001–0799, reimbursable obligations are shown on lines 0801–0899 (see section 83.5 for more on the distinction between direct and reimbursable obligations), and the 07xx series is reserved for credit-specific activities. The total direct and reimbursable obligations in this section must tie to the totals in schedule O, object classification.

In transmit 0, all amounts in this section must be positive.

(a) *Selecting program activities*

Use activities that provide a constructive basis for analyzing and evaluating the estimates. Keep the number of activities to a reasonable minimum without sacrificing clarity. Do not use subactivities (such as projects or recipient institutions), unless the amounts are significant and the breakdown necessary to provide full understanding. The activities should:

- Clearly indicate the services to be performed or the programs to be conducted;
- Finance no more than one strategic goal or objective;
- Distinguish investment, developmental, grant and subsidy, and operating programs; and,
- Relate to administrative control and operation of the agency.

Unless otherwise noted, you must:

- Distinguish direct obligations from reimbursable programs; and,
- Have adequate accounting support for obligations shown in the actual column.

Having adequate accounting support means that your agency's financial system records obligations in a way that allows you to create a straight-forward cross-walk between the projects or limitations in the financial system and Schedule X program activities. Typically, you will have many projects or limitations in your financial systems that correspond to one Schedule X activity.

Obtain approval for any changes in activity structure from OMB prior to your budget submission.

(b) *Allocating expenses to activities*

Charge personnel compensation to activities on the basis of organizational units or on the basis of specific assignments. When feasible, distribute other administrative and overhead expenses among activities. However, you must be able to readily separate these overhead expenses from other charges. If you need to distribute amounts between two or more activities, base the distribution on readily supportable factors. Be consistent from year to year, and do not rely on overly detailed procedures.

Do not report adjustments to obligations in expired accounts in this part of Schedule X. Report them under changes in obligated balance, on lines 3011 and 3041 (see section 82.5).

(c) *Reimbursable programs*

If your account includes reimbursable obligations (see section 20.5), show the obligations financed by reimbursements separately from direct obligations. If the same activities are conducted on both a direct and reimbursable basis, you may list the same entries in both sections.

Report all the obligations in non-credit revolving fund accounts as reimbursable; report all the obligations in credit program and liquidating accounts as direct.

(d) *Program activity codes*

Program activity codes are unique to each account and have no relationship to the codes shown in other schedules, except for credit programs. For obligations specific to credit accounts, use the 07xx series, as specified in the list of line numbers at the end of this chapter.

82.6 How do I report the budgetary resources available for obligation?

This section identifies the budgetary resources available for obligation in the account and provides detailed information on the new budget authority. This section is also used in the SF 133 report on budget execution and in the apportionment schedule.

(a) *Unobligated balance*

The entries include unobligated balances carried over from prior years and adjustments to those amounts (such as transfers of balances to and from other budget accounts and recoveries resulting from downward adjustments of prior year unpaid obligations). The unobligated balances reported on Schedule X do not include expired amounts or amounts unavailable for obligation. The end-of-year balances are shown as a memorandum entry on line 1941.

(b) *Budget authority*

The entries indicate the type of budget authority (such as appropriations, contract authority, spending authority from offsetting collections) and whether the authority:

- Is discretionary or mandatory; and
- Pertains to a special or trust fund account.

Separate entries identify adjustments resulting from transfers, temporary and permanent reductions, capital transfers, repayments of outstanding borrowing, etc.

Discretionary budget authority means budget authority under the jurisdiction of appropriations committees and controlled by annual appropriations acts. It includes budget authority provided in appropriations acts except where such authority funds direct-spending programs, such as appropriated entitlements. Use the appropriate discretionary entries to report budget authority that is classified as *discretionary* under the Balance Budget and Emergency Deficit Control Act of 1985 (BBEDCA), see sections 20.4(e) and 81.3.

Mandatory budget authority means budget authority resulting from permanent laws and includes programs the BBEDCA defines as "appropriated entitlements and mandatories," direct spending programs included in appropriations Act such as the Medicare program. Use the appropriate mandatory entries to report all budget authority that is classified as *mandatory* under the BBEDCA, as well as budget authority that is classified as *net interest*. Also use the appropriate mandatory entries to report budget authority associated with credit financing accounts.

(c) *Entering policy and baseline budgetary resources data*

Below is additional detail on entering the data into schedule X that will populate schedules A and S for budgetary resources and outlays.

BUDGETARY RESOURCES

Entry	Description
1160–xx to 1850–xx	***Budget Authority.*** Includes total lines for each BEA category (e.g., discretionary, mandatory,) for the different budgetary authority types (i.e., appropriations, advance appropriations, borrowing authority, contract authority, spending authority from offsetting collections). Policy estimates of advance appropriations (line 1180) for BY+2 and beyond will be set equal to BY+1, unless OMB approves as exception.
1963–xx to 1966–xx	***Limitations.*** MAX includes data on limitations for selected accounts where limitations on program level or administrative expenses are enacted or proposed. Limitation lines are also used, with OMB approval, for special purposes, such as to report information on mandatory administrative expenses for the social security and medicare trust funds. The limitation(s) applicable to an account must be specified in advance in OMB database of account information before you can report limitation data in MAX. When more than one limitation is applicable, report each one separately. Supplemental requests and legislative proposals that involve limitations should be reported under the appropriate transmittal code. Mandatory budget authority that is subject to a discretionary limitation on obligations established in an appropriations act is scored as discretionary budget authority rather than as a limitation for all affected accounts except trust fund accounts in the Department of Transportation.
xxxx–40	***Policy budget authority.*** The amounts on this line will be copied to schedule A. For *discretionary* policy budget authority and spending authority from offsetting collections, as a general rule, MAX automatically calculates entries for BY+1 through BY+9 based on the BY budgetary resources entered by the agency and growth factors entered by OMB. For discretionary spending authority from offsetting collections entries (line 1750), you may overwrite these amounts, if necessary. For *mandatory* budget authority and spending authority from offsetting collections, amounts will be copied from line xxxx–50 in transmittal code 0 only.
xxxx–50	***Baseline budget authority.*** The amounts on this line will be copied to schedule S. As mentioned in section 81.2, amounts on this line should be broken out by civilian pay/ military pay/ non-pay. For *discretionary* baseline budget authority and spending authority from offsetting collections, as a general rule, MAX automatically calculates entries for BY through BY+9 based on the CY budgetary resources entered by the agency and growth factors entered by OMB. For discretionary spending authority from offsetting collections (line 1750), you may overwrite these amounts, if necessary, to accurately reflect levels of activity anticipated under current law. For *mandatory* budget authority and offsetting collections, entries should reflect the levels of activity anticipated under current law.

(d) *Entering policy and baseline outlay data*

Discretionary outlays. MAX automatically calculates discretionary outlays (policy and baseline) for CY through BY+9 based on the information reported in schedule X for:

- The levels of budgetary resources reported;

- The percentage of new BA that is outlayed in the year the BA is provided and in each subsequent year (outlay rate); and
- Outlays from PY balances.

You report outlay rates using the separate MAX drop down menu that is accessible for each budgetary resource, as described in the MAX A–11 User's Guide (see exhibit 82B). If necessary, you can report multiple outlay rates for the budgetary resources within an account, along with the corresponding outlays from PY balances. To support the automatic outlay generation feature in MAX, you must enter information developed using the method of calculation (i.e., the waterfall method) that is specified in this Circular and the MAX A–11 User's Guide (see exhibit 82C). As a general rule, you cannot override automatically generated discretionary outlay amounts.

Mandatory outlays. If you enter outlay rates for mandatory resources, MAX will automatically generate the outlays. Remember to include information on outlays from PY balances if you use the automatic feature. Otherwise, you must enter mandatory outlays by hand for all years. A benefit of using outlay rates to calculate outlays is that MAX will automatically generate revised outlays if you change the BA, saving you the work of calculating and entering revised outlay estimates.

Outlays from new and prior authority. Outlays must be distributed between those from new authority and those from balances of prior authority. The distribution of prior authority should be available from accounting records. For CY through BY+9, estimate the distribution based on experience in the timing of outlays for the respective obligations.

The following line numbers indicate the type of outlays. You will enter these data in schedule X, and MAX will automatically copy them to schedules A and S.

OUTLAYS

Policy	Baseline	Description
xxxx–61	xxxx–81	***Outlays from new authority.*** The outlays from new budget authority for that year. For outlays from discretionary and mandatory authority, the sum of all outlays from new authority may not exceed the sum of new budget authority entries (lines 11xx through 16xx) for that year. For outlays from spending authority from offsetting collections, outlays may not exceed the total amount reported on lines 1750 and 1850. Policy (xxxx–61) and baseline (xxxx–81) outlays from new authority will generally be the same for mandatory programs in all years and discretionary programs in the CY. Discretionary policy outlays may be different from baseline outlays if budget authority amounts are different between the two.
xxxx–62	xxxx–82	***Outlays from balances.*** The outlays from balances (both obligated and unobligated) of budget authority brought forward from CY to BY+9. Policy (xxxx–62) and baseline (xxxx–82) outlays from balances will generally be the same for mandatory programs in all years and discretionary programs in the BY. Discretionary policy outlays may be different from baseline outlays if budget authority amounts are different between the two.
xxxx–63	xxxx–83	***Outlays from end of PY balances.*** The outlays from balances (both obligated and unobligated) of budget authority brought forward from PY. Amounts should be shown in the year the outlay will be made, from CY to BY+9. Do not report outlays from new budget authority provided in CY to BY+9. This line can also be used to display the outlay impact (+ or –) of balance transfers (lines 1010 to 1031) and adjustments in expired accounts (line 3011, 3041).

Policy	Baseline	Description
		The sum of all years of the outlays from end of PY balances lines (xxxx–63) should not exceed the total end of PY balances plus PY unpaid obligations, end of year, plus or minus CY and BY balance transfers / adjustments.
		The amounts shown on baseline outlays from PY balances (xxxx–83) will be copied from policy outlays from PY balances (xxxx–63).

82.7 How do I report the change in obligated balances?

Obligated balances are composed of unpaid obligations (shown as positive amounts) and uncollected customer payments from Federal sources (shown as negative amounts). Unpaid obligations are obligations you have incurred but have not yet paid. Uncollected customer payments are money you're owed from Federal sources plus orders that have been placed with you by Federal sources, but you have not yet fulfilled. Only if an account has explicit legal authority to count orders from non-Federal sources as a budgetary resource may it do so.

Schedule X separately bridges between start and end of year unpaid obligations and uncollected customer payments from Federal sources. For unpaid obligations, new obligations are added to the start of year balance, and gross outlays are deducted. Adjustments, such as transfers of unpaid obligations are added or subtracted, as appropriate, and recoveries of prior year unpaid obligations are subtracted to determine the unpaid obligations at the end of the year. For uncollected customer payments from Federal sources, adjustments, such as transfers of uncollected payments and the change in uncollected customer payments from Federal sources (both unexpired and expired), are added or subtracted, as appropriate, to determine the uncollected payments at the end of the year. In addition to reporting transactions in unexpired accounts, reflect outlays from and adjustments in expired (but not canceled) accounts.

82.8 How do I report budget authority and outlays, net?

This section of schedule X bridges between gross and net budget authority and outlays. It begins with mandatory and discretionary gross budget authority and outlays. Budget authority is reported for unexpired accounts only; outlays include both expired and unexpired accounts. Outlays are distinguished between outlays from new authority and from balances.

Next, cash collections of offsetting collections are shown as negative amounts that offset both gross budget authority and gross outlays. Following that are two items that offset only gross budget authority: changes in uncollected customer payments and offsetting collections credited to expired accounts.

Increases in uncollected customer payments from the start to the end of the year increase the amount of the offset (and are shown as negative amounts in this section) because the increase constitutes an increase in gross budget authority; decreases reduce the amount of the offset because a decrease means that a portion of the offsetting collections (cash) received has been applied to liquidate obligations for which an offset was already counted. Offsetting collections credited to expired accounts are shown as positive amounts here so that there is no total effect on budget authority of receiving a cash collection that is credited to an expired account. The amount on this line (line 4052 or 4142) and the amount in the cash collection line (e.g., 4030) have opposite signs and sum to zero. We do this because gross budget authority includes only unexpired amounts.

Finally, net outlays are shown as the sum of gross budget authority and outlays and any applicable offsets.

Below is additional detail on entering the data into schedule X that will populate schedules A and S for offsets.

OFFSETS

Entry	Description
4030–xx to 4142–xx	***Offsets against gross budget authority and outlays*** Includes total lines for each BEA category (e.g., discretionary, mandatory, see section 82.3 for line definitions) within the different sources of offsetting collections (e.g., Federal sources, interest on Federal securities, interest on uninvested funds, non-Federal sources, offsetting governmental collections from non-Federal sources, change in uncollected customer payments from Federal sources unexpired accounts and offsetting collections credited to expired accounts).
xxxx–41	***Policy offsetting collections.*** The amounts on this line will be copied to schedule A. For discretionary policy offsetting collections, as a general rule, MAX automatically calculates entries for BY+1 through BY+9 based on the BY amounts entered by the agency and growth factors entered by OMB. You may overwrite these amounts, if necessary.
xxxx–71	***Baseline offsetting collections.*** The amounts on this line will be copied from policy offsetting collections (xxxx–41) and will be copied to schedule S. For discretionary baseline offsetting collections, MAX automatically calculates entries for BY through BY+9 based on the CY amounts entered by the agency and growth factors entered by OMB.

82.9 What memorandum information must I report on Schedule X?

Lines 5000–5101 of schedule X display supplementary information related to investments in Federal securities; investments in non-Federal securities, balances of contract authority, unavailable offsetting collections, and discretionary mandated transfers. The amounts are not added or deducted from the budget authority or outlay amounts reported above.

In addition, certain accounts will use line 5150–00 to report on the annual average number of beneficiaries who are served by Federal hospital insurance, supplementary medical insurance, unemployment insurance, and railroad industry pension fund programs. MAX uses this data to generate discretionary baseline budget authority for administrative expenses for these programs. Use only with OMB approval.

82.10 How do I show unfunded deficiencies that have not been liquidated?

Section 145 explains prohibited agency actions under the Antideficiency Act and associated reporting requirements when a violation is discovered.

Lines 7000–7020 of Schedule X identify unfunded deficiencies that have not yet been liquidated by either a new appropriation that specifically authorizes amounts to be applied to the deficiency or by the administrative application of other budgetary resources not expressly provided to liquidate deficiencies.

82.11 What control totals do I need to tie to?

Some of the data you enter into MAX needs to tie to control totals. The following list is not exhaustive:

(a) *Controls reported by the agency*

The following is data that your agency has already reported. You must either tie to those controls, or, if appropriate, fix your other reporting:

FACTS II. This data is drawn from the 4th quarter U.S. Standard General Ledger (USSGL) accounting information reported by your agency accounting office at the Treasury Appropriation Fund Symbol-level into a Treasury-operated system named Federal Agencies Centralized Trial-Balance System II (FACTS II).

In the 2013 Budget, almost all the lines that are used to populate schedule P will be edit checked against your FACTS II submission. The following types of lines are not edit checked against FACTS II:

- Individual obligations by program activities (X0001–X0899)
- Nonexpenditure transfers, e.g. appropriation transfers from other accounts (–) (X1120)
- Specific MAX-generated detail entries, e.g. obligations incurred, unexpired accounts (X3010)
- Specific MAX-generated subtotals and totals, e.g., total discretionary appropriations (X1160)
- Specific memorandum (non-add) entries, e.g. unobligated balance, SOY: contract authority (X5050)

PY net outlays (line X4190) and PY receipts (schedule R). This data is drawn from the following budget execution documents: FMS 224, FMS 1219, and SF 1220. The data is loaded into MAX by OMB and locked. The net outlays reported in FACTS II must also equal the PY net outlay amount locked on line X4190.

- If you do not agree with the amount on line P 4190 "Outlays, net (discretionary and mandatory)", after the FACTS II database is locked (late-October) and the amount is reported in FACTS II and imported into MAX A–11, then you must submit a written explanation of the difference to your OMB representative before OMB will consider revising the amount. Since these types of issues generally require a revised Statement of Transactions, you must submit your explanation via a backdated Treasury document request at https://max.omb.gov/community/x/6YLrHQ. Applies to FACTS II and non-FACTS II users.

- Follow the process in the bullet above if your agency does not agree with the receipt actuals that have been imported into MAX schedule R from Treasury FMS 224 data. (See section 81.1). Receipt account information is not collected via FACTS II.

Non-Federal securities (Market value). Line X5011, Total investments, end of year: non-Federal securities: Market value is checked against amounts agencies report to Treasury's Financial Management Service in subclasses 42 and 43 on the Statements of Transactions.

Homeland security. Policy and baseline amounts coded as 'homeland security' must match agency reporting to the homeland security database. Use the MAX data entry "View" menu to see a comparison of the homeland security control totals vs. the related amounts entered in the account. OMB will provide a separate budget data request (BDR) with agency instructions on uploading and revising these control totals.

Credit. For Federal credit programs, credit subsidy cost data must match amounts approved by OMB. Control totals for schedule X reestimate and interest on reestimate obligations are verified against agency submissions to OMB through the Credit Supplement Report Exercise (CSR). For most programs, both control totals and Schedule X obligation data for reestimates are automatically loaded into MAX, upon OMB approval.

Start of year balances. Start of year balances for investments in non-Federal securities (X5010) and the unavailable balance of offsetting collections (X5054) are checked against the end of year amount shown in the previous budget. If you disagree with this number, provide an explanation to your OMB representative for the discrepancy.

(b) *Controls reported by Treasury*

Interest earnings on Federal securities. Lines X4031 and X4121, Offsetting collections collected from interest on Federal securities are checked against amounts reported by Treasury's Bureau of Public Debt.

Federal securities (Par value). Lines X5000 and X5001, Total investments, start and end of year: Federal securities: Par value are checked against amounts reported by Treasury's Financial Management Service.

Financing account interest. Lines X0713 (Obligations for payment of interest to Treasury) and X4122 (Offsetting collections from interest on uninvested funds) are checked against amounts reported by Treasury's Bureau of Public Debt for financing accounts only.

(c) *Controls reported by OMB*

For both the formulation of the Budget and for mid-session review, OMB provides control totals for net discretionary levels. There are three types of edit checks which compare net discretionary levels in MAX to OMB control totals.

- BA/Obligation Limitation Edit Check: The BA/OBLIM edit check sums line numbers 1160, 1340, 1540, 1180, and 1966 for each account and checks against the control total.

- Offsetting Collections and Spending Authority Check: This checks net totals for discretionary offsetting collections, spending authority, and orders on hand for each account (the sum of line numbers 1750 and the discretionary amounts for 4030, 4031, 4032, 4033, 4034, 4050, and 4052) against the account. A net total of zero is anticipated for most accounts.

- Offsetting Receipts Edit Check: This checks the total for discretionary offsetting receipts in Schedule R for each account (e.g., line number 2004–03) against the control.

Contact your OMB representative about how to view reports comparing live MAX data to the OMB discretionary control totals.

CY net discretionary control totals. The OMB control totals are based on BEA scoring of enacted appropriations for CY. If there are no final enacted CY appropriations at the time, OMB will make a determination as to what funding levels to include in the CY column.

In some cases, OMB's control total may need to be updated (e.g., for updated offsetting collection or receipt estimates, for transfers, or for other technical updates). Please contact your OMB representative if a change is needed to a control total. You will need to provide a written explanation of the change and the enacted legislation supporting that explanation.

BY net discretionary controls for mid-session. The OMB control totals will be the net discretionary levels from the President's Budget, with limited changes based on:

- technical adjustments due to legislation enacted since the Budget's release
- budget amendments formally transmitted to Congress
- corrections submitted to OMB's errata database

OMB anticipates very few changes to the net BY discretionary levels during mid-session. Please contact your OMB representative if you believe a change is needed to a control total. You will need to provide a written explanation of the change and the enacted legislation and/or Budget Appendix language supporting that explanation.

82.12 How do I resolve issues with my FACTS II control totals?

(a) *What actuals in schedule X are imported from the actual I reported to Treasury?*

In order to reduce duplicate reporting while improving the consistency of year-end data, your agency accounting office reports U.S. Standard General Ledger (USSGL) accounting information at the Treasury account-level into a Treasury-operated system named Federal Agencies Centralized Trial-Balance System II (FACTS II), which was developed by agencies, Treasury, and OMB. The FACTS II information is then translated/crosswalked and copied into the following reports:

- SF 133 Report on Budget Execution and Budgetary Resources (used to monitor SF 132 Apportionments and used as the basis of the audited Statement of Budgetary Resources);
- FMS 2108 Year-end Closing Statement (used as a primary source of the Treasury Combined Statement); and,
- Much of the PY column of Schedule P.

For more information about FACTS II and the USSGL and crosswalks from the USSGL to Schedule P, see USSGL Treasury Financial Manual (TFM) supplement located at http://www.fms.treas.gov/ussgl/index.html.

When year-end FACTS II information is submitted, the information must not only pass a number of FACTS II edit-checks, but a person separate from the "preparer" (i.e. data entry person) named a "certifier" must certify that the information is correct. In addition, GAO requires your auditors to determine whether controls exist to ensure that the amounts in your systems and the amounts submitted via FACTS II agree. See GAO–02–126G "Guide for Auditing the Statement of Budgetary Resources".

On a daily basis, Treasury provides your agency with an Account Statement via the Governmentwide Accounting System. The Account Statement reflects all activity reported to Treasury. You are required to reconcile the Account Statement with your accounting system each month. At year-end, this reconciliation should be accomplished before submitting your FACTS II data.

During the preparation of the Budget, refer to [web site link] for a budget season FACTS II reports that include the following:

- MAX A–11 Issue Status Report – FACTS II only
- FACTS II submissions that will lead to errors in MAX
- List of TAFSs that have submitted revisions
- FACTS II revision reports (link)
- FACTS II suppression requests (link)

The following table summarizes the actions you need to take if MAX does not agree with FACTS II edit-checked amounts:

If an error is found…	Then…
Before FACTS II and MAX A–11 agency lock-out AND	• Consult with your accounting office. • Correct the amount in MAX A–11.

If an error is found…	Then…
Financial audit was ongoing or complete	• Ensure that your accounting office revises the amount in FACTS II. Your accounting office *must* revise both material and non-material amounts in FACTS II. • Work with your accounting office to determine the source of the problem and internally develop a plan to make sure the problem does not recur in the future. Your accounting office will also need to talk with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II. • For limited situations where there appears to be insufficient budgetary accounting to support the budget presentation, submit a PY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw. OMB will review the suppression requests on a case-by-case basis. Agency requests should include affected Treasury Appropriation Fund Symbol, MAX A–11 edit error, the amount of the adjustment in actual dollars, agency contact information, and an action plan that explores the various options to improve the budgetary accounting.
After FACTS II and MAX A–11 agency lock-out AND Financial audit was complete	• Consult with OMB representative Submit a PY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where appropriate revisions were not made in the FY 2011 FACTS II revision window. Refer to section 82.12(d) below. • Submit a CY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where the certified end of year unobligated and/or obligated balance(s) differ from the balances shown in MAX A–11. Refer to section 82.12 (d) below. • OMB will review the suppression requests on a case-by-case basis.

The FACTS II revision window will be open to agency accounting offices at the same time agency budget offices are working on the actual column (PY) data in the budget database. During this time, the FACTS II-related suppression request exercise (located at https://max.omb.gov/community/x/kQJuFw) will also be available. Agencies may prepare suppression requests during and after the FACTS II revision window. As a general rule, OMB will not suppress any MAX A–11 edit-checks related to FACTS II data before the FACTS II revision window closes.

While the FACTS II revision window is open, OMB will use the revised FACTS II data in its edit checks. If your agency accounting office has made all the appropriate revisions in FACTS II, then your agency should have no edit-checks problems related to FACTS II.

(b) *What do I do if I do not agree with FACTS II non-edit-checked PY amounts imported from Treasury?*

You may over-write amounts imported from FACTS II that are not edit-checked. However, before over-writing an amount in the PY column of Schedule P in MAX A–11, you should talk with the person who

entered the data into FACTS II to see why they entered that amount. If you both find that an amount reported via FACTS II was incorrect, then over-write the amount and let the person who entered the information in FACTS II know, so that they can revise it. This may indirectly impact other FACTS II data that is edit checked.

(c) *What do I need to do if a backdated Treasury document is required to revise MAX to report corrections to data for previous fiscal years?*

If you have discovered an error in the budgetary reporting for a previous fiscal year, you may be required to record the correction as an adjustment to the data for the previous fiscal year, even though the action taken to correct the data occurs in the current year. This is because budgetary transactions must be booked against the fiscal year in which they were incurred so that they can be reconciled to the legal period of availability of the appropriations available at the time. Where necessary, Treasury will backdate the correction to the appropriate fiscal year, to prevent recording prior fiscal activity as current fiscal year activity. This is accomplished by filing a backdated Treasury document (Statement of Transactions, nonexpenditure transfer, or warrant), which shows both the date the correction is requested and a prior-year adjustment attribute to backdate the change to the correct period. If this also requires making a change to MAX data, then you are required to submit a request in the exercise (located at https://max.omb.gov/community/x/6YLrHQ) and identify the appropriate information such as an explanation of why the error happened, affected Treasury Appropriation Fund Symbol, MAX A–11 edit error, the amount of the adjustment in actual dollars, an action plan, and agency contact information.

For details of what should be submitted, contact Treasury's Budget Reports Division at (202) 874–8668 for backdated Statements of Transactions and (202) 874–9865 for backdated nonexpenditure transfers and warrants.

Once you have submitted your request in the exercise and your backdated document to Treasury's Budget Reports Division, you may monitor the status of your request via the exercise. You should get PY-related matters like this taken care of as soon as the budget database opens so that you can concentrate on the BY column later.

For additional Treasury guidance for processing requests to back date corrections to a prior fiscal year, please refer to TFM Bulletin No. 2008–05 titled Prior-Year Adjustment Attribute Required for Federal Agencies' Centralized Trial-Balance System (FACTS) II Reporting (http://www.fms.treas.gov/tfm/vol1/08-05.html).

The following table summarizes the actions you need to take to process a backdated Treasury document:

If an error is found…	Then…
Before FACTS II and MAX A–11 agency lock-out AND Financial audit was ongoing or complete	• Consult with your accounting office. • Submit a backdated Treasury document (Statement of Transactions, nonexpenditure transfer, or warrant) request to https://max.omb.gov/community/x/6YLrHQ if the action impacts line P 4190 "Outlays (net)" or receipt data. Contact Budget Reports Division if your request is accepted, line P 4190 or the receipt data will be centrally changed. • If the action impacts any line P other than line P 4190, ensure that your accounting office revises the amount in FACTS II. Refer to section 82.11. Your accounting office *must* revise both material and non-material amounts in FACTS II.

If an error is found…	Then…
	• Work with your accounting office to determine the source of the problem and internally develop a plan to make sure the problem does not recur in the future. Your accounting office will also need to talk with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II.
After FACTS II and MAX A–11 agency lock-out AND Financial audit was complete	• Consult with OMB representative. Submit a backdated Treasury document (Statement of Transactions, nonexpenditure transfer, and/or warrant) request to https://max.omb.gov/community/x/6YLrHQ. If the action impacts line P 4190 "Outlays (net)" or receipt data, OMB will update MAX if the request is approved. • If the action impacts any line P other than line P 4190, submit a PY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where appropriate revisions were not made in the FY 2011 FACTS II revision window. Refer to section 82.12(d) below. • If the action impacts any line P other than line P 4190, submit a CY FACTS II-related suppression request to https://max.omb.gov/community/x/kQJuFw for any situation where the certified end of year unobligated and/or obligated balance(s) differ from the balances shown in MAX A–11. Refer to section 82.12 (d) below. OMB will review the suppression requests on a case-by-case basis.

(d) *Why do I need to revise FACTS II if I do not agree with PY amounts imported from Treasury?*

Before the MAX A–11 agency lock-out, the FACTS II database opens for revisions. You must revise the incorrect information in FACTS II because the revised FACTS II database is used as a basis for revised SF 133s, audited Statements of Budgetary Resources (if material), and central analysis. Information is copied from FACTS II to MAX A–11 once per year before MAX A–11 opens to agency budget offices. However, information is never copied from MAX A–11 to FACTS II.

Revisions are intended to help you correct errors (not to give you extra time to verify your data) and should be used sparingly. The primary purpose of this revision period is to make FACTS II consistent with the amounts in the prior-year column of the Budget. Consult with the financial statement auditors to determine whether your financial statements for the next reporting cycle should be restated or a footnote to the financial statements is required for the changes made in FACTS II that result in differences between the Statement of Budgetary Resources and the Budget. For FACTS II reporting periods, see http://www.fms.treas.gov/factsii/.

(e) *What actions do I need to take if I changed amounts imported from FACTS II in MAX A–11 for the Budget but did not change them in the FACTS II revision window?*

Before OMB will suppress any PY or CY FACTS II-related edit error request, agencies must submit an a suppression request to https://max.omb.gov/community/x/kQJuFw and identify the appropriate

information such as affected Treasury Appropriation Fund Symbol, MAX A–11 edit error, the amount of the adjustment in actual dollars, an action plan, and agency contact information.

If the changes *do not affect ending balances* (e.g., changes to discretionary versus mandatory coding), you do not need to make changes in FACTS II in the next fiscal year FACTS II reporting window. For example, if you changed an appropriation from mandatory to discretionary, this change does not impact the ending balances. Therefore, no change is required in FACTS II after the revision window has closed. If the changes *affect ending balances* (e.g., changes to amounts of budget authority, obligations incurred, gross outlays, beginning balances), you will need to make changes in FACTS II in the next fiscal year FACTS II reporting window. You should consult with the person who entered the data into FACTS II. If you both agree that the amount should have been revised in FACTS II, then the person who entered the information in FACTS II should adjust the appropriate beginning balances (whether material or non-material) in the next fiscal year FACTS II reporting window. For example, if you increased the amount of obligations incurred (but not disbursed) by 100, then the ending unobligated balance would decrease by 100, and the obligated balance would increase by 100. Therefore, the beginning unobligated balance reported in the preceding fiscal year FACTS II reporting window should be decreased by 100, and the beginning obligated balance reported in the preceding fiscal year FACTS II reporting window should be increased by 100.

Until changes are made in both FACTS II and MAX A–11, there will be an ongoing difference in the balances reported in FACTS II and the Budget.

(f) *How can I prepare?*

Actuals reported in the budget must be consistent with amounts reported to Treasury and must be based on actual accounting data. Review any differences from last year's actuals reported to Treasury at https://max.omb.gov/community/x/HAAQAw to prevent these differences from reoccurring. The website also includes reports that show FY 2011 quarterly FACTS II submissions and how they would crosswalk into Schedule P.

Typically, one group within your agency (for example, the accounting office) reports amounts to Treasury (see section 130.2), while another group (for example, the budget office) prepares budget schedules. Before your accounting office submits its actuals to Treasury in FACTS II (described below), you must ensure that the amounts are conceptually and numerically consistent with the amounts that you are going to report in MAX A–11. FACTS II facilitates, and to a large extent eliminates the need for, this reconciliation.

Consult with your accounting office for any differences that you are aware of and review your obligations and balances reported on your quarterly SF 133 throughout the year. Also, review any differences from last year at https://max.omb.gov/community/x/HAAQAw to prevent these differences from reoccurring.

82.13 What amounts in schedule X need to tie to other schedules?

The data you enter into schedule X needs to tie to data in other schedules. The following list is not exhaustive:

(a) *Other schedules in the same account*

All accounts, not including financing accounts

- Schedule O (obligations): The total obligations you report in the Obligations by program activities section of schedule X must equal the total obligations you report in schedule O, the object classification schedule. In addition, the breakdown of direct vs. reimbursable obligations must be the same as in O, with a small rounding tolerance.

- Schedule C (net BA and outlays): Net policy BA and outlays you report in schedule X must match, by subfunction, the net BA and outlays reported in schedule C, the character classification schedule. If you have only one BA line and one outlay line in schedule C, MAX will generate these amounts for you.

- Schedule T (pre-transfer appropriations): The pre-transfer policy BA you report in schedule X as controlled by the appropriations committee must match the BA you report in schedule T, the schedule for the budget year appropriations request in thousands of dollars.

Credit accounts only

- Schedule U (obligations and outlays): In credit program accounts, the obligations you report on lines 0701–0709 in schedule X must tie to schedule U. In addition, the gross outlays you report in schedule U cannot exceed the gross outlays you report in schedule X on lines xxxx–61, xxxx–62, and xxxx–63.

- Schedules G and H (obligations): In credit financing accounts, obligations you report on lines 0710–0744 in schedule X must tie to schedule G for direct loan financing accounts or schedule H for guaranteed loan financing accounts.

- Schedule Y (net financing disbursements): In credit financing accounts, the net financing disbursements you report on line 4190 of schedule X must match the policy net financing disbursements you report in schedule Y.

(b) *Schedules in other accounts*

- Nonexpenditure transfers: When you enter a line in schedule X for a nonexpenditure transfer to or from another account, you must enter the primary Treasury account code associated with that account. The amounts you enter for your account must match the amounts entered in the other account for PY through BY.

- Credit accounts: Transactions between program accounts, financing accounts, and receipt accounts for the same program must match. For example, if the program account reports negative subsidies in schedule U on lines x341–99, the same amount must be reported in the associated financing accounts on line 0740 in schedule X and in the associated negative subsidy receipt account.

- Interfund account: For general fund accounts that make payments to trust fund accounts, the amounts paid by the general fund account must match the amounts received by the trust fund account.

82.14 How do I present transfers of resources?

Transfers between agencies resulting from Presidential reorganization plans or enacted reorganization legislation may involve unique problems. Agency staff must consult with OMB representatives in each instance. When the gaining agency assumes *all* of the activities previously financed under a single account in another agency, as a general rule, the losing agency should omit budget schedules and appropriation language for the affected account and the gaining agency should show the transferred activities and appropriation language with its schedules. Use footnotes to identify the amounts involved. (See section 82.13 for an example of how the footnote should be worded and section 95 for guidance on submitting the footnotes for printing.)

82.15 How do I present transfers in the estimates?

When a transfer in the estimates (see section 20.4(k)) for the budget year results in a significant increase to or decrease from the amount of budget authority for the past or current year, include footnotes explaining the transfer after the program and financing schedule. (See section 95 for guidance on submitting the footnotes for printing.)

For the account assuming the responsibility, use the following footnote:

Note—Includes $–million in budget authority in BY for activities previously financed from:

PY CY
[List the full title of each losing account, including agency and bureau, and the budget authority amount applicable to each. Where it is appropriate to show the amount on some other basis, such as obligations, you may modify the footnote accordingly.]

If the entire BY estimate is for the transferred activity, the footnote may be worded, "BY estimate is for activities previously financed from [List agency, bureau, and account title]."

For the account losing the activity, use the following footnote:

Note—Excludes $–million in budget authority in BY for activities transferred to:

[List the title of each gaining account, including agency and bureau, and the budget authority amount applicable to each. Where it is more appropriate to show the amount on some other basis, such as obligations, modify the footnote accordingly.]

Comparable amounts for PY ($–million) and CY ($–million) are included above.

You only need to provide a transfer in the estimates footnote in the year the transfer proposal is made. If you use more than one footnote, include them under a centered heading, "NOTES." Modify the wording of footnotes as necessary to explain current year transfers.

At the discretion of OMB, transfers in the estimates may be shown on a three-year comparable basis. If they are, the footnotes should be modified accordingly.

82.16 How do I present merged accounts and consolidated schedules?

(a) *Merged accounts.*

Where two or more appropriations have been or are proposed to be replaced by a single appropriation (see section 79.3(h)), submit a single set of schedules for the new appropriation covering PY through BY. Show a distribution of budget authority and outlays by account at the end of each merged program and financing schedule. Also use the following footnote:

Note.—The activities previously financed under [agency title, bureau title, account title] in PY and CY are presented in these schedules and are proposed to be financed in this account in BY. Budget authority and outlays are distributed by account above.

(See section 95 for guidance on submitting the footnotes for printing.)

(b) *Consolidated schedules*

When two or more accounts are consolidated in a single set of schedules (see section 79.3(h)), list the title of each unexpired account as an activity. You may use subentries to identify activities carried under the individual accounts when the amounts are significant. Show a distribution of budget authority and outlays by account at the end of the program and financing schedule.

(c) *Distribution of budget authority and outlays*

When you consolidate or merge accounts, append a distribution of budget authority and outlays by account to the bottom of the program and financing schedule. List each merged or consolidated budget account by name and provide data for PY through BY. (See section 95 for guidance on submitting the distribution of budget authority and outlays for printing.)

82.17 How should I treat allocation accounts?

Combine Schedule P information for allocation accounts with the parent account without separate identification (see section 20.4(l)). However, you must identify the obligations incurred by allocation accounts in a separate section of the object class schedule of the parent account (see section 83.18).

Receiving agencies should include the following note at the end of each bureau that receives funding through allocations:

Note.—Obligations incurred under allocations from other accounts are included in the schedules of the parent appropriations as follows: [list agency, bureau, and account title for each parent appropriation].

(See section 95 for guidance on submitting the note for printing.)

82.18 What should I know about the individual lines in schedule X?

Use the entries in the following tables to prepare the individual lines in schedule X. MAX will automatically generate the line entries indicated in **bold face**.

OBLIGATIONS BY PROGRAM ACTIVITY

This section only includes obligations by program activity in unexpired Treasury Appropriation Fund Symbols.

Entry	MAX Details
All accounts:	
0xxx	The first digit will always be zero (0).
Non-credit programs:	The line codes are unique to each account and have no relationship to information shown in other schedules.
Direct programs (0001–0799):	
0Xxx	For the second digit, use the values 0 through 7 to identify the activity or subactivity group.
0xXX	For the third and fourth digits, use the values 01 through 89 to identify activity or subactivity detail items. Any number sequence in this range is valid. For subtotals, use the values 91 through 98 as follows: • Xx91—Subtotal for a single group of detail lines (e.g., 0001–0089) • Xx92—Subtotal of two groups of detail lines (e.g., 0001–0189) • Xx93—Subtotal of three groups of detail lines (e.g., 0001–0289) Use the value 0x00 for running subtotals (e.g., 0500 = the sum of detail lines 0001–0489).

Entry	MAX Details
	MAX will generate line 0799 for the total direct obligations if there are multiple direct detail lines and at least one reimbursable detail line.
Reimbursable programs (0800–0899):	If coding requirements for reimbursable programs create difficulties in developing the account display, consult with OMB.
	The second digit will always be 8.
08Xx	For the third digit, use the values 0 through 8; for the fourth digit, use the values 1 through 8 to identify activity or subactivity detail items.
08xX	For subtotals, use the value 9 for the fourth digit as follows: • 0809—Subtotal of activities on lines 0801 through 0808 • 0819—Subtotal of activities on lines 0810 through 0818 • 0829—Subtotal of activities on lines 0820 through 0828 • 0839—Subtotal of activities on lines 0830 through 0838 • 0859—Subtotal of activities on lines 0840 through 0858 • 0869—Subtotal of activities on lines 0860 through 0868 • 0879—Subtotal of activities on lines 0870 through 0878 • 0889—Subtotal of activities on lines 0880 through 0888
	MAX will generate line 0899 for the total reimbursable obligations if there are multiple reimbursable detail lines and at least one direct detail line.
Credit activities:	Use the following standard line coding scheme for credit programs. See sections 185.11 and 185.12 for more information on requirements related to credit financing and liquidating accounts.
Credit program accounts:	
0701	Direct loan subsidy
0702	Loan guarantee subsidy
0703	Subsidy for modifications of direct loan terms
0704	Subsidy for modifications of loan guarantees
0705	Reestimates of direct loan subsidy
0706	Interest on reestimates of direct loan subsidy
0707	Reestimates of loan guarantees
0708	Interest on reestimates of loan guarantee subsidy
0709	Administrative expenses
Credit financing accounts:	
0710	Direct loan obligations
0711	Default claim payment on principal
0712	Default claim payments on interest

Entry	MAX Details
0713	Payment of interest to Treasury
0715–0739	Other
0740	Negative subsidies obligations
0741	Modification savings
0742	Downward reestimate paid to receipt account
0743	Interest on downward reestimates
0744	Adjusting payments to liquidating account
All accounts:	
0900	Total new obligations. MAX will generate this line from the detail amounts on the detail lines 0001 to 0899. Equals line 3010.

BUDGETARY RESOURCES

This section only includes budgetary resources from unexpired Treasury Appropriation Fund Symbols.

Entry		MAX Details
Unobligated Balance:		
1000	**Unobligated balance brought forward, Oct 1**	For CY and BY, MAX automatically generates this entry from the end of year amounts reported on line 1941 for the previous year. If unobligated balances are used to liquidate deficiencies, report the amount used as an adjustment on line 1901; do not reduce the amount on line 1000. For PY, this amount must tie to the PY end of year amounts reported in FACTS II for 2010, including all changes made during the 2010 FACTS II revision window.
Nonexpenditure Transfers:		
1010	Unobligated balance transferred to other accounts (–)	*This line is copied into Schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
1011	Unobligated balance transferred from other accounts	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
1012	Unobligated balance transfers between expired and unexpired accounts	Use lines 1105/1204 for reporting expired balance transfers that are classified as reappropriations.
1013	Unobligated balance of contract authority transferred to or from other accounts (net) (+ or –)	This line is only for use by the Department of Transportation.

Entry		MAX Details
Adjustments:		
1020	Adjustment to unobligated balance carried forward, Oct 1 (+ or –)	*This line is copied into Schedule J line 0110.* Changes to the PY start of year balances made after the 2010 FACTS II revision window closed. Use only for PY, unless specifically approved by OMB for CY.
1021	Recoveries of prior year unpaid obligations	Equals line 3040, but with opposite sign. Use only for PY or CY if recoveries have already occurred prior to transmittal of the budget—unless specifically approved in advance by OMB. Note: Report recoveries of prior year obligations in expired accounts on line 3041.
1022	Capital transfer unobligated balance to general fund (–)	*This line is copied into schedule J line 7650.*
1023	Unobligated balance applied to repay debt (–)	*This line is copied into schedule J line 7650.*
1024	Unobligated balance of borrowing authority withdrawn (–)	The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against borrowing authority, report the amounts on lines 1139, 1239, 1728, or 1827, as appropriate.
1025	Unobligated balance of contract authority withdrawn (–)	The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against contract authority, report the amounts on lines 1137, 1238, 1727, or 1826, as appropriate.
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	*This line is copied into schedule N line 0620, with the opposite sign.* This line is only for use by the Social Security Administration, the Department of Health and Human Services, and the Department of the Treasury.
1027	Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	*This line is copied into schedule N line 0621.* Use only for special and non-revolving trust funds.
1028	Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	Use only for revolving funds.
1029	Other balances withdrawn (–)	
1031	Refunds and recoveries temporarily precluded from obligation (special and trust funds)(–)	*This line is copied into schedule N lines 0610–0613.*
1050	**Unobligated balance (total)**	Automatically generated by MAX.

Entry	Discre-tionary	Man-datory	MAX Details
Budget Authority:			
Appropriations:			
Appropriation	1100	1200	For indefinite authority, record only the amount that will be obligated.
Appropriation (special or trust fund)	1101	1201	*This line is copied into schedule N lines 0500–0589.*
Appropriation (previously unavailable)	n/a	1203	*This line is copied into schedule N lines 0500–0589.* Use only with OMB approval.
Appropriation available from subsequent year	1103	n/a	Use only in PY and CY and only with OMB approval.
Appropriation available in prior year (-)	1104	n/a	Use only in PY and CY and only with OMB approval.
Reappropriation	1105	1204	Use line 1012 for transfers of expired balances to unexpired accounts that are not considered to be reappropriations.
Nonexpenditure Transfers:			
Appropriations transferred to other accounts (–)	1120	1220	*This line is copied into schedule J line 7645.* For transfers from mandatory to discretionary accounts pursuant to proposed appropriations law, show the transfer on line 1120 in the losing account, using the BBEDCA classification for a discretionary, modification of a mandatory account and on line 1121 in the receiving account, using the appropriate BBEDCA classification for that account. However, if the losing account is an entitlement program, report the transfer on line 1220 in the losing account and on line 1121 in the receiving account, using the appropriate BBEDCA classifications for the respective accounts. For transfers from mandatory accounts to discretionary accounts pursuant to existing law (generally in PY and CY), show the transfer on line 1220 in the losing account and on line 1121 in the receiving account, using the appropriate BBEDCA classifications for the respective accounts. Consult your OMB representative about suppressing any MAX error messages that occur. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Appropriations transferred from other accounts	1121	1221	*This line is copied into schedule J line 7645.* For transfers from mandatory accounts to discretionary accounts, see the guidance under lines 1120/1220. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Adjustments:			
Appropriations permanently reduced (–)	1130	n/a	*This line is copied into schedule J line 7625.*

Entry	Discre-tionary	Man-datory	MAX Details
Unobligated balance of appropriations permanently reduced (–)	1131	n/a	
Appropriations and/or unobligated balance of appropriations permanently reduced (–)	n/a	1230	*This line is copied into schedule J line 7625.* For unobligated balance of appropriations permanently reduced, use only for PY of CY unless specifically approved by OMB.
Appropriations temporarily reduced (–)	1132	n/a	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* Use only for special and non-revolving trust funds.
Unobligated balance of appropriations temporarily reduced (–)	1133	n/a	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* Use only for special and non-revolving trust funds in PY and CY.
Appropriations and/or unobligated balance of appropriations temporarily reduced (–)	n/a	1232	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* Use only for special and non-revolving trust funds in PY and CY. For appropriations temporarily reduced, no BY amount can be entered. For unobligated balance of appropriations permanently reduced, use only for PY of CY unless specifically approved by OMB.
Appropriations precluded from obligation (–)	1134	1235	*This line is copied into schedule N lines 0500–0589, with the opposite sign.* When the amount becomes available for obligation, report it on line 1203. Use only with OMB approval.
Appropriations applied to repay debt (–)	1135	1236	*This line is copied into schedule J line 7650.*
Appropriations applied to deficiency by law (–)	1136	1237	
Appropriations applied to liquidate contract authority (–)	1137	1238	
Appropriations applied to liquidate contract authority withdrawn (–)	1138	n/a	Use only in PY or CY and only with OMB approval.
Appropriations substituted for borrowing authority (–)	1139	1239	
Appropriation (total)	**1160**	**1260**	Automatically generated by MAX.
Advance Appropriations:			
Advance appropriation	1170	1270	*Lines 1171 and 1271 are copied into schedule N lines 0500–0589.*
Advance appropriation (special or trust fund)	1171	1271	
Adjustments:			
Advance appropriations permanently reduced (–)	1173	1272	For line 1272, no BY amount can be entered.
Advance appropriations temporarily reduced (–)	1174	1273	*This line is copied into schedule N lines 0500–0589, with the opposite sign.*

Entry	Discre-tionary	Man-datory	MAX Details
Advance appropriations (total)	**1180**	**1280**	Automatically generated by MAX.
Borrowing Authority:			
Borrowing authority	1300	1400	Amount of new borrowing authority. For indefinite authority, record only the amount that will be obligated.
Adjustments:			
Borrowing authority permanently reduced (–)	1320	1420	For line 1420, no BY amount can be entered.
Borrowing authority applied to repay debt (–)		1421	Use only in financing accounts in PY unless specifically approved by OMB.
Borrowing authority (total)	**1340**	**1440**	Automatically generated by MAX.
Contract Authority:			
Contract authority	1500	1600	Amount of new contract authority. For indefinite authority, record only the amount that will be obligated.
Nonexpenditure Transfers:			
Contract authority transferred to other accounts (–)	1510	1610	Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Contract authority transferred from other accounts	1511	1611	Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
Adjustments:			
Contract authority and/or unobligated balance of contract authority permanently reduced (–)	1520	1620	For contract authority permanently reduced, no amount can be entered for BY. For unobligated balance of contract authority permanently reduced, use only for PY of CY unless specifically approved by OMB.
Contract authority precluded from obligation (limitation on obligations) (–)	1522	1622	Use only with OMB approval.
Contract authority (total)	**1540**	**1640**	Automatically generated by MAX.
Spending Authority from Offsetting Collections:			*As a general rule, spending authority from offsetting collections is classified as discretionary if the amounts are credited to a discretionary account and as mandatory if credited to a mandatory account.*
Collected	1700	1800	
Change in uncollected payments, Federal sources (+ or –)	1701	1801	The amounts reported on these lines are added and automatically copied to line 3080, but with the opposite sign. Additionally, lines 1701 and 1801 are automatically copied to lines 4050 and 4140 respectively, but with the opposite sign.

Entry	Discre-tionary	Man-datory	MAX Details
Offsetting collections (previously unavailable)	1702	1802	Amount previously reported as precluded from obligation on line 1785 or 1824 that will be available for obligation.
Nonexpenditure Transfers:			
Spending authority from offsetting collections transferred to other accounts (–)	1710	1810	*This line is copied into schedule J line 7645.* Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C). Note: Although the spending authority is transferred to another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124, as appropriate.
Spending authority from offsetting collections transferred from other accounts	1711	1811	*This line is copied into schedule J line 7645.* Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C). Note: Although the spending authority is transferred from another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124.
Adjustments:			
Capital transfer of spending authority from offsetting collections to general fund (–)	1720	1820	Primarily used by revolving funds; however, may be used by other accounts with OMB approval. *This line is copied into schedule J line 7650.*
Spending authority from offsetting collections applied to deficiency by law(–)	1721	1821	.
Spending authority from offsetting collections permanently reduced (–)	1722	n/a	Use only in PY and CY.
New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (–)	1723	1823	Use only in PY and CY.
Spending authority from offsetting collections precluded from obligation (limitation on obligations) (–)	1725	1824	When the amount becomes available for obligation, report it on line 1702 or 1802. Use only with OMB approval.
Spending authority from offsetting collections applied to repay debt (–)	1726	1825	*This line is copied into schedule J line 7650.*
Spending authority from offsetting collections applied to liquidate contract authority (–)	1727	1826	

Entry	Discre-tionary	Man-datory	MAX Details
Spending authority from offsetting collections substituted for borrowing authority (–)	1728	1827	
Spending authority from offsetting collections (total)	**1750**	**1850**	Automatically generated by MAX.
Budget authority (total)	**1900**	**1900**	Automatically generated by MAX.
Adjustment for budgetary resources applied to liquidate deficiencies (–)	**1901**	**1901**	Report appropriations specifically applied to deficiencies on lines 1100, 1200, 1700 or 1800; and 1136, 1237, 1721, or 1821, as explained above. The line adjusts the total budgetary resources available for obligation without reducing the amount of budget authority appropriated.
Total budgetary resources available	**1930**	**1930**	Automatically generated by MAX. Sums the adjusted amounts of unobligated balances and budget authority.

MEMORANDUM (NON-ADD) ENTRIES

This section includes data from unexpired and expired Treasury Appropriation Fund Symbols.

Entry		MAX Details
	All Accounts:	
1940	**Unobligated balance expiring (–)**	
1941	**Unexpired unobligated balance, end of year**	Automatically generated from the sum of the detailed entries on lines 1930 plus 1940 minus 0900. *This line is copied into schedule J line 8802.*
Special and Non-Revolving Trust Funds only:		
1950	**Other balances withdrawn**	*This line is copied into schedule N lines 0610–0613.* Automatically generated by MAX.
1951	**Unobligated balance expiring**	*This line is copied into schedule J line 8891.* Use only for accounts with schedule J (see section 86.3). Automatically generated by MAX.
1952	**Expired unobligated balance, start of year**	Use only for accounts with schedule J (see section 86.3). Automatically generated by MAX. Amount excluded in the start of year unobligated balances reported on line 1000 in special and non-revolving trust funds that must be included in the unexpended balances reported on schedule J line 0100.
1953	**Expired unobligated balance, end of year**	*This line is copied into schedule J line 8890.* Use only for accounts with schedule J (see section 86.3). Amount excluded from the end of year unobligated balances reported on line 1941 in special and non-revolving trust funds that must be included in the unexpended balances reported on Schedule J line 8799.
1954	**Unobligated balance canceling**	*This line is copied into schedule N lines 0610–0613.*

CHANGE IN OBLIGATED BALANCE

This section only includes change in obligation balances from unexpired and expired Treasury Appropriation Fund Symbols.

Entry		MAX Details
Unpaid obligations:		
3000	**Unpaid obligations, brought forward, Oct 1**	MAX copies CY and BY from the end of year mount reported on line 3090 for the previous year.
3001	Adjustment to unpaid obligations, brought forward, Oct 1(+ or –)	*This line is copied into schedule J line 0111.* Report any changes to the PY start of year balances made after the 2010 FACTS II revision window closed. Use only for PY, unless specifically approved by OMB.
3010	**Obligations incurred, unexpired accounts**	Automatically generated by MAX.
3011	Obligations incurred, expired accounts	Use only for PY, unless specifically approved by OMB.
3020	**Outlays (gross) (–)**	Automatically generated by MAX. This line is copied into schedule J lines 4500–4525 under transmittal codes 0 and 3; and schedule J lines 5500–5525 under transmittal codes 1, 2, 4, and 5.
3030	Unpaid obligations transferred to other accounts (–)	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3031	Unpaid obligations transferred from other accounts	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3040	**Recoveries of unpaid prior year obligations, unexpired accounts (–)**	Automatically copied from line 1021, but with the opposite sign.
3041	Recoveries of unpaid prior year obligations, expired accounts (–)	Use only for PY, unless specifically approved by OMB.
3050	**Unpaid obligations, end of year**	*This line is copied into schedule J line 8801.* Automatically generated by MAX.
Uncollected payments:		
3060	**Uncollected pymts, Fed sources, brought forward, Oct 1 (–)**	MAX copies CY and BY from the end of year mount reported on line 3090 for the previous year.
3061	Adjustment to uncollected pymts, Fed sources, brought forward, Oct 1(+ or –)	*This line is copied into schedule J line 0111.* Report any changes to the PY start of year balances made after the 2010 FACTS II revision window closed. Use only for PY, unless specifically approved by OMB.
3070	**Change in uncollected pymts, Fed sources, unexpired accounts (+ or –)**	Automatically generated by MAX.

	Entry	MAX Details
3071	Change in uncollected pymts, Fed sources, expired accounts (+ or –)	
3080	Uncollected pymts, Fed sources transferred to other accounts	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3081	Uncollected pymts, Fed sources transferred from other accounts (–)	*This line is copied into schedule J line 7645.* Note: You must identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
3090	**Uncollected pymts, Fed sources, end of year (–)**	*This line is copied into schedule J line 8801.* Automatically generated by MAX.

MEMORANDUM (NON-ADD) ENTRIES

This section includes data from unexpired and expired Treasury Appropriation Fund Symbols.

	Entry	MAX Details
3100	**Obligated balance, start of year**	For PY, this amount must tie to the PY end of year amounts reported in FACTS II for 2010 including all changes made during the 2010 FACTS II revision window. Automatically generated by MAX.
3200	**Obligated balance, end of year**	Automatically generated by MAX.

BUDGET AUTHORITY AND OUTLAYS, NET

This section includes budget authority from unexpired Treasury Appropriation Fund Symbols; and outlays and offsets from unexpired and expired Treasury Appropriation Fund Symbols.

Entry	Discre-tionary	Man-datory	MAX Details
Gross Budget Authority and Outlays:			
Budget authority, gross	4000	4090	Automatically generated by MAX.
Outlays, gross			
Outlays from new authority	4010	4100	
Outlays from balances	4011	4101	
Outlays, gross (total)	4020	4110	Automatically generated by MAX. For credit financing accounts, use line 4110 instead of lines 4100 and 4101.

Entry	Discre-tionary	Man-datory	MAX Details
Offsets against Gross Budget Authority and Outlays:			
Offsetting collections (collected) from:			
	Identify the source of the payment (see the descriptions below). Use subentries when there are significant amounts of different types of income, such as insurance premiums, loan repayments, interest, fees, etc.		
Federal sources (–)	4030	4120	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5.
Interest on Federal securities (–)	4031	4121	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5.
Interest on uninvested funds (–)	4032	4122	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5.
Non-Federal sources (–)	4033	4123	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5. Use line titles to identify separately the primary sources of collections. Small amounts may be aggregated. See exhibits 185C, 185F and 185I.
Offsetting governmental collections (–)	4034	4124	This line is copied into schedule J lines 1280–1289 under transmittal codes 0 and 3; and schedule J lines 2280–2289 under transmittal codes 1, 2, 4, and 5. Use line titles to identify separately the primary sources of collections.
Offsets against gross budget authority and outlays (total) (–)	**4040**	**4130**	Automatically generated by MAX.
Additional Offsets against Gross Budget Authority only:			
Change in uncollected pymts, Fed sources, unexpired accounts (+ or –)	**4050**	**4140**	Automatically generated by MAX.
Offsetting collections credited to expired accounts	**4052**	**4142**	Automatically generated by MAX.
Additional offsets against budget authority only (total)	**4060**	**4150**	Automatically generated by MAX.
Budget authority, net	**4070**	**4160**	Automatically generated by MAX.
Outlays, net	**4080**	**4170**	Automatically generated by MAX.
Budget Authority and Outlays, Net (total):			
Budget authority, net (total)	**4180**	**4180**	Automatically generated by MAX. This line will always be used, even if the amount is zero.
Outlays, net (total)	**4190**	**4190**	Automatically generated by MAX. This line will always be used, even if the amount is zero.

MEMORANDUM (NON-ADD) ENTRIES

Entry		MAX Details
Investments in Federal securities:		*Report the par value of Federal securities; do not reflect unrealized discounts. Include all the balances invested at the start of the year, including those that are not available for obligation, i.e., those reported in the schedule on special and trust fund receipts (MAX schedule N). If a special or trust fund has multiple expenditure accounts, report the invested portion of the unavailable collections in schedule P of the account that receives the largest appropriation from the fund.*
5000	**Total investments, SOY: Federal securities: Par value**	MAX copies CY and BY from the end of year amounts reported on line 5001 for the previous year.
5001	Total investments, EOY: Federal securities: Par value	*This line is copied into schedule J line 8701.*
Investments in non-Federal securities:		*Report the market value of non-Federal securities. Include all the balances invested at the start of the year, including those that are not available for obligation, i.e., those reported in the schedule on special and trust fund receipts (MAX schedule N). Include changes in the value of the account's portfolio due to purchases, sales, and market conditions.*
5010	**Total investments, SOY: non-Federal securities: Market value**	MAX copies CY and BY from the end of year amounts reported on line 5011 for the previous year.
5011	Total investments, EOY: non-Federal securities: Market value	
Contract authority:		*Contract authority is unfunded. When appropriation or offsetting collections are provided to liquidate contract authority, the amounts are no longer considered to be contract authority, and should be excluded from the balances of contract authority reported below.*
5050	**Unobligated balance, SOY: Contract authority**	Cannot exceed the amount on line 1000 of the program and financing schedule. MAX copies CY and BY from the end of year amounts reported on line 5051 for the previous year.
5051	Unobligated balance, EOY: Contract authority	Cannot exceed the amount on line 1941 of the program and financing schedule.
5052	**Obligated balance, SOY: Contract authority**	Cannot exceed the amount on line 3000 of the program and financing schedule. MAX copies CY and BY from the end of year amounts reported on line 5053 for the previous year.
5053	Obligated balance, EOY: Contract authority	Cannot exceed the amount on line 3090 of the program and financing schedule.
5054	**Fund balance in excess of liquidating requirements, SOY: Contract authority**	MAX copies CY and BY from the end of year amounts reported on line 5055 for the previous year.
5055	Fund balance in excess of liquidating requirements, EOY: Contract authority	

Entry		MAX Details
5061	Limitation on obligations (Transportation trust funds)	Automatically generated by MAX from information on limitations reported in schedule X (see section 81.3).
Unavailable offsetting collections:		*The amount of offsetting collections previously precluded from obligation, or temporarily reduced that have s not yet become available for obligation. Does not apply to special and non-revolving trust funds.*
5090	**Unavailable balance, SOY: Offsetting collections**	MAX copies CY and BY from the end of year amounts reported on line 5091 for the previous year.
5091	Unavailable balance, EOY: Offsetting collections	*This line is copied into schedule J line 8804.* Automatically generated by MAX.
Discretionary mandated transfers:		
5100	Discretionary mandated transfer to other accounts (–)	The line shows the amount of discretionary transfers mandated by law that are included in line 1120. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1010. Use in PY. If the account has enacted appropriations, also use for CY. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).
5101	Discretionary mandated transfer from other accounts	The line shows the amount of discretionary transfers mandated by law that are included in line 1121. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1011. Use in PY. If the account has enacted appropriations, also use for CY. Identify each account involved in each transfer (gaining and losing) in MAX using the 6–digit Treasury basic account symbol (see section 79.2 and Appendix C).

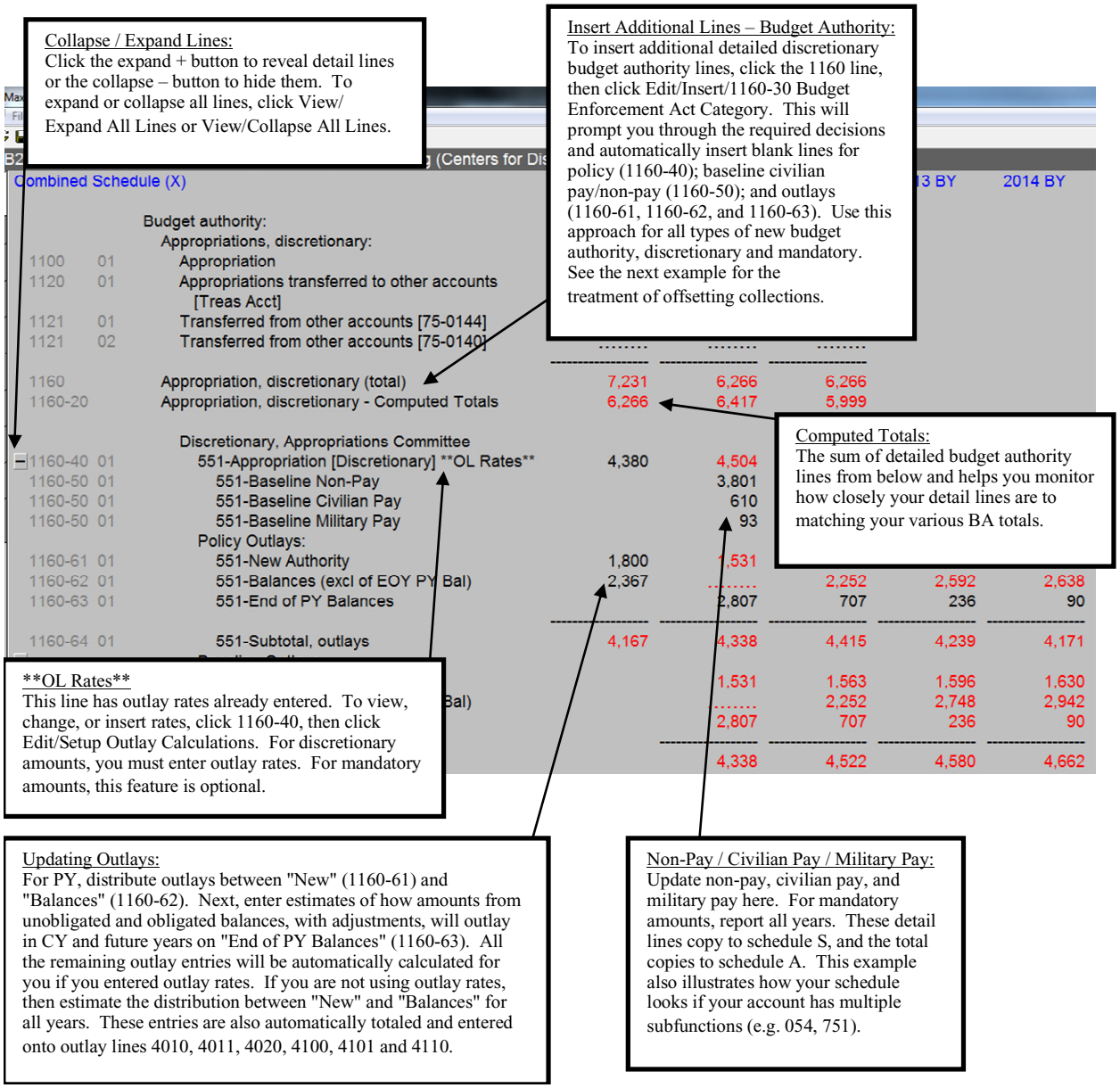
UNFUNDED DEFICIENCIES

Note: See section 145 for additional reporting requirements on deficiencies.

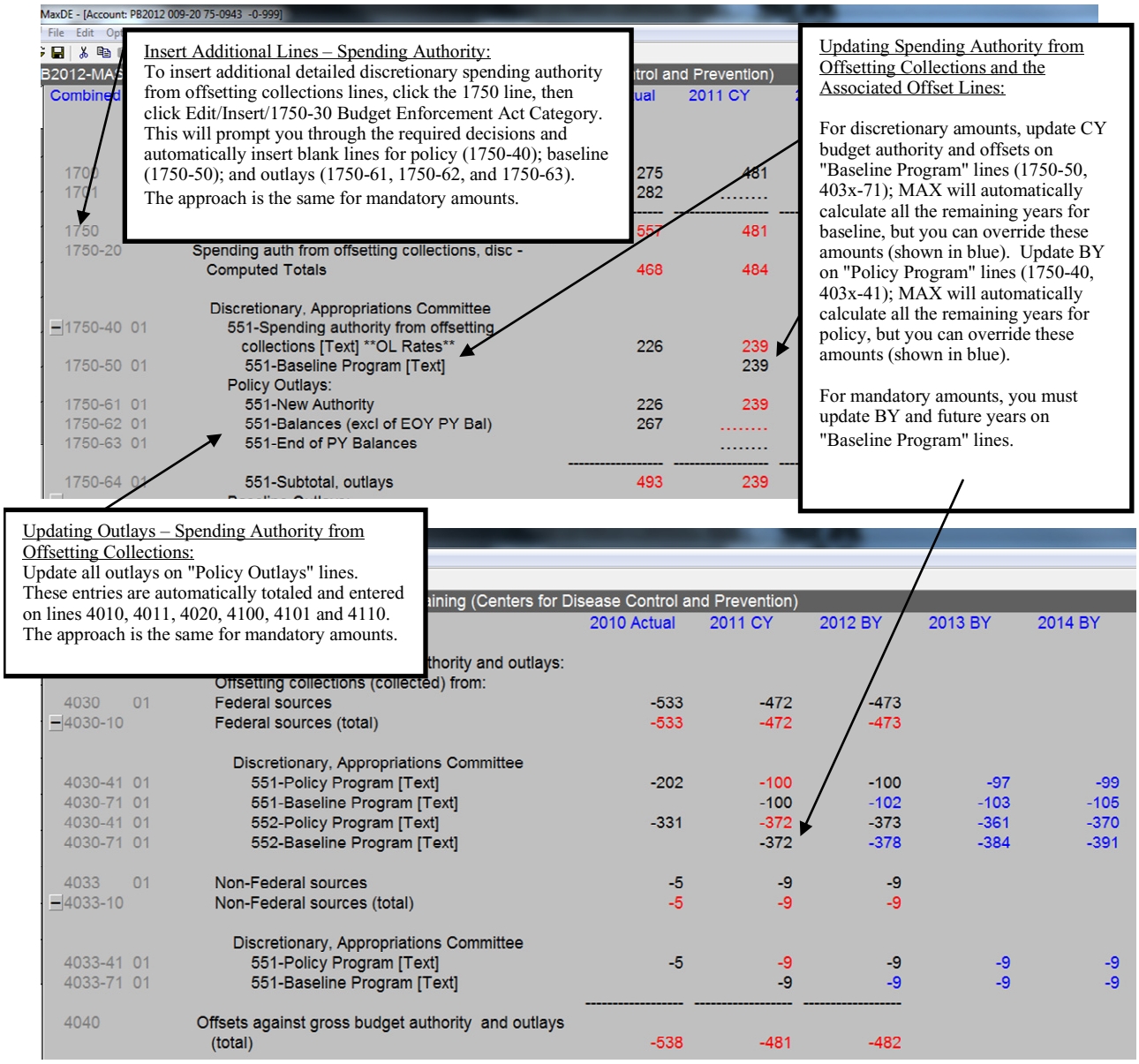
Entry		MAX Details
7000	**Unfunded deficiency, start of year (–)**	Automatically generated by MAX in CY and BY.
7010	**New deficiency (–)**	Automatically generated by MAX.
7011	**Appropriations available expressly to liquidate deficiencies**	Automatically generated by MAX.
7012	**Available budgetary resources used to liquidate deficiencies**	Automatically generated by MAX.
7020	**Unfunded deficiency, end of year (–)**	Automatically generated by MAX.

Updating MAX Combined Schedule X

Schedule X is where users enter all budgetary resource and outlay data; MAX will then automatically populate lines in schedules P, A, and S. Schedule X looks identical to schedule P until the "Budget Authority" line. This exhibit illustrates how to insert data and new lines, unique features of schedule X, and where data entered in schedule X crosswalks to schedules A and S. See sections 80–82 for an overview and detailed line descriptions for schedules S, A, and P respectively.



Updating MAX Combined Schedule X—CONTINUED



Setting Up Outlay Calculations

You can enter multiple outlay rates for an account and show different programs on separate BA lines even if the rates are the same. To do this, use multiple line sequence numbers (01, 02, 03, etc.). MAX will generate separate outlay data that corresponds to each BA line. In schedule X, MAX displays BA and corresponding outlays together. The examples below show how to enter two different outlay rates.

			PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5
		Discretionary, Appropriations Committee								
1160-40	01	751-Appropriation [Text] **OL Rates**		8,098	8,341	8,600	8,866	9,141	9,424	9,820

Estimates for BY+6 through BY+9 can be viewed by scrolling across the MAX screen.

To get to the Setup Outlay Calculation screen, make sure you have selected line 1160-40/01. Then go to the MAX menu and select EDIT -> SETUP OUTLAY CALCULATION .

SETUP OUTLAY CALCULATION

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
CY Rates:[1]	10.00	10.00	10.00	10.00	10.00	10.00
BY Rates:[1]	10.00	10.00	10.00	10.00	10.00	10.00
	Year 7	**Year 8**	**Year 9**	**Year 10**	**Year 11**	**Total[2]**
CY Rates:	10.00	10.00	10.00	10.00	---	100.00%
BY Rates:	10.00	10.00	10.00	10.00	---	100.00%

			PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5
		Discretionary, Appropriations Committee								
1160-40	02	751-Appropriation [Text] **OL Rates**		23,296	24,438	25,464	26,533	27,648	28,809	30,019

To get to the Setup Outlay Calculation screen, make sure you have selected line 1160-40/02. Then go to the MAX menu and select EDIT -> SETUP OUTLAY CALCULATION .

SETUP OUTLAY CALCULATION

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
CY Rates:[1]	85.00	15.00	--	--	--	--
BY Rates:[1]	85.00	15.00	--	--	--	--
	Year 7	**Year 8**	**Year 9**	**Year 10**	**Year 11**	**Total[2]**
CY Rates:	--	--	--	--	---	100.00%
BY Rates:	--	--	--	--	---	100.00%

[1] Enter the outlay rates for the budgetary resources provided in the current and budget years. For CY rates, Year 1 represents CY, Year 2 represents BY, etc. For BY rates, Year 1 represents BY, Year 2 represents BY+1, etc.

[2] Outlay rates should total 100 percent unless the budget authority does not spend out within 11 years. MAX generates an error message if the total exceeds 100 percent.

Automatic Generation of Discretionary Outlays

To automatically calculate outlays, enter discretionary budgetary resources and outlay rates. Outlays from end of PY balances will have to be manually entered. The steps below show how MAX calculates the discretionary outlays.

Enter Budgetary Resource amounts in Schedule X:

		PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6	BY+7	BY+8	BY+9
	Discretionary, Appropriations Committee												
1160-40 01	751-Appropriation [Text]												
	OL Rates.....	40	45	50	55	60	65	70	75	80	85	90	95
	Policy Outlays:												
1160-61 01	751-New Authority.....	8	9	10	11	12	13	14	15	16	17	18	19
1160-62 01	751-Balances(excl of EOY PY Bal)..	14	---	16	22	40	37	47	53	58	63	67	71
1160-63 01	751-End of PY Balances.....		14	6	12								
1160-64 01	751-Subtotal, outlays.....	22	54	60	66	72	78	84	90	96	102	108	114

MAX will automatically calculate these lines based on the BA amounts and the outlay rates entered in the Setup Outlay Calculation window.

Enter outlay rates in SETUP OUTLAY CALCULATION window:

To get to this window, make sure you have selected the budetary resource line. Then go to MAX menu and select EDIT -> SETUP OUTLAY CALCULATION

SETUP OUTLAY CALCULATION

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
CY Rates:	20.00	35.00	15.00	30.00	--	--
BY Rates:	20.00	30.00	20.00	15.00	15.00	--

	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Total
CY Rates:	--	--	--	--	--	100%
BY Rates:	--	--	--	--	--	100%

To calculate outlays from new authority, MAX multiplies the budgetary resource amount by the Year 1 outlay rate:
CY: 45*.20=9
BY: 50*.20=10
BY+1 to BY+9: same as BY

MAX automatically calculates outlays by multiplying the budgetary resource amounts with the outlay ra

	PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6	BY+7	BY+8	BY+9
Total - Outlay from New Authority...		9	10	11	12	13	14	15	16	17	18	19

	PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6	BY+7	BY+8	BY+9
Outlay from Balances - CY.....			15.8	6.8	13.5							
Outlay from Balances - BY.....				15	10	7.5	7.5					
Outlay from Balances - BY+1.....					16.5	11	8.3	8.3				
Outlay from Balances - BY+2.....						18	12	9	9			
Outlay from Balances - BY+3.....							19.5	13	9.8	9.8		
Outlay from Balances - BY+4.....								22.5	15	11.3	11.3	
Outlay from Balances - BY+5.....									24	16	12	12
Outlay from Balances - BY+6.....										25.5	17	12.8
Outlay from Balances - BY+7.....											27	18
Outlay from Balances - BY+8.....												28.5
Total - Outlays from Balances.....			16	22	40	37	47	53	58	63	67	71

To calculate outlays from from balances for BY+1, MAX takes the third year spendout of CY balances (45*.15=6.8) plus the second year spendout from BY balances (50*.30=15)

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Obligations by program activity				
	Direct obligations				
0001-0700	Direct Program Activity	✓			
	Credit program obligations				
0701	Direct loan subsidy	✓			
0702	Loan guarantee subsidy	✓			
0703	Subsidy for modifications of direct loans	✓			
0704	Subsidy for modifications of loan guarantees	✓			
0705	Reestimates of direct loan subsidy	✓			
0706	Interest on reestimates of direct loan subsidy	✓			
0707	Reestimates of loan guarantee subsidy	✓			
0708	Interest on reestimates of loan guarantee subsidy	✓			
0709	Administrative expenses	✓			
0710	Direct loan obligations	✓			
0711	Default claim payments on principal	✓			
0712	Default claim payments on interest	✓			
0713	Payment of interest to Treasury	✓			
0715-0739	Other	✓			
0740	Negative subsidy obligations	✓			
0741	Modification savings	✓			
0742	Downward reestimate paid to receipt	✓			
0743	Interest on downward reestimates	✓			
0744	Adjusting payments to liquidating accounts	✓			
	Reimbursable obligations				
0801-0899	Reimbursable program activity	✓			
0900	Total new obligations	✓			
	Budgetary resources				
	Unobligated balance				
1000	Unobligated balance brought forward, Oct 1	✓			
1010	Unobligated balance transferred to other accounts	✓			
1011	Unobligated balance transferred from other accounts	✓			
1012	Unobligated balance transfers between expired and unexpired accounts	✓			+
1013	Unobligated balance of contract authority transferred to or from other accounts	✓			+
1020	Adjustment of unobligated bal brought forward, Oct 1	✓			
1021	Recoveries of prior year unpaid obligations	✓			
1022	Capital transfer of unobligated balances to general fund	✓			
1023	Unobligated balances applied to repay debt	✓			
1024	Unobligated balance of borrowing authority withdrawn	✓			
1025	Unobligated balance of contract authority withdrawn	✓			
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	✓			+
1027	Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	✓			
1028	Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	✓			
1029	Other balances withdrawn	✓			
1031	Refunds and recoveries temporarily precluded from obligation (special and trust funds)	✓			
1050	Unobligated balance (total)	✓			

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources				
	Budget authority				
	Appropriations, discretionary				
1100	Appropriation	✓			
1101	Appropriation (special or trust fund)	✓			+
1103	Appropriation available from subsequent year	✓			+
1104	Appropriation available in prior year (-)	✓			+
1105	Reappropriation	✓			
1120	Appropriations transferred to other accounts	✓			
1121	Appropriations transferred from other accounts	✓			
1130	Appropriations permanently reduced	✓			
1131	Unobligated balance of appropriations permanently reduced	✓			
1132	Appropriations temporarily reduced	✓			
1133	Unobligated balance of appropriations temporarily reduced	✓			
1134	Appropriations precluded from obligation	✓			
1135	Appropriations applied to repay debt	✓			
1136	Appropriations applied to deficiency by law	✓			
1137	Appropriations applied to liquidate contract authority	✓			
1138	Appropriations applied to liquidate contract authority withdrawn	✓			
1139	Appropriations substituted for borrowing authority	✓			
1160	Appropriation, discretionary (total)	✓			
	Discretionary, {BEA Subcategory}				
1160-40	Appropriation [Text]		✓		
1160-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1160-61	New Authority		✓		
1160-62	Balances (excl of EOY PY Bal)		✓		
1160-63	End of PY Balances		✓		
1160-64	Subtotal, outlays		✓		
	Baseline Outlays				
1160-81	New Authority			✓	
1160-82	Balances (excl of EOY PY Bal)			✓	
1160-83	End of PY Balances			✓	
1160-84	Subtotal, outlays			✓	
	Advance appropriations, Discretionary				
1170	Advance appropriation	✓			
1171	Advance appropriation (special or trust fund)	✓			+
1173	Advance appropriations permanently reduced	✓			
1174	Advance appropriations temporarily reduced	✓			
1180	Advance appropriation, discretionary (total)	✓			
	Discretionary, {BEA Subcategory}				
1180-40	Advance appropriation [Text]		✓		
1180-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1180-61	New Authority		✓		
1180-62	Balances (excl of EOY PY Bal)		✓		
1180-63	End of PY Balances		✓		
1180-64	Subtotal, outlays		✓		
	Baseline Outlays				
1180-81	New Authority			✓	
1180-82	Balances (excl of EOY PY Bal)			✓	
1180-83	End of PY Balances			✓	
1180-84	Subtotal, outlays			✓	

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Appropriations, Mandatory				
1200	Appropriation	✓			
1201	Appropriation (special or trust fund)	✓			+
1203	Appropriation (previously unavailable)	✓			
1204	Reappropriation	✓			
1220	Appropriations transferred to other accounts	✓			
1221	Appropriations transferred from other accounts	✓			
1230	Appropriations and/or unobligated balance of appropriations permanently reduced	✓			+
1232	Appropriations and/or unobligated balance of appropriations temporarily reduced	✓			+
1235	Appropriations precluded from obligation	✓			
1236	Appropriations applied to repay debt	✓			
1237	Appropriations applied to deficiency by law	✓			
1238	Appropriations applied to liquidate contract authority	✓			
1239	Appropriations substituted for borrowing authority	✓			
1260	Appropriations, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1260-40	Appropriation [Text]		✓		
1260-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1260-61	New Authority		✓		
1260-62	Balances (excl of EOY PY Bal)		✓		
1260-63	End of PY Balances		✓		
1260-64	Subtotal, outlays		✓		
	Baseline Outlays				
1260-81	New Authority			✓	
1260-82	Balances (excl of EOY PY Bal)			✓	
1260-83	End of PY Balances			✓	
1260-84	Subtotal, outlays			✓	
	Advance appropriations, mandatory				
1270	Advance appropriation	✓			
1271	Advance appropriation (special or trust fund)	✓			+
1272	Advance appropriations permanently reduced	✓			
1273	Advance appropriations temporarily reduced	✓			
1280	Advance appropriation, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1280-40	Advance appropriation [Text]		✓		
1280-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1280-61	New Authority		✓		
1280-62	Balances (excl of EOY PY Bal)		✓		
1280-63	End of PY Balances		✓		
1280-64	Subtotal, outlays		✓		
	Baseline Outlays				
1280-80	New Authority			✓	
1280-81	Balances (excl of EOY PY Bal)			✓	
1280-82	End of PY Balances			✓	
1280-83	Subtotal, outlays			✓	
	Borrowing authority, Discretionary				
1300	Borrowing authority	✓			
1320	Borrowing authority permanently reduced	✓			
1340	Borrowing authority, discretionary (total)	✓			

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Discretionary, {BEA Subcategory}				
1340-40	Authority to borrow [Text]		✓		
1340-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1340-61	New Authority		✓		
1340-62	Balances (excl of EOY PY Bal)		✓		
1340-63	End of PY Balances		✓		
1340-64	Subtotal, outlays		✓		
	Baseline Outlays				
1340-81	New Authority			✓	
1340-82	Balances (excl of EOY PY Bal)			✓	
1340-83	End of PY Balances			✓	
1340-84	Subtotal, outlays			✓	
	Borrowing authority, Mandatory				
1400	Borrowing authority	✓			
1420	Borrowing authority permanently reduced	✓			
1421	Borrowing authority applied to repay debt	✓			
1440	Borrowing authority, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1440-40	Authority to borrow [Text]		✓		
1440-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1440-61	New Authority		✓		
1440-62	Balances (excl of EOY PY Bal)		✓		
1440-63	End of PY Balances		✓		
1440-64	Subtotal, outlays		✓		
	Baseline Outlays				
1440-81	New Authority			✓	
1440-82	Balances (excl of EOY PY Bal)			✓	
1440-83	End of PY Balances			✓	
1440-84	Subtotal, outlays			✓	
	Contract authority, Discretionary				
1500	Contract authority	✓			
1510	Contract authority transferred to other accounts	✓			
1511	Contract authority transferred from other accounts	✓			
1520	Contract authority and/or unobligated balance of contract authority permanently reduced	✓			+
1522	Contract authority precluded from obligation (limitation on obligations)	✓			
1540	Contract authority, discretionary (total)	✓			
	Discretionary, {BEA Subcategory}				
1540-40	Contract authority [Text]		✓		
1540-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1540-61	New Authority		✓		
1540-62	Balances (excl of EOY PY Bal)		✓		
1540-63	End of PY Balances		✓		
1540-64	Subtotal, outlays		✓		
	Baseline Outlays				
1540-81	New Authority			✓	
1540-82	Balances (excl of EOY PY Bal)			✓	
1540-83	End of PY Balances			✓	
1540-84	Subtotal, outlays			✓	

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Contract authority, Mandatory				
1600	Contract authority	✓			
1610	Contract authority transferred to other accounts	✓			
1611	Contract authority transferred from other accounts	✓			
1620	Contract authority and/or unobligated balance of contract authority permanently reduced	✓			+
1622	Contract authority precluded from obligation (limitation on obligations)	✓			
1640	Contract authority, mandatory (total)	✓			
	Mandatory, {BEA Subcategory}				
1640-40	Contract authority [Text]		✓		
1640-50	Baseline Pay and Benefits / Non-Pay and Benefits			✓	
	Policy Outlays				
1640-61	New Authority		✓		
1640-62	Balances (excl of EOY PY Bal)		✓		
1640-63	End of PY Balances		✓		
1640-64	Subtotal, outlays		✓		
	Baseline Outlays				
1640-81	New Authority			✓	
1640-82	Balances (excl of EOY PY Bal)			✓	
1640-83	End of PY Balances			✓	
1640-84	Subtotal, outlays			✓	
	Spending authority from offsetting collections, discretionary				
1700	Collected	✓			
1701	Change in uncollected payments, Federal sources	✓			
1702	Offsetting collections (previously unavailable)	✓			
1710	Spending authority from offsetting collections transferred to other accounts	✓			
1711	Spending authority from offsetting collections transferred from other accounts	✓			
1720	Capital transfer of spending authority from offsetting collections to general fund	✓			
1721	Spending authority from offsetting collections applied to deficiency by law	✓			
1722	Spending authority from offsetting collections permanently reduced	✓			
1723	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced	✓			+
1725	Spending authority from offsetting collections precluded from obligation (limitation on obligations)	✓			
1726	Spending authority from offsetting collections applied to repay debt	✓			
1727	Spending authority from offsetting collections applied to liquidate contract authority	✓			
1728	Spending authority from offsetting collections substituted for borrowing authority	✓			
1750	Spending auth from offsetting collections, disc (total)	✓			
	Discretionary, {BEA Subcategory}				
1750-40	Spending authority from offsetting collections [Text]		✓		
1750-50	Baseline Program [Text]			✓	
	Policy Outlays				
1750-61	New Authority		✓		
1750-62	Balances (excl of EOY PY Bal)		✓		
1750-63	End of PY Balances		✓		
1750-64	Subtotal, outlays		✓		

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Budgetary resources (cont.)				
	Baseline Outlays				
1750-81	New Authority			✓	
1750-82	Balances (excl of EOY PY Bal)			✓	
1750-83	End of PY Balances			✓	
1750-84	Subtotal, outlays			✓	
	Spending authority from offsetting collections, mandatory				
1800	Collected	✓			
1801	Change in uncollected payments, Federal sources	✓			
1802	Offsetting collections (previously unavailable)	✓			
1810	Spending authority from offsetting collections transferred to other accounts	✓			
1811	Spending authority from offsetting collections transferred from other accounts	✓			
1820	Capital transfer of spending authority from offsetting collections to general fund	✓			
1821	Spending authority from offsetting collections applied to deficiency by law	✓			
1823	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced	✓			+
1824	Spending authority from offsetting collections precluded from obligation (limitation on obligations)	✓			
1825	Spending authority from offsetting collections applied to repay debt	✓			
1826	Spending authority from offsetting collections applied to liquidate contract authority	✓			
1827	Spending authority from offsetting collections substituted for borrowing authority	✓			
1850	Spending auth from offsetting collections, mand (total)	✓			
	Mandatory, {BEA Subcategory}				
1850-40	Spending authority from offsetting collections [Text]		✓		
1850-50	Baseline Program [Text]			✓	
	Policy Outlays				
1850-61	New Authority		✓		
1850-62	Balances (excl of EOY PY Bal)		✓		
1850-63	End of PY Balances		✓		
1850-64	Subtotal, outlays		✓		
	Baseline Outlays				
1850-81	New Authority			✓	
1850-82	Balances (excl of EOY PY Bal)			✓	
1850-83	End of PY Balances			✓	
1850-84	Subtotal, outlays			✓	
1900	Budget authority (total)	✓			
1901	Adjustment for budgetary resources applied to liquidate deficiencies	✓			
1930	Total budgetary resources available	✓			
	Memorandum (non-add) entries				
1940	Unobligated balance expiring	✓			
1941	Unexpired unobligated balance carried forward, end of year	✓			
	Special and non-revolving trust funds	✓			
1950	Other balances withdrawn	✓			
1951	Unobligated balance expiring	✓			
1952	Expired unobligated balance carried forward, start of year	✓			
1953	Expired unobligated balance carried forward, end of year	✓			
1954	Unobligated balance canceling	✓			

+Updated line

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S
	Limitations			
1963	Limitations: Not result of G-R-H [Text]			
	Mandatory, {BEA Subcategory}			
1963-40	Limitation [Text]		✓	
1963-50	Baseline Pay/Non-Pay			✓
	Policy Outlays			
1963-61	New Authority		✓	
1963-62	Balances (excl of EOY PY Bal)		✓	
1963-63	End of PY Balances		✓	
1963-64	Subtotal, outlays		✓	
	Baseline Outlays			
1963-81	New Authority			✓
1963-82	Balances (excl of EOY PY Bal)			✓
1963-83	End of PY Balances			✓
1963-84	Subtotal, outlays			✓
1966	Limitations: Not result of G-R-H [Text]			
	Discretionary, {BEA Subcategory}			
1966-40	Limitation [Text]		✓	
1966-50	Baseline Pay/Non-Pay			✓
	Policy Outlays			
1966-61	New Authority		✓	
1966-62	Balances (excl of EOY PY Bal)		✓	
1966-63	End of PY Balances		✓	
1966-64	Subtotal, outlays		✓	
	Baseline Outlays			
1966-81	New Authority			✓
1966-82	Balances (excl of EOY PY Bal)			✓
1966-83	End of PY Balances			✓
1966-84	Subtotal, outlays			✓
	Change in obligated balance			
	Unpaid obligations			
3000	Unpaid obligations, brought forward, Oct 1	✓		
3001	Adjustments to unpaid obligations, brought forward, Oct 1	✓		
3010	Obligations incurred, unexpired accounts	✓		
3011	Obligations incurred, expired accounts	✓		
3020	Outlays (gross)	✓		
3030	Unpaid obligations transferred to other accounts	✓		
3031	Unpaid obligations transferred from other accounts	✓		
3040	Recoveries of prior year unpaid obligations, unexpired accounts	✓		
3041	Recoveries of prior year unpaid obligations, expired accounts	✓		
3050	Unpaid obligations, end of year	✓		
	Uncollected payments			
3060	Uncollected pymts, Fed sources, brought forward, Oct 1	✓		
3061	Adjustments to uncollected pymts, Fed sources, brought forward, Oct 1	✓		
3070	Change in uncollected pymts, Fed sources, unexpired	✓		
3071	Change in uncollected pymts, Fed sources, expired	✓		
3080	Uncollected pymts, Fed sources transferred to other accounts	✓		
3081	Uncollected pymts from Fed sources transferred from other accounts	✓		
3090	Uncollected pymts, Fed sources, end of year	✓		
	Memorandum (non-add) entries			
3100	Obligated balance, start of year	✓		
3200	Obligated balance, end of year	✓		

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S
	Budget authority and outlays, net			
	Discretionary			
4000	Budget authority, gross	✓		
	Outlays, gross			
4010	Outlays from new discretionary authority	✓		
4011	Outlays from discretionary balances	✓		
4020	Outlays, gross (total)	✓		
	Offsets against gross budget authority and outlays			
	Offsetting collections (collected) from			
4030	Federal sources	✓		
	Discretionary, {BEA Subcategory}			
4030-41	Policy Program [Text]		✓	
4030-71	Baseline Program [Text]			✓
4031	Interest on Federal securities	✓		
	Discretionary, {BEA Subcategory}			
4031-41	Policy Program [Text]		✓	
4031-71	Baseline Program [Text]			✓
4032	Interest on uninvested funds	✓		
	Discretionary, {BEA Subcategory}			
4032-41	Policy Program [Text]		✓	
4032-71	Baseline Program [Text]			✓
4033	Non-Federal sources	✓		
	Discretionary, {BEA Subcategory}			
4033-41	Policy Program [Text]		✓	
4033-71	Baseline Program [Text]			✓
4034	Offsetting governmental collections	✓		
	Discretionary, {BEA Subcategory}			
4034-41	Policy Program [Text]		✓	
4034-71	Baseline Program [Text]			✓
4040	Offsets against gross budget authority and outlays (total)	✓		
	Additional offsets against gross budget authority only			
4050	Change in uncollected pymts, Fed sources, unexpired	✓		
	Discretionary, {BEA Subcategory}			
4050-41	Policy Program [Text]		✓	
4050-71	Baseline Program [Text]			✓
4052	Offsetting collections credited to expired accounts	✓		
	Discretionary, {BEA Subcategory}			
4052-41	Policy Program [Text]		✓	
4052-71	Baseline Program [Text]			✓
4060	Additional offsets against budget authority only (total)	✓		
4070	Budget authority, net (discretionary)	✓		
4080	Outlays, net (discretionary)	✓		
	Mandatory			
4090	Budget authority, gross	✓		
	Outlays, gross			
4100	Outlays from new mandatory authority	✓		
4101	Outlays from mandatory balances	✓		
4110	Outlays, gross (total)	✓		

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S
	Budget authority and outlays, net (cont.)			
	Offsets against gross budget authority and outlays			
	Offsetting collections (collected) from			
4120	Federal sources	✓		
	Mandatory, {BEA Subcategory}			
4120-41	Policy Program [Text]		✓	
4120-71	Baseline Program [Text]			✓
4121	Interest on Federal securities	✓		
	Mandatory, {BEA Subcategory}			
4121-41	Policy Program [Text]		✓	
4121-71	Baseline Program [Text]			✓
4122	Interest on uninvested funds	✓		
	Mandatory, {BEA Subcategory}			
4122-41	Policy Program [Text]		✓	
4122-71	Baseline Program [Text]			✓
4123	Non-Federal sources	✓		
	Mandatory, {BEA Subcategory}			
4123-41	Policy Program [Text]		✓	
4123-71	Baseline Program [Text]			✓
4124	Offsetting governmental collections	✓		
	Mandatory, {BEA Subcategory}			
4124-41	Policy Program [Text]		✓	
4124-71	Baseline Program [Text]			✓
4130	Offsets against gross budget authority and outlays (total)	✓		
	Additional offsets against gross budget authority only			
4140	Change in uncollected pymts, Fed sources, unexpired	✓		
	Mandatory, {BEA Subcategory}			
4140-41	Policy Program [Text]		✓	
4140-71	Baseline Program [Text]			✓
4142	Offsetting collections credited to expired accounts	✓		
	Mandatory, {BEA Subcategory}			
4142-41	Policy Program [Text]		✓	
4142-71	Baseline Program [Text]			✓
4150	Additional offsets against budget authority only (total)	✓		
4160	Budget authority, net (mandatory)	✓		
4170	Outlays, net (mandatory)	✓		
4180	Budget authority, net (total)	✓		
4190	Outlays, net (total)	✓		

Schedule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Line Description	Schedule P	Schedule A	Schedule S	
	Memorandum (non-add) entries				
5000	Total investments, SOY: Federal securities: Par value	✓			
5001	Total investments, EOY: Federal securities: Par value	✓			
5010	Total investments, SOY: non-Federal securities: Market value	✓			
5011	Total investments, EOY: non-Federal securities: Market value	✓			
5050-00	Unobligated balance, SOY: Contract authority	✓			+
5051	Unobligated balance, EOY: Contract authority	✓			
5052	Obligated balance, SOY: Contract authority	✓			
5053	Obligated balance, EOY: Contract authority	✓			
5054	Fund balance in excess of liquidating requirements, SOY: Contract authority	✓			
5055	Fund balance in excess of liquidating requirements, EOY: Contract authority	✓			
5061	Limitation on obligations (Transportation Trust Funds)	✓			
5090	Unavailable balance, start of year: Offsetting collections	✓			
5091	Unavailable balance, end of year: Offsetting collections	✓			
5100	Discretionary mandated transfer to other accounts	✓			
5101	Discretionary mandated transfer from other accounts	✓			
5150	Number of beneficiaries (in thousands) - Adj. Baseline			✓	
	Unfunded deficiencies				
7000	Unfunded deficiency, start of year	✓			
	Change in deficiency during the year				
7010	New deficiency	✓			
7011	Appropriations available expressly to liquidate deficiencies	✓			
7012	Available budgetary resources used to liquidate deficiencies	✓			
7020	Unfunded deficiency, end of year	✓			

+Updated line

Crosswalk to Old Scehdule X Line Numbers Including Schedule A, S, and P Lines

New Line #	Old Line #	Line Description	Schedule P	Schedule A	Schedule S
		Change in obligated balance			
		Unpaid obligations			
3000	3000	Unpaid obligations, brought forward, Oct 1 (gross)	✓		
3001	3001	Adjustments to unpaid obligations, brought forward, Oct 1	✓		
3010	3030	Obligations incurred, unexpired accounts	✓		
3011	3031	Obligations incurred, expired accounts	✓		
3020	3040	Outlays (gross)	✓		
3030	3060	Unpaid obligations transferred to other accounts	✓		
3031	3061	Unpaid obligations transferred from other accounts	✓		
3040	3080	Recoveries of prior year unpaid obligations, unexpired accounts	✓		
3041	3081	Recoveries of prior year unpaid obligations, expired accounts	✓		
3050	3090	Unpaid obligations, end of year	✓		
		Uncollected payments			
3060	3010	Uncollected pymts, Fed sources, brought forward, Oct 1	✓		
3061	3011	Adjustments to uncollected pymts, Fed sources, brought forward, Oct 1	✓		
3070	3050	Change in uncollected pymts, Fed sources, unexpired	✓		
3071	3051	Change in uncollected pymts, Fed sources, expired	✓		
3080	3070	Uncollected pymts, Fed sources transferred to other accounts	✓		
3081	3071	Uncollected pymts from Fed sources transferred from other accounts	✓		
3090	3091	Uncollected pymts, Fed sources, end of year	✓		
		Memorandum (non-add) entries			
3100	3020	Obligated balance, start of year	✓		
3200	3100	Obligated balance, end of year	✓		

SECTION 86—SPECIAL SCHEDULES

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Special schedules requiring user input
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86.2 What do I need to know about reporting budget year appropriations requests in thousands of dollars (schedule T)?

Special schedules automatically generated by MAX
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86.4 What do I need to know about the special and trust fund receipts schedule (schedule N)?
86.5 What do I need to know about the summary of budget authority and outlays?

Ex–86A Financial Statements Balance Sheet (MAX Schedule F)
Ex–86B Budget Year Appropriations Request in Thousands of Dollars (MAX Schedule T)

86.1 What do I need to know about balance sheets (schedule F)?

(a) *General instructions*

The balance sheet provides information on program assets, liabilities, and net position and is used to assess the resources available for Federal programs for PY–1 through PY.

You must submit balance sheets for:

- All Government-sponsored enterprise funds;
- All credit liquidating and financing accounts;
- Financing vehicles; and
- Revolving funds, when specifically required by OMB.

For budget presentation purposes, data in program and financing schedules (MAX schedule P) fulfill the legal requirement in 31 U.S.C. 9103 for "business-type budget" information on wholly-owned Government corporations in the President's budget.

Amounts in schedule F for PY–1 should be consistent with your agency's audited financial statements.

Prepare balance sheets in the format of exhibit 86A with audited actual amounts as of the close of PY–1 and actual amounts as of the close of PY.

(b) *Balance sheet entries*

Use the entries listed below to prepare the balance sheets. These entries correspond to entries used in OMB Circular A-136, Financial Reporting Requirements-Revised which instructs agencies to prepare financial statements at the entity level. Use the terms, definitions, and instructions provided in that bulletin to prepare the balance sheets at the account level. MAX will automatically generate the line entries indicated in **boldface**.

If your agency is a Government-sponsored enterprise (GSE), you will need to modify line entries to reflect the non-Federal status of GSEs. Consult your OMB representative for additional guidance.

BALANCE SHEET

Entry		Description
ASSETS		
Federal assets:		
These assets arise from transactions among Federal agencies. Federal agency assets are claims of a Federal agency against other Federal agencies which, when collected, can be used in the agency's operations.		
1101	Fund balances with Treasury	The unobligated and obligated balances with Treasury from which you are authorized to make expenditures and pay liabilities, including clearing account balances and the dollar equivalent of foreign currency account balances. Your agency's fund balance with Treasury also includes the unobligated balances in guaranteed loan financing accounts, the obligated balances in direct loan financing accounts, and the unobligated and obligated balances in liquidating accounts.
Investments in Federal securities:		Total investments in Federal securities. These consist of securities issued by Federal agencies including non-marketable par value Treasury securities, market-based Treasury securities, marketable Treasury securities, and securities issued by other Federal agencies.
1102	Treasury securities, net	Net value of Treasury securities acquired—the par (face or nominal) value of a security minus the amount of any unamortized discounts or plus the amount of any unamortized premiums.
1104	Agency securities, net	Net value of agency securities acquired—the par (face or nominal) value of a security minus the amount of any unamortized discounts or plus the amount of any unamortized premiums.
1106	Receivables, net	Accounts receivable and interest receivable, net of uncollectible amounts. Interest receivable is the amount of interest income earned but not received for an accounting period. Report receivables from Federal agencies separately from receivables from non-Federal entities (on line 1206). Report interest receivable related to direct loans and acquired defaulted guaranteed loans separately below as a component of credit program receivables.
1107	Advances and prepayments	Advances are cash outlays made by a Federal agency to cover a part or all of the recipients' anticipated expenses or advance payments for the costs of goods and services the agency is to receive. Prepayments are payments made by a Federal agency to cover certain period expenses before those expenses are incurred. Advances and prepayments made to Federal agencies are intragovernmental and are accounted for and reported separately from those made to non-Federal entities.
Non-Federal assets:		
These assets arise from transactions of the Federal Government with non-Federal entities. These entities include domestic and foreign persons and organizations outside the U.S. Government.		
1201	Investments in non-Federal securities, net	Securities issued by State and local governments, private corporations, and government-sponsored enterprises, net of premiums, discounts and allowances for losses. Securities are

Entry		Description
		normally reported at acquisition cost or amortized acquisition cost. However, you should use market value when there is: • An intent to sell the securities prior to maturity; and • A reduction in the value of the securities that is more than temporary.
1206	Receivables, net	Accounts and interest receivable due from non-Federal entities, net of an allowance for estimated uncollectible amounts. Do not recognize interest as revenue on accounts receivable or investments that are determined to be uncollectible unless the interest is actually collected. Report interest receivable related to direct loans and acquired defaulted guaranteed loans as a component of credit program receivables.
1207	Advances and prepayments	Advances are cash outlays made by a Federal agency to its employees, contractors, grantees or others to cover a part or all of the recipients' anticipated expenses or advance payments for the costs of goods and services the agency receives. Prepayments are payments made by a Federal agency to cover certain periodic expenses before those expenses are incurred.
Credit program receivables and related foreclosed property: These items represent the net value of assets related to pre–1992 and post–1991 direct loans receivable and acquired defaulted guaranteed loans receivable. Net value of assets related to post–1991 direct loans receivable:		
1401	Direct loans receivable, gross	The face value of all direct loans outstanding excluding amounts repaid or written off.
1402	Interest receivable	Amount of interest receivable.
1403	Accounts receivable from foreclosed property	Amount of accounts receivable related to foreclosed property.
1404	Foreclosed property	Value of foreclosed property associated with post–1991 direct and acquired defaulted guaranteed loans at the net present value of the projected cash flows associated with the property. To practicably accomplish this requirement, you may record foreclosed property at the estimated net realizable value at the time of foreclosure. A portion of the related allowance for subsidy account will apply to the foreclosed property, but that amount need not be separately determined. Rather, subtract the allowance account from the sum of the credit program assets to determine the net present value of the assets.
1405	Allowance for subsidy cost (–)	The unamortized amount of subsidy expenses for the direct loan disbursements that the direct loan financing account has made in that year and all previous years, for all direct loans outstanding. (The allowance for subsidy costs of a direct loan is the present value of estimated cash outflows over the life of the loan minus the present value of estimated cash inflows. It is due to defaults, delinquencies, lending at interest rates below the Treasury borrowing rate, etc., with an offset for fees, penalties, and recoveries.)

Entry		Description
1499	**Net present value of assets related to direct loans**	The sum of lines 1401 through 1405.
Net value of assets related to post–1991 acquired defaulted guaranteed loans receivable:		
1501	Defaulted guaranteed loans receivable, gross	Amount of defaulted guaranteed loans that resulted in the acquisition of a loan receivable that is still outstanding.
1502	Interest receivable on defaulted guaranteed loans	Amount of interest receivable related to defaulted guaranteed loans.
1504	Foreclosed property related to defaulted guaranteed loans	The estimated net realizable value of related foreclosed property.
1505	Allowance for subsidy cost on defaulted guaranteed loans (–)	The unamortized amount of subsidy for those defaulted guaranteed loans that the guaranteed loan financing account has acquired in that year and all previous years, for all such loans outstanding that are still held by the financing account. (The subsidy of a defaulted guaranteed loan is the present value of estimated cash outflows over the life of the loan minus the present value of estimated cash inflows. It is due to defaults, delinquencies, interest subsidies, etc., with an offset for fees, penalties, and recoveries.)
1599	**Net present value of assets related to defaulted guaranteed loans**	The sum of lines 1501 through 1505.
Net value of assets related to pre–1992 direct loans receivable and acquired defaulted guaranteed loans receivable:		
1601	Direct loans, gross	For each pre–1992 direct loan program, report loans gross.
1602	Interest receivable	Amount of interest receivable.
1603	Allowance for estimated uncollectible loans and interest (–)	Estimated amount of loans and interest that will not be collected.
1604	**Direct loans and interest receivable, net**	The sum of lines 1601 through 1603.
1605	Accounts receivable from foreclosed property	Amount of accounts receivable related to foreclosed property.
1606	Foreclosed property	The estimated net realizable value of related foreclosed property.
1699	**Value of assets related to direct loans**	The sum of lines 1604 through 1606.
1701	Defaulted guaranteed loans, gross	For each pre–1992 loan guarantee program, report receivables as defaulted guaranteed loans acquired by the Government.
1702	Interest receivable	Amount of interest receivable related to defaulted guaranteed loans.
1703	Allowance for estimated uncollectible loans and interest (–)	Estimated amount of defaults on loans, interest, and accounts receivable.
1704	Defaulted guaranteed loans and interest receivable, net	The gross amount of defaulted guaranteed loans that resulted in the acquisition of a loan receivable and interest receivable net of

Entry		Description
		an allowance for uncollectible amounts. The sum of lines 1701 through 1703.
1705	Accounts receivable from foreclosed property	Amount of accounts receivable related to foreclosed property.
1706	Foreclosed property	The estimated net realizable value of related foreclosed property.
1799	**Value of assets related to loan guarantees**	The sum of lines 1704 through 1706.
Other Federal assets:		
1801	Cash and other monetary assets	The total of all cash resources and all other monetary assets. Cash consists of: • Coins, paper currency, and readily negotiable instruments, such as money orders, checks, and bank drafts on hand or in transit for deposit; • Amounts on demand deposit with banks or other financial institutions; • Cash held in imprest funds; and • Foreign currencies, which, for accounting purposes, should be translated into U.S. dollars at the exchange rate on the financial statement date. Other monetary assets include gold, special drawing rights, and U.S. Reserves in the International Monetary Fund. This category is principally for use by the Treasury.
1802	Inventories and related properties	Inventory is tangible personal property that is: • Held for sale; • In the process of production for sale; or • To be consumed in the production of goods for sale or in the provision of services for a fee. It includes inventory (i.e., items held for sale), operating materials and supplies, stockpile materials, seized and forfeited property, and goods held under price support and stabilization programs.
1803	Property, plant and equipment, net	The amount of real and personal property (i.e., land, structures and facilities, construction in progress, purchased and self-developed software, equipment and related improvements) that has been capitalized, net of accumulated depreciation if any. Also includes assets acquired by capital leases and leasehold improvements; and property owned by the agency in the hands of the agency or contractors.
1901	Other assets	Other assets not included on the lines above.
1999	**Total assets**	The sum of lines 1101 through 1207, 1499, 1599, 1699, 1799, 1801 through 1901.

Entry		Description
LIABILITIES		
Recognize liabilities when they are incurred regardless of whether they are covered by available budgetary resources. This includes liabilities related to canceled appropriations.		
Federal liabilities:		
These liabilities arise from transactions among Federal agencies. Federal liabilities are claims against the agency by other Federal agencies.		
2101	Accounts payable	The amounts owed by a Federal agency for goods and services received from, progress in contract performance made by, and rents due to other Federal agencies.
2102	Interest payable	The amount of interest expense incurred but unpaid on debts to other Federal agencies.
2103	Debt	The cumulative amounts of borrowing (less repayments) from the Treasury, the Federal Financing Bank, or other Federal agencies.
2104	Resources payable to Treasury	Amounts of collections or receivables that must be transferred to Treasury.
2105	Other	Use this item for other liabilities that are not recognized in specific categories or lines above. Include advances and prepayments received from other Federal agencies for goods to be delivered or services to be performed and deposit fund amounts held in escrow.
Non-Federal liabilities:		
These liabilities arise from transactions of an agency of the Federal Government with non-Federal entities. Non-Federal liabilities are claims against the agency by non-Federal entities.		
2201	Accounts payable	The amounts owed by a Federal agency for goods and services received from, progress in contract performance made by, and rents due to non-Federal entities.
2202	Interest payable	The amount of interest expense incurred but unpaid on debt owed to non-Federal entities.
2203	Debt	Debt issued to non-Federal entities under general or special financing authority (e.g., Treasury bills, notes, bonds and FHA debentures).
2204	Liabilities for loan guarantees	For guaranteed loan financing accounts, report the net present value of the estimated cash flows to be paid as a result of loan guarantees. For liquidating accounts, report the amount of known and estimated losses. (The net present value of estimated cash flows is the present value of estimated cash outflows over the life of the loan guarantee minus the present value of estimated cash inflows. It is due to defaults, interest subsidies, etc., with an offset for fees, penalties, and recoveries.)
2205	Lease liabilities, net	The present value of the liability for capital leases. A capital lease is one that transfers substantially all the benefits and risks inherent in the ownership of property. This transfer occurs if, at the inception of the lease, one or more of the following criteria exist: • Ownership of the property is transferred to the lessee by the end of the lease term;

Entry		Description
		• The lease contains a bargain purchase option; • The lease term is substantially (i.e., 75% or more) equal to the estimated useful life of the leased property; or • At the beginning of the lease term, the present value of the minimum lease payments, with certain adjustments, is 90% or more of the fair value of the property. The lessee accounts for such a lease as the acquisition of an asset and the incurrence of a liability.
2206	Pension and other actuarial liabilities	For agency-administered pension, health insurance and similar plans requiring actuarial determinations. Report the actuarial accrued liability for pension, health insurance, and similar plans requiring actuarial determination using the aggregate entry age normal method.
2207	Other	Other liabilities that are not recognized in specific categories. Include in this line the total amount due non-Federal entities for other liabilities that are not included on other lines above. This includes: • Entitlement benefits due and payable at the end of the year; • Advances and prepayments received from other non-Federal agencies or the public for goods to be delivered or services to be performed; • Deposit fund amounts held in escrow, estimated losses for commitments, and contingencies if: ▸ Information available before the statements are issued indicates an asset probably has been impaired or a liability incurred as of the date of the statements; and ▸ The amount can be reasonably estimated as a specific amount or range of amounts (e.g., the amount of employee accrued annual leave (i.e., earned but not used) that would be funded and paid from future years' appropriations). Examples of commitments and contingencies for which you should report the estimated losses on this line are: • Insurance—insurance payments due for losses resulting from bank failures, crop failures, floods, expropriations, loss of life, and similar unplanned events. • Indemnity agreements—reimbursements due to licensees or contractors for losses incurred in support of Government activities. • Adjudicated claims—claims against the Government that are in the process of judicial proceedings. • Commitments to international institutions—payments due to international financial institutions.
2999	**Total liabilities**	The sum of lines 2101 through 2207.

Entry		Description
NET POSITION		
The components of net position are classified as follows:		
3100	Unexpended appropriations	The portion of the agency's appropriations represented by undelivered orders and unobligated balances.
3300	Cumulative results of operations	The net results of operations since inception plus the cumulative amount of prior period adjustments, including the cumulative amount of donations and transfers of assets in and out without reimbursement.
3999	**Total net position**	The sum of lines 3100 through 3300.
4999	**Total liabilities and net position**	The sum of lines 2999 and 3999.

86.2 What do I need to know about reporting budget year appropriations requests in thousands of dollars (schedule T)?

Use MAX schedule T to report, in thousands of dollars, the net amount of budget year budgetary resources contained in the appropriations language request for your account (see exhibit 86B). If your account has appropriations language requesting new budget authority for the budget year, you are required to complete schedule T for amounts reported under transmittal code 02 (see section 79 for information about transmittal codes). For accounts with transfers specified in appropriations language, report amounts on a pre-transfer basis.

Include:

- Discretionary appropriations;
- Discretionary limitations on expenses;
- Appropriated entitlements;
- Changes in a mandatory program (either a cost or a savings) proposed in appropriations language (see the definition of CHIMP in section 20.3);
- Appropriations for the account included in a general provision or in an administrative provisions;
- Best estimates for indefinite appropriations; and
- Proposed cancellations.

Exclude:

- Spending authority from offsetting collections;
- Advance appropriations for any year;
- Amounts applied to repay debt; and
- Amounts applied to liquidate contract authority or deficiencies.

For the majority of budget accounts, only a single line is required. For merged accounts, use separate lines for each component account and identify all lines using the six-digit basic account symbol assigned by Treasury. Ensure that all amounts reported in MAX schedule T are consistent with the amounts in the program and financing schedule (MAX schedule P).

86.3 What do I need to know about the schedule on the status of funds (schedule J)?

This Appendix schedule presents cash flow data for certain special, trust, and other funds. The MAX database generates the data for the status of funds schedule from other data and stores it in the database as schedule J.

The accounts listed in the following table require a schedule J.

FUNDS REQUIRED TO SUBMIT STATUS OF FUNDS DATA

Agency	Account
HHS	Federal Hospital Insurance Trust Fund
	Federal Supplementary Medical Insurance Trust Fund
DHS	Oil Spill Liability Trust Fund
Interior	Abandoned Mine Reclamation Fund
Labor	Unemployment Trust Fund
	Black Lung Disability Trust Fund
State	Foreign Service Retirement and Disability Fund
Transportation	Highway Trust Fund
	Airport and Airways Trust Fund
Veterans Affairs	National Service Life Insurance Fund
	United States Government Life Insurance Fund
DOD-Civil	Military Retirement Fund
	Education Benefits Fund
	Uniformed Services Retiree Health Care Fund
EPA	Hazardous Substance Superfund
	Leaking Underground Storage Tank Trust Fund
IAP	Overseas Private Investment Corporation (noncredit)
OPM	Civil Service Retirement and Disability Fund
	Employees and Retired Employees Health Benefits Fund
SSA	Federal Old-Age and Survivors Insurance Trust Fund
	Federal Disability Insurance Trust Fund
RRB	National Railroad Retirement Investment Trust
	Rail Industry Pension Fund
	Railroad Social Security Equivalent Benefit Fund

Starting in the FY 2013 Budget, you can run a report that shows what Schedule J looks like "real time". This is an improvement over past years when Schedule J was updated every hour or two. You will not see Schedule J as a MAX A-11 tab even though OMB will publish Schedule J in the Budget Appendix.

MAX generates schedule J from:

- Data you enter in other MAX schedules for the receipt and expenditure accounts that make up the fund; and

- For selected accounts, commitments against unexpended balances that you enter directly into schedule J.

The budget includes only *one* schedule J for each of the specified funds. The schedule covers all the collections in the receipt accounts and all the cash outlays from the various expenditure accounts that receive appropriations from the funds. It aggregates all the data reported under different transmittal codes to a single schedule presented under transmittal code 0. The CY and BY columns of schedule J include any effects of supplemental requests (transmittal code 1), rescission proposals (transmittal code 5), proposed legislation (transmittal codes 2 and 4), and appropriations language to be transmitted at a later date (transmittal code 3).

When you upload changes to other MAX schedules that affect the fund (for example, you change receipt estimates in schedule R), you will see the effect on MAX schedule J the next time you download the account if the account, transmit, and line number are already included in the crosswalk used by the MAX A-11 system to identify which accounts affect each fund. When you add new lines to schedule P or N that are not yet in the crosswalk, you must wait several hours to see the effect of the change because of the time required to update the crosswalk.

Schedule J includes several sets of adjustment lines. These include adjustments for start of year balances, cash income, and cash outgo. These lines will only be used by OMB if there is a compelling need to make an adjustment. The reason for the adjustment will be included in the stub description for each line.

The following table identifies the source for each line in MAX schedule J.

SCHEDULE ON THE STATUS OF FUNDS

Entry		Description and Source
Unexpended balance, start of year:		Start of year balances of budgetary resources and investments in Federal securities, net of amounts borrowed from the Treasury.
0100	Balance, start of year	MAX derives the PY amount from the PY amount reported on line 8799 in the previous year's *Budget Appendix.* If you believe the PY amount is incorrect, provide your OMB representative with a detailed written explanation of the difference. Any differences will be shown on adjustment lines 0190–0195. MAX copies CY and BY amounts from the end of year amounts reported on line 8799 for the previous year.
0110	Adjustment to unobligated balance carried forward	MAX copies this amount from line 1020 in schedule P.
0111	Adjustment to obligated balance carried forward	MAX copies this amount from line 3001 and 3061 in schedule P.
0190–0195	Other adjustments	These lines allow OMB to further adjust the initial balance.
0199	Total balance, start of year	MAX calculates this amount as the sum of lines 0100–0195.
Cash income during the year:		Collections deposited in special and trust fund receipt accounts and offsetting collections (cash) credited to expenditure accounts. MAX presents current law amounts (transmittal codes 0 and 3) separately from proposed legislation amounts (transmittal codes 1, 2, 4, and 5).

Entry	Description and Source
Current law:	
1200–1219 Receipts	MAX copies the detail lines from receipts with transmittal codes 0 and 3 reported in schedule N on lines 0200–0279. MAX lists each receipt account separately by title.
1220–1239 Offsetting receipts (proprietary)	
1240–1259 Offsetting receipts (intragovernmental)	
1260–1279 Offsetting governmental receipts:	
1280–1289 Offsetting collections	MAX copies these amounts from schedule P, lines 4030–4034 and 4120-4124 under transmittal codes 0 and 3.
1290–1295 Adjustments	These lines allow OMB to adjust receipts and offsetting receipts under current law and are copied from schedule N lines 0290–0295, transmit 0.
1299 Income under current law	Subtotal for income under present law. MAX calculates this amount as the sum of lines J 1200–1295.
Proposed legislation:	MAX uses line serial numbers in the range 01–05 to identify different transmittal codes, as described in the MAX User's Guide.
2200–2219 Receipts	MAX copies the detail lines from receipts with transmittal codes 1, 2, 4, and 5 reported in schedule N on lines 0200–0279. MAX lists each receipt account separately by title.
2220–2239 Offsetting receipts (proprietary)	
2240–2259 Offsetting receipts (intragovernmental)	
2260–2279 Offsetting governmental	
2280–2289 Offsetting collections	MAX copies these amounts from schedule P, lines 4030–4034 and 4120-4124 under transmittal codes 1, 2, 4, and 5.
2290–2295 Adjustments	These lines allow OMB to adjust receipts and offsetting receipts under proposed legislation and are copied from schedule N lines 0290–0295, transmits 2 and 4.
2299 Income under proposed legislation	Subtotal for income under proposed legislation. MAX calculates this amount as the sum of lines 2200–2295.
3299 Total cash income	MAX calculates this amount as the sum of lines 1299 and 2299.
Cash outgo during the year (–):	These entries present gross outlays from the fund. MAX presents current law amounts (transmittal codes 0 and 3) separately from proposed legislation amounts (transmittal codes 1, 2, 4, and 5).
4500–4525 Current law (–)	MAX automatically generates the detail lines from amounts in schedule P on line 3020 for transmittal codes 0 and 3.
4540–4545 Adjustments	These lines allow OMB to adjust cash outgo under current law.
4599 Outgo under current law (–)	Subtotal for outgo under current law. MAX calculates this amount as the sum of lines 4500–4545.
5500–5525 Proposed legislation	MAX automatically generates the detail lines from amounts in schedule P on line 3020 for transmittal codes 1, 2, 4, and 5.MAX uses line serial numbers in the range 01–05 to identify different transmittal codes, as described in the MAX User's Guide.
5540–5545 Adjustments	These lines allow OMB to adjust cash outgo under proposed legislation.

Entry		Description and Source
5599	Outgo under proposed legislation (–)	Subtotal for outgo under proposed legislation. MAX calculates this amount as the sum of lines 5500–5545.
6599	Total cash outgo (–)	MAX calculates this amount as the sum of lines 4599 and 5599.
Adjustments:		
7625	Permanently canceled balances (–)	Amount that is transferred from the expenditure account to the general fund of the Treasury as a result of a specific provision of law. MAX generates this amount from the "permanent" reductions of new budget authority in schedule P on lines1130, 1131, and 1231.
7645	Transfers, net	Net amount of transfers of budget authority and balances (obligated and unobligated). MAX generates this amount from the transfers in schedule P on lines1010, 1011, 1120, 1121, 1220, 1221, 1710, 1711, 1810, 1811, 3030, 3031, 3080, and 3081.
7650	Other adjustments, net	Other adjustments that affect the fund balances, such as capital transfers to the general fund of the Treasury and repayment of debt. MAX generates this amount from the amounts in schedule P on lines1022, 1023, 1135, 1236, 1720, 1726, 1820, and 1825.
7690–7695	Miscellaneous adjustments	These lines allow OMB to make additional miscellaneous adjustments, such as adjustments for expired/canceled unobligated balances.
7699	Total adjustments	MAX calculates this amount as the sum of amounts on lines 7625–7695.
Unexpended balance, end of year:		End of year balances of budgetary resources and investments in Federal securities.
8700	Uninvested balance (net), end of year	MAX calculates this as the difference of lines 8799–8701. This uninvested balance is net of unrealized discounts.
8701	Invested balance, end of year	MAX copies the invested balance from schedule P line 5001.
8799	Total balance, end of year	MAX calculates this amount as the sum of the start of year total balance, the cash income, the cash outflow, and the total adjustments.
Balances, end of year:		*This section serves as a check against the total balance entered on line 8799 (except for the Airport and airway trust fund and the Highway trust fund). It does not print in the Budget Appendix. Line 8799 is calculated by beginning with the start of year balance, adding income, subtracting outflow, and adding adjustments. The total in this section equals the sum of obligated balances, unobligated balances, and special or trust fund receipt balances that are available for new budget authority (e.g., new appropriations or contract authority).*
8801	Obligated balances (net)	MAX calculates this amount as the sum of lines P 3050 and 3090 from all the accounts that receive budget authority from the special or trust fund.
8802	Unexpired unobligated balances	MAX calculates this amount as the sum of lines P 1941 from all the accounts that receive budget authority from the special or trust fund.
8803	Special or trust fund receipt balances	MAX copies this amount from line 0799 in schedule N.

Entry		Description and Source
8804	Unavailable balance: offsetting collections	MAX copies this amount from line 5091 in schedule P.
8890	Expired unobligated balance	MAX copies this amount from line 1953 in schedule P.
8891	Expiring unobligated balance	MAX copies this amount from Line 1951 in schedule P.
8892–8895	Other adjustments	These lines allow OMB to make additional miscellaneous adjustments.
8899	Total balance, end of year	MAX calculates this amount as the sum of lines 8801–8895. Except for the Airport and airway trust fund and the Highway trust fund, the amount on this line should equal the amount on line 8799. If it does not, you will receive an error message.
Commitments against unexpended balance, end of year:		*Use the below lines only at the direction of OMB.* *The memorandum entry "Commitments against unexpended balances, end of year" is provided to show how much of the cash is still available for new budget authority, e.g., new appropriations or new contract authority.* *In order to calculate the cash available for new budget authority, also called the "uncommitted balance, end of year", subtract the unexpended balances that were provided as budget authority (i.e., the unobligated and obligated balances on J 9801 and J 9802) from the total cash balance at the end of the year (line J 8799).*
9801	Obligated balance (–)	Amounts on this line require user input. The obligated balance of the budget authority on schedule P lines 3050 and 3090 of the account that received budget authority from the special or trust fund. If more than one account receives budget authority from the special or trust fund, then J 9801 is equal to the sum of all the obligated balances, that is, the portion of lines P 3050 and 3090 in each account that was originally derived from the special or trust fund.
9802	Unobligated balance (–)	Amounts on this line require user input. The unobligated balance of the budget authority on line P 1941 of the account that received budget authority from the special or trust fund. If more than one account receives budget authority from the special or trust fund, then J 9802 is equal to the sum of all the unobligated balances, that is, the portion of line P 1941 in each account that was originally derived from the special or trust fund.
9899	Total commitments (–)	MAX calculates this line as the sum of lines 9801 and 9802. Another term for total commitments is unexpended balances.

86.4 What do I need to know about the special and trust fund receipts schedule (schedule N)?

Schedule N provides information on receipts, balances, and appropriations for special and non-revolving trust funds. The MAX database generates schedule N data from other data and stores it in the database as schedule N.

Starting in the FY 2013 Budget, you can run a report in MAX A-11 that shows what Schedule N looks like "real time". This is an improvement over past years when Schedule N was updated every hour or

two. You will not see Schedule N as a MAX A-11 tab. You must upload all changes to MAX schedules X and R that affect schedule N to see the effect of the changes when you redownload the account. This applies to changes in the same account as well as changes to other accounts that feed into schedule N.

The following types of accounts require schedule N:

- Special funds; and
- Non-revolving trust funds.

MAX generates schedule N from:

- Data reported in the previous year's *Budget Appendix*;
- Data in schedule R; and
- Data in schedule P.

The budget includes only *one* schedule N for each fund. The schedule covers all the receipts and offsetting receipts that pertain to a particular special or trust fund account. It aggregates all the data reported under different transmittal codes to a single schedule presented under transmittal code 0. The CY and BY columns of schedule N will include the effect of supplemental requests (transmittal code 1), rescission proposals (transmittal code 5), proposed legislation (transmittal codes 2 and 4), and appropriations language to be transmitted at a later date (transmittal code 3).

When requesting new special or trust fund accounts (see section 79.3), please specify whether the MAX database should include a *new* schedule N or use an *existing* schedule N to report the transactions related to the new account.

You can use the view feature in MAX to see which lines from which accounts feed each of the detailed lines in schedule N.

Schedule N includes several sets of adjustment lines. These include adjustments for start of year balances, cash income, and cash outgo. These lines will only be used by OMB if there is a compelling need to make an adjustment. The reason for the adjustment will be included in the stub description for each line.

The following table identifies the source for each line in MAX schedule N. Even though the data are automatically generated and you cannot change any amounts, you can change the line titles of the detail lines (lines 02xx, 05xx).

SPECIAL AND TRUST FUND RECEIPTS SCHEDULE

Entry		Description
0100	Balance, start of year	MAX derives the PY amount from the PY amount reported on line 0799 in the previous year's *Budget Appendix.* If you believe the PY amount is incorrect, provide your OMB representative with a detailed written explanation of the difference. Any differences will be shown on an adjustment line (0190–0195). MAX copies CY and BY amounts from the end of year amounts reported on line 0799 for the previous year.
0190–0195	Adjustments	These lines allow OMB to adjust the initial balance.
0199	Balance, start of year, total	MAX calculates this line as the sum of lines 0100 and 0195.

Entry	Description
Receipts and offsetting receipts:	MAX uses line serial numbers in the range 10–15 to identify different transmittal codes, as described in the MAX User's Guide.
0200–0219 Receipts 0220–0239 Offsetting receipts (proprietary)	Amount of new collections deposited in special and trust fund receipt accounts. Each receipt account will be listed separately by title and transmittal code. MAX copies these amounts from schedule R.
0240–0259 Offsetting receipts (intragovernmental)	These lines are copied into schedule J.
0260–0279 Offsetting governmental receipts	
0290–0295 Adjustments	These lines allow OMB to adjust receipts and offsetting receipts.
0299 Total receipts	MAX calculates this amount as the sum of lines 0200 through 0295.
0400 Total: Balances and receipts	MAX calculates this amount as the sum of lines 0199 and 0299.
0500–0589 Appropriations, net (–)	MAX calculates this amount from schedule P. It consists of: • the appropriations (reported on lines1101, 1171, 1201, and 1271); and • the amounts that become available for obligation from balances of receipts that were previously unavailable (reported on line1203). • Minus: • the amounts precluded from obligation in a fiscal year because of provisions of law such as benefit formulas or limitations on obligations (reported on lines1134 and 1235); and • the temporary reductions reported on lines1132, 1133, 1174, 1233, and 1273. If more than one appropriation is made from the fund, each will be listed separately by title and transmittal code. MAX uses line serial numbers in the range 10–15 to identify different transmittal codes, as described in the MAX User's Guide.
0590–0595 Adjustments	These lines allow OMB to adjust appropriations.
0599 Total appropriations (–)	MAX calculates this amount as the sum of lines 0500–0595.
0610–0613 Special and trust fund receipts returned	Include amount of special and trust fund unobligated balances that are unexpired and written off or withdrawn by administrative action and that are expired (e.g. the fifth year that is canceling) that become available for subsequent appropriation action. Also, include cash refunds or recoveries temporarily precluded from obligation that are available for a subsequent appropriation and are returned to unappropriated receipts. Exclude amounts permanently cancelled and rescinded or withdrawn in special or trust funds that are returned to the general fund of the Treasury. MAX calculates this amount from amounts in schedule P on lines 1031,1950, and 1954.

Entry		Description
0620	Adjustment for change in allocation	MAX copies PY amount from schedule P line 1026.
0621	Adjustment for change in investments in zero coupon bonds	MAX copies PY amount from schedule P line 1027, with the opposite sign.
0700	Balance, end of year	MAX calculates this amount as the sum of lines 0199, 0299, 0599 and 0610-0621.
0795	Rounding adjustment	This line allows OMB to adjust for rounding. The amount will not exceed +\- $2 million.
0799	Balance, end of year	MAX calculates this amount as the sum of lines 0700 and 0795. This line is copied as a memorandum entry into schedule J.

86.5 What do I need to know about the summary of budget authority and outlays?

If you have a regular account that has separate program and financing s chedules for supplemental requests, legislative proposals, or rescission proposals, a summary will be printed in the Budget Appendix to report the totals for budget authority and outlays for PY through BY. MAX automatically generates the summary from data in schedule A. However, it is not a separate MAX schedule and cannot be viewed in the database. The summary normally will contain the following entries, as applicable, in the sequence shown:

SUMMARY OF BUDGET AUTHORITY AND OUTLAYS

Entry	Description
Enacted/requested: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in the regular program and financing schedule under transmittal code 0.
Supplemental: Budget authority Outlays	Total budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 1.
Legislative Proposal, Not subject to PAYGO: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 2.
Proposed for later transmittal: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 3.

Entry	Description
Legislative Proposal, Subject to PAYGO: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 4.
Rescission proposal: Budget authority Outlays	Total amount of reduction of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 5.
Amounts included in adjusted baseline: Budget authority Outlays	Total amount of budget authority and outlays for all years shown in a separate program and financing schedule under transmittal code 7. Used by OMB to produce BEA baseline.
Total: Budget authority Outlays	Sum of all preceding entries.

Financial Statements
Balance Sheet (Schedule F)

Balance Sheet (in millions of dollars)

Identification code 16-4023-0-3-754		PY-1 act.	PY act.
	ASSETS		
	Federal assets:		
	Investments in Federal securities:		
1102	Treasury securities, net	4	4
1104	Agency securities, net	1	2
1106	Receivables, net	1	1
	Non-Federal assets:		
1201	Investments in non-Federal securities, net	1	2
1999	Total assets	7	9
	LIABILITIES		
	Federal liabilities:		
2101	Accounts Payable	1	1
2103	Debt	1	1
	Non-Federal liabilities:		
2203	Debt	3	3
2999	Total liabilities	5	5
	NET POSITION		
3100	Unexpended appropriations	3	3
3999	Total net position	3	3
4999	Total liabilities and net position	8	8

Note: Additional information is required for direct and guaranteed loan financing accounts under the Federal Credit Reform Act (see section 86.1).

Budget Year Appropriations Requests in Thousands of Dollars (Schedule T)

OFFICE OF THE SECRETARY
Salaries and Expenses

For necessary expenses, including services authorized by 5 U.S.C. [$89,786,000] $100,788,000.

Use schedule T to report *in thousands of dollars* the net budgetary resources contained in the appropriations language request.

Account: 007-55-76-0030

Appropriations Requests in Thousanes of Dollars (T):	PY	CY	BY
1001 01 Budget year budgetary resources [Treasury Acct]……			100,788

Account: 007-55-76-0030

Program and Financing (P)	PY actual	CY	BY
New budget authority (gross), detail:			
Discretionary:			
1100 01 Appropriation……	96	90	101
1121 01 Transferred from other accounts [75-1503]……	1	…..	5
1160 01 Appropriation (total)……	97	90	106

Amounts in schedule T must be consistent with amounts in schedule P.

Report amounts on a pre-transfer basis.

Exclude amounts applied to repay debt, liquidate contract authority, or liquidate deficiencies.

Do not report advance appropriations or spending authority from offsetting collections.

Account: 007-54-72-9915

Appropriations Requests in Thousands of Dollars (T)	PY	CY	BY
1000 01 Budget year budgetary resources [76-0819]……			97,843
1000 02 Budget year budgetary resources [76-0820]……			54,287
1000 03 Budget year budgetary resources [76-0824]……			21,000
1000 04 Budget year budgetary resources [76-0825]……			6,500

For consolidated or merged accounts, use separate line entries to report the budget year appropriation request. Include in each line the six-digit basic account symbol assigned by Treasury. You do not need to enter the Treasury code when only a single account is involved.

SECTION 130—SF 133, REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

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130.1 What is the purpose of the SF 133 and how is it organized?

The SF 133 Report on Budget Execution and Budgetary Resources:

- Fulfills the requirement in 31 U.S.C. 1511–1514 that the President review Federal expenditures at least four times a year.
- Allows the monitoring of the status of funds that were apportioned on the SF 132 Apportionment and Reapportionment Schedule and funds that were not apportioned.
- Provides a consistent presentation of information across programs within each agency, and across agencies, which helps program, budget, and accounting staffs to communicate.
- Provides historical reference that can be used to help prepare the President's Budget, program operating plans, and spend-out rate estimates.
- Provides a basis to determine obligation patterns when programs are required to operate under a continuing resolution.
- Ties an agency's financial statements to their budget execution. The compilation of an agency's SF 133s should generally agree with an agency's Statement of Budgetary Resources. The few differences are explained in section 130.19(e).

The SF 133 consists of the following sections:

Section...	shows whether....	and is described in:
Budgetary Resources	budgetary resources are available for obligation or not	Appendix F, Budgetary Resources
Status of Budgetary Resources	budgetary resources have been obligated or not	Appendix F, Status of Budgetary Resources
Change in Obligated Balance	obligated balances changed	Appendix F, Change in Obligated Balance
Budget Authority and Outlays, Net	obligated amounts have been outlayed or not	Appendix F, Budget Authority and Outlays, Net
Unfunded Deficiencies	a deficiency has been liquidated.	Appendix F, Unfunded Deficiencies

130.2 What are the general requirements for submitting SF 133s?

(a) *What accounts should I report*?

Unless otherwise specified by OMB, all Executive Branch agencies must electronically submit SF 133 information each quarter for each open Treasury appropriation fund symbol (TAFS).

Do submit SF 133 reports for:

- Unexpired (i.e. current) TAFSs;
- Expired TAFSs (including TAFSs about to be closed and annual TAFSs that are older than five years that have legally authorized extended disbursing authority);

- Both apportioned TAFSs and those that have not been apportioned; and
- Credit program, financing, and liquidating TAFSs (see section 185 for detailed information).

Do not submit SF 133 reports for:

- Deposit fund accounts;
- Receipt accounts (including clearing accounts and suspense accounts); and
- Closed TAFSs (i.e. TAFSs with canceled balances) unless required by OMB.

(b) *What level of detail should I report?*

Submit SF 133s for each expired and unexpired TAFS. Report amounts as cumulative from the beginning of the fiscal year to the end of the period.

Because one of the main purposes of the SF 133 is to monitor the use of the funds planned on the SF 132 Apportionment; in general, your SF 133 should contain the same level of detail as your SF 132 Apportionment.

(c) *How do I submit an SF 133?*

You must submit SF 133 budget execution information electronically through the Treasury's Federal Agencies' Centralized Trial-balance System II (FACTS II). This facilitates analysis and ensures consistent presentation of budget execution information so that Government-wide totals are meaningful. Electronic submission of the information also allows the SF 133 to be presented on the Budget Community web pages at https://max.omb.gov/community/x/cwM to facilitate communication among accounting, budget, and audit staff.

You can find out more about FACTS II at http://www.fms.treas.gov/factsii/index.html or by calling the Budget Reports Division at (202) 874–8668. FACTS II does not replace the SF 133, but rather replaces previous systems used to collect SF 133 information.

(d) *Who can approve an SF 133 submission?*

SF 133 information submitted for each independent agency, departmental bureau, or similar subdivision will be certified by an officer duly authorized by the head of the agency to be responsible for the integrity of the submission.

Typically, one group within your agency (for example, the accounting office) reports amounts to Treasury while another group (for example, the budget office) prepares budget schedules (see section 82.12). Before the accounting office submits its actuals to Treasury in FACTS II, you must ensure that the amounts you are going to report are conceptually and numerically consistent with the amounts that your budget office is going to report in MAX A–11. In addition, GAO requires your auditors to determine whether controls exist to ensure that the amounts in your systems and the amounts submitted via FACTS II agree. See GAO–02–126G "Guide for Auditing the Statement of Budgetary Resources" (see section 82.12).

(e) *When do I submit an SF 133?*

You must submit SF 133 budget execution information at the end of November, July, August, and each quarter. You can find out the reporting deadlines at http://www.fms.treas.gov/factsii/index.html or by calling the Budget Reports Division at (202) 874–8668. The FACTS II window opens approximately two weeks after the close of reporting month or each quarter. You must revise any material errors in

previously reported information through FACTS II at this time as well. You also must be able to produce a monthly SF 133 when required by OMB.

(f) *What other budget execution reporting requirements must I meet?*

You must submit a paper copy of the SF 133 for November, July, August, and each quarter directly to the Committee on Appropriations, House of Representatives. To the extent practicable, you should submit all the reports for each independent agency, departmental bureau, or similar subdivision together and numbered consecutively. You may use printouts of SF 133s from FACTS II. You may also encourage or make arrangements with the Committee on Appropriations, House of Representatives to electronically retrieve the information from the Budget Community web pages at https://max.omb.gov/community/x/cwM.

You should periodically compare the estimates of anticipated amounts (contained on SF 132 lines 1040, 1041, 1042, 1150, 1151, 1152, 1250, 1251, 1252, 1330, 1430, 1530, 1531, 1630, 1631, 1740, 1741, 1742, 1840, 1841, 1842, and line 2203) to actual results to improve future estimates.

130.3 How do I report budgetary resources?

To use the entries in this section of the SF 133, see Appendix F, Budgetary Resources. The Appendix F includes specific instructions for unexpired TAFSs, expired TAFSs, and expired TAFSs being closed. "Expired TAFSs being closed" refers to the final September 30 SF 133 that is submitted for a TAFS (e.g., the September 30 report for an annual TAFS that has been expired for five years).

For unobligated balance brought forward, do not include any amounts for (1) indefinite appropriations, except special and trust fund receipts; (2) indefinite borrowing authority; or indefinite contract authority. For adjustments to indefinite budget authority, refer to lines 1100, 1101, 1102, 1200, 1201, 1202, 1300, 1400, 1500, 1600 of Appendix F as well as http://www.fms.treas.gov/ussgl for the appropriate USSGL.

130.4 How do I report the status of budgetary resources?

To use the entries in this section of the SF 133, see Appendix F, Status of Budgetary Resources.

130.5 How do I report obligations, and how are obligations shown on SF 133 reports?

Agencies need to use the same descriptive stubs for Category B (by project) and Category AB (combination of fiscal quarters and projects) obligations as appear on their approved apportionment. For Category A, Category B, and Category AB obligations that use program reporting categories, agencies need to use the same stub description used on the apportionment.

OMB sends a list of program reporting category stubs, as well as Category B and AB stubs, from approved apportionments to the Department of the Treasury's Financial Management Service (FMS) for use in FACTS II budget execution reporting. See sections 121.2, 121.3, and 121.4 for additional information. When reporting your obligations, FACTS II will present you with a list of program reporting categories, Category B projects and Category AB fiscal quarters/projects to report upon; these Category B projects, Category AB fiscal quarters/projects, and reporting categories are taken from OMB's automated apportionment system.

OMB sends this information to FMS so OMB can use automated tools to align program report categories, Category B projects, and Category AB fiscal quarters/projects on the approved apportionments to the SF 133 reports. Prior to this change, OMB was unable to create automated reports that compare apportioned amounts (from the SF 132) and obligations (from the SF 133) by Category B project. The reason is that the SF 132s and SF 133s used different names for the Category B projects, so it was impossible to use a computer program to line up the projects by name.

When reporting your obligations to FACTS II, you must first report the same categories as used in the apportionment. If necessary, you may then add new Category B project, Category AB fiscal quarters/projects, and\or Categories A, B, or AB program reporting category stubs. Here are some reasons why you may need to add new Category B projects, Category AB fiscal quarters/projects, and\or Categories A, B, or AB program reporting categories:

- First, you must report all obligations that took place during the reporting period. You must add Category B projects, Category AB fiscal quarters/projects, and\or Categories A, B, or AB program reporting categories if FACTS II does not provide you with a comprehensive list of Category A, B, or AB program reporting categories and\or Category B projects or Category AB fiscal quarters/projects to report all your obligations.

- Second, if you are aware that OMB has apportioned funds using Category B projects or Category AB fiscal quarters/projects that are not presented in FACTS II, then you should add the missing Category B projects or Category AB fiscal quarters/projects names, and report your obligations for those projects.

- Third, if you are aware that OMB has used Category A, B, or AB program reporting categories that are not presented in FACTS II, then you should add the missing program reporting category names, and report our obligations for those categories.

The obligations submitted to FACTS II are presented in two ways on the SF 133 reports produced by FACTS II and OMB.

- First, obligations are summarized into the following categories: (1) Direct, Category A; (2) Direct, All Category B projects; (3) Direct, exempt from apportionment; (4) Reimbursable, Category A; (5) Reimbursable, All Category B projects; and (6) Reimbursable, exempt from apportionment.

- Second, the SF 133s show obligations by Apportionment Category (A, B, or AB), and then by Category B project (for Category B, only), Category AB fiscal quarters/projects (for Category AB, only) or program reporting category (Category A, Category B, and Category AB).

- Third, the SF 133s show funds apportioned for future fiscal years on line 2202.

Exhibit 130C shows how the obligations are reported for one TAFS.

130.6 How do I report the change in obligated balances?

To use the entries in this section of the SF 133, see Appendix F, Change in Obligated Balances. Lines 3000 through 3200 are required for all quarters.

130.7 How do I report budget authority and outlays, net?

To use the entries in this section of the SF 133, see Appendix F, Budget Authority and Outlays, Net. Lines 4180 and 4190 are required for all quarters.

130.8 What do I need to know about accounting adjustments under 31 U.S.C. 1534?

When an appropriation is available to an agency to pay a cost that benefits another appropriation that is also available to pay the cost, 31 U.S.C. 1534 permits the first appropriation to be charged initially, as long as the charge is moved to the appropriation benefited before the end of the fiscal year. Do not report the initial charge and succeeding adjustment.

130.9 How is reimbursable work with Federal agencies under the Economy Act shown on SF 133 reports?

When you anticipate but have not yet received an order, whether or not you received an advance, enter the amount on line 1740 or 1840 of the SF 133, "BA: Disc: Spending auth: Antic colls, reimbs, other."

When you receive the order, it moves the amount of the order from line 1740 or 1840 to line 1701 or 1801, "BA: Disc: Spending auth: Chng uncoll paymt Fed src." If the order is accompanied or preceded by an advance payment, move the advance payment (up to the amount of the order) to line 1700 or 1800, "Collected."

If you do not record valid obligations to cover all or part of an order before the period of availability to make obligations of the ordering account expires, then you may not fill that part of the order. You must send back any cash advances not covered by obligations back to the ordering account. If you are the ordering agency, deobligate funds not covered by obligations by the performing account and record the corresponding adjustments. Use line 1021 "Unob Bal: Recov of prior year unpaid obligations," for obligations incurred in prior fiscal years. For obligations incurred in the current fiscal year, net the amount against the appropriate detailed lines 2001 through 2103, "Obligations incurred." If a cash advance accompanied the order, use line 1700 or 1800 when you collect the refund. These will be start of year unobligated balances available for adjustments but not new obligations in the expired years.

When you fill the order, move the amounts earned and collected to line 1700 or 1800, "Collected." Move the amounts earned but *not* collected to line 1701 or 1801, "BA: Disc: Spending auth: Chng uncoll paymt Fed src."

If you receive payment for a filled order *after* the period of obligational authority of the performing appropriation has *expired,* credit the payment to the expired appropriation, unless the law expressly prescribes other procedures.

If you receive payment *after* your performing account has been *canceled*, you must send the amounts to miscellaneous receipts in the Treasury.

If the period of disbursement for your account is canceled before you reimburse the appropriation that performed the work, you can only make the repayment from an unexpired appropriation that is available for the same purpose as the closed account.

When the performing and ordering agency accounts have different periods of availability, the performing account may need to establish new TAFS, as described in the following table:

ECONOMY ACT ACTIVITIES BETWEEN FEDERAL ENTITIES

If the ordering agency account has…	And the performing agency account…	Then the performing agency account must…	Should the performing agency account TAFS show unobligated balances on the September 30th SF 133?
Annual TAFS	Has annual TAFS	Use existing annual TAFS	No.
	Does not have annual account but has multi-year and no-year TAFS	Ask Treasury to establish annual TAFS	No.

If the ordering agency account has…	And the performing agency account…	Then the performing agency account must…	Should the performing agency account TAFS show unobligated balances on the September 30th SF 133?
Multi-year TAFS	Has Multi-year TAFS	Use existing multi-year TAFS	It depends. **Yes**, for any year prior to the last year of the multi-year TAFS unless otherwise specified in the unfilled customer order. The amount will become part of line 1000 in the next fiscal year. **No**, for the last year of the multi-year TAFS.
	Does not have multi-year account but has annual and no-year TAFS	Use existing annual TAFS	**No**, however, for the amount of unfilled customer order not obligated, agency would show new anticipated spending authority from offsetting collections on Line 1740 or 1840 in its annual year TAFS established for the next fiscal year.
	Does not have multi-year account and annual but has no-year TAFS	Ask Treasury to establish annual TAFS	**No**, however, for the amount of unfilled customer order not obligated, agency would show new anticipated spending authority from offsetting collections on line 1740 or 1840 in its annual year TAFS established for the next fiscal year.
No-year TAFS	Has no-year TAFS	Use existing no-year TAFS	**Yes**, unless otherwise specified in the unfilled customer order. The amount will become part of line 1000 in the next fiscal year.
	Does not have no-year account but has annual and multi-year TAFS	Use existing annual or multi-year TAFS	It depends. **No**, for an annual or the last year of a multi-year TAFS. However, for the amount of unfilled customer order not obligated, agency would show new anticipated spending authority from offsetting collections on line 1740 or 1840 in its annual year TAFS established for the next fiscal year unless otherwise specified in the unfilled customer order. **Yes**, for any year prior to the last year of the multi-year TAFS unless otherwise specified in the unfilled customer order. The amount will become part of line 1000 in the next fiscal year.

130.10 What should I report during the expired phase?

Budget execution reporting procedures. Obligated and unobligated balances must be reported on the SF 133 for each expired TAFS that has not been canceled.

September 30 SF 133 reports for annua l TAFSs and the last year of multi-year TAFSs that expire at midnight on September 30 should report these TAFSs as unexpired.

Expired unobligated balances.

At the beginning of the first expired year, place the expired unobligated balance on line 1000, "Unob Bal: Brought forward, October 1." This amount should equal the sum of the lines in the unobligated balances section of the final report of budget execution for the unexpired phase, i.e., the sum of lines 2201 through 2303, "Unob Bal: Apportioned/ Exempt from apportionment" and 2401 through 2403, "Unob Bal: Unapportioned." These unobligated balances are now expired budgetary resources. They are available for obligation only for valid upward adjustments of obligations that were properly incurred against the TAFS during the unexpired phase.

Since the expired resources are no longer available for new obligations, place the amounts not used for valid adjustments on line 2403, "Unob Bal: Unapportioned: Other." In each succeeding expired year, the amount on line 1000, "Unob Bal: Brought forward, October 1," should be the same as the amount on line 2403, Unob Bal: Unapportioned: Other," of the final report of budget execution for the prior year.

130.11 How do I report adjustments to expired TAFSs?

Downward adjustments. Place downward adjustments of unpaid obligations previously incurred on line 1021, "Unob Bal: Recov of prior year unpaid obligations." The amount should be included as a positive number because it increases the expired resources available only for future adjustments. Downward adjustments do not include previously paid obligations which require a refund. These refunds will be recorded on line 1700 or 1800, "Collected," when received.

Upward adjustments. Place upward adjustments of obligations previously incurred on detailed lines 2001 through 2103, "Obligations incurred." Upward adjustments of obligations reduce unobligated balances. Subtract upward adjustments from the expired unobligated balances on line 2403, "Unob Bal: Unapportioned: Other"

The amount should represent the upward adjustments made during the fiscal year for which the report is submitted. Upward adjustments made during previous fiscal years should not be included because the amounts on line 2403, "Unob Bal: Unapportioned: Other," have already been adjusted downward.

Upward adjustments are limited in at least two ways:

- Upward adjustments are limited by the amount available for adjustments on line 2403, "Unob Bal: Unapportioned: Other," of the expired TAFS.

- No new obligations may be shown in the expired TAFS columns. Only upward adjustments of obligations that were incurred in the year in which the amount was available for obligation are valid, i.e., recording obligations that were incurred previously but reported in a different amount or erroneously not reported.

Obligation adjustments for contract changes. Upward adjustments to obligations in expired TAFSs, caused by "contract changes" that exceed certain cumulative thresholds, are subject to additional reporting and approval requirements as shown in the following table. A "contract change" means an order relating to an existing contract under which a contractor is required to perform additional work. A contract change does not include adjustments related to an escalation clause.

For the Department of Defense, obligational increases for contract changes are cumulative at the program, project, and activity level. For civilian agencies, such increases are cumulative at the appropriation level.

If the contract change will cause cumulative obligational increases to an appropriation to exceed...	Then the agency head...
$4 million during a fiscal year	(or a designated officer in his immediate office) must approve the contract change.
$25 million during a fiscal year	must report the contract change in writing to the appropriate authorizing committees in Congress and to the House and Senate Committees on Appropriations *before* the obligation is made. Include a description of the legal basis and policy reasons for the proposed obligation. Do *not* make or record the obligation in your accounting records until 30 days after submitting the report.

130.12 What must I do when I have extended disbursement authority?

The length of the expired phase of TAFSs may only be changed by law. You must prepare budget execution reports in accordance with Appendix F. Also, you must report such authority to Treasury's Financial Management Service to prevent premature, automatic cancellation of the TAFS.

The unobligated balance for TAFSs with extended disbursing authority will not be canceled at the end of the fifth expired year. The unobligated balance will remain in the expired phase until the TAFS is closed. For further guidance, you should consult the Treasury Financial Manual.

Normally, payment of canceled balances will not be eligible for funding from Treasury's general claims fund.

130.13 How do I report expired TAFSs that are being closed?

Expired obligated and unobligated balances must be reported as canceled on the final, September 30 SF 133 before you close the TAFS. Once an amount is reported as canceled, it should not be reported again. Note: Technically, TAFSs are "closed," while appropriations and balances are "canceled."

Cancellations of unobligated balances.

On the final, September 30 SF 133 before a TAFS will be closed, you must present all unobligated balances as canceled, i.e., as a negative (–) on line 1029, "Unob Bal: Other balances withdrawn."

On all SF 133s, other than the final, September 30 SF 133 before a TAFS will be closed, you should show recoveries of prior year unpaid obligations on line 1021, "Unob Bal: Recov of prior year unpaid obligations," as an expired resource. You should add any part of a recovery that is not used to adjust obligations to the expired unobligated balance shown on line 2403, "Unob Bal: Unapportioned: Other."

For guidance to cancel an unobligated balance of a TAFS with extended disbursing authority, refer to section 120.12 above.

Cancellations of obligated balances.

When a TAFS is required to be closed, you must present any remaining obligated balance as canceled by doing the following:

- Include it as a cancellation (a positive number) on line 1021, "Unob Bal: Recov of prior year unpaid obligations;"

- Include it as a writeoff (a negative number) on line 1029, "Unob Bal: Other balances withdrawn;" and

- Reduce the uncollected payments, line 3090, "Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY" to zero.

In addition to cancellations of unobligated and obligated balances, you must also address the cancellations of prepaid/advanced obligations. Because these amounts were previously reflected as disbursements, the amounts are not reflected in either of the unobligated and obligated balances.

130.14 What disbursements can I make during the canceled phase?

Legitimately incurred obligations that have not been disbursed (i.e., paid) at the time a TAFS is canceled cannot be disbursed from the canceled obligated or unobligated balances of the canceled TAFS.

After a TAFS is canceled, any obligations or adjustments to obligations that would have been properly chargeable to that TAFS may be disbursed from an unexpired TAFS that is available for obligation for the same purpose as the closed TAFS, provided that:

- The obligation or adjustment is not already chargeable to another unexpired TAFS.

- Payment of obligations against canceled TAFSs from unexpired TAFSs are limited to one percent of the appropriation in the unexpired TAFS. No more than one percent of an unexpired TAFS may be used to pay any combination of canceled obligations. This is a single, cumulative limit. It applies to one percent of the annual appropriation (not total budgetary resources) for annual TAFSs and to unexpired appropriations for multi-year TAFSs.

  For example, assume there is a multi-year TAFS with an appropriation of $10 million that covers fiscal years 1997 through 1999 that was enacted in fiscal year 1997. In fiscal year 1997, the one-percent limitation is equal to $100,000. At the end of fiscal year 1997, $90,000 was used. In fiscal year 1998, the unused, unexpired portion ($10,000) of the limitation is available for upward adjustment and disbursement of an obligation from a canceled predecessor TAFS. See section 120.21.

- Antideficiency Act provisions continue to apply to canceled TAFSs. The authority to pay obligations against closed TAFSs from one percent of unexpired TAFSs cannot be used to exceed the original appropriation.

- When you cancel obligations under the provisions of Public Law 101–510 (31 U.S.C. 1551–1557), a tracking process should be maintained. You must maintain proper U.S. Standard General Ledger (USSGL) controls for obligations pertaining to canceled appropriations to prevent overpayment. Therefore, you must maintain accurate records of balances and control of adjustments for canceled TAFSs that (1) affect the appropriation of the unexpired TAFS or (2) do not affect the appropriation of the unexpired TAFS due to offsets between/among canceled TAFSs. The Treasury's Financial Management Service provides USSGL accounting instructions. See http://www.fms.treas.gov/ussgl for further information.

130.15 How do I submit non-standard reports?

You must submit additional *monthly* budget execution reports when required by OMB. Submit these directly to your OMB representative. Use the SF 133 format and lines described in Appendix F. Provide a separate column of information for each unexpired and expired TAFS. The columns should be formatted in the following order: unexpired, expired, and total. Report amounts in whole dollars. The

submission of a monthly report does not relieve you of providing an electronic submission through FACTS II each quarter.

OMB's policy is to use existing agency internal reports to the greatest extent feasible to support required reports. When existing agency internal reports do not include the information necessary to provide complete information on the progress and status of programs, projects, or activities, supporting information may be required by OMB.

See section 20 on definitions, concepts, and terminology for additional guidance related to preparation of the SF 133.

130.16 How do I report lower levels of detail?

You can report lower levels of detail on the SF 133 in a variety of ways as follows:

Method	Description
Category B	If your SF 132 apportions funds on lines 6011 through 6169 "Category B" at a certain level, then you must provide the same level of detail on the lines 2002 or 2102.
Treasury Sub-account	You may need to report certain SF 133s by Treasury sub-account. OMB and you may decide that a Treasury sub-account be established to identify a certain level of detail not only on the SF 133 but also on other reports submitted to the Treasury. The establishment of a Treasury sub-account for an account may affect Treasury reporting requirements (such as the SF 224 Statement of Transactions).
Footnotes	For information that is integral to understanding the content of the SF 133 but cannot be reported in one of the more standardized methods described above, you may footnote any amount reported on the SF 133. If your OMB representative requires a footnote, then it must be provided.

Consult with your OMB representative to determine the best method for your situation.

130.17 How do I submit an SF 133 for allocation accounts?

The parent agency must ensure that a separate SF 133 is submitted for each allocation transfer account through FACTS II. When allocation transfers are made from a parent account to allocation accounts, then an SF 133 will be submitted for each allocation account to report its activities. The parent agency will determine who will submit the information through FACTS II and how. Regardless of who submits the information through FACTS II, the activity of both the parent account and the allocation accounts will be reported on the parent agency's Statement of Budgetary Resources.

The parent agency may choose to: (a) gather information from all of the agencies that have allocation accounts and enter the information into FACTS II, or (b) require each agency with an allocation account to enter information into FACTS II and provide a copy to the parent agency.

Agencies reporting these allocation accounts will furnish information to the other agency or agencies involved in the allocation in a timely manner. Receiving agencies with allocation accounts must submit the information required to the parent agency no later than 12 calendar days following the end of the reporting period or a date required by the parent to meet its reporting and auditing deadlines, whichever comes first.

130.18 How do I submit an SF 133 for credit TAFSs?

You should submit SF 133s for credit TAFSs at the TAFS level during quarters one through three, but at the cohort level in the fourth quarter. To determine the SF 133 aggregation of credit TAFS reporting that is required for your agency, consult your OMB representative. For additional instructions for preparing the SF 133 for credit programs, see section 185.

130.19 How do I ensure that my actuals are consistent?

Amounts reported on the fourth quarter SF 133 must be consistent with information reported to Treasury as part of year-end closing procedures and must be based on actual accounting information pursuant to 31 U.S.C. 3512. Actuals submitted to OMB for inclusion in the President's annual budget, which is submitted to the Congress, should agree with those submitted to Treasury and those submitted on the fourth quarter SF 133. If one group within your agency (for example, accounting) reports amounts to Treasury while another group (for example, the budget office) prepares budget schedules, then you must take action to ensure that the amounts reported are conceptually and numerically consistent. It may be advisable to allow the budget office to review your SF 133 information before it is submitted.

(a) *What reports of actuals should generally be the same?*

- September 30 SF 133 Report on Budget Execution and Budgetary Resources.
- Statement of Budgetary Resources (SBR) (if required).
- Budget Program and Financing Schedule (PY actual column).
- Treasury Combined Statement.
- FMS 2108 Year-end Closing Statement (used to generate Treasury Combined Statement).
- SF 224 Statement of Transactions (used to generate Treasury Combined Statement).
- Your agency's accounting system.

(b) *What guidance is available to help me ensure that my actuals are reported consistently?*

- Section 82.15

- Treasury Financial Manual U.S. Government Standard General Ledger Supplement, which contains crosswalks from the USSGL to the SF 133/SBR, FMS 2108, and Program and Financing Schedule. It is available at http://www.fms.treas.gov/ussgl.

(c) *What differences should I expect between the September 30 SF 133 and the Budget Appendix?*

- The SF 133 is displayed at the TAFS level, while the *Appendix* presents consolidated information covering all TAFSs (annual, multiple-year, and no-year) with the same account title. Also, an account in the *Appendix* may contain multiple TAFSs with different titles.

- OMB Circular No. A–11 requires that allocation transfer accounts be consolidated and reported by the parent account for budget formulation purposes. OMB Circular No. A–11 requires that allocation accounts be reported separately for budget execution purposes (see section 130.17). The sum of the information on all the SF 133s with the same account title should be the same as the information required for the *Appendix*.

- The SF 133 is reported in dollars, while the Program and Financing schedule is in millions of dollars.

(d) *What differences should I expect among the September 30 SF 133, the Budget Appendix, and Treasury Combined Statement?*

- For trust or special funds where budget authority is limited by law, unobligated balances at the end of the fiscal year reported in the Treasury Combined Statement (column 6) may not agree with the unobligated balances reported on the SF 133 (lines 2201 through 2403) and the actual column of the Budget Program and Financing Schedule. The difference in the two amounts will represent the total end of year balance on the *Appendix*'s schedule on special and trust fund receipts (Schedule N).

(e) *What differences should I expect between the September 30 SF 133 and the Statement of Budgetary Resources?*

- The SF 133 is displayed at the TAFS level, while the Statement of Budgetary Resources is displayed at the agency level. The Statement of Budgetary Resources is displayed as a principal statement for the agency as a whole, and must be displayed as required supplementary information for major TAFSs.

- The SF 133 displays lines with zero dollars associated with them, while the Statement of Budgetary Resources does not display lines with zero dollars associated with them.

- The Statement of Budgetary Resources includes a separate column for credit financing TAFSs because they are non-budgetary.

- The Statement of Budgetary Resources includes separate lines for offsetting receipts and net outlays in order to derive the net outlays for the agency.

130.20 What is the hierarchy of spending "mixed" funding?

Where multiple types of funding are provided to a single TAFS, agencies must apply obligations, outlays, and reductions against budgetary resources in the following order:

1. Against amounts derived from special and trust fund receipts.

2. Against amounts derived from certain offsetting collections (including asset sales, interest on Federal securities, interest on uninvested funds, compulsory collections from the public or intragovernmental expenditure transfers with no benefit).

3. Against amounts derived from the general fund of the U.S. Treasury.

The hierarchy would not apply when a law requires that specific resources be spent for specific purposes. It would also not apply to the following types of offsetting collections since the resources are generally provided for a specific purpose and are not fungible with the other resources in the account:

1. Received in returns for goods or services provided, including
   a. Reimbursements under the IPA and
   b. Voluntary insurance premiums.

2. From other Federal government accounts where collections are for a jointly funded grant or project. This does not include intragovernmental expenditure transfers with no benefit.

Your accounting office will find the guidance related to the hierarchy of "mixed" funding in OMB Circular No. A-136 "Financial Reporting Requirements" section II.4.5.3.

Annual Account--September 30 Report

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Office of the Secretary

APPROPRIATION OR FUND TITLE AND SYMBOL
80Y0137 Salaries and expenses

	FY 2012 Unexpired Account	FY 2011 Expired Account	FY 2010 Expired Account	FY 2009 Expired Account	FY 2008 Expired Account	FY 2007 Expired Account	Total
BUDGETARY RESOURCES							
1000 Unob Bal: Brought forward, October 1		110,000	205,000	75,000	87,000	10,000	487,000
1021 Unob Bal: Recov of prior year unpaid obligations						3,500	3,500
1029 Unob Bal: Other balances withdrawn						-11,000	-11,000
1050 Unob Bal: Unobligated balance (total)		110,000	205,000	75,000	87,000	2,500	479,500
1100 BA: Disc: Appropriation	7,400,000						7,400,000
1130 BA: Disc: Appropriations permanently reduced	-1,000						-1,000
1160 BA: Disc: Appropriation (total)	7,399,000						7,399,000
1700 BA: Disc: Spending auth: Collected	403,000						403,000
1910 Total budgetary resources (disc. and mand.)	7,802,000	110,000	205,000	75,000	87,000	2,500	8,281,500
STATUS OF BUDGETARY RESOURCES							
2001 Reimbursable obs incurred: Category A (by quarter)	7,601,315	50,000	85,000	45,000	27,000	2,500	7,810,815
2201 Unob Bal: Apportioned: Avail in the current period	200,685						200,685
2403 Unob Bal: Unapportioned: Other		60,000	120,000	30,000	60,000		270,000
2490 Unobligated balance, end of year	*200,685*	*60,000*	*120,000*	*30,000*	*60,000*		*470,685*
2500 Total budgetary resources	7,802,000	110,000	205,000	75,000	87,000	2,500	8,281,500
CHANGE IN OBLIGATED BALANCE							
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1		100,000	365,000	40,000	7,000	5,000	517,000
3010 Ob Bal: Obligations incurred: Unexpired accounts	7,601,315						7,601,315
3011 Ob Bal: Obligations incurred: Expired accounts		50,000	85,000	45,000	27,000	2,500	209,500
3020 Ob Bal: Outlays (gross)	-7,476,850	-100,000	-170,000	-65,000	-32,000	-4,000	-7,847,850
3041 Ob Bal: Recov, prior year unpaid obs, exp accts						-3,500	-3,500
3050 Ob. Bal: EOY: Unpaid obligations	124,465	50,000	280,000	20,000	2,000		476,465
3100 Obligated balance, start of year		100,000	365,000	40,000	7,000	5,000	517,000
3200 Obligated balance, end of year	124,465	50,000	280,000	20,000	2,000		476,465
BUDGET AUTHORITY AND OUTLAYS, NET							
4000 Disc: Budget authority, gross	7,802,000						7,802,000
4010 Disc: Outlays from new authority	7,476,850						7,476,850
4011 Disc: Outlays from balances		100,000	170,000	65,000	32,000	4,000	371,000
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	-403,000						-403,000
4070 Disc: Budget authority, net	7,399,000						7,399,000
4080 Disc: Outlays, net	7,073,850	100,000	170,000	65,000	32,000	4,000	7,444,850
4180 Budget authority, net (disc. and mand.)	7,399,000						7,399,000
4190 Outlays, net (disc. and mand.)	7,073,850	100,000	170,000	65,000	32,000	4,000	7,444,850

The final September 30 SF 133 before an account will be closed will include these lines to indicate the amount to be canceled.

Amounts for lines 2401-2403 should be consistent with amounts on the latest SF 132.

Note: Exhibit 121E illustrates the apportionment of this account.

Annual Account with Reimbursements--September 30 Report

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Government Bureau

APPROPRIATION OR FUND TITLE AND SYMBOL
80Y0123 Salaries and expenses

	Year 1 Unexpired Account	Year 2 Expired Account
BUDGETARY RESOURCES		
1000 Unob Bal: Brought forward, October 1		200,000
1100 BA: Disc: Appropriation	10,000,000	
1700 BA: Disc: Spending auth: Collected	1,000,000	130,000
1701 BA: Disc: Spending auth: Chng uncoll paymt Fed src	130,000	-130,000
1750 BA: Disc: Spending auth: Total	1,130,000	
1910 Total budgetary resources (disc. and mand.)	11,130,000	200,000
STATUS OF BUDGETARY RESOURCES		
2001 Direct obs incurred: Category A (by quarter)	9,800,000	50,000
2102 Reimbursable obs incurred: Category B	1,130,000	
2201 Unob Bal: Apportioned: Avail in the current period	200,000	
2403 Unob Bal: Unapportioned: Other		150,000
2490 Unobligated balance, end of year	*200,000*	*150,000*
2500 Total budgetary resources	11,130,000	200,000
CHANGE IN OBLIGATED BALANCE		
3000 Ob Bal: Unpaid obs brought forwd, Oct 1		350,000
3010 Ob Bal: Obligations incurred: Unexpired accounts	10,930,000	
3011 Ob Bal: Obligations incurred: Expired accounts		50,000
3020 Ob Bal: Outlays (gross)	-10,580,000	-55,000
3050 Ob Bal: EOY: Unpaid obligations	350,000	345,000
3060 Ob Bal: SOY: Uncoll cust paymt brought forwd Oct 1		-130,000
3070 Ob Bal: Change, uncoll cust paymt, Fed srcs, unexp	-130,000	
3071 Ob Bal: Change, uncoll cust paymt, Fed srcs, exp		130,000
3090 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	-130,000	
3100 Obligated balance, start of year		220,000
3200 Obligated balance, end of year	220,000	345,000
BUDGET AUTHORITY AND OUTLAYS, NET		
4000 Disc: Budget authority, gross	11,130,000	
4010 Disc: Outlays from new authority	10,580,000	
4011 Disc: Outlays from balances		55,000
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	-1,000,000	-130,000
4050 Disc: Offset, BA: Chng in uncol pay, Fed src, unex	-130,000	130,000
4070 Disc: Budget authority, net	10,000,000	
4080 Disc: Outlays, net	9,450,000	55,000
4180 Budget authority, net (disc. and mand.)	10,000,000	-
4190 Outlays, net (disc. and mand.)	9,450,000	55,000

Identify in a footnote, the law(s) providing budget authority.

Collections of receivables from the prior year from Federal sources are entered as a positive amount on line 1700 and as a negative adjustment on line 1701.

Normally, amounts should reflect *obligated amounts only* on the September 30 report except for amounts in expired accounts that are offset by a reimbursable receivable or collection of an outstanding reimbursable receivable from the prior year.

Available only for upward adjustment of valid obligations incurred during the unexpired period.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits f-1 and f-2 contains all lines.

No-Year Account--Quarterly Report

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 6/30/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	80X1309 Research and development
	X Unexpired Account
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	1,610,000
1021 Unob Bal: Recoveries of prior year unpaid obligations	76,000
1041 Unob Bal: Antic recov of prior year unpaid obl	74,000
1050 Unob Bal: Unobligated balance (total)	1,760,000
1100 BA: Disc: Appropriation	25,000,000
1130 BA: Disc: Appropriations permanently reduced	-200,000
1160 BA: Disc: Appropriation (total)	24,800,000
1700 BA: Disc: Spending auth: Collected	209,000
1740 BA: Spending auth: Anticipated collections, reimbursements, and other income	191,000
1750 BA: Disc: Spending auth: Total	400,000
1910 Total budgetary resources (disc. and mand.)	26,960,000
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter) Salaries	294,320
2001 Direct obs incurred: Category A (by quarter) All Other	59,680
2002 Direct obs incurred: Category B Research -- Air	5,497,700
2002 Direct obs incurred: Category B Research -- Water	5,743,350
2002 Direct obs incurred: Category B Research -- All Other	788,750
2002 Direct obs incurred: Category B Development of products -- Air	3,890,250
2002 Direct obs incurred: Category B Development of products -- Water	3,093,750
2101 Reimbursable obs incurred: Category A (by quarter) Salaries	5,000
2102 Reimbursable obs incurred: Category B Development of products -- Air	98,000
2102 Reimbursable obs incurred: Category B Development of products -- Water	95,750
2102 Reimbursable obs incurred: Category B Development of products -- All Other	89,450
2201 Unob Bal: Apportioned: Avail in the current period	3,304,000
2202 Unob Bal: Apportioned: Avail in subsequent periods	4,000,000
2490 Unobligated balance, end of year	*7,304,000*
2500 Total budgetary resources	26,960,000
CHANGE IN OBLIGATED BALANCE	
3000 Ob Bal: SOY: Unpaid obs brought forwd, October 1	407,500
3010 Ob Bal: Obligations incurred: Unexpired accounts	19,656,000
3020 Ob Bal: Outlays (gross)	-19,605,100
3040 Ob Bal: Recov, prior year unpaid obs, Unexp accts	-76,000
3050 Ob Bal: EOY: Unpaid obligations	382,400
3100 Obligated balance, start of year	407,500
3200 Obligated balance, end of year	382,400
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross	25,200,000
4010 Disc: Outlays from new authority	17,995,100
4011 Disc: Outlays from balances	1,610,000
4020 Disc: Total outlays, gross	19,605,100
4030 Disc: Offsets, BA and OL: Collections fm Fed srcs	-209,000
4053 Disc: Offsets, BA only: Antic offsetting collect	-191,000
4070 Disc: Budget authority, net	24,800,000
4080 Disc: Outlays, net	19,396,100
4180 Budget authority, net (disc. and mand.)	24,800,000
4190 Outlays, net (disc. and mand.)	19,396,100

For unexpired accounts, these entries reflect estimated and anticipated downward adjustments of obligations reported in prior years.

Line 1910 should equal line 2500.

Note that the program reporting categories used in Exhibit 121O are re-printed on this portion of the SF 133.

This entry is the difference between apportionments through the end of the current quarter and the obligations incurred under those apportionments through the end of the reporting period.

Amounts for lines 2200 through 2202 should be consistent with amounts on the latest SF 132.

This amount must agree with the amount reported on line 3100 of the final SF 133 for the preceding year.

Note: Exhibit 121G illustrates the apportionment of this account.

Multi-Year Account Apportioned for Two Fiscal Years

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 6/30/CY

AGENCY: Department of Government
BUREAU: Bureau of Central Services

APPROPRIATION OR FUND TITLE AND SYMBOL
89-12/13-0100 Salaries and Expenses

		89-12/13-0100 Unexpired Account
	BUDGETARY RESOURCES	
1100	BA: Disc: Appropriation	100,000
1910	Total budgetary resources (disc. and mand.)	100,000
	STATUS OF BUDGETARY RESOURCES	
2001	Direct obs incurred: Category A (by quarter)	48,000
2201	Unob Bal: Apportioned: Avail in the current period	2,000
2202	Unob Bal: Apportioned: Avail in subsequent periods	50,000
2490	*Unobligated balance, end of year*	*52,000*
2500	Total budgetary resources	152,000
	CHANGE IN OBLIGATED BALANCE	
3010	Ob Bal: Obligations incurred: Unexpired accounts	48,000
3020	Ob Bal: Outlays (gross)	-20,000
3050	Ob Bal: EOY: Unpaid obligations	28,000
3200	Obligated balance, end of year	28,000
	BUDGET AUTHORITY AND OUTLAYS, NET	
4000	Disc: Budget authority, gross	100,000
4010	Disc: Outlays from new authority	20,000
4070	Disc: Budget authority, net	100,000
4080	Disc: Outlays, net	20,000
4180	Budget authority, net (disc. and mand.)	100,000
4190	Outlays, net (disc. and mand.)	20,000

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits F-1 and F-2 contains all lines.

Public Enterprise (Revolving) or Intragovernmental (Revolving) Fund--Quarterly Report

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 3/31/CY

AGENCY: Department of Government
BUREAU: Government Enterprise Corp.

APPROPRIATION OR FUND TITLE AND SYMBOL
80X4321 Government Enterprise Corp. fund.

		X Unexpired Account
	BUDGETARY RESOURCES	
1000	Unob Bal: Brought forward, October 1	83,583,738
1022	Unob Bal: Capital transfer to general fund	-15,000,000
1023	Unob Bal: Applied to repay debt	-5,756,800
1050	Unob Bal: Unobligated balance (total)	62,826,938
1100	BA: Disc: Appropriation	4,100,000
1700	BA: Disc: Spending auth: Collected	33,250,500
1701	BA: Disc: Spending auth: Chng uncoll paymt Fed src	700,000
1740	BA: Disc: Spending auth: Antic colls, reimbs, other	36,855,800
1750	BA: Disc: Spending auth: Total	70,806,300
1910	Total budgetary resources (disc. and mand.)	137,733,238
	STATUS OF BUDGETARY RESOURCES	
2101	Reimbursable obs incurred: Category A (by quarter)	1,200,000
2102	Reimbursable obs incurred: Category B Management services	12,000,000
2102	Reimbursable obs incurred: Category B Sales program	5,000,000
2102	Reimbursable obs incurred: Category B Power program	10,000,000
2201	Unob Bal: Apportioned: Avail in the current period	29,016,600
2202	Unob Bal: Apportioned: Avail in subsequent periods	1,234,600
2403	Unob Bal: Unapportioned: Other	79,282,038
2490	*Unobligated balance, end of year*	*109,533,238*
2500	Total budgetary resources	137,733,238
	CHANGE IN OBLIGATED BALANCE	
3000	Ob Bal: SOY: Unpaid obs brought forwd, Oct 1	5,621,800
3010	Ob Bal: Obligations incurred: Unexpired accounts	28,200,000
3020	Ob Bal: Outlays (gross)	-27,384,596
3050	Ob Bal: EOY: Unpaid obligations	6,437,204
3070	Ob Bal: Change, in uncoll cust paymt, Fed srcs, unexp	-700,000
3090	Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	-700,000
3100	Obligated balance, start of year	5,621,800
3200	Obligated balance, end of year	5,737,204
	BUDGET AUTHORITY AND OUTLAYS, NET	
4000	Disc: Budget authority, gross	74,906,300
4010	Disc: Outlays from new authority	20,384,596
4011	Disc: Outlays from balances	7,000,000
4020	Disc: Total outlays, gross	27,384,596
4030	Disc: Offsets, BA and OL: Collections fm Fed srcs	-33,250,500
4050	Disc: Offsets, BA: Change in uncol pay, Fed srcs, unex	-700,000
4053	Disc: Offsets, BA only: Antic offsetting collect	-36,855,800
4060	Disc: Additional offsets against BA only (total)	-37,555,800
4070	Disc: Budget authority, net	4,100,000
4080	Disc: Outlays, net	-5,865,904
4180	Budget authority, net (disc. and mand.)	4,100,000
4190	Outlays, net (disc. and mand.)	-5,865,904

Lines 2002 and 2102 must be consistent with the Apportionment Category B detail amounts.

For revolving funds, this amount will agree with the amount reported on lines 6180, 6181, and 6182 of the latest approved SF 132 plus upward adjustments in income until a reapportionment request is approved.

Note: Exhibit 121K illustrates the apportionment of this account.

Annual Account - Advance Appropriation

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 6/30/11

AGENCY: Department of Government
BUREAU: Bureau of Central Services

APPROPRIATION OR FUND TITLE AND SYMBOL
80-12-1309 Research and development

		FY 2012 Unexpired Account
	BUDGETARY RESOURCES	
1170	BA: Disc: Advance appropriation	7,400,000
1910	Total budgetary resources (disc. and mand.)	7,400,000
	STATUS OF BUDGETARY RESOURCES	
2001	Direct obs incurred: Category A (by quarter)	7,000,000
2201	Unob Bal: Apportioned: Avail in the current period	400,000
2490	*Unobligated balance, end of year*	*400,000*
2500	Total budgetary resources	7,800,000
	CHANGE IN OBLIGATED BALANCE	
3010	Ob Bal: Obligations incurred: Unexpired accounts	7,000,000
3020	Ob Bal: Outlays (gross)	-5,000,000
3050	Ob Bal: EOY: Unpaid obligations	2,000,000
3200	Obligated balance, end of year	2,000,000
	BUDGET AUTHORITY AND OUTLAYS, NET	
4000	Disc: Budget authority, gross	7,400,000
4010	Disc: Outlays from new authority	5,000,000
4070	Disc: Budget authority, net	7,400,000
4080	Disc: Outlays, net	5,000,000
4180	Budget authority, net (disc. and mand.)	7,400,000
4190	Outlays, net (disc. and mand.)	5,000,000

Report advance appropriations in the period in which the funds become available for obligation and not before.

For example, an advance appropriation of 7,400,000 in fiscal year 2011 appropriations act that will become available for obligations in fiscal year 2012 should be included on line 1170 in the fiscal year 2012 SF 133.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibits F-1 and F-2 contains all lines.

Annual Account--Reappropriation

When a law extends the period of availability of an amount, that in the absence of the law would have expired, the amount is reappropriated.

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	80-11-1309 Research and development

	FY 2011 Unexpired
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	
1100 BA: Disc: Appropriation	200
1131 BA: Disc: Appropriations permanently reduced	
1910 Total budgetary resources (disc. and mand.)	200
STATUS OF BUDGETARY RESOURCES	
2201 Unob Bal: Apportioned: Avail in the current period	200
2490 Unobligated balance, end of year	*200*
2500 Total budgetary resources	200

The amount that had been part of an unobligated balance (line 2490) in a previous period . . .

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 12/31/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Bureau of Central Services	80Y1309 Research and development

	FY 2012 Unexpired	FY 2011 Expired
BUDGETARY RESOURCES		
1000 Unob Bal: Brought forward, October 1		100
1105 BA: Disc: Reappropriation	100	
1131 BA: Disc: Appropriations permanently reduced		-100
1910 Total budgetary resources (disc. and mand.)	100	-
STATUS OF BUDGETARY RESOURCES		
2001 Direct obs incurred: Category A (by quarter)		
2201 Unob Bal: Apportioned: Avail in the current period	100	
2500 Total budgetary resources	100	-

. . .should be reported as a new appropriation (line 1105) in the period in which it becomes available.

Report the reduction on line 1131.

SF 133 Net Outlay Formula

The following is the outlay formula to be used to check the internal consistency of the SF 133.

Net Outlays = Lines (2001 through 2003 + 2101 through 2103) - (1700+1701+1800+1801+1021) + 3000 ± 3001 - 3060 ± 3061 ± 3030 ± 3031 ± 3080 ± 3081- (3050-3090)

Step 1: Take the sum of the amounts on lines 2001 through 2003 plus 2101 through 2103 Obligations incurred		19,656,000
Step 2: Subtract the sum of the following lines:		
Spending authority from offsetting collections (gross)		
Line 1700--Collected	197,000	
Line 1701--Change in uncollected customer payments from Federal sources (+ or -)	0	
Line 1800--Collected	12,000	
Line 1801--Change in uncollected customer payments from Federal sources (+ or -)	0	
Recoveries of prior year unpaid obligations		
Line 1021--Recoveries of prior year unpaid obligations	76,000	
Sum	285,000	-285,000
Step 3: Add the sum of the following lines:		
Unpaid obligations, start of year		
Line 3000--Unpaid obligations, brought forward, October 1 (gross)	407,500	
Line 3001--Adjustments to unpaid obligations, brought forward, October 1 (+ or -)	0	
Uncollected payments, start of year		
Line 3060--Uncollected customer payments from Federal sources, brought forward, October 1 (-)	0	
Line 3061--Adjustments to uncollected customer payments from Federal sources, brought forward, October 1 (+ or -)	0	
Sum	407,500	407,500
Step 4: Add (if positive) or subtract (if negative) the sum of the following lines:		
Unpaid obligation transfers		
Line 3030--Unpaid obligations tranferred to other accounts (-)	0	
Line 3031--Upaid obligations transferred from other accounts	0	
Uncollected payment transfers		
Line 3080--Uncollected customer payments from Federal sources transferred to other accounts	0	
Line 3081--Uncollected customer payments from Federal sources transferred from other accounts (-)	0	
Sum	0	0
Step 5: Subtract the sum of the following lines:		
Unpaid obligations, end of year		
Line 3050--Unpaid obligations, end of year	382,400	
Uncollected payments, end of year		
Line 3090--Uncollected customer payments from Federal sources, end of year (-)	0	
Sum	382,400	-382,400
Net Outlays:		
Line 4010--Outlays from new discetionary authority	19,605,100	
Line 4011--Outlays from discretionary balances	0	
Line 4030--Federal sources (-)	-197,000	
Line 4031--Interest on Federal securities (-)	0	
Line 4032--Interest on uninvested funds (-)	0	
Line 4033--Non-Federal sources (-)	0	
Line 4034--Offsetting governmental collections (from non-Federal sources) (-)	0	
Line 4110--Total outlays, gross	0	
Line 4120--Federal sources (-)	0	
Line 4121--Interest on Federal securities (-)	0	
Line 4122--Interest on uninvested funds (-)	0	
Line 4123--Non-Federal sources (-)	-12,000	
Line 4124--Offsetting governmental collections (from non-Federal sources) (-)	0	
Result: This should be the sum of lines 4010 + 4011+ (4030 through 4034) + 4110+ (4120 through 4124)		19,396,100

Note: These amounts come from Exhibit 130C

Crosswalk from the SF 133 to the Treasury Combined Statement

SF 133 Report on Budget Execution and Budgetary Resources	Treasury Combined Statement
1000: Unob Bal: Brought forward, October 1	Column 1[a/]: Balances beginning of fiscal year, unobligated balance (unexpired) and unobligated balance (expired)
3100: Obligated balance, start of year	Column 1: Balances beginning of fiscal year, obligated balance: The sum of accounts payable and undelivered orders minus the sum of accounts receivable and unfilled customer orders
1100 through 1105: BA: Disc: Appropriations 1170 through 1171: BA: Disc: Advance appropriations 1200 through 1204: BA: Mand: Appropriations 1270 through 1271: BA: Mand: Advance appropriations	Column 2: Appropriations and other obligational authority: Total
1120 +1121+1173+1510+1511+1710+1711: Discretionary nonexpenditure transfers of appropriations, contract authority, and spending authority to or from other accounts 1220+1221+1272+1610+1611+1810+1811: Mandatory nonexpenditure transfers of appropriations, contract authority and spending authority to or from other accounts	Net effect shown, with a footnote in column 2 for transfers between annual accounts in the same fund group. All other transfers shown in Column 3
authority, contract authority, and spending authority permanently reduced (disc.) 1230+1420+1620: Mandatory appropriations, borrowing authority, contract authority, and spending authority permanently reduced	Column 2: Appropriations and other obligational authority: Total Column 5: Balances withdrawn and other transactions: The sum of the entries for undisbursed funds, unfunded contract authority, authority to borrow from Treasury, and authority to borrow from the public (plus increases in unobligated balances footnoted in columns 1 and 6 as unavailable for obligation)
Not applicable	Column 3: Transfers, borrowings, and investments (net)
1010 + 1011+1012+1013: Nonexpenditure transfers of unobligated balance to or from other accounts	Not applicable
3030+3031+3080+3081: Nonexpenditure transfers of obligated balance to or from other accounts	Not applicable
4190: Outlays, net (discretionary and mandatory)	Column 4: Outlays (net): Total
1700+1701: Discretionary spending authority from offsetting collections (gross) 1800+1801: Mandatory spending authority from offsetting collections (gross)	Not applicable
1021: Unob Bal: Recov of prior year unpaid obligations	Not applicable
1031: Unob Bal: Refunds/recov temp precl ob (spec/trust) 1132 through 1134: Discretionary appropriations temporarily reduced (total) 1174: BA: Disc: Advanced approps temporarily reduced 1232 through 1235: Mandatory appropriations temporarily reduced (total) 1273: BA: Mand: Advanced approps temporarily reduced	Not applicable
Not applicable	Column 5: Balances withdrawn and other transactions: The sum of the entries for undisbursed funds, unfunded contract authority, authority to borrow from Treasury, and authority to borrow from the public (plus increases in unobligated balances footnoted in columns 1 and 6 as unavailable for obligation)
2201+2202+2203+2301+2302+2303[b/]: Unobligated balance: Apportioned / exempt from apportionment 2401+2402+2403: Unobligated balance: Unapportioned	Column 6: Balances end of fiscal year, unobligated balance
3200: Obligated balance, end of period	Column 6: Balances end of fiscal year, obligated balance: The sum of accounts payable and undelivered orders minus the sum of accounts receivable and unfilled customer orders

[a/] Column 1 of the Treasury Combined Statement (previously known as the Treasury Annual Report) means the first column after the Account Symbol columns.
[b/] Some valid exceptions do exist, such as amounts temporarily precluded from obligation and temporary reductions.

Trust Fund (or Special Fund) with Collections Precluded from Obligation

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Program benefits trust fund

APPROPRIATION OR FUND TITLE AND SYMBOL
80X8000 Payment of benefits

	DESCRIPTION	Dec. 31 SF 133	Jun. 30 SF 133	Sept. 30 SF 133
	BUDGETARY RESOURCES			
1201	BA: Mand: Appropriation (special or trust fund)	70,000	150,000	160,000
1235	BA: Mand: Appropriations precluded from obligation			-40,000
1250	BA: Mand: Anticipated appropriation	120,000	40,000	
1910	Total budgetary resources (disc. and mand.)	190,000	190,000	120,000
	STATUS OF BUDGETARY RESOURCES			
2002	Direct obligations incurred: Category B: Benefit payments	30,000	90,000	120,000
2201	Unob Bal: Apportioned: Available in the current period			
2203	Unob Bal: Apportioned: Anticipated			
2403	Unob Bal: Unapportioned: Other	160,000	100,000	
2490	*Unobligated balance, end of year*	*160,000*	*100,000*	
2500	Total budgetary resources	190,000	190,000	120,000
	CHANGE IN OBLIGATED BALANCE			
3130	Ob Bal: Changes: Obligations incurred: Unexpired accounts	30,000	90,000	120,000
3020	Ob Bal: Changes: Outlays (gross) (-)	-30,000	-90,000	-120,000
	BUDGET AUTHORITY AND OUTLAYS, NET			
4090	Budget authority, gross (mand.)	190,000	190,000	120,000
4100	Outlays from new mandatory authority (mand.)	30,000	90,000	120,000
4160	Budget authority, net (mand.)	70,000	150,000	120,000
4170	Outlays, net (mand.)	30,000	90,000	120,000
4180	Budget authority, net (disc. and mand.)	190,000	190,000	120,000
4190	Outlays, net (disc. and mand.)	30,000	90,000	120,000

Includes $30 thousand apportioned (see exhibit 121P) of prior year collections plus $40 thousand collected in December.

Includes only new collections. Prior year collections are not needed to incur obligations and therefore are not shown as an appropriation. No anticipated amounts are shown on line 1250.

Includes $40 thousand to be collected in March, June, and September.

Excess of new collections over obligations.

Include amounts of budgetary resources in excess of apportioned amounts on line 2403. If the account is exempt from apportionment, include amounts in excess of obligations on line 2301.

Total budgetary resources equal obligations on line 2001-2104.

General Principles:
Under scoring rules established under the Balance Budget and Emergency Deficit Control Act of 1985 (BBEDCA), collections made available pursuant to law are shown as appropriations (line 1201 of the SF 132 and the SF 133). Amounts not needed to cover obligations are subtracted on line 1235.
For the September 30 SF 133, prior year collections are not shown unless current year collections are less than amounts needed to incur obligations. This will assure that the actual column in the Budget, derived from the same data as the SF 133, will reflect the scoring required by the BEA.

Assumptions for this example:
Total annual benefit payments are $120 thousand ($10 thousand each month).
Total annual revenue is $160 thousand. $40 thousand is received in December, March, June, and September.
Pursuant to law, obligations may be made only for payment of benefits.
Accumulated, unused collections from prior years equal $750 thousand on October 1st of the fiscal year.

To save space, this exhibit does not display lines that do not contain amounts.

Generally applies to indefinite appropriations. If your agency has a Treasury Appropriation Fund Symbol with a definite appropriation, contact your OMB representative.

Appropriation Reduced by Offsetting Collections and Receipts

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 9/30/CY

AGENCY: Department of Government
BUREAU: Government Bureau

APPROPRIATION OR FUND TITLE AND SYMBOL
80Y2011 Salaries and expenses

		Dec. 31 SF 133 Unexpired Account	Jun. 30 SF 133 Unexpired Account	Sept. 30 SF 133 Unexpired Account
	BUDGETARY RESOURCES			
1100	BA: Disc: Appropriation	65,000,000	19,250,000	4,000,000
1134	BA: Disc: Appropriations precluded from obligation	-65,000,000	-19,250,000	
1700	BA: Disc: Spending auth: Collected		45,750,000	61,000,000
1740	BA: Disc: Spending auth: Antic colls, reimbs, other	65,000,000	19,250,000	
1750	BA: Disc: Spending auth: Total	65,000,000	65,000,000	65,000,000
1910	Total budgetary resources (disc. and mand.)	65,000,000	65,000,000	65,000,000
	STATUS OF BUDGETARY RESOURCES			
2001	Direct obligations incurred: Category A (by quarter)	16,350,000	49,050,000	64,688,000
2201	Unob Bal: Apportioned: Available in the current period	48,650,000	15,950,000	312,000
2490	*Unobligated balance, end of year*	*48,650,000*	*15,950,000*	*312,000*
2500	Total budgetary resources	65,000,000	65,000,000	65,000,000
	CHANGE IN OBLIGATED BALANCE			
3010	Ob Bal: Obligations incurred: Unexpired accounts	16,350,000	49,050,000	64,688,000
3020	Ob Bal: Outlays (gross)	-16,210,000	-49,010,000	-64,675,000
3050	Ob Bal: EOY: Unpaid obligations	140,000	40,000	13,000
3200	Obligated balance, end of year	140,000	40,000	13,000
	BUDGET AUTHORITY AND OUTLAYS, NET			
4000	Disc: Budget authority, gross	65,000,000	65,000,000	65,000,000
4010	Disc: Outlays from new authority	16,210,000	49,010,000	64,675,000
4020	Disc: Total outlays, gross	16,210,000	49,010,000	64,675,000
4030	Disc: Offsets, BA and OL: Collections fm Fed srcs		-45,750,000	-61,000,000
4053	Disc: Offsets, BA only: Antic offsetting collect	-65,000,000	-19,250,000	0
4070	Disc: Budget authority, net			4,000,000
4080	Disc: Outlays, net	16,210,000	3,260,000	3,675,000
4180	Budget authority, net (disc. and mand.)	-	-	4,000,000
4190	Outlays, net (disc. and mand.)	16,210,000	3,260,000	3,675,000

For the first three quarters, use line 1134 to reduce the total budgetary resources by the aniticipated amount of collections whether credited to the expenditure account or deposited to a receipt account.

Since the amount appropriated 65,000,000 is initially derived from the General Fund of the U.S. Treasury, this mechanism is necessary in order to avoid double counting the total budgetary resources.

The amount appropriated 65,000,000 is reduced by the amount of actual offsetting collections 61,000,000 received during the fiscal year so as to result in a final fiscal year appropriation of 4,000,000. The amount derived from the General Fund of the U.S. Treasury 65,000,000 should be reduced by the amount of actual offsetting collections 61,000,000 received during the fiscal year on the September 30 SF 133.

The amount appropriated is reduced by an amount of collections whether credited to an expenditure account or deposited to a receipt account.

To save space, several exhibits in this section do not display lines that do not contain amounts. Exhibit 130H contains all lines.

CIRCULAR NO. A–11

PART 5

FEDERAL CREDIT ADVANCE GUIDANCE

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
NOVEMBER 2011

SECTION 185—FEDERAL CREDIT

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185.1 Does this section apply to me?

These instructions apply to all programs that provide direct loans or loan guarantees (see sections 185.3(e) and 185.3(n) for definitions of these terms) to non-Federal entities and are subject to the Federal Credit Reform Act of 1990, as amended (FCRA). Even though section 506 of the FCRA exempts certain

programs from credit reform budgeting, these programs are still required to report data in MAX schedules G and H (see section 185.11) and follow other instructions contained in this Circular.

This section answers frequently asked questions, defines credit terms and concepts, and illustrates how budget formulation, apportionment, and budget execution forms should be prepared. This section supplements other instructions in this Circular and should be used in conjunction with credit program guidance in Circular A–129, Policies for Federal Credit Programs and Non-Tax Receivables.

Section 504(b) of the FCRA provides that new direct loan obligations and new loan guarantee commitments may be made only to the extent that:

- New budget authority to cover their costs is provided in advance in an appropriations act;
- A limitation on the use of funds otherwise available for the cost of a direct loan or loan guarantee program is provided in advance in an appropriations act; or
- Authority is otherwise provided in an appropriations act.

These requirements also apply to modifications of direct loans (or direct loan obligations) or loan guarantees (or loan guarantee commitments) that increase the cost to Government, including modifications of pre–1992 direct loans and loan guarantees. OMB will specify exemptions from these requirements for mandatory programs pursuant to section 504(c) of the FCRA.

Unless otherwise specified by law, budget authority is available to liquidate obligations (i.e., outlays) for only five fiscal years after the authority expires. For credit subsidies financed by annual or multi-year budget authority, you must ensure that the budget authority obligated for the subsidy cost will remain available for disbursement over the full period in which loans will be disbursed. If you expect the disbursement period will be longer than five fiscal years after the budget authority expires, you must include a special provision in the appropriations language (see section 95).

185.2 What background information must I know?

The FCRA changed the budgetary measurement of cost for direct loans and loan guarantees from the cash flows into or out of the Treasury at the time such cash flows occurred, to the estimated long-term cost to the Government on a present value basis.

Only the unreimbursed costs of making or guaranteeing new loans (the subsidy cost, on a present value basis, and administrative expenses, on a cash basis) are included in the budget. Agencies must receive appropriations for the subsidy cost before they can enter into direct loan obligations or loan guarantee commitments. The actual cash flows are recorded as a means of financing (see section 20.7(h)) and are not included in the budget totals.

The subsidy cost is the estimated present value of the cash flows from the Government (excluding administrative expenses) less the estimated present value of the cash flows to the Government resulting from a direct loan or loan guarantee, discounted to the time when the loan is disbursed. The cash flows are the contractual cash flows adjusted for expected deviations from the contract terms (delinquencies, defaults, prepayments, and other factors). Present values must be calculated using the Credit Subsidy Calculator 2. The Credit Subsidy Calculator 2 discounts the cash flow that is estimated for each time period using the interest rate on a marketable zero-coupon Treasury security with the same maturity as that cash flow from the date of disbursement. A positive net present value means that the Government incurs a cost for extending a subsidy to borrowers; a negative present value means that the credit program generates a positive return to the Government, excluding administrative costs.

Appropriations for the subsidy cost are made to the program account and are recorded as budget authority. Obligations for the subsidy cost are recorded when the Government enters into a loan

obligation or guarantee commitment. Outlays are recorded when the direct loan or guaranteed loan is disbursed to the public and simultaneously the subsidy is paid from the program account to the financing account. The program account also receives appropriations for the direct costs of administering the credit program.

The actual cash flows to and from the Government (e.g., loan disbursements, collections of principal and interest payments, and payment of guarantee claims) are recorded in separate financing accounts. There is at least one financing account associated with each program account. Separate financing accounts are required for direct loan cash flows and for loan guarantee cash flows. The transactions of the financing accounts are displayed in the *Budget Appendix* for informational and analytical purposes, together with the related program accounts, but are excluded from the budget totals because the net cash flows do not represent a cost to the Government. The direct loan financing account combines the subsidy payment from the program account with borrowing from Treasury to finance direct loans. It repays Treasury over time (with interest) using payments from the borrower. The loan guarantee financing account holds the subsidy payment from the program account as a reserve against default claims on loan guarantees. The reserve, together with interest earnings on this reserve from Treasury, is used to pay default claims over the life of the loans.

All cash flows resulting from direct loan obligations and loan guarantee commitments made prior to the effective date of the FCRA (in FY 1991 or previous years) are recorded in liquidating accounts. These accounts are recorded on a cash basis and are included in the budget totals. Liquidating account collections are available to pay obligations of the account, but they are not available to finance new direct loans or loan guarantees. If the collections are insufficient, the FCRA provides liquidating accounts with permanent indefinite authority to pay for losses and to repay any debt owed to Treasury or to other sources.

By focusing on the long-term costs of the program, credit budgeting meets the most fundamental goal of budgetary cost measurement: it provides decision makers with the information and the incentive to allocate resources efficiently. Unlike most budgetary transactions, the cash disbursements for a credit program are a poor measure of cost. Counting outlays for loan disbursements without taking into account probable repayments overstates the cost of direct loans. Loan guarantees appear costless initially because payments of guarantee claims generally occur several years after the decision to extend credit has been made. Credit budgeting places the cost of credit programs on a budgetary basis equivalent to other forms of federal spending, allowing for better comparison of cost between direct loan and loan guarantee programs, and between credit and other programs. This improves the incentive to make good budgetary decisions.

Agencies are required to reestimate the subsidy cost throughout the life of each cohort of direct loans or loan guarantees to account for differences between the original assumptions of cash flow and actual cash flow or revised assumptions about future cash flow. These reestimates represent additional costs or savings to the Government and are recorded in the budget. Reestimates that indicate an increase in the subsidy cost are financed by permanent indefinite authority. There are two types of reestimates. Interest rate reestimates adjust for the effect on the subsidy of differences between actual interest rates and the discount rates assumed when estimates were made for budget formulation and obligation (the same discount rate assumptions must be used at formulation and obligation). These reestimates must be made when the cohort is at least 90 percent disbursed. Technical reestimates adjust for revised assumptions about loan performance, such as differences between assumed and actual default rates or new projections of prepayments. Technical reestimates must be made after the close of each fiscal year, unless an alternative plan has been approved by OMB.

Modifications of a direct loan or loan guarantee also change the subsidy cost. A modification is any Government action different from the baseline assumptions that affects the subsidy cost, such as a change in the terms of the loan contract or legislation that provides new collection tools. The cost of a modification is the difference between the present value of the cash flows before and after the

modification. Agencies must have budget authority available to cover the cost of a modification that increases the subsidy before the loans or loan guarantees can be modified.

185.3 What special terms must I know?

The following are key terms used in credit budgeting. In these definitions, the term "post–1991" means direct loan obligations or loan guarantee commitments made on or after October 1, 1991, and the resulting direct loans or loan guarantees. The term "pre–1992" means direct loan obligations or loan guarantee commitments made prior to October 1, 1991, and the resulting direct loans or loan guarantees.

(a) ***Administrative expenses*** mean all costs that are directly related to credit program operations, including payments to contractors. The FCRA generally requires that administrative expenses for both pre–1992 and post–1991 direct loans and loan guarantees be included in program accounts. Administrative expenses are included in the liquidating accounts only if the amounts would have been available for administrative expenses under a provision of law in effect prior to October 1, 1991, and if no direct loan obligation or loan guarantee commitment has been made, or any modification of a direct loan or loan guarantee has been made, since September 30, 1991.

Administrative expenses that are tangentially related to the credit program should not be included in the program account. As an illustration, the cost of auditing credit programs that is financed in the accounts for Inspectors General should not be included. Administrative expenses include:

- The appropriate proportion of administrative expenses that are shared with non-credit programs;
- The cost of operating separate offices or units that make policy decisions for credit programs;
- The cost of loan systems development and maintenance, including information technology systems costs (under no circumstances should such costs be paid out of financing accounts);
- The cost of monitoring credit programs and private lenders for compliance with laws and regulations;
- The cost of all activities related to credit extension, loan servicing, write-off, and close out; and
- The cost of collecting delinquent loans, except for the costs of foreclosing, managing, and selling collateral that are capitalized or routinely deducted from the proceeds of sales.

The capitalized costs of foreclosing, managing, and selling collateral are those that add or maintain value to property prior to sale. These costs are part of the cash flows that must be taken into account in calculating the subsidy cost. They are financed by the subsidy cost payment from the program account to the financing account and paid out of the financing account. The cost of managing these functions must be paid from administrative expense appropriations in the program account.

Administrative expenses may be expended directly from the program account or, if authorized by appropriation language (see section 95), used to reimburse a salaries and expenses account or the Federal Financing Bank (FFB). If administrative appropriations are paid to a salaries and expenses account or the FFB, record the transfer as an expenditure transfer. Record an obligation and outlay in the program account and an offsetting collection in the salaries and expenses account. In the salaries and expenses account, obligations for administrative expenses may be recorded without necessarily identifying them as credit program expenses.

Administrative expenses are almost always provided by annual appropriations acts and, therefore, are discretionary spending. If such expenses are included in a program account that subsidizes a mandatory program, the account will be split between mandatory and discretionary spending.

(b) ***Claim payment*** means a payment made to private lenders when a guaranteed loan defaults.

(c) ***Cohort*** refers to the fiscal year of obligation for direct loan obligations, or loan guarantee commitments of a program (except as provided below for pre–1992 direct loans and loan guarantees that are modified). Even if the direct loans or guaranteed loans are funded in supplemental appropriations acts, or disbursed in subsequent years, the cohort is defined by the fiscal year of obligation.

Cohort accounting applies to post–1991 direct loans and loan guarantees and pre–1992 direct loans and loan guarantees that have been modified. Post–1991 direct loans or loan guarantees remain with their original cohort throughout the life of the loans, even if they are modified. Modified pre–1992 direct and guaranteed loans are assigned to a single cohort defined by the year of modification, program, and credit instrument, regardless of the fiscal year of the appropriation. For purposes of budget presentation, cohorts will be aggregated. However, accounting and other records must be maintained separately for each cohort.

(d) ***Credit Subsidy Calculator 2*** means the discounting tool issued by OMB for agencies to calculate credit subsidy costs and financing account interest for post-1991 direct loans and loan guarantees. Subsidy rates and reestimates, and actual interest income or expense for financing accounts, must be calculated with the Credit Subsidy Calculator 2.

(e) ***Direct loan*** means a disbursement of funds by the Government to a non-Federal borrower under a contract that requires repayment of such funds with or without interest. The term includes:

- The purchase of, or participation in, a loan made by another lender;
- Financing arrangements that defer payment for more than 90 days, including the sale of a Government asset on credit terms; and
- Loans financed by the Federal Financing Bank (FFB) pursuant to agency loan guarantee authority.

The term does not include the acquisition of federally guaranteed loans in satisfaction of default or other guarantee claims or the price support loans of the Commodity Credit Corporation.

Pre–1992 loans made by the FFB on behalf of any agency continue to be recorded as direct loans of the agency. Agency guarantees of post–1991 loans that are financed by the FFB are treated as direct loans in the budget, but the intrabudgetary cash flows reflect elements of direct loans and loan guarantees insofar as the direct loan financing account for these loans will collect and hold the subsidy payment from the program account as a reserve to cover losses. This balance, together with interest earnings, will be available to pay the FFB in the event of default by the non-Federal borrower. All other intragovernmental transactions, including financing account interest income and expense, are treated as any other direct loan. Agencies with programs financed by the FFB should consult with the OMB representative with primary responsibility for the program to ensure correct treatment of these loans.

(f) ***Direct loan obligation*** means a binding agreement by a Federal agency to make a direct loan when specified conditions are fulfilled by the borrower.

(g) ***Direct loan subsidy cost*** means the estimated long-term cost to the Government of a direct loan, calculated on a net present value basis, excluding administrative costs. Specifically, the cost of a direct loan is the net present value, at the time when the direct loan is disbursed from the financing account, of the following estimated cash flows:

- Loan disbursements;
- Repayments of principal;
- Payments of interest;
- Recoveries or proceeds of asset sales; and

- Other payments by or to the Government over the life of the loan.

These estimated cash flows include the effects of estimated defaults, prepayments, fees, penalties, and expected actions by the Government and the borrower within the terms of the loan contract, such as the exercise by the borrower of an option included in the loan contract.

Obligations for the subsidy cost will be recorded against budget authority in the program account when the direct loan obligation is incurred. Accounts payable (to the direct loan financing account) will be recorded in the amount of the estimated obligation. The subsidy will be paid to the financing account for each disbursement when the loan is disbursed. (See section 185.5 and the Credit Subsidy Calculator 2 and accompanying documentation for information about estimating the subsidy.)

(h) ***Discount rates*** mean the collection of interest rates that are used to calculate the present value of the cash flows that are estimated over a period of years. The discount rates reflect the Treasury rates in the economic assumptions for the budget year of obligation. For direct loan obligations and loan guarantee commitments, and modifications made in or after 2001, the cash flow estimated for each year (or other time period) is discounted using the interest rate on a marketable zero-coupon Treasury security with the same maturity from the date of disbursement (or point of modification) as that cash flow. The discount rate assumptions for the budget are provided by OMB in a file for use with the Credit Subsidy Calculator 2. The rate at which interest will be paid on the amounts borrowed or held as an uninvested balance by a financing account for a particular cohort is a disbursement-weighted average discount rate (for cohorts before 2001) or single effective rate (for cohorts 2001 and after) derived from this collection of interest rates. For subsidy rate estimates beyond the budget year, please consult your OMB representative regarding the appropriate discount rates. Actual interest income or expense for financing accounts must be calculated with the Credit Subsidy Calculator 2.

(i) ***Economic assumptions*** include the interest rates used for discounting cash flows, the rate of inflation, and may include other assumptions as applicable to a particular program. They also include the interest rate charged to the borrower on the loan, if the rate is tied to a variable benchmark, such as the rate on specified Treasury securities. Agencies must use the appropriate President's Budget economic assumptions for credit subsidy calculations.

(j) ***Financing account*** means a non-budgetary account (i.e., its transactions are excluded from the budget totals) that records all of the cash flows resulting from post–1991 direct loans or loan guarantees. It disburses loans, collects repayments and fees, makes claim payments, holds balances, borrows from Treasury, earns or pays interest, and receives the subsidy cost payment from the credit program account. There is at least one financing account associated with each program account. Separate financing accounts are required for direct loan cash flows and for loan guarantee cash flows. Financing account schedules are printed in the *Budget Appendix* together with the program account.

(k) ***Forecast assumptions*** are factors that affect the expected cash flows of the loan or guarantee. They are factors which are estimated, but not actually observable, at the time of loan origination or modification. Forecast assumptions include: default rates, timing of defaults, delinquency rates, late fees, proceeds from the sale of collateral or acquired defaulted loans, income from (and costs of managing) foreclosed collateral and acquired defaulted guaranteed loans, rescheduling, prepayments, loan asset sales proceeds and costs, and disbursement rates.

(l) ***Liquidating account*** means a budget account that records all cash flows to and from the Government resulting from pre–1992 direct loan obligations or loan guarantee commitments (unless they have been modified and transferred to a financing account). Liquidating account collections in any year are available only for obligations incurred during that year or to repay debt. In general, all liquidating account transactions are classified as mandatory. Collections credited to a liquidating account include:

- Interest;
- Loan repayments and prepayments;

- Payments from financing accounts when required for modifications;
- Proceeds from the sales of loans; and
- Fees.

These collections are available only for:

- Interest payments and repayment of debt;
- Disbursements of loans;
- Default and other guarantee claim payments;
- Interest supplement payments;
- Cost of foreclosing, managing, and selling collateral that is capitalized or routinely deducted from the proceeds of sales;
- Payments to financing accounts when required for modifications;
- Administrative expenses, but only if (1) amounts credited to the liquidating accounts would have been available for administrative expenses under a provision of law in effect prior to October 1, 1991, and (2) no direct loan obligations or loan guarantee commitments have been made, or any modification of a direct loan or loan guarantee has been made, since September 30, 1991; and
- Other payments that are necessary for the liquidation of pre–1992 direct loan obligations and loan guarantee commitments.

Amounts credited to liquidating accounts in any year are only available for obligations that are incurred in that year (the outlay may occur in a subsequent year) and for repayment of debt. Any remaining unobligated balances at the end of the fiscal year are unavailable for obligation in subsequent fiscal years and must be transferred to the general fund at the end of the fiscal year unless an extension has been approved by OMB (see section 51.13). The FCRA provides permanent indefinite authority to cover obligations and commitments in the event that funds in liquidating accounts are otherwise insufficient. If the liquidating account's obligations will exceed its collections during the year, the agency must request an apportionment and warrant of permanent indefinite authority estimated to be needed for the fiscal year, before the beginning of the fiscal year.

The liquidating account status of direct and/or guaranteed loans schedule reflects disbursements and repayments of pre–1992 loans. Therefore, in the liquidating account status of direct and/or guaranteed loans:

- There will be no post–1991 direct loan obligations or loan guarantee commitments;

- Direct and guaranteed loan disbursements will be shown only for pre–1992 direct loans or loan guarantees; and

- Repayments and prepayments will reflect only pre–1992 direct loan obligations and loan guarantee commitments.

(m) ***Loan asset sale*** means a sale of one or more loans to a non-Federal buyer, individually, pooled, packaged, securitized, or as a joint venture, at a single point in time, subject to parties fulfilling the terms and conditions of the Government's offer. Loan assets consist of direct loans and loan receivables resulting from defaulted guaranteed loans.

(n) ***Loan guarantee*** means any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, except for the insurance of deposits, shares, or other withdrawable accounts in financial institutions. Loan guarantees do not include 100 percent guaranteed loans that are financed by the FFB pursuant to agency loan guarantee authority; these are treated as direct loans rather than loan guarantees.

(o) ***Loan guarantee commitment*** means a binding agreement by a Federal agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement.

(p) ***Loan guarantee subsidy cost*** means the estimated long-term cost to the Government of a loan guarantee, calculated on a net present value basis, excluding administrative costs. Specifically, the cost of a loan guarantee is the net present value, at the time when the guaranteed loan is disbursed by the lender, of the following estimated cash flows:

- Payments by the Government to cover defaults and delinquencies, interest subsidies, and other requirements; and

- Payments to the Government, including origination and other fees, penalties, and recoveries.

These estimated cash flows include the effects of expected Government actions and the exercise by the guaranteed lender or the borrower of an option included in the loan guarantee contract.

Obligations for the subsidy cost are recorded against budget authority in the program account when the loan guarantee commitment is made. The subsidy for each disbursement is paid to the guaranteed loan financing account when the loan is disbursed by the private lender. (See section 185.5 and the Credit Subsidy Calculator 2 and accompanying documentation for information about estimating the subsidy.)

(q) ***Loan terms*** are those terms made explicit in the contract between the Government and the borrower or in the Federally guaranteed contract between a private lender and the borrower. These assumptions are forecast in the formulation subsidy cost estimate but are known at the time of loan origination. They may include: the interest rate charged on loans, the extent of a guarantee, fees, repayment terms, collateral held, grace periods, options, and other terms and conditions.

(r) ***Methodological assumptions*** are the technical practices used to develop subsidy cost estimates and loan modification cost estimates. These assumptions include methods and models or cash flow estimation, discounting methodology, and mathematical equations used in subsidy cost estimation. Agencies are required to use the same version of the Credit Subsidy Calculator 2 within risk categories and cohorts.

(s) ***Modification*** means a Government action that (1) differs from actions assumed in the baseline estimate of cash flows and (2) changes the estimated cost of an outstanding direct loan (or direct loan obligation) or an outstanding loan guarantee (or loan guarantee commitment). The modification may be for a single loan or loan guarantee as well as a group; it may be any size; and it may affect pre–1992 direct loans and loan guarantees or post–1991 direct loans or loan guarantees. New legislation that alters the baseline cash flow estimate for a loan or group of loans always results in a modification.

A Government action may change the cost directly by altering the terms of existing contracts, selling loan assets (with or without recourse) or converting guaranteed loans to direct loans by purchasing them from a private lender. It also may change the cost indirectly by legislatively changing the way in which a portfolio of direct loans or guaranteed loans is administered. Examples of changes in the terms of existing loan contracts are forgiveness, forbearance, interest rate reductions, extensions of maturity, and prepayments without penalty. Examples of changes in loan administration are new methods of debt collection, such as using tax refunds to repay loans and restrictions on debt collections. If the baseline cost estimate does not assume an action, and the cost would be increased or decreased as a result of that action, the action is a modification.

Modifications do not include a Government action that is assumed in the baseline cost estimate, as long as the assumption is documented and has been approved by OMB. For example, modifications would not include routine administrative workouts (see section 185.3(ab)) of troubled loans or loans in imminent default. They also would not include a borrower's or the Government's exercise of an option that is

permitted within the terms of an existing contract, such as a borrower prepaying the loan. The baseline subsidy estimate must include all anticipated actions by the Government, lenders, and borrowers that are permissible under current law and that affect the cash flow. Subsequently, if the cost estimate of an action by the borrower, lender, or the Government differs from what is anticipated in the documented baseline subsidy estimate, then the difference in cost is included in a reestimate. Assumptions underlying the subsidy estimates must be documented to assist in determining whether an action is a modification or a reestimate.

Modifications do not include additional disbursements to borrowers that increase the amount of an outstanding direct loan or an outstanding loan guarantee. These are treated as new direct loans or loan guarantees in the amount of the additional disbursement.

There are situations where it is not clear whether a Government action constitutes a modification or a reestimate. These situations should be judged on a case-by-case basis by OMB in consultation with the agency. They could include actions by the Government that are not addressed in existing contracts, management changes that are within an agency's existing specific authority for the loan program, and broad changes in agency policy (e.g., loan sale policy). In general, if the possibility of the action was explicitly included in the cash flows for the baseline subsidy estimate, and this can be documented, it would most likely be a reestimate. If not, it would most likely be a modification.

Modifications produce a one-time change in the subsidy cost of *outstanding* direct loans (or direct loan obligations) and loan guarantees (or loan guarantee commitments). The effect of the Government action on the subsidy cost of new direct loan obligations and loan guarantee commitments made after the date of the modification, if there is any effect, is not a modification. Instead, the effects are incorporated in the initial cost estimates for subsequent direct loan obligations and loan guarantee commitments.

(t) ***Modification cost*** means the difference between the estimate of the net present value of the remaining cash flows assumed for the direct loan or loan guarantee contract before and after the modification. The estimate of the remaining cash flows before the modification must be the same as assumed in the baseline for the most recent President's budget. The estimate of the remaining cash flows after the modification must be the pre-modification cash flows adjusted solely to reflect the effects of the modification.

An outstanding direct loan (or direct loan obligation) or loan guarantee (or loan guarantee commitment) cannot be modified in a manner that increases its cost, unless budget authority for the additional cost has been provided in advance in an appropriations act. If the modification is mandated in legislation, the legislation itself provides the budget authority to incur a subsidy cost obligation (whether explicitly stated or not).

Budget authority, an obligation, and an outlay will be recorded in the year in which the legislation is enacted or the administrative discretion is exercised, or in the case of appropriations acts enacted before the fiscal year to which they apply, the year for which appropriations are provided. See section 185.7 for guidance on calculating modification costs.

(u) ***Modification adjustment transfer*** means an adjusting entry to correct for differences between current discount rates and cohort discount rates. When a post–1991 direct loan or loan guarantee is modified, a modification adjustment transfer must be made between the financing account and the general fund. The modification adjustment transfer adjusts for the disconnect between the discount rate used to calculate the cost of the modification and the interest rate at which the cohort pays or earns interest. These calculations and the budgetary treatment are explained in section 185.7.

(v) ***Negative subsidies*** mean subsidy costs that are less than zero. They occur if the present value of cash inflows to the Government exceeds the present value of cash outflows. In such cases, appropriations bills must still provide specific authority before direct loans or loan guarantees can be made, generally in the form of a loan limitation.

When a direct loan obligation or a loan guarantee commitment is made that has a negative subsidy, an amount equal to the negative subsidy will be obligated in the financing account. When the loan is disbursed, the financing account will pay the negative subsidy to the negative subsidy receipt account. The collections are recorded as offsetting receipts, and they offset the agency's budget authority and outlays. The accounting for negative subsidies is discussed in section 185.3(v) below.

(w) ***Negative subsidy receipt accounts*** mean budget accounts for the receipt of amounts paid from the financing account when there is a negative subsidy for the original estimate (see section 185.3(u)). The receipt account is a general fund receipt account and amounts are not earmarked for the credit program. They are available for appropriation only in the sense that all general fund receipts are available for appropriation. Separate downward reestimate receipt accounts are used to record amounts paid from the financing account for downward reestimates (see section 185.3(y)).

At the discretion of the OMB representative with primary responsibility for the program, a special fund receipt account may instead be established for the purpose of earmarking the receipts for appropriation to the program (in which case a special fund expenditure account also will be established and merged with the program account). If the program is a discretionary program, these receipts are available for obligation only to the extent provided in annual appropriations acts. For mandatory programs, the receipts usually are available for administrative expenses only to the extent provided in annual appropriations acts.

Obligations may not be incurred against appropriations of the negative subsidy receipts until they have been credited to the receipt account. Because negative subsidy receipts are not credited to the receipt account until the underlying direct loan or guaranteed loan is disbursed, they might not become available in time to fund expenditures in a timely manner. Such situations might require an appropriation from the general fund to permit obligations to be made until receipts are available for obligation.

(x) ***Net proceeds***, when used in the context of loan asset sales, mean the amounts paid by the purchasers less all seller transaction costs (such as underwriting, rating agency, legal, financial advisory, and due diligence fees) that are paid out of the gross sales proceeds rather than paid as direct obligations by the agency. The net proceeds from the sale of an equity partnership are the same as defined above plus an estimate of the net present value of future cash inflows to the Government from the sale.

(y) ***Program account*** means a budget account that receives and obligates appropriations to cover the subsidy cost of a direct loan or loan guarantee and disburses the subsidy cost to the financing account. Program accounts usually receive a separate appropriation for administrative expenses.

(z) ***Reestimates*** mean revisions of the subsidy cost estimate of a cohort (or risk category) based on information about the actual performance and/or estimated changes in future cash flows of the cohort. Reestimates must be made immediately after the end of each fiscal year, as long as any loans in the cohort are outstanding, unless a different plan is approved by OMB (see section 185.6). An upward reestimate indicates that insufficient funds had been paid to the financing account, so the increase (plus interest on reestimates) is paid from the program account to the financing account to make it whole. Permanent indefinite budget authority is available for this purpose pursuant to section 504(f) of the FCRA. A downward reestimate indicates that too much subsidy had been paid to the financing account. The excess (plus interest) is disbursed to a downward reestimate receipt account. See section 185.6 for guidance on calculating reestimates.

(aa) ***Risk categories*** mean subdivisions of a cohort of direct loans or loan guarantees into groups that are relatively homogeneous in cost, given the facts known at the time of obligation or commitment. They are developed by agencies in consultation with the OMB representative with primary budget responsibility for the credit account. The number will depend on the size of the difference in subsidy cost between categories and the ability to predict it statistically based on facts known at origination.

Risk categories will group all direct loans or loan guarantees within a cohort that share characteristics predictive of defaults and other costs. They may be defined by characteristics or combinations of characteristics of the loan, the project financed, and/or the borrower. Examples of characteristics or indicators that may predict cost include:

- The loan-to-value ratio;
- The relationship between the loan interest rate and relevant market rates;
- Type of school attended for education loans;
- Country risk categories for international loans; and
- Various asset or income ratios.

Statistical evidence must be presented, based on historical analysis of program data or comparable credit data, concerning the likely costs of defaults, other deviations from contract, or other costs that are expected to be associated with the loans in that category.

(ab) ***Subsidy estimates*** mean estimates of budget authority and outlays for direct loan and loan guarantee subsidy costs for a cohort or risk category of direct loans or loan guarantees. Like budget estimates for non-credit programs, the budget includes both Presidential policy subsidy estimates and baseline subsidy estimates. Baseline subsidy estimates project the current year (CY) levels of subsidy costs into the outyears based on laws already enacted. Presidential policy subsidy estimates reflect the effect on subsidy costs of policies included in the budget, including any proposed legislation that would affect subsidy costs. See section 185.5 for guidance on calculating subsidy estimates.

(ac) ***Work-outs*** mean plans that offer options short of default or foreclosure for resolving troubled loans or loans in imminent default, such as deferring or forgiving principal or interest, reducing the borrower's interest rate, extending the loan maturity, or postponing collection action. Work-outs are expected to minimize the cost to the Government of resolving troubled loans or loans in imminent default. They should only be utilized if it is likely that the borrower will be able to repay under the terms of the work-out and if the cost of the work-out is less than the cost of default or foreclosure. For post–1991 direct loans and loan guarantees, the expected effects of work-outs on cash flow are included in the original estimate of the subsidy cost. Therefore, to the extent that the effects of work-outs on cash flow are the same as originally estimated, they do not alter the subsidy cost. If the effects on cash flow are more or less than the original estimate, the differences are included in reestimates of the subsidy and are not a modification.

185.4 Are there special requirements for reporting Antideficiency Act violations?

Yes. The special requirements for credit programs are provided in section 145.3.

185.5 How do I calculate the subsidy estimate?

(a) *General*

You must provide subsidy estimates for both Presidential policy and the baseline for all budget accounts that have post–1991 direct loan obligations or loan guarantee commitments or that have modifications of pre–1992 direct loan or loan guarantee contracts. You must make subsidy estimates for each risk category. Under section 503(a) of the FCRA, OMB has the final responsibility for determining subsidy estimates, in consultation with the agencies.

Use the Credit Subsidy Calculator 2 to discount all agency-generated estimates of cash flows to and from the Government. The Credit Subsidy Calculator 2 and documentation provide explanation and examples of the discounting method and how the subsidy rate is calculated. All agencies must use the Credit Subsidy Calculator 2 and discount rates to ensure government-wide comparability and uniformity of

discounting. These can be obtained from the OMB representative with primary budget responsibility for the credit account.

Direct loan and loan guarantee subsidy costs are defined in sections 185.3(g) and 185.3(p). The subsidy cost is the estimated long-term cost to the Government of direct loans or loan guarantees calculated on a net present value basis, excluding administrative costs. For budget formulation (and execution), subsidy estimates are to be based on the economic and technical assumptions underlying the President's budget that is submitted for the fiscal year in which the funds will be obligated. For CY, this means using the economic and technical assumptions underlying the BY subsidy estimates contained in the President's budget for the previous year (adjusted for changes in terms of the contract or legislation enacted since the budget was transmitted; see section 185.24). For BY through BY+9, this means using the economic and technical assumptions in the President's Budget that will be submitted for BY.

For loans made, guaranteed, or modified in FY 2001 and thereafter, the cash flow that is estimated for each year (or other time period) is discounted using the interest rate on a marketable zero-coupon Treasury security with the same maturity from the date of disbursement as that cash flow. For example, a cash flow expected to occur one year after the date of disbursement will be discounted at the one-year zero-coupon Treasury rate. The discount rate assumptions for the budget will be provided by OMB in a file for use with the Credit Subsidy Calculator 2. For estimates of credit subsidy cost in BY+1 through BY+9, please contact the OMB representative with primary responsibility for the account regarding the appropriate discount rates for these estimates.

For consistency between the projected cash flows and economic assumption discount rates in cost estimates for direct loan programs where the borrower interest rate is tied to Treasury rates at the time the loan is made, agencies must use the appropriate economic assumption interest rates derived from the Credit Subsidy Calculator 2 discount rates underlying the President's Budget for the fiscal year of obligation, incorporating any relevant contractual terms associated with the borrower's interest rate. A tool for deriving interest rate assumptions is available through the OMB representative with primary responsibility for the account.

For purposes of calculating loan guarantee subsidy estimates, the loan guarantee commitment is the full principal amount of the loan that is guaranteed, not just the portion guaranteed by the Government.

For revolving credit facilities, i.e., where a borrower may draw and repay multiple times under the same contract, agencies must record direct loan obligations or loan guarantee commitments for the cumulative face value of anticipated draws over the life of the loan. Agency credit subsidy cost models for these programs must reflect all cash flows associated with the cumulative anticipated obligations or commitments over the life of the cohort. For revolving credit facilities, or other non-standard terms, please contact your primary OMB representative for further guidance.

(b) *Presidential policy subsidy estimates*

Make separate subsidy estimates for all programs (discretionary and mandatory) for CY and BY. The steps for calculating the presidential policy estimates of subsidy budget authority and outlays (including negative subsidies) for a cohort (or risk category) of direct loans and loan guarantees are as follows:

- ***Step 1.*** Estimate the cash flows to and from the Government for the cohort of direct loans or loan guarantees obligated or committed in that year, for that year and each subsequent year for the life of the direct or guaranteed loan. If you have not finalized the requested amount of obligations or commitments, you may use any amount to calculate the subsidy estimate as long as the cash flows you have developed are based on that same amount. Discount these cash flows to the point of loan disbursement using the Credit Subsidy Calculator 2. The difference between the present value of the Government cash outflows and inflows is the total subsidy (i.e., the subsidy cost) for the obligations or commitments made in that year. For calculations of subsidy cost in BY+1 through

BY+9, agencies with separate credit subsidy cost estimates for each cohort should contact their OMB representative for the appropriate discount rates.

- ***Step 2.*** (Performed automatically by the Credit Subsidy Calculator 2.) Calculate the subsidy rate for the cohort by dividing the subsidy cost by the direct loan obligations or loan guarantee commitments made in that year.

- ***Step 3.*** When the requested amount of direct loan obligations or loan guarantee commitments has been finalized, multiply the subsidy rate by the direct loan obligations or loan guarantee commitments to calculate budget authority (or offsetting receipts, in the case of negative subsidies) for the subsidy cost.

- ***Step 4.*** Subsidy outlays for each fiscal year are equal to the subsidy cost for all loans disbursed in that year, whether the loans or guarantees were obligated or committed in that year or in prior years.

(c) *Baseline subsidy estimates*

The steps for calculating the baseline estimates of subsidy budget authority and outlays (including negative subsidies) for a cohort (or risk category) of direct loans and loan guarantees are as follows:

- ***Step 1.*** For discretionary programs, inflate the subsidy budget authority enacted for CY (the base year) to calculate the subsidy budget authority for BY through BY+9. The inflator is the annual adjustment factor for non-pay costs (the gross domestic product chain-type price index) provided in the economic assumptions for the President's budget that will be submitted for BY.

- ***Step 2.*** For mandatory programs, first calculate the subsidy rate as described above under "presidential policy estimates," excluding the effects of any legislative proposals. For cohorts BY+1 through BY+9, cash flows should be discounted using the appropriate out-year discount rates for each cohort. For each cohort year, multiply the subsidy rate by the baseline estimate of demand for loans to calculate the subsidy BA for that cohort.

- ***Step 3.*** For any programs with negative subsidies, first calculate the subsidy rate as described above under "presidential policy estimates," excluding the effects of any legislative proposals. Then multiply the subsidy rate by the baseline estimate of demand for loans, constrained by the estimated limitation, to calculate the amount of offsetting receipts. The limitation should be estimated by inflating the CY enacted limitation using the annual adjustment factor for non-pay costs (the gross domestic product chain-type price index) provided in the economic assumptions for the President's budget that will be submitted for BY.

- ***Step 4.*** Subsidy outlays for each fiscal year are equal to the subsidy cost for all loans disbursed in that year, whether the loans or guarantees were obligated or committed in that year or in prior years. For CY only, the total also includes outlays for reestimates and interest on reestimates. First calculate outlays expected from disbursements of loans obligated or committed in prior fiscal years; for example, the subsidy cost of a direct loan obligated in CY that disburses equally over 2 years will outlay 50 percent in the first year (CY) and 50 percent in the second year (BY). Then add outlays from disbursements of loans obligated or committed in that year. For CY only, you should also add outlays for reestimates and (although it is not part of the subsidy as such) add outlays for interest on reestimates.

185.6 How do I calculate reestimates?

(a) *General*

Subsidy reestimates are made on direct loans and loan guarantees that have been disbursed. They are recorded in the current year column of the budget. (For example, the subsidy for direct or guaranteed loans disbursed during 2011 would be reestimated during 2012 and would be recorded in the 2012 column of the FY 2013 Budget.) A closing reestimate should be made once all the loans in the cohort have been repaid or written off.

Two different types of reestimates are made:

- Interest rate reestimates, for differences between discount rate assumptions at the time of formulation (the same assumption is used at the time of obligation or commitment) and the actual interest rate(s) for the year(s) of disbursement; and

- Technical reestimates, for changes in technical assumptions.

Interest rate reestimates of the subsidy cost of a cohort of direct loans or loan guarantees must be made when a cohort has substantially disbursed (i.e., when at least 90 percent of the direct loans or guaranteed loans have been disbursed). The computation should be made after the close of the fiscal year in which this criterion is met, unless a later time within the same fiscal year is approved by the OMB representative with primary budget responsibility for the credit account. You may calculate interest rate reestimates more frequently than under this requirement, including a final interest rate reestimate when the cohort has fully disbursed. If you decide to do so, consult with the OMB representative with primary responsibility for the account.

An interest rate reestimate will be made to adjust the subsidy estimate for the difference between the discount rates estimated at the time of formulation (the same assumptions are used at the time of obligation or commitment) and the actual interest rate(s) prevailing during the year(s) of disbursement. To calculate the size of this effect, all other assumptions (disbursement rates, default rates, etc.) must be identical to those used to calculate the original subsidy estimate. For those programs with variable interest rate supplements to the lender or with variable interest rates charged to the borrower, the original cash flow projections are adjusted to incorporate the actual interest rate(s) prevailing during the year(s) of disbursement and are subsequently adjusted after the end of each year so long as the loans are outstanding. Please contact the OMB representative with primary responsibility for the account for further guidance. Those programs that benchmark to Treasury rates for borrower's interest rates or interest subsidies to lenders will also update cash flow assumptions for the actual Treasury interest rates.

Technical reestimates of the subsidy cost of a cohort of direct loans or loan guarantees must be made after the close of each fiscal year as long as the loans are outstanding, unless a different plan is approved by the OMB representative with primary budget responsibility for the credit account. The different plan might be with regard to the time when reestimates are made within the year or the frequency of reestimates. If the plan allows reestimates to be made less frequently than every year, it should require reestimates to be made for any year when any one of the following four conditions is met:

(1) When required based on periodic schedules established in coordination with OMB, consistent with the unique attributes of each program (e.g., initially every two years after the cohort has been substantially disbursed, then every five years);

(2) When a major change in actual versus projected activity is detected (e.g., a loan that is large relative to the size of the portfolio goes into default or prepays substantially earlier than expected);

(3) When a material difference is detected through monitoring triggers developed in coordination with OMB. The triggers would focus on major data elements (e.g., total projected versus total actual cohort collections) rather than in-depth individual cohort analysis. Agencies should focus on a few major loan elements recognizing there are different key elements applicable to each program and different reporting problems; and

(4) When a cohort is being closed out.

Technical reestimates are made for all changes in assumptions other than interest rates. This type of reestimate compares the subsidy estimate that already includes any reestimate for actual interest rates with a reestimated subsidy using updated technical information (for defaults, fees, recoveries, etc.) as well as actual interest rates.

The purpose of technical reestimates is to adjust the subsidy estimate for differences between the original projection of cash flows (as estimated at obligation) and the amount and timing of cash flows that are expected based on actual experience, new forecasts about future economic conditions, and other events and improvements in the methods used to estimate future cash flows. Because actual cash flows are experienced every year and the ability to forecast future years also changes, this reestimate must be done after the end of every fiscal year as long as any loans are outstanding (except as provided above).

Reestimates must be made separately for each cohort. If a cohort is divided into risk categories, each risk category within a cohort must be re estimated separately. The reestimate will then be compared with the previous estimate. For this purpose, all details of the previous subsidy estimates by risk category should be retained in program records.

The requirements for recording reestimates in the budget and the financial statements are not identical. For both interest rate and technical reestimates, you should record reestimates in the budget whenever they have been made for the financial statements even if they are not otherwise required for the budget under the criteria of this chapter (e.g., if interest rate reestimates are made before the cohort is substantially disbursed, or if technical reestimates are made more often than under a plan OMB has approved). You should also be sure to record reestimates in the budget whenever they are required for the budget under the criteria of this section, even if they are not required for the financial statements (e.g., if reestimates are not material for the financial statements). Whenever reestimates are made less frequently than every year, the reestimate should cover cumulatively the entire period since the last reestimate.

(b) *Calculating interest rate reestimates*

Use the following procedures to calculate interest rate reestimates, unless an alternative method has been approved by OMB. For further details, see the instructions accompanying the Credit Subsidy Calculator 2 (the Calculator), available from the OMB representative with primary budget responsibility for the credit account.

- ***Step 1.*** Start with the original cash flows used to estimate the subsidy at obligation (on a risk category basis), updated only for actual interest rate(s) as outlined above.

- ***Step 2***. Reestimate the subsidy rate using the Credit Subsidy Calculator 2. The Calculator will use the actual average annual interest rates for the year in which the loans were disbursed. For programs that disburse over more than one year, the Calculator will determine a disbursement-weighted average discount rate (for cohorts before 2001) or single effective rate (for cohorts 2001 and after) based on actual average annual interest rates for each year in which loans have disbursed using the original disbursement assumptions. The Calculator will calculate a revised subsidy rate for the entire cohort. This is the interest rate reestimated subsidy rate.

- ***Step 3.*** Calculate the percentage point difference between this revised subsidy rate and the subsidy rate estimated at the time of obligation. For example, if the subsidy rate estimated at the time of obligation is 7 percent and the revised subsidy rate is 9 percent, then this difference is 2 percentage points. The Credit Subsidy Calculator 2 can automatically perform this calculation when performing technical reestimates, please see accompanying documentation for the Calculator for more information.

- ***Step 4.*** Multiply the dollar value of actual loan disbursements to date by the percentage point difference in the subsidy rates. For example, using the case in step 3, if $100 million in loans have been disbursed, then this amount would be $2 million ($100 million multiplied by 2 percentage points). The product is the cumulative interest rate reestimate.

- ***Step 5.*** To derive the additional interest rate subsidy reestimate for the current year, deduct previous interest rate reestimates (if any) (see 185.6 (d) below).

(c) *Calculating technical reestimates*

There are two methods for calculating technical reestimates: the traditional approach and the balances approach. Under the traditional approach, reestimates are performed by revising the original subsidy estimate cash flows to incorporate any available actual data and to update future year projected data for any changes in assumptions. Under the balances approach, reestimates are performed by comparing the net present value of projected future cash flows to the balance in the financing account. The Credit Subsidy Calculator 2 can calculate both traditional approach and balances approach reestimated subsidy rates. The dollar reestimate is calculated using the balances approach. Both traditional and balances approach reestimates are required for each risk category/cohort, unless otherwise approved by OMB.

Agencies are required to use the Credit Subsidy Calculator 2 for reestimate submissions for the President's Budget. The OMB Credit Calculator 2 is available from the OMB representative with primary budget responsibility for the credit account to assist with these calculations. For further details, see the documentation accompanying the Credit Subsidy Calculator 2.

(d) *Calculating interest on reestimates*

Interest on reestimates is the amount of interest that would have been earned or paid by each cohort on the subsidy reestimate, if that reestimate had been included as part of the original subsidy estimate. It is paid on the amount of the reestimate by the program account (for upward reestimates) or the financing account (for downward reestimates). The purpose is to put the financing account in the same position as if the subsidy cost had been estimated in the first place using the information that is incorporated in the reestimate. The interest rate to calculate the interest on reestimates is the same rate that is used to discount cash flows for the cohort. Interest on reestimates is calculated automatically by the Credit Subsidy Calculator 2.

(e) *Financing account interest adjustments*

The financing account interest adjustment corrects for the difference between the interest that should have been earned or paid on the financing account debt and cash balances, and the actual net financing account interest executed for the cohort. This allows agencies to correct for the period where interest was earned or paid using budget assumption interest rates before the actual rates were available. Financing account interest adjustments are included in the interest on reestimate for reporting purposes. The Credit Subsidy Calculator 2 can automatically calculate the financing account interest adjustment for cohorts with historical data. Please see the documentation accompanying the Credit Subsidy Calculator 2.

(f) *Reestimate increases/decreases*

All increases or decreases in subsidy cost for different risk categories within the same cohort will be netted against each other; that is, risk categories which require increased subsidies may first draw on the excess from any risk categories within the cohort where the reestimate shows a subsidy decrease. No such netting may occur between cohorts.

If the reestimate indicates a net increase in the subsidy cost of the cohort as a whole since the last estimate or reestimate, an obligation in the amount of the net increase (plus interest) must be recorded against permanent indefinite budget authority available to the program account for this purpose. The

obligation must be recorded separately in the program and financing schedule as "reestimates of direct loan subsidy" or as "reestimates of loan guarantee subsidy" (and as "interest on reestimates of direct loan subsidy" or as "interest on reestimates of loan guarantee subsidy"), so that it can be distinguished from obligations for the subsidy cost of new loans and loan guarantees. An equal amount of outlays from the program account to the financing account will be recorded when the reestimate is made. The interest rate to calculate the interest on upward reestimates is the same rate that is used to discount cash flows for the cohort.

When outlays for reestimates are recorded in the credit program account, an equal amount of offsetting collections will be recorded in the appropriate risk categories in the financing account. In the case of direct loans, the offsetting collections from the program account, together with repayments from borrowers, will be used to pay interest and repay principal on borrowing from Treasury and for other expenses. In the case of loan guarantees, the offsetting collections will be retained as unobligated balances, together with the unobligated balances of the original subsidy payment, fees, and interest, until needed to pay default claims and other expenses. Any unused balances of collections due to the reestimate will earn interest at the same rate as is paid on other funds held by the financing account for the same cohort.

If the reestimate indicates a net decrease in the subsidy cost of the cohort as a whole since the last estimate or reestimate, there is a downward reestimate. To keep the correct amount of balances in the financing account, an obligation and a financing disbursement in the amount of the net decrease (plus interest on the reestimate) must be recorded in the financing account. In the case of direct loans, the obligation will typically be financed with authority to borrow from the Treasury. In the case of loan guarantees, the obligation will typically be financed with unobligated balances. The obligation will be recorded in the program and financing schedule as "payment of downward reestimates" (and as "interest on downward reestimates"). The interest rate to calculate the interest on downward reestimates is the same rate that is used to discount cash flows for the cohort.

As a general rule, the financing disbursement for a downward reestimate (plus interest on the reestimate) will be made from the financing account to a general fund downward reestimate receipt account established for each credit program. The receipts will be recorded as offsetting receipts, which will offset the total budget authority and outlays of the agency and the budget subfunction of the program. However, at the discretion of the OMB representative with primary responsibility for the program, a special fund receipt account may instead be established.

If a special fund receipt account is used for the credit program and already exists, the downward reestimates and interest on reestimates will be recorded in a subaccount rather than a new special fund receipt account. Schedule N is required for these special funds (see section 86.4). When a special fund receipt account is used, the receipts from downward reestimates and interest on reestimates, like those from negative subsidies, are only available for obligation to the extent provided in advance in appropriations acts (except for mandatory programs, where they are immediately available for obligation). The normal provisions still apply: discretionary appropriations are required for discretionary subsidy costs, modifications, and administrative costs; mandatory appropriations are available for upward reestimates and mandatory programs.

(g) *Closing reestimates*

Agencies will make a closing technical reestimate once all of the loans in a cohort have been either repaid or written off. This reestimate will be based on actual accounting systems data and will be used in closing the accounting books for the cohort. All the procedures that are described above for the technical reestimate and interest on reestimates are applied. Closing entries will be made in the accounting records.

The increases or decreases in subsidy cost for different risk categories within the same cohort will be netted against each other; that is, risk categories which require increased subsidies may first draw on the

excess from any risk categories within the cohort where the reestimate shows a subsidy decrease. No such netting may occur between cohorts.

185.7 How do I calculate and record modifications?

When a direct loan or loan guarantee is modified, the subsidy cost of the modification must be calculated. The subsidy cost calculation will indicate whether the Government action changes the subsidy cost. If there is no change in cost, there will be no budgetary effect, and nothing needs to be recorded in the budget. If the modification will increase or decrease the cost, the budgetary effect must be recorded as described under modification cost increases/decreases below. Additional transfers to or from the financing account will be required, with the type of transfer depending on whether the modification affects pre–1992 or post–1991 direct loans and loan guarantees. These additional transfers are described in a separate subsection below.

The subsidy cost of the modification is the difference between the estimate of the net present value of the remaining cash flows for the direct loan or loan guarantee before and after the modification. The estimate of remaining cash flows before modification must be the same as assumed in the baseline for the most recent President's budget. The estimate of remaining cash flows after modification must be the pre-modification cash flows adjusted solely to reflect the effects of the modification.

(a) *Estimating the modification subsidy cost*

The modification subsidy cost is calculated using the steps below (where cash flows to the Government have positive signs and cash flows from the Government have negative signs). Note: If you are using cash flows prepared for the Credit Subsidy Calculator 2, you may need to adjust the signs on some cash flows for the following modification calculation.). <u>These steps must be followed for each cohort affected by the modifying action.</u>

- ***Step 1*. Calculate the net present value of remaining pre-modification cash flows**. Use the reestimated cash flows from the most recent President's budget. If applicable, exclude prior year cash flow data; calculations should be made using only the estimated flows for the current and future years. Discount these cash flows using the discount rates assumed in formulating the subsidy estimates in the President's Budget for the year in which the modification takes place. For example, if the modification will occur in 2012, then the discount rates used to discount the cash flows will be the interest rates used to formulate the 2012 President's Budget.

- ***Step 2*. Calculate the net present value of remaining post-modification cash flows**. Use the same cash flows used in step 1 above, modified only to reflect the effect of the modification. Do not alter the cash flows to reflect any other changes that may have occurred between the most recent President's Budget and the time of the modification. Use the same discount rates as in step 1 above to discount these post-modification cash flows. If a loan asset is sold, in most cases the post-modification cash flows will be the net proceeds expected from the sale (see section 185.8) and no discounting is necessary. Contact your OMB representative with questions on calculations for loan asset sales.

- ***Step 3*. Compute the cost of the modification.** This is equal to step 1 minus step 2. The results of this calculation will be positive, negative, or zero. A positive estimate indicates that the Government will incur an additional subsidy cost because of the modification. A negative estimate indicates that the Government is achieving savings.

(1) *Cost increases*. Modifications may be made only to the extent that budget authority for the additional cost has been provided in advance and is available in the program account. At the time that a modification is made, record an obligation in the amount of the estimated increase in subsidy cost against budget authority in the program account. At the same time, record an outlay in the amount of the increase

in the subsidy cost from the program account to the appropriate direct loan or guaranteed loan financing account. Simultaneously, record an equal amount of offsetting collections in the financing account.

In the case of *direct loans*, the offsetting collections in the financing account will be credited to the cohort and risk category of the modified loan and will be used to pay interest and to repay debt owed to Treasury and for other expenses. In the case of *loan guarantees*, the offsetting collections will be credited to the cohort and risk category of the modified loan guarantee and will be retained as unobligated balances until needed to pay default claims and other expenses. The additional balances due to the modification will earn interest at the same rate as is paid on other funds held by the financing account for the same cohort.

(2) *Cost decreases.* At the time that a modification is made, record an obligation in the amount of the estimated decrease in subsidy cost in the financing account. In the case of a direct loan modification, record the obligation against authority to borrow from the Treasury. In the case of a loan guarantee, record the obligation against unobligated balances for the cohort, or if unobligated balances are insufficient, against authority to borrow. At the same time, record in the financing account an equal disbursement to the negative subsidy receipt account established for each credit program.

See sections 185.10, 185.11, and 185.30 for additional information on recording these transactions for budget formulation and execution.

(b) *Estimating the modification adjustment transfer*

The above calculation is the cost of the modification. However, for post–1991 direct loans or loan guarantees, an additional calculation must be accomplished to account for the difference between the discount rate used to calculate the cost of the modification and the interest rate at which the cohort pays or earns interest. If the only transfer made between the financing account and the general fund was for the change in the subsidy cost, the resources of the financing account would be out of balance because of this difference. This imbalance is corrected by a modification adjustment transfer between the financing account and the general fund. The transfer is not an outlay or an offsetting collection because it does not represent a cost to the Government of the loan or the guarantee. Instead, it is a facilitating adjustment to balance the present value of the assets and liabilities held by the financing account.

To compute the modification adjustment transfer, one needs to follow the following steps:

- ***Step 4*. Calculate the net present value of remaining pre-modification cash flows using cohort interest rates**. Take the pre-modification cash flows from step 1 and compute the net present value of these cash flows using the applicable cohort interest rate (as opposed to the President's Budget formulation discount rates used in step 1).

- ***Step 5*. Calculate the net present value of remaining post-modification cash flows using cohort interest rates.** Take the post-modification cash flows from step 2 and compute the net present value of these cash flows using the applicable cohort interest rate (as opposed to the President's Budget formulation discount rates used in step 2).

- ***Step 6.*** Compute the difference between step 4 and step 5. This is equal to step 4 minus step 5.

- ***Step 7.* Compute the modification adjustment transfer (MAT).** This is equal to step 6 minus step 3. If the MAT is negative, then the MAT should be transferred from the financing account to the general fund. If the MAT is positive, then the MAT should be transferred from the general fund to the financing account.

If the financing account makes a modification adjustment transfer to the general fund, this transfer is recorded on line 1820 of the program and financing schedule, "Capital transfer from offsetting collections to general fund." The transfer and the modification subsidy cost together produce the following transactions with Treasury:

- If a loan guarantee is modified, the financing account's offsetting collection for the modification cost increases the unobligated balance brought forward into the following fiscal year (line 1000 of the program and financing schedule in the following fiscal year). The capital transfer to the general fund reduces the amount by which the unobligated balance is increased. (The amount of the increase shown on line 1000 is net of the capital transfer.) Subsequent interest earnings on the addition to the balance are lower than they would have been without the capital transfer.

- If a direct loan is modified, the financing account's offsetting collection for the modification cost is used to reduce debt owed to Treasury (line 1825 of the program and financing schedule, "Spending authority from offsetting collections applied to repay debt"). The capital transfer reduces the amount by which the debt is reduced. (The amount of the increase shown on line 1825 is net of the capital transfer.) Subsequent interest paid to Treasury is higher than it would have been without the capital transfer.

- For modification adjustment transfers to the general fund, the general fund will collect the modification adjustment transfer in a non-budgetary capital transfer receipt account. There will be one receipt account to collect the modification adjustment transfers from all financing accounts.

If the financing account receives a modification adjustment transfer from the general fund, this is recorded in the financing account as a permanent appropriation (line 1200 of the program and financing schedule, "Appropriation"). Cite the Federal Credit Reform Act (FCRA), P.L. 101-508, as the law providing budget authority for the modification adjustment transfer. The transfer and the modification subsidy cost together produce the following transactions with Treasury:

- If a loan guarantee is modified, the financing account's offsetting collection for the modification cost increases the unobligated balance brought forward into the following fiscal year (line 1000 of the program and financing schedule). The modification adjustment transfer also increases the unobligated balance (line 1000). Subsequent interest on uninvested funds is higher than it would have been without the modification adjustment transfer.

- If a direct loan is modified, the offsetting collection for the modification cost is used to reduce debt owed to Treasury (line 1825 of the program and financing schedule, "Spending authority from offsetting collections applied to repay debt"). The modification adjustment transfer is also used to reduce debt owed to Treasury (line 1236, "Appropriations applied to repay debt"). Subsequent interest paid to Treasury is lower than it would have been without the modification adjustment transfer.

(c) *Additional financing account transfers for modifications of pre–1992 direct loans and loan guarantees*

When modifications are made to pre–1992 direct loans and loan guarantees, the immediately following approach (#1) should be used, unless the OMB representative for the credit program approves using the alternative approach (described in #2 below).

1) *Transfer of asset or liability to financing account*. Pre–1992 direct loans and loan guarantees are held in liquidating accounts until they are modified. When they are modified, they are “purchased” from the liquidating account by the financing account. The direct loan asset or loan guarantee liability will be transferred from the liquidating account to the financing account, and a one-time adjusting payment will be made between the two accounts. The adjusting payment will equal the estimated net present value of the pre-modification cash flows. At the same time, the cost (or savings) of the modification will flow to or from the financing account. When the transaction is complete, the newly modified loan or guarantee will reside in the financing account. This process is accomplished by the following steps:

- ***Step 1*. Calculate the net present value of remaining pre-modification cash flows**. Calculations should be made using only the baseline estimated net cash flows in the liquidating account from the most recent President's Budget for the current and future years. Discount these cash flows using the discount rates assumed in formulating the subsidy estimates in the President's Budget for the year in which the modification takes place. For example, if the modification will occur in 2012, then the discount rates used to discount the cash flows will be those used to formulate the 2012 President's Budget.

- ***Step 2*. Calculate the net present value of remaining post-modification cash flows**. Use the same cash flows as in step 1 above, modified only to reflect the effect of the modification. Do not alter the cash flows to reflect any other changes that may have occurred between the most recent President's Budget and the time of the modification. Use the same discount rates as in step 1 above to discount these post-modification cash flows. If a loan asset is sold, in most cases the post-modification cash flows will be the net proceeds expected from the sale (see section 185.8) and no discounting is necessary. Contact your OMB representative with questions on calculations for loan asset sales.

- ***Step 3*. Compute the adjusting payment.** If the net present value computed in step 1 above is positive (representing future collections to the government), then the adjusting payment for the purchase of the loan or guarantee will flow from the financing account to the liquidating account to compensate the liquidating account for this loss of expected inflow. An obligation and a disbursement will be recorded in the financing account in the amount of the adjusting payment. The liquidating account will record offsetting collections equal to the adjusting payment, which it will use to repay debt owed to Treasury or to transfer to the general fund as a capital transfer.

- If the net present value computed in step 1 above is negative (representing future claims on the government), then the adjusting payment will flow from the liquidating account to the financing account to compensate the financing account for its new burden of expected outflows. Unobligated balances and permanent indefinite appropriations to the liquidating account will be used to make the payment. Outlays will be recorded in the liquidating account in the amount of the payment when it is made. The financing account will record an equal amount of offsetting collections.

- ***Step 4*. Compute the cost of modification**. This is equal to step 1 minus step 2. The results of this calculation will be positive, negative or zero. If the cost is positive, this amount should be outlayed from the program account to the financing account. If the cost is negative (a savings), then this amount should be paid from the financing account to the negative receipt account. For information on recording these transactions, see section 185.7 (a).

The adjusting payment computed in step 3 and the modification cost/savings computed in step 4 are moved simultaneously on the same governing apportionment. Either an adjusting payment or a modification savings (or both) may require the financing account to borrow funds from Treasury in order to accomplish the outflowing payment. If this occurs, collections from the assets purchased by the financing account will be used to pay interest and repay debt owed to Treasury.

2) *Assets retained by liquidating account.* Subject to the approval of the OMB representative for the credit program, some loans or guarantees may remain in the liquidating account after modification. This method might be used if a modification affects a large number of direct loans or loan guarantees and it would be less complicated for the liquidating account to retain the assets or liabilities. In these cases, the modification process is accomplished by the following steps:

- ***Step 1***. See step 1 in (c)(1) above.

- ***Step 2***. See step 2 in (c)(1) above.

- ***Step 3.* Compute the cost of modification**. This is equal to step 1 minus step 2. The result of this calculation will be positive, negative or zero. If the cost is positive, this amount should be outlayed from the program account to the financing account. The financing account will then obligate and disburse the same amount to the liquidating account to compensate it for the reduced asset or increased liability. The liquidating account will record offsetting collections, which it will use to pay current obligations or to repay debt. If the cost is negative (a savings), the liquidating account will use permanent indefinite authority to make a payment to the financing account equal to the modification savings. The financing account will consequently record offsetting collections, which it will pay to the negative subsidy receipt account for the credit program. Because both modification costs and savings result in equalizing flows among the program, financing, liquidating, and negative subsidy receipt accounts (as applicable), neither a modification cost nor savings directly causes a net change in the surplus or deficit. However, interest, repayments, default claims, and other loan cash flows may change both in that year and in future years.

See section 185.31 for specific guidance on reporting these transactions for budget execution.

(d) *Single cohort for modifications of pre–1992 direct loans or loan guarantees*

All modifications of pre–1992 direct loans and loan guarantees for a given program will be accounted for in a single direct loan cohort or a single loan guarantee cohort.

185.8 What must I know about the sale of loan assets?

(a) *General*

Under the Debt Collection Improvement Act of 1996, credit agencies with over $100 million in loan assets are expected to sell delinquent loan assets that meet the criteria described in (b). This applies to loan assets held by both liquidating and financing accounts. The cash flows used to calculate the baseline subsidy rates for existing cohorts should be adjusted to reflect this policy, as should the cash flows used to estimate the subsidy rates for future cohorts. Modifications of this policy that increase the cost will have to be covered by appropriations of subsidy budget authority. Differences between the estimated and actual sale proceeds due to market conditions will be treated as reestimates.

Agencies are also encouraged to explore selling performing loan assets to the extent such sales would benefit the Government. In such cases, the procedures, analysis, and methods for selling performing assets are the same for selling delinquent loan assets.

(b) *Loan asset sale criteria*

Loan assets that are more than one year delinquent should be sold, except for the following categories of loans:

- Loans to foreign countries or entities.
- Loans in structured forbearance, when conversion to repayment status is expected within 12 months or after statutory requirements are met.
- Loans that are written off as unenforceable due to death, disability, or bankruptcy.
- Loans that have been submitted to Treasury for offset and are expected to be extinguished within three years.

- Loans in adjudication or foreclosure.

Performing loan assets may be sold as well, either alone or in conjunction with delinquent loan assets, to the extent that such sales provide benefits to either the program or the Government as a whole.

Agencies should consult the OMB representative with primary responsibility for the account to determine which loan assets meet these criteria.

(c) *Justification for non-compliance*

If an agency can demonstrate that the present value of cash flows associated with continued Government ownership of the loan assets would exceed the expected sale proceeds, the agency may not be required to sell the loan assets. Also, if there is a serious conflict between selling loan assets and Administration policy for the program, and the agency can justify to the satisfaction of their OMB representative that the sale policy cannot be reconciled with the program policy, the agency may not be required to sell the loan assets. Agencies should consult with the OMB representative with primary responsibility for the program if they believe either of these tests would be met.

(d) *Cost of loan asset sales*

If the cash flows for existing loans do not incorporate an explicit assumption about the sale of loan assets, the sale is a modification, whether the loan assets are held by financing accounts or liquidating accounts. Otherwise, the sale is part of the subsidy estimates for Presidential policy and the baseline, and differences between the estimated and actual sale proceeds are a reestimate.

If the sale is a modification, the cost would equal the difference between the net sale proceeds and the estimated value to the Government, on a present value basis, of continuing to own the loan asset (the "hold value"). The method for calculating the hold value is the same as for calculating the net present value of cash flows before modification, as outlined in section 185.7(a).

The modification cost of multiple sales with closing dates in the same fiscal year is the sum of the cost or saving calculated for each sale of loans within the same cohort or risk category. The closing date of a sale is the date on which the seller and the buyer(s) close the transaction and title of the assets legally transfers to the buyer(s). Therefore, for loans within the same cohort or risk category, a modification cost for one sale can be offset by a modification saving for a different sale within the same fiscal year. For sales that include loans from more than one cohort or risk category, a single modification cost or savings is first calculated for all of the loans sold, and the cost or savings is subdivided among each of the cohorts or risk categories.

Loan assets that are sold with recourse are treated as a combination of a sale without recourse and a new loan guarantee. The cost of the provision for recourse is estimated separately from the cost of the loan asset sale, and the subsidy for its cost, as well as the cost of the implicit loan sale without recourse, must be appropriated in advance of the sale. Sales with recourse are not permitted except where they are specifically authorized by statute.

If the Government takes an equity stake (or participation) in the cash flow of the sold assets, such as a joint venture or equity-held sale, the net sale proceeds equal the actual cash proceeds plus an estimate of the present value of the proceeds from the Government's equity position, net of any transaction costs.

You may pay certain direct costs of loan asset sales from the gross proceeds of those sales. In general, the guidelines for whether an expense should be paid from the administrative expense appropriation or from asset sale proceeds are similar to those for determining whether an expense should be paid from the administrative expense appropriation to the program account or from the financing account (see section 185.3(a)). Generally, costs that may be paid from proceeds include:

- Underwriting;
- Rating agency;
- Due diligence;
- Legal; and
- Transaction financial advisory fees.

These costs are part of the cash flows used to calculate net sale proceeds to determine the modification cost of the sale (if the sale constitutes a modification) or to reestimate the subsidy cost on a cohort in which loan assets have been sold (if the sale is not a modification).

The costs of Government personnel, travel, computer systems, etc., associated with the development and execution of a loan asset sales program, as well as the cost of any contracts for asset sale program financial advisory services, should be paid from the agency's administrative expense appropriation. Questions about whether a specific cost should be paid from the administrative expense appropriation or sale proceeds should be directed to OMB.

(e) *OMB review of sales*

No sale may occur without the approval of the OMB representative. After identifying loans that meet the criteria described in (b), agencies must develop a plan for selling these loans in consultation with their OMB representative. In addition, at least 30 calendar days prior to the scheduled final bid day (the last date on which a buyer may submit a bid to the seller), the agency must submit for approval to the OMB representative with primary responsibility for the program the following information:

- The expected date of sale;
- A description of the loans to be sold (including balances, business program under which the loans were originated, and current payment status);
- The estimated hold value, with relevant supporting documents and analysis;
- The estimated net sale proceeds, with relevant supporting documents and analysis;
- The estimated modification cost, whether positive, negative, or zero; and
- An evaluation of relevant previous asset sales, including the hold values, net sale proceeds, and positive/negative subsidy generated from each, if applicable.

Three weeks after the sale, an agency must advise the OMB representative of the actual amount of the proceeds realized from the sale and the actual amount of the transaction costs that were paid from the proceeds.

185.9 What are the budget formulation reporting requirements for credit accounts?

Each program making or having outstanding post–1991 direct loans or loan guarantees will have at least two and as many as six types of accounts, even if the Administration is proposing to terminate the program or the program has been previously terminated. The accounts are:

- A program account.
- A financing account for direct loan obligations, if any.
- A financing account for loan guarantee commitments, if any.
- A negative subsidy receipt account for negative subsidies, if any.
- A downward reestimate receipt account for downward reestimates, if any.

- A liquidating account for pre–1992 direct loans and loan guarantees, if any.

Generally, the print materials and MAX schedules required for credit program, financing, liquidating, and negative subsidy receipt accounts are listed below. References to applicable A–11 sections are also provided.

SUMMARY OF REQUIREMENTS

Requirement	Program	Financing	Liquidating	Receipt
Appropriations language (section 95)	✓			
Narrative statement (section 95)		✓	✓	
Schedule P (PY-BY) (section 82)	✓	✓	✓	
Schedule O (PY-BY) (section 83)	✓		✓	
Schedule N (PY-BY) (section 86)	✓			
Schedule U (PY-BY) (section 185)	✓			
Schedule A (PY-BY+9) (section 81)	✓		✓	
Schedule S (CY-BY+9) (section 81)	✓		✓	
Schedule C (PY-BY) (section 84)	✓		✓	
Schedule G (PY-BY+4) (section 185)		✓	✓	
Schedule H (PY-BY+4) (section 185)		✓	✓	
Schedule R (PY-BY+9) (section 81)				✓
Schedule K (PY-BY+9) (section 81)				✓
Schedule Y (CY-BY+9) (section 185)		✓	✓	
Schedule F (PY-1-PY) (section 86)		✓	✓	

Separate schedules are required for supplemental requests and proposed legislation items for all credit accounts (see section 79.2 and 82.10). These schedules show the effect of the supplemental request or proposed legislation on the information presented in the regular schedules for the program. For post-1991 credit programs, amounts reflected in related credit program accounts, financing accounts, and receipt accounts must agree. Cross-account edit checks and other credit-account edit checks are included in Appendix D.

A written justification is required for all new credit programs or for reauthorizing, expanding, or significantly increasing funding for existing credit programs. The justification must address the Federal credit policies and guidelines contained in OMB Circular No. A–129. For more information on required budget justification materials, see section 51.

185.10 What do I report for program accounts?

Program accounts are required for post–1991 direct loan obligations or loan guarantee commitments and for modifications of pre–1992 direct loans and loan guarantees. They record budget authority, obligations, and outlays for subsidy costs and the administrative expenses of a credit program (including administrative expenses for pre–1992 direct loans and loan guarantees). In most cases, current, definite budget authority is provided in appropriation acts for subsidy payments (except for entitlements, which have permanent indefinite budget authority) and administrative expenses. Permanent indefinite authority is available for reestimates and interest on reestimates.

(a) *Program and financing schedule (schedule P)*

Use the following line number scheme in the "obligations by program activity" section of the program and financing schedule (see exhibit 185A):

SELECTED P&F ENTRIES IN PROGRAM ACCOUNTS

Line number	Description
	OBLIGATIONS BY PROGRAM ACTIVITY:
0701	Direct loan subsidy
0702	Loan guarantee subsidy
0703	Subsidy for modifications of direct loans
0704	Subsidy for modifications of loan guarantees
0705	Reestimates of direct loan subsidy
0706	Interest on reestimates of direct loan subsidy
0707	Reestimates of loan guarantee subsidy
0708	Interest on reestimates of loan guarantee subsidy
0709	Administrative expenses

(b) *Object classification (schedule O)*

Record all direct expenses in the appropriate object class. To record subsidy obligations, use object class 41, "Grants, subsidies, and contributions." For administrative expenses transferred to a salaries and expenses account, use object class 25.3, "Other purchases of goods and services from Government accounts." In the salaries and expenses account receiving the transfer, record reimbursable obligations for administrative expenses using a "2" as the first digit of the line number. (See section 83 for more information about the classification of reimbursable programs in the object class schedule.)

(c) *Loan levels and subsidy (schedule U)*

Prepare a schedule of loan levels (see exhibit 185B), subsidy budget authority, subsidy rate, subsidy outlays, and reestimates for each program account. These data are displayed by program or by program and risk category. The titles of the stub entries should be tailored to identify the program to which each entry belongs. To add, delete, or modify a risk category, please contact your primary OMB representative.

Note that in each column, some entries are reported by cohort while others (reestimates) are reported for combined cohorts. Although no outyear data are collected in schedule U, you may be required to provide outyear data by your OMB representative. Schedule U data is identified by a four-digit line number and a

two-digit suffix. The four-digit number identifies data by category (e.g., direct loan subsidy budget authority). The two-digit suffix differentiates between the various risk categories reported in the schedule unless the line is a total line. Subsidy rates and reestimates for direct loan and guaranteed loan programs entered into MAX are controlled by edit-checks based on calculations that have been reviewed and approved by OMB (see sections 185.5 and 185.6). If you have questions about the approved values, please contact your primary OMB representative. MAX will automatically generate the summary data for line entries indicated in **boldface** below.

DATA REQUIREMENTS FOR SCHEDULE U

Entry	Description
Direct loan levels supportable by subsidy budget authority**:**	
1150xx Direct loan levels	Equals the amount of direct loans that can be obligated with the subsidy budget authority available in that year. For revolving loans, include the cumulative anticipated face value drawn under the facilities. Include loan volume reestimates, if any, in PY. The loan volume should match schedule G in the financing account. For PY, enter the actual level of loans obligated, which may include limitation from carry forward or may be less than the full limitation appropriated. For CY and BY, enter the expected level of loans to be obligated, including the unused portion of multi-year loan limitations that are carried forward. In the PY and CY, loan levels may be less than enacted loan limitations, as Congress may enact limitations that are not achievable with the subsidy budget authority provided. However, in the BY, loan levels supportable by the subsidy requested must equal the direct loan limitation. These data are required even if the subsidy rate is zero or negative.
115999 Total direct loan levels	The sum of all lines 1150.
Direct loan subsidy (in percent):	
1320xx Subsidy rate (+ or –)	The 1320 data line series presents data in percentages on the subsidy costs inherent in making a cohort of direct loans. In the PY column, the rate should be the actual execution rate. In the CY column use the budget execution rate. Note that the subsidy rate (in percent) must be rounded to the nearest hundredth of one percent and entered into MAX with decimal points. For example, enter 10.503 percent as 10.50; 5.05 percent as 5.05; and 0.5 percent as 0.50. Amounts should be shown, even if zero or negative.
132999 Weighted average subsidy rate	The disbursement weighted average sum of all lines 1320 above is automatically calculated by multiplying each subsidy rate detail line (lines 1320) by a weighting factor. The weighting factor is calculated by dividing the corresponding direct loan level (lines 1150) by the total direct loan level (line 1159). A weighted average subsidy rate should not be zero when a positive subsidy program is included in the calculation. For non-zero transmittal codes, this is the change to the subsidy rates reported under transmittal code zero, not the new rates.
Direct loan subsidy budget authority:	
1330xx Subsidy budget authority (+ or –)	The 1330 data line series presents data in dollars on the subsidy costs inherent in making direct loans. For positive subsidy programs, amounts reflecte the budget authority obligated in the program account. For negative subsidy programs, amounts reflect financing authority obligated in the financing account—amounts

Entry	Description
	must be reported even if the subsidy is negative. In the PY column, the amount is equal to subsidy obligated. In the CY column, the amount will equal the amount appropriated for subsidies plus unobligated balances eligible to be carried forward. The BY column will show the requested subsidy amount and must agree with amounts in appropriations language.
133999 Total subsidy budget authority	The sum of all lines 1330 above.
Direct loan subsidy outlays:	
1340xx Net subsidy outlays	The 1340 data line series presents data on the amount of subsidy outlays and negative subsidy receipts in a given year for new direct loans. An outlay or negative subsidy receipt is recorded at the time of disbursement of the loan to the borrower. This line shows the sum of lines 1341xx and 1342xx.
1341xx Negative subsidy outlays	Report negative subsidy receipts from both new budget authority and from balances on this line. Also, report modification savings on this line. Data on this line are used to calculate net subsidy outlays in line 1340.
1342xx Positive subsidy outlays	Report positive subsidy outlays from both new budget authority and from balances on this line. Also, report modification costs on this line. Data on this line are used to calculate net subsidy outlays in line 1340.
134999 Total subsidy outlays	The sum of all lines 1340 above.
Direct loan upward reestimate:	
1350xx Upward reestimate	The 1350 data line series presents data on the amount of upward reestimate paid to the financing account in any given year, including upward interest on reestimate. Report upward reestimates for all outstanding fiscal year cohorts for which upward reestimates are paid to the financing account. Report amounts in PY and CY only.
135999 Total upward reestimate	The sum of all lines 1350 above.
Direct loan downward reestimate:	
1370xx Downward reestimate (–)	The 1370 data line series presents data on the amount of downward reestimate paid out of the financing account in any given year, including downward interest on reestimate. Report downward reestimates for all outstanding fiscal year cohorts for which downward reestimates will be paid out of the financing account. Report amounts in PY and CY only.
137999 Total downward reestimate	The sum of all lines 1370 above.
Guaranteed loan levels supportable by subsidy budget authority:	
2150xx Loan guarantee levels	Equals the full principal amount, not just the portion guaranteed by the Government, of guaranteed loans that can be supported by the amount of new subsidy budget authority requested or available in that year. For guarantees of revolving loans, include the cumulative anticipated face value drawn over the life of the loan. Include loan volume reestimates, if any, in PY. The loan volume should match schedule H in the financing account. For PY and CY, the level of guaranteed loan commitments may include limitation

Entry	Description
	from carryforward or may be less than the full limitation appropriated. In the PY and CY, loan levels may be less than enacted loan guarantee limitations, as Congress may enact limitations that are not achievable with the subsidy budget authority provided. However, in the BY, loan levels supportable by the subsidy must equal the guaranteed loan limitation. These data are required even if the subsidy rate is zero or negative.
215999 Total loan guarantee levels	The sum of all lines 2150.
Guaranteed loan subsidy (in percent):	
2320xx Subsidy rate (+ or –)	The 2320 data line series presents data on the subsidy costs inherent in making a cohort of loan guarantees. In the PY, the rate should be the actual execution rate. In the CY column use the budget execution rate. Note that the subsidy rate (in percent) must be rounded to the nearest hundredth of one percent and entered into MAX with decimal points. For example, 50.503 percent will be entered as 10.50; 1.05 percent as 5.05; and 0.5 percent as 0.50. Amounts should be shown, even if zero or negative.
232999 Weighted average subsidy rate	The disbursement weighted average of all lines 2320 above is automatically calculated by multiplying each subsidy rate detail line (lines 2320) by a weighting factor. The weighting factor is calculated by dividing the corresponding guaranteed loan level (lines 2150) by the total guaranteed loan level (line 2159). For non-zero transmittal codes, enter the change to the subsidy rates reported under transmittal code zero due to legislation in schedule U, not the new subsidy rates.
Guaranteed loan subsidy budget authority:	
2330xx Subsidy budget authority (+ or –)	The 2330 data line series presents data in dollars on the subsidy costs inherent in making a cohort of guaranteed loans. For positive subsidy programs, amounts reflect the budget authority obligated in the program account. For negative subsidy programs, amounts reflect financing authority obligated in the financing account—amounts must be reported even if the subsidy is negative. For PY only, budget authority should reflect both new and carry forward used. In the CY column, the amount will equal the amount appropriated for subsidies plus unobligated balances eligible to be carried forward. The BY column will show the requested subsidy amount and must agree with amounts in appropriations language.
233999 Total subsidy budget authority	The sum of all lines 2330 above.
Guaranteed loan subsidy outlays:	
2340xx Net subsidy outlays (+ or –)	The 2340 data line series presents data on the amount of subsidy disbursed in a given year for new loan guarantees. An outlay or a negative subsidy receiptis recorded in the program account at the time the lender disburses the loan to the borrower. Report outlays and receipts from both new budget authority and from balances on this line.
2341xx Negative subsidy receipts	Report negative subsidy receipts from both new budget authority and from balances on this line. Also, report modification savings on this line. Data on this line are used to calculate net subsidy outlays in line 2340.

Entry	Description
2342xx Positive subsidy outlays	Report positive subsidy outlays from both new budget authority and from balances on this line. Also, report modification costs on this line. Data on this line are used to calculate net subsidy outlays in line 2340.
234999 Total subsidy outlays	The sum of all lines 2340 above.
Guaranteed loan upward reestimate:	
2350xx Upward reestimate	The 2350 data line series presents data on the amount of upward reestimate ,including upward interest on reestimate, paid to the financing account in any given year. Report upward reestimates for all outstanding fiscal year cohorts for which upward reestimates are paid to the financing account. Report amounts in PY and CY only.
235999 Total upward reestimate	The sum of all lines 2350 above.
Guaranteed loan downward reestimate:	
2370xx Downward reestimate (–)	The 2370 data line series presents data on the amount of downward reestimate, including downward interest on reestimate, paid out of the financing account in any given year. Report downward reestimates for all outstanding fiscal year cohorts for which downward reestimates will be paid out of the financing account. Report amounts in PY and CY only.
237999 Total downward reestimate	The sum of all lines 2370 above.
Administrative expense data:	Report lines 3510–3590 for all program accounts.
351001 Budget authority	Budget authority provided or requested for administrative expenses for both direct and guaranteed loan programs.
358001 Outlays from balances	Outlays for administrative expenses from prior year obligated balances.
359001 Outlays from new authority	Outlays for administrative expenses from new budget authority.

185.11 What do I report for financing accounts?

Financing accounts record the cash flows associated with post–1991 direct loan obligations or loan guarantee commitments and for modifications of all direct loans and loan guarantees. These cash flows include loan disbursements, payments for guarantee claims, principal repayments, interest received from borrowers, interest paid on borrowing, interest earned on uninvested funds, interest supplements, fees and premiums received, and recoveries on defaults. Separate financing accounts are used for direct loan obligations and loan guarantee commitments. As for all other accounts, changes due to legislative proposals should be reflected in the appropriate transmittal code (see 79.2, 82).

(a) *Program and financing schedules (schedule P)*

Use the following line number scheme in the "obligations by program activity" section of the program and financing schedule for financing accounts (see exhibits 185C and 185F):

SELECTED P&F ENTRIES IN FINANCING ACCOUNTS

Entry	Description
Obligations by program activity:	
Stub entries should describe the transactions reported below.	
0710 Direct loan obligations	Obligations for post–1991 direct loan disbursements (equal to face value). Equal to the total direct loan obligations on line 1159 in schedule U of the program account.
0711 Default claim payments on principal	Obligations for default claim payments for principal on post–1991 loan guarantees. Equal to the sum of terminations for default in schedule H, lines 2261-2263.
0712 Default claim payments on interest	Obligations for default claim payments for interest on post–1991 loan guarantees.
0713 Payment of interest to Treasury	Interest on debt owed to Treasury (calculated at the same rate as the discount rate for the cohort). Tools are available from OMB to calculate interest income and interest expense.
0715 –0739	Other entries for obligations, such as interest supplements to lenders or other expenses.
0740 Negative subsidy obligations	Obligations for negative subsidies for new direct loan obligations or loan guarantee commitments, to be paid to the negative subsidy receipt account for the credit program. Equal to the sum of negative subsidy obligations on lines 1330 or 2330 in schedule U of the program account.
0741 Modification savings	Obligations for negative subsidies (savings) resulting from a modified direct loan or loan gurantee, to be paid to a the negative subsidy receipt account.
0742 Downward reestimates paid to receipts accounts	Obligations for downward reestimates of the subsidy to be paid to the negative subsidy receipt account for the credit program.
0743 Interest on downward reestimates	Obligations for interest on the downward reestimate to be paid to the negative subsidy receipt account for the credit program.
0744 Adjusting payments to liquidating accounts	Obligations for payments to purchase liquidating account loan assets or to reimburse the liquidating account for modification cost increases for pre–1992 direct loans and loan guarantees.
New financing authority (gross), detail:	
1200 Appropriation	Amount of authority becoming available as a result of a modification adjustment transfer from the general fund in the event that the modification cost estimate under-compensated the financing account.
1400 Borrowing authority	Financing authority (authority to borrow from Treasury) for the part of direct loans not financed by subsidy and fees, and for any default claims that cannot be paid by unobligated balances.
Spending authority from offsetting collections:	
1800 Collected	Amount of offsetting collections (cash) credited to the account and refunds that pertain to obligations recorded in prior years.
1801 Change in uncollected customer payments from program account from	Change in unpaid, unfilled orders from program account for subsidy cost. Report increases as positive entries (for expected

Entry	Description
Federal sources (+ or –)	future subsidy cost collections in future fiscal years); report decreases as negative entries (for received subsidy cost collections in prior fiscal years).
1820 Capital transfer of spending authority from offsetting collections to general fund (–)	Used for modification adjustment transfer to the general fund in the event that the modification cost estimate over compensated the financing account. See section 185.7(b).
1825 Spending authority from offsetting collections applied to repay debt (–)	Amount of offsetting collections used for repayments of outstanding borrowing.
Memorandum (non-add) entries:	
3100 Obligated balance, start of year	For PY, this amount must tie to the PY end of year amounts reported in FACTS II for PY-1, including any revisions made during the FACTS II revision window. CY and BY amounts automatically generated by MAX. Includes unpaid obligations, e.g., undisbursed direct loans, negative subsidies or other obligations.
3200 Obligated balance, end of year	Includes unpaid obligations, e.g., undisbursed direct loans, negative subsidies or other obligations. Automatically generated by MAX.
Offsets against budget authority and outlays:	
4120 Federal sources (–)	Collections of subsidy payments and upward reestimates from program accounts, and adjusting payments from liquidating accounts for pre–1992 direct loans and loan guarantees.
4122 Interest on uninvested funds (–)	Collections of interest on uninvested funds (financing account interest earned). Tools are available from OMB to calculate interest earned.
4123 Non-Federal sources (–)	Collections of principal repayments and interest payments on direct loans by borrowers, collections on defaulted direct loans or guaranteed loans, fees or premiums paid by non-Federal lenders or borrowers, prepayments of direct loans, proceeds from the sale of direct loans or collateral, or other collections from the public resulting from a direct loan or loan guarantee.

Note: MAX automatically modifies financing account line stubs from budget authority and outlays to financing authority and financing disbursements, respectively. Financing accounts do not have discretionary amounts, and therefore do not use lines 4010 through 4101. Further, Schedule P line 4142, Offsetting collections credited to expired accounts, is not valid in financing accounts. All cash collections are used to repay Treasury debt, pay obligations of the financing account, or execute downward reestimates. Do not use lines 1700 through 1742. Financing authority from offsetting collections in financing accounts must be recorded as mandatory, regardless of whether the authority for subsidy in the program account is mandatory or discretionary.

(b) *Direct loan data (schedule G)*

Prepare a Status of direct loans schedule (Schedule G) (PY-BY+4) for all liquidating accounts and all direct loan financing accounts (see exhibits 185D and 185J). Each line entry is described in the table below. MAX will automatically generate the line entries indicated in **boldface**.

DATA REQUIREMENTS FOR SCHEDULE G

Entry	Description
Position with respect to appropriations act limitation on obligations:	Provide lines 1111–1150 for direct loan financing accounts only.

Entry	Description
1111 Limitation on direct loans	Amount of limitation enacted or proposed to be enacted in appropriations acts. Do not use for programs without an explicit limitation in an appropriations act (see line 1131). For discretionary programs, the BY amount should be consistent with line 1159 in schedule U.
1121 Limitation available from carry-forward	Amount of limitation available from a multi-year limitation enacted in a previous year that was not obligated and is available for use. This amount should correspond to the previous year's amount of unobligated limitation carried forward (line 1143). For programs that do not have a fixed loan limitation, this amount should be equal to the direct loan level supportable with the budget authority that is carried forward.
1131 Direct loan obligations exempt from limitation	Amount of obligations for direct loans to the public not subject to a specific limitation in appropriations acts. Use this line for mandatory programs or for discretionary programs without a maximum loan volume specified in appropriations acts.
1142 Unobligated direct loan limitation (–)	Amount of limitation enacted in appropriations acts that is not obligated in the year it is enacted. Include only amounts that expire. Do not include multi-year limitation amounts that can be carried forward in a future fiscal year (see line 1143). Report amounts in PY and CY only unless specifically approved by OMB.
1143 Unobligated limitation carried forward (P.L. xx) (–)	Amount of multi-year limitation enacted in an appropriations act that was not obligated and is carried forward for use in a subsequent year.
1150 Total direct loan levels	The sum of lines 1111 through 1143. This is the direct loan portion of the credit budget. This amount should be consistent with direct loan obligations recorded on line 0710 in the program and financing schedule of the financing account and line 1159 in schedule U of the program account.
Cumulative balance of direct loans outstanding:	Provide lines 1210–1290 for liquidating and direct loan financing accounts. Do not report amounts reflecting defaulted guaranteed loans. Defaulted guaranteed loans are presented in Schedule H 2310-2390.
1210 Outstanding, start of year	Amount of direct loan principal outstanding at the beginning of the year. Amounts for PY are automatically generated from data reported in the previous year's *Budget Appendix*. If the number needs to be revised, use line 1264 "other adjustment" with explanatory comment.
1231 Direct loan disbursements	Amounts of disbursements of principal for direct loans and 100 percent guarantees financed by the Federal Financing Bank. This does not include amounts shown separately on line 1232.
1232 Purchase of loan assets from the public	Amount of loans purchased or repurchased by the account from non-Federal lenders.
1233 Purchase of loan assets from a liquidating account	Amount of direct loan assets transferred from liquidating account to a financing account as a result of a loan modification.
Repayments:	These entries must agree with amounts included for these transactions on line 4123 (offsetting collections from non-Federal sources) of the program and financing schedule for the account. The proceeds from discounted prepayment programs that were part of a loan asset sales program should be recorded together with the proceeds from loan asset sales to the public (line 1253). The

Entry	Description
	discount (i.e., the difference between the face value of the loan and the proceeds received from discounted prepayments) should be recorded together with the discount on loan asset sales to the public (line 1262).
1251 Repayments and prepayments (–)	Amount of principal repayments or prepayments. In the liquidating account, this entry will include repayments on loans disbursed by the FFB.
1252 Proceeds from loan asset sales to the public or discounted prepayments without recourse (–)	Amount of gross proceeds received from the non-recourse sale of loans to non-Federal buyers or the discounted loan prepayments that were part of a loan asset sales program.
1253 Proceeds from loan asset sales to the public with recourse (–)	Amount of gross proceeds received from the sale of loans to non-Federal buyers when loans are sold with recourse to the Federal Government. The full principal of the loans is scored as a new guaranteed loan commitment (line 2132).
Adjustments:	
1261 Capitalized interest	Amount of interest due at the end of the year that is capitalized as part of the existing loan principal.
1262 Discount on loan asset sales to the public or discounted prepayments (–)	Difference between the face value of the loan and the proceeds received by the account from the sales of loans to non-Federal buyers or discounted loan prepayments that were part of a loan asset sales program.
1263 Write-offs for default: Direct loans (–)	Amount of direct loan principal reduced by write-offs for defaults. This line should only be used to indicate write-offs of loans that were initiated as direct loans. (Refer to the processes for write-offs in OMB Circular No. A–129.)
1264 Other adjustments, net (+ or –)	Proceeds from the sale of collateral acquired from the foreclosure of direct loans; amount of principal repayments waived as provided by statute, in the event of certain specified contingencies; outstanding balances of loans transferred to or received from other accounts amount of principal reduced or increased for other reasons. When this line is used, the adjustment must be explained in a comment.
1290 Outstanding, end of year	Amount of direct loan principal outstanding at the end of the year. The sum of lines 1210 through 1264.

(c) *Guaranteed loan data (schedule H)*

Prepare a Status of Guaranteed Loans (schedule H) (PY-BY+4) for all liquidating and guaranteed loan financing accounts (see exhibits 185G and 185K). Report the full principal amounts of loans guaranteed, whether guaranteed in full or in part. Report principal only, even if the guarantee covers both the principal and interest. Do not count agency guarantees of loans disbursed by the FFB as guaranteed loans; treat such loans as direct loans of your agency financed by the FFB.

Each line entry is described in the table below. MAX will automatically generate the line entries indicated in **boldface**.

DATA REQUIREMENTS FOR SCHEDULE H

Entry	Description
Position with respect to appropriations act limitation on commitments:	Provide lines 2111–2199 for guaranteed loan financing accounts only.
2111 Limitation on guaranteed loans made by private lenders	Amount of limitation enacted or proposed to be enacted in appropriations acts on full principal of commitments to guarantee loans by private lenders. Do not use for programs without an explicit loan limitation (see line 2131). For discretionary programs, the BY amount is equal to line 2159 in schedule U.
2121 Limitation available from carry-forward	Amount of limitation on full principal of commitments to guarantee loans by private lenders that is available from a multi-year limitation enacted in a previous year that was not obligated and is available for use. This amount should correspond to the previous year's amount of unobligated limitation carried forward (line 2143). For programs that do not have a fixed loan limitation, this amount should be equal to the guaranteed loan level supportable with the budget authority that is carried forward.
2131 Guaranteed loan commitments exempt from limitation	Amount of full principal of commitments to guarantee loans by private lenders that is not subject to limitation. Use this line for mandatory programs and discretionary programs that do not have a loan limitation.
2132 Guaranteed loan commitments for loan asset sales to the public with recourse	Amount of full principal of guaranteed loan commitments made as a result of selling direct loans to non-Federal buyers with recourse to the Federal Government.
2142 Uncommitted loan guarantee limitation (–)	Amount of limitation enacted in appropriations acts on full principal of commitments to guarantee loans by private lenders that is not committed in the year it is enacted. Includes only amounts that expire. Do not include multi-year limitation amounts that can be carried forward in a future fiscal year (see line 2143). Report amounts for PY and CY only.
2143 Uncommitted limitation carried forward (P.L. xx) (–)	Amount of multi-year limitation enacted in an appropriations act that was not committed and is carried forward for use in a subsequent year.
2150 Total guaranteed loan levels	The sum of lines 2111 through 2143. This is the guaranteed loan portion of the credit budget. This amount should be consistent with line 2159 of schedule U in the program account.
Memorandum: 2199 Guaranteed amount of guaranteed loan commitments	Amount of maximum potential Federal liability for the guaranteed loan principal associated with line 2150. To the extent the guarantee covers both principal and interest, this amount must exclude interest. This entry is required even though the amount may be the same as in line 2150.
Cumulative balance of guaranteed loans outstanding:	Provide lines 2210–2390 for liquidating and guaranteed loan financing accounts.
2210 Outstanding, start of year	Full face value of guaranteed loan principal outstanding at the beginning of the year. This includes the unguaranteed portion of the loan principal outstanding. Amounts for PY are automatically generated from data reported in the previous year's *Budget Appendix*. If the PY amount needs to be revised, use line 2264 and include an explanatory comment.
Disbursements:	
2231 Disbursements of new guaranteed loans	Amount of guaranteed loan principal disbursed. This includes the unguaranteed portion of the loan principal disbursed.

Entry	Description
2232 Guarantees of loans sold to the public with recourse	Face value amount of guaranteed loan principal of loans sold to non-Federal buyers with recourse to the Federal government. This includes the unguaranteed portion of the loan principal disbursed.
Repayments:	
2251 Repayments and prepayments (–)	Amount of principal repayments and prepayments.
Adjustments:	
2261 Terminations for default that result in loans receivable (–)	Amount of loan principal reduced by terminations for default that subsequently become a loans receivable in which the formerly guaranteed borrower owes the agency for the amount of claims paid as a result of the borrower's default. (See lines 2310–2390.)
2262 Terminations for default that result in acquisition of property (–)	Amount of loan principal reduced by terminations for default that lead to the acquisition of physical property by the agency.
2263 Terminations for default that result in claim payments (–)	Amount of loan principal reduced by terminations for default that lead to claim payments by the agency that result in neither a loan receivable nor the acquisition of property.
2264 Other adjustments, net (+ or –)	Amount of loan principal reduced or increased for reasons other than those covered by the lines listed above; includes outstanding principal balances of guaranteed loans transferred to or received from other accounts. When this line is used, the adjustment must be explained in a comment.
2265 Capitalized Interest (+)	Amount of loan principal increased due to capitalized interest.
2290 Outstanding, end of year	Amount of guaranteed loan principal outstanding at the end of the year. The sum of lines 2210 through 2264.
Memorandum:	Amount of maximum potential Federal liability for the guaranteed loan principal associated with line 2290. To the extent the guarantee covers both principal and interest, this amount must exclude interest. This entry is required even though the amount may be the same as in line 2290.
2299 Guaranteed amount of guaranteed loans outstanding, end of year	

Entry	Description
Addendum: Cumulative balance of defaulted guaranteed loans that results in loans receivable:	
2310 Outstanding, start of year	Amount of defaulted guaranteed loans that resulted in the acquisition of a loan receivable outstanding at the beginning of the year.
2331 Disbursements for guaranteed loan claims	Amount of disbursements for acquisition of defaulted loans that were previously guaranteed and result in loans receivable, where the borrower owes the account for the disbursement. These disbursements include past due interest amounts that were paid under the terms of the loan guarantee, if such amounts were capitalized as part of the loan principal.
2351 Repayments of loans receivable (–)	Proceeds received by the account from the settlement of claims on defaulted guaranteed loans that resulted in loans receivable to be applied to the reduction of the loans receivable outstanding. Exclude any premium realized.

Entry	Description
2361 Write-offs of loans receivable (–)	Amount of loans receivable written-off for default that were initiated as guaranteed loans but were subsequently acquired as loans receivable. (Refer to the definitions for write-offs provided in OMB Circular No. A–129.)
2364 Other adjustments, net (+ or –)	Amount of loans receivable reduced or increased for reasons other than those covered by the lines listed above. When this line is used, the adjustment must be explained in a comment.
2390 Outstanding, end of year	Amount of defaulted guaranteed loans that resulted in loans receivable outstanding at the end of the year. The sum of lines 2310 through 2364.

(d) *Agency debt held by the FFB and net financing disbursements (schedules Y, G, and H)*

Baseline data on ***debt owed to the FFB*** must be reported by all financing and liquidating accounts and by programs that are not covered by the FCRA, such as the Tennessee Valley Authority and Federal Deposit Insurance Corporation (which assumed the responsibilities of the Resolution Trust Corporation). All FFB transactions are treated as means of financing to the agencies. In order to track old and new transactions, the lines should be coded with a two-digit suffix as follows, to identify the transactions:

- .01 FFB loan originations.
- .02 Sale of loan assets to the FFB.
- .03 Sale of debt securities to the FFB.

Report this data on the 3300 data line series in schedule Y (PY through BY+4). No policy estimates are required.

Baseline and policy data on ***net financing disbursements*** must be reported for all financing accounts. "Net financing disbursements" are analogous to "net outlays" reported on line 4170 in schedule P of the program account and consist of total financing disbursements (gross) less total offsetting collections in the financing account. Net financing disbursements are calculated by subtracting total cash inflows to the financing account from total cash outflows from the financing account. Cash inflows include subsidy and reestimate collections from the program account, borrower principal and interest payments, recoveries, fees, interest received from Treasury, and other inflows. Cash outflows include loan disbursements, default claim payments, negative subsidy and downward reestimate payments to the receipt account, interest paid to Treasury, and other outflows. In PY through BY, these amounts should equal the amount reported on line 4170 in schedule P of the financing account. These data are needed to estimate Federal borrowing and interest on the public debt.
Report this data in schedule Y for both baseline and policy estimates.

DATA REQUIREMENTS FOR SCHEDULE Y

Entry	Description
Agency debt held by the FFB	Provide lines 3310–3390 for liquidating and direct and guaranteed loan financing accounts.
3310 Outstanding agency debt, start of year	Amount of agency debt issues held by FFB at the beginning of the year.
3330 New agency borrowing	Amount of new borrowing from FFB.
3350 Repayments and prepayments (–)	Amount of repayments made to FFB.

Entry	Description
3390 Outstanding agency debt, end of year	Amount of agency debt issued held by FFB at the end of the year. The sum of lines 3310 through 3350.
Net financing disbursements:	Provide lines 6200 and 6300 for direct and guaranteed loan financing accounts only. Report PY-BY+9.
6200 Net financing disbursement—policy	Net financing disbursements based on presidential policy. Policy net financing disbursements should equal line 4170 in schedule P of the financing account. See section 185.11(d).
6300 Net financing disbursements—baseline	Net financing disbursements based on current law. Enter data for CY-BY+9. Should equal line 6200 above unless there is a policy proposal that would affect the numbers in Y.

Note: Lines 3310–3390 do not print in the Budget Appendix. These data are used by OMB for reporting and analysis.

185.12 What do I report for liquidating accounts?

Reporting requirements for liquidating accounts are discussed in sections 185.9, 185.11(b), 185.11(c), and 185.11(d). An illustration of a typical liquidating account program and financing schedule can be found at exhibit 185I. Illustrations of typical liquidating account status of direct and guaranteed loans schedules can be found at exhibits 185J and 185K.

185.13 What do I report for receipt accounts?

Negative subsidy and downward reestimate receipt accounts record receipts of amounts paid from the financing account when there is a negative subsidy or downward reestimate. Usually, they are general fund receipt accounts, but with the permission of the OMB representative for the account, they can be special fund receipt accounts. If the program is discretionary, report negative subsidies as "discretionary." If the program is mandatory, report negative subsidies as "mandatory." Report downward reestimates for all credit programs as "mandatory, authorizing committee" in schedules R and K (see section 81).

185.14 Must credit accounts be apportioned?

Yes. The Antideficiency Act requires that all appropriation and fund accounts, including credit program accounts, financing accounts, and liquidating accounts, be apportioned unless exempted by OMB or a specific statute. OMB may grant exemptions from apportionment in the form of a letter to the head of the department or establishment.

185.15 When do I submit an apportionment request (SF 132)?

If budgetary resources...	For example ...	Then ...
Result from current action by Congress	The annual appropriation in the program account for the: • direct loan subsidy cost, • loan guarantee subsidy cost, • administrative expenses, or	Submit the initial apportionment request by August 21 or within 10 calendar days after the approval of the act providing the new budgetary resource, whichever is later. Submit reapportionment requests whenever circumstances change.

If budgetary resources...	For example ...	Then ...
	• modifications.	For example, if the subsidy cost appropriation was apportioned solely to make new loans, then you must submit a reapportionment request for both the program and financing accounts before you make a modification that will increase the cost.
Do not result from current action by Congress	The unobligated balances in the financing accounts. Permanent indefinite appropriation in the program account to cover an upward reestimate.	Submit the initial apportionment request by August 21 before the beginning of the fiscal year. Submit the request for anticipated reestimates with the initial apportionment. When the exact amount is calculated, submit a reapportionment to cover any increase over your initial approved amount.
	Permanent indefinite appropriation in the liquidating account.	Submit the initial apportionment request by August 21 before the beginning of the fiscal year. Submit reapportionments as needed.

185.16 How do I fill out the SF 132?

Sections 120 and 121 of this circular provide general apportionment guidance, including terminology, line descriptions, timing, and apportionment categories. As with other programs, you will need to locate and review the enacted appropriations language for your credit program. In some cases, you may also need to locate and review other authority in authorizing or substantive acts. An example of standard appropriations language for credit programs is provided in section 95.7, and illustrated in exhibit 185M. Standard appropriations language for credit programs consists of the following parts:

- Appropriation for the subsidy cost of the direct loan or guarantee program;
- Limitation on the loan program; and
- Appropriation for administrative expenses.

You need the appropriations language to verify that:

- Subsidy cost amounts and administrative expenses are shown correctly on your program account SF 132 (see exhibit 185N);

- Amounts apportioned to reimburse your salaries and expenses account, if any, are correct; and

- Program level portion for the guaranteed loan financing account SF 132 (see exhibit 185P) agrees with the limitation set in the appropriations language. (For mandatory programs, this amount will equal the amount of loan guarantees anticipated to be committed.)

Instructions for filling out the SF 132 for liquidating accounts can be found in Section 121 (see exhibit 121A). Exhibit 185Q provides side-by-side, line-by-line instructions for completing the SF 132 for the program account, direct loan financing account, and guaranteed loan financing account. Exhibits 185M through 185CC are a simplified presentation highlighting the budget execution dynamics for interrelated credit accounts. The scenario begins with the program account receiving an appropriation for both direct

loans and loan guarantees and concludes with preparing the last quarterly budget execution report for each account. Exhibits for modifications and reestimates are also provided. For this example, assume that this is a new credit program; 25 percent of the amounts appropriated for subsidy cost are obligated each quarter but only 80 percent is disbursed each quarter (with the remainder in the next quarter); 25 percent of the amount appropriated for administrative expenses is obligated and outlayed each quarter; no borrower fees are charged; and simplified interest and repayments calculations are used.

185.17 Do amounts for an upward reestimate (and the interest on the reestimate) need to be apportioned?

Yes. An upward reestimate indicates that insufficient funds were paid to the financing account. The reestimate amount (plus interest on the reestimates) must be obligated and outlayed from the program account to the financing account to make sure it has sufficient assets to cover its liabilities. Before recording this obligation, ensure you have adequate resources apportioned. Section 504(f) of the FCRA provides permanent indefinite budget authority for this purpose. If you were unable to include the reestimate in your program account's initial apportionment or you requested too little, submit a reapportionment request for the additional permanent indefinite appropriation the program account needs to pay to the financing account. See exhibit 185S for a sample reapportionment for an upward reestimate of a program account.

You must make a reestimate immediately after the end of each fiscal year as long as any loans are outstanding, unless a different plan is approved by OMB. After you complete your reestimate, prepare and submit an SF 132 as needed.

185.18 Do amounts for a downward reestimate (and the interest on the reestimate) need to be apportioned?

Yes. A downward reestimate indicates that the subsidy cost payment to the financing account by the program account was too large so that its assets exceed its liabilities. The reestimate amount (plus interest on the reestimate) must be obligated and disbursed from the financing account. Before recording the obligation, ensure you have adequate resources apportioned. For direct loans only, if the downward reestimate is due to increased actual collections, use these amounts to cover the obligation. To the extent the reestimate is due to projected increased collections, request borrowing authority to cover the obligation. For loan guarantees only, to the extent the reestimate is due to lower default payments than initially estimated, either actual or projected, use your uninvested balance with Treasury to cover the obligation. In cases where amounts less than $1 need to be returned, do not include the amount on the face of the apportionment (SF line 132 Category B lines 6011-6111). Instead, place a footnote on SF line 132 Line 6190 that discusses the return of the amount.

For both discretionary and mandatory programs, disburse the excess (plus interest on reestimates) to a downward reestimate receipt account (see exhibit 185T).

185.19 Do amounts for interest payments to Treasury need to be apportioned?

Yes. For financing accounts, additional amounts (i.e., amounts exceeding your estimate on the most recent approved apportionment) are automatically apportioned. For liquidating accounts, you will need to submit a reapportionment for any additional amounts.

185.20 Do amounts for transfers of unobligated balances to the general fund or debt repayments to Treasury need to be apportioned?

No. Capital transfers, including transfers of unobligated balances in liquidating accounts to the general fund (i.e., liquidating account sweeps), and redemption of debt are not obligations and therefore do not need to be apportioned on lines 6001-6173. However, you do need to plan for such transfers or

repayments and show your estimated debt repayments as a negative amount on line 1236 or 1252 (if anticipated) when you submit your SF 132.

185.21 How do I handle modifications?

Before you modify a direct loan or loan guarantee, you should take the following steps:

- **Step 1.** Estimate the cost of the modification (see section 185.7);
- **Step 2.** Request an apportionment, if necessary;
- **Step 3.** Receive an approved apportionment from OMB, if necessary;
- **Step 4.** Modify the direct loan or loan guarantee; and
- **Step 5.** Record the obligation (see sections 185.30 and 185.31).

To determine whether you need a reapportionment:

If ...	Then ...
The current apportionment allows the apportioned resources to be used for modifications and the cost of the modification is equal to or lower than the amount apportioned less any amounts already obligated.	No reapportionment is required.
The current apportionment does not allow the apportioned resources to be used for modifications.	Yes. See exhibit 185R for a sample reapportionment for a modification.
If the cost of the modification is higher than the amount apportioned less amounts already obligated.	Yes. See exhibit 185R for a sample reapportionment for a modification.

185.22 Am I required to submit budget execution reports (SF 133)?

Yes. Submit SF 133s on a quarterly basis for all accounts, including those that OMB has exempted from apportionment. The OMB representative with primary budget responsibility for the credit account may require budget execution reports more frequently, such as monthly. For credit financing accounts, submit the final SF 133 on a cohort basis unless OMB has approved reporting on a combined basis.

185.23 How do I fill out the SF 133?

Section 130 and appendix F of this circular provide general budget execution reporting guidance, including terminology, line descriptions, and timing. You prepare the SF 133 to show the extent that resources controlled by the SF 132 and other resources have been consumed. The relationship between program and financing accounts is dynamic, affecting different entries of the SF 132 and SF 133 at different stages of the process as transactions occur throughout the year. These complex relationships are illustrated in exhibit 185Y which provides side-by-side, line-by-line instructions for completing the first quarter SF 133 for the hypothetical credit program. Exhibits 185V through 185X illustrate the individual SF 133s for the program, direct loan financing, and guaranteed loan financing accounts, respectively, for the first quarter. Exhibit 185CC continues the presentation of exhibit 185Y by describing the entries for the SF 133 for the fourth quarter. Exhibits 185Z through 185BB illustrate the individual SF 133s for the program, direct loan financing, and guaranteed loan financing accounts, respectively, for the fourth quarter.

Because program accounts typically receive one-year budget authority, the SF 133 will have an unexpired account column as well as five expired account columns. Financing and liquidating accounts, however, have no-year authority so their SF 133s will have only an unexpired column (see section 20.4(c) for a discussion of period of availability).

185.24 How do I calculate the initial subsidy cost estimate for execution?

You are required to use the Credit Subsidy Calculator 2 to calculate subsidy cost estimates. The Credit Subsidy Calculator 2 and accompanying documentation are available from the OMB representative with primary responsibility for the credit account.

In most cases, you will use the same subsidy rate for execution as you calculated earlier for the Budget policy subsidy rate. However, if the loan contract terms have changed for any reason, then you must update the subsidy rate to reflect the actual terms at the time the loan contract is signed. For programs that calculate separate subsidy rates for each loan or loan guarantee, if the borrower's interest rate is benchmarked to a Treasury interest rate, then the borrower interest rate assumption should be consistent with the economic assumptions for that cohort. The default expectation associated with the risk rating is a forecast assumption and should match the President's Budget for the year of obligation. Please see your OMB contact for more information.

Do not change the forecast technical assumptions or the methodological assumptions.

For mandatory programs in the Mid-Session Review (MSR), consistent with MSR guidance you should update estimates of subsidy budget authority, outlays, receipts, and net financing disbursements for volume updates reflecting MSR economic assumptions. Do not update the execution subsidy rate for MSR economic assumptions.

185.25 What transactions do I report when the Government incurs direct loan obligations or makes loan guarantee commitments?

For the program account (see exhibit 185V):

- Include the estimated subsidy cost obligations on lines 2001-2102, Obligations incurred. If resources for the subsidy cost were apportioned in Category A, include the amount on line 2001. If the resources were apportioned in Category B, include the amount on lines 2002 in the appropriate category; and

- Include the amount on lines 3010, Obligations incurred: Unexpired accounts and 3050, Unpaid obligations, end of year, since the amount is not yet outlayed to the financing account.

For the direct loan financing account (see exhibit 185W):

- Include the subsidy cost payment obligated in the program account but not yet paid on line 1801, Change in uncollected customer payments from Federal sources (mand.) (+or -); and

- Include the amount on lines 3070, Change in uncollected customer payments from Fed sources: Unexpired accounts (+ or –) and 3090, Uncollected customer payments from Fed sources, end of year (–), since the amounts have not been received from the program account.

- To show the borrowing component:

- Before signing the contract, verify that OMB has apportioned enough borrowing authority on line 1400 to cover the part of the direct loan obligation not covered by the subsidy cost payment and upfront fees;

- After you sign the contract, include the obligation on line 2101-2102, Obligations incurred. If the direct loan was apportioned in Category A, include the amount on line 2101. If the direct loan was apportioned in Category B, include it on line 2102 in the appropriate category; and

- Include the amount on lines 3010 Obligations incurred: Unexpired accounts and 3050, Unpaid obligations, end of year.

For the loan guarantee financing account (see exhibit 185X):

- Include the subsidy payment obligated in the program account but not yet paid on line 1801, Change in uncollected customer payments from Federal sources (mand.) (+ or -); and

- Include the amount on line 2403, Unapportioned, Other, when the amounts are not apportioned and held as a reserve for future defaults. When the amounts are apportioned, include the amounts on line 2201, Apportioned, Available in the current period.

The transactions are similar for a negative subsidy program except that the financing account will make a transaction with the negative subsidy receipt account rather than the program account (see section 185.3(v)).

185.26 What transactions do I report when the Government disburses a direct loan or a private lender disburses a guaranteed loan?

For the program account (see exhibit 185V), just before a loan is disbursed from the financing account:

- Pay the financing account and include the subsidy cost payment on lines 3020, Outlays (gross) (–) and 4010, Outlays from new discretionary authority; and

- Reduce line 3050, Unpaid obligations, end of year by the same amount.

For the financing account:

- When the subsidy cost payment is received from the program account, reduce lines 1801, Change in uncollected customer payments from Federal sources (mand.) (+ or –), and 3070, Change in uncollected customer payments from Fed sources: Unexpired accounts (+ or –). Also, increase line 1800, Spending authority from offsetting collections (mand.): Collected, and line 4120, Offsetting collections from: Federal sources (mand.);

- For direct loan programs (see exhibit 185W), once the loan is actually disbursed, include the loan disbursement on lines 3020, Outlays (gross) (–) and 4110 Total outlays, gross (mand.), and reduce the amount of loans payable from line 3050, Unpaid obligations, end of year; and

- For loan guarantee programs (see exhibit 185X), do not report any loan disbursement because the private lender disbursed the loan, not the Federal Government. The subsidy cost payment collected by the financing account is held as an uninvested balance that earns interest from Treasury until it is used, for example, to pay default claims; interest supplements; the capitalized costs of foreclosing, managing, and selling collateral assets acquired as a result of defaults; and the costs routinely deducted from the proceeds of sales. Until these resources are needed for such obligations and they are apportioned, include them on line 2403, Unapportioned - Other.

185.27 How do I handle non-subsidy cost collections?

Report all collections of direct loan principal, interest on direct loans, fees, proceeds from the liquidation of collateral assets, as well as any other collections, to the appropriate cohort and risk category in the financing or liquidating account, as appropriate. Place the amount you anticipate collecting on line 1840, Anticipated collections, reimbursements, and other income (mand.). As collections are actually received throughout the year, report them on line 1800, Spending authority from offsetting collections (mand.):

Collected with a corresponding reduction on line 1840, Anticipated offsetting collectionsand a negative amount on line 4120, Offsetting collections from: Federal sources (mand.). Because these amounts in financing accounts earn interest, include them in the interest income calculations (see section 185.34).

In financing accounts, non-subsidy cost collections may be used only for the cohort that generated the collection. Except for fees collected, these amounts are not available to make new loans. These amounts are available to:

- Fund a portion of the direct loan, if the collection is a fee paid by the borrower;
- Pay the capitalized costs of foreclosing, managing, and selling collateral assets acquired as the result of defaults on direct or guaranteed loans and costs that are routinely deducted from the proceeds of sales (see section 185.8 for items that qualify);
- Make annual payments of interest to Treasury; and
- Make repayments of principal on amounts borrowed from Treasury using any remaining amounts.

Non-subsidy cost collections in guaranteed loan financing accounts are available to:

- Pay the capitalized costs of foreclosing, managing, and selling collateral assets acquired as the result of defaults on direct or guaranteed loans and costs that are routinely deducted from the proceeds of sales;
- Maintain an unobligated balance to pay such capitalized costs or routinely deducted costs, if any;
- Pay default claims and interest supplements on guaranteed loans;
- Make annual payments of interest to Treasury;
- Make repayments of principal on amounts borrowed from Treasury; and
- Add to the unobligated balance.

To the extent that there are insufficient collections to make timely payment of interest or principal on Treasury borrowings, the financing account must borrow to make such payments. If the cohort's expected future cash flows will not be sufficient to fully repay this additional borrowing plus the cohort's other expected obligations, you must calculate a reestimate and use the subsidy cost collections from this reestimate to repay the additional borrowing, with interest.

In liquidating accounts, these amounts may be used for similar expenses (see section 185.3(l)) without regard to cohort.

185.28 What transactions do I report when a guaranteed loan defaults?

Loan guarantee default claims are recorded in financing and liquidating accounts. When you receive a loan guarantee default claim:

- Verify that the amount of the default claim is apportioned;
- Include the obligation to pay the claim on line 2101-2102, Obligations incurred (reimbursable) for the financing accounts and lines 2001-2002 for liquidating accounts (direct obligations). If defaults were apportioned in Category A, place the amount on line 2101 for financing accounts

and 2001 for liquidating accounts. If defaults were apportioned in Category B, place it on lines 2102 for financing accounts and 2002 for liquidating accountsin the appropriate category; and

- Include the amount as payable to the private lender on lines 3010, Obligations incurred: Unexpired Accounts and 3050, Unpaid obligations, end of year.

When you disburse a payment for a loan guarantee default claim:

- Include the payment on lines 3020, Outlays (gross) (–), and 4110 Total outlays, gross (mand.); and
- Reduce the amounts payable on line 3050 by the amount reported on lines 3020 and 4110.

185.29 What should I do with unobligated balances in the liquidating account?

You must transfer any unobligated balance remaining at the end of the fiscal year to the general fund unless OMB has approved an extension. Include this transfer on line 1022, Capital transfer of unobligated balances to general fund (–) and line 1820, Capital transfer of spending authority from offsetting collections to general fund (mand.) (–). Additionally, unobligated balances may be applied to repay debt using line 1023, Unobligated balances applied to repay debt (–) and line 1825, Spending authority from offsetting collections applied to repay debt (mand.) (–).

Amounts credited to liquidating accounts in any year are available only for obligations that are incurred in that year and repaying debt owed to the Treasury (including the FFB).

185.30 How do I report modifications of post–1991 direct loans and loan guarantees?

A modification results in a subsidy cost increase or decrease which must be recorded on the SF 133 as follows:

If Modification...	Then...
Increases cost	In the program account, include: • The increase on lines 2001-2002 and 3010, *Obligations incurred; Unexpired accounts.* If the resources for subsidy cost were apportioned in category A, include the amount on line2001. If the resources were apportioned in category B, include the amount on lines 2002 in the appropriate category; and • The payment to the financing account on lines 3020, *Outlays (gross) (–)* and 4020, *Total outlays, gross (disc.)*. Note: You cannot incur subsidy cost obligations for modifications unless budgetary resources are available in the program account and have been apportioned for modifications. In the financing account, include: • The collection from the program account on lines 1800, *Spending authority from offsetting collections (mand.): Collected* and 4120, *Offsetting collections from Federal sources (mand.)*. Credit this amount to the cohort and risk category of the modified loan. Decrease the estimated collection on line 1840 *Anticipated collections*, if appropriate; • For a direct loan modification, use these amounts to pay interest and other expenses and to repay debt owed to Treasury; and • For a loan guarantee modification, use these amounts as needed to pay default claims and other expenses. Remaining balances will be held as uninvested balances with Treasury and will earn interest at the same rate as is paid on other funds held by the financing account for the same cohort.

If Modification...	Then...
Decreases cost	In the financing account include: • The estimated decrease on lines 2001-2002 *Obligations incurred* and 3010, *Obligations incurred: Unexpired accounts*. If the resources for the subsidy cost were apportioned in Category A, include the amount on line 2001. If the resources were apportioned in Category B, include the amount on line 2002 in the appropriate category); and • The payment of the amount transferred to the appropriate account on lines 3020, *Outlays (gross) (–)* and 4110, *Total outlays, gross (mand.)*. Include the collection in a negative subsidy receipt account.

For additional transactions, see section 185.7(b).

185.31 How do I report modifications of pre–1992 direct loans and loan guarantees?

You estimate and account for the increase or decrease in cost in the same way as modifications of post-1991 loans. In addition to the steps enumerated in section 185.30, normally you must transfer the direct loan assets or loan guarantee liabilities to be modified from the liquidating account to the financing account. As part of the transfer, you must make a payment from the financing account to the liquidating account, in the case of direct loans, or from the liquidating account to the financing account, in the case of loan guarantees. In exceptional cases, subject to the approval of the OMB representative with responsibility for the credit program, the modified loans may be retained in the liquidating account. In each case, fill out the budget execution report as follows:

If Asset or Liability will be	Then...
Transferred to the financing account	For direct loans, report an obligation in the financing account that is equal to the payment amount on lines 3010 Obligations incurred: Unexpired accounts and 2102, *Reimbursable Obligations, Category B,* and a disbursement in the same amount on line 3020, *Outlays (gross) (–)* and 4010/4011, *Outlays from new discretionary authority / Outlays from discretionary balances.* Include the receipt of the payment in the liquidating account on line 1800, *Spending authority from offsetting collections, Collected (mand)* and 4033 *Offsetting collections from: Non-Federal Sources,* For loan guarantees, include the obligation and outlay in the liquidating account and the offsetting collection in the financing account.
Retained by the liquidating account	Where the modification increases the cost: • For the program account, report an obligation for the appropriate subsidy cost amount on lines 3010 *Obligations incurred: Unexpired* and 2102, *Obligations incurred, Category B, Modifications* and an outlay in the same amount on lines 3020, *Outlays (gross) (–)* and 4010/4011, *Outlays from new discretionary authority / Outlays from discretionary balances*. • For the financing account, include the corresponding transaction on lines 1800, *Spending authority from offsetting collections (mand.): Collected,* 4120, *Offsetting collections from: Federal sources (mand.)* and obligation on lines 2000 and 3010, and a disbursement on lines 3020 and 4110.

If Asset or Liability will be	Then...
	• For the liquidating account, include the payment on lines 1800, Spending authority from offsetting collections (mand.): Collected and 4120, Offsetting collections from: Federal sources (mand.) • This payment compensates this account for the reduction in its assets (direct loan) or its increased liability (loan guarantee). Where the modification decreases the cost: • For the liquidating account, include permanent indefinite authority to make the payment to the financing account on line 1200, *Appropriation (mand.).* • For the financing account, include this receipt on lines 1800, *Collected (mand.)* and 4120, *Offsetting collections from: Federal sources (mand.)*, and include the subsequent payment to the negative subsidy receipt account on lines 3020, *Outlays (gross)(–)* and *4110, Total outlays, gross (mand.).*

See section 185.7 for additional discussion about modification transactions.

185.32 Why do financing accounts borrow from Treasury?

The FCRA provides indefinite borrowing authority to financing accounts to fund the unsubsidized portion of direct loans and to satisfy obligations in the event the financing account's resources are insufficient. For direct loan financing accounts, each loan disbursement is financed by the subsidy cost payment from the program account, fees where applicable, and borrowing from Treasury. The financing account makes a single borrowing from Treasury at the beginning of each fiscal year for each cohort based on the estimated net loan disbursements for the cohort in that fiscal year. For loans financed through the FFB (FFB-financed loans), the financing account effectively borrows the full face value of the loans made to the public.

For loan guarantees, the financing account may borrow from Treasury when balances in the financing account are insufficient to pay claims. These borrowings generally occur on an as-needed basis.

If a direct loan or loan guarantee program or risk category generates negative subsidy cost, the financing account must borrow from Treasury to cover the payment to the negative subsidy receipt account. For FFB-financed loans with negative subsidy costs, borrowing for negative subsidy or other obligations in excess of financing account resources is through the Bureau of Public Debt, as with any other direct loans or loan guarantees.

For intragovernmental transactions, all borrowing, including amounts treated as financing account lending by the FFB, but excluding amounts borrowed for financing account interest, is dated October 1 regardless of whether it is the original amount borrowed at the beginning of the year or a supplementary amount borrowed later in the year. As a result of treating the entire amount as a single borrowing, net interest expense is not affected by whether all borrowed funds were disbursed or whether the original borrowing had to be supplemented later in the year (see 185.33).

You may only carry forward obligated indefinite borrowing authority into the next fiscal year. At the end of each fiscal year, you must return unobligated indefinite borrowing authority or make an adjustment during the FACTS II year-end preliminary or revision windows.

Specifically, if the indefinite borrowing authority is apportioned and exercised in a given fiscal year, the indefinite borrowing authority must be recorded as "borrowing authority applied to repay debt" if cash resulting from exercise of the borrowing authority is unobligated as of September 30th in the same fiscal

year. If the exercised but unobligated indefinite borrowing authority is not recorded as "borrowing authority applied to repay debt" as of September 30th in the same fiscal year, then show the amount as a negative amount on line 1020 "Adjustment to unobligated balance brought forward, October 1 (+ or -)" in the subsequent fiscal year."

If the indefinite borrowing authority is apportioned and is not exercised in a given fiscal year, the indefinite borrowing authority must be recorded as decrease to the "borrowing authority" if it is unobligated as of September 30th in the same fiscal year. If the indefinite borrowing authority is not recorded as an adjustment to "borrowing authority" as of September 30th in the same fiscal year, then show the amount as a negative amount on line 1020, "Adjustment to unobligated balance brought forward, October 1 (+ or –)" in the subsequent fiscal year.

185.33 Why do financing accounts earn interest?

The basic purpose of a guaranteed loan financing account is to accumulate funds to finance future default costs. Subsidy cost payments to the account, fees collected, and other collections are retained in the financing account as an uninvested balance and earn interest at the same rate as the discount rate used to calculate the subsidy cost. The subsidy cost payments, fees, other collections, and interest earnings will be sufficient to finance the net default costs if the initial estimate of subsidy cost is correct.

In direct loan financing accounts, undisbursed Treasury borrowings, including amounts treated as financing account lending by the FFB, earn interest at the same rate as the financing account pays on its debt owed to Treasury so that borrowing from Treasury for subsequent disbursements during the year does not have any effect on the results of operations or net financial position of the financing account.

185.34 Who calculates interest expense and income?

You do, using the guidance and Credit Subsidy Calculator 2 provided by OMB. Staff at the Department of Treasury's Bureau of Public Debt or Financial Management Service may also perform the calculations to ensure agreement between Treasury and your agency. For amounts treated as financing account lending by the FFB, please contact the OMB representative with primary responsibility for the program to ensure correct treatment of interest expense and income.

185.35 When do I calculate interest expense and income?

You must make the calculations to provide an estimate for the initial SF 132. You also will make these calculations again at the end of the year based on actual data to determine the payment amounts.

185.36 What interest rate do I use to calculate interest expense and income?

The FCRA requires that the rates for discounting cash flows, financing account borrowing (including amounts treated as financing account lending by the FFB), and financing account interest earnings be identical and based on the Treasury rates in effect during the period of loan disbursement. The correct discount rates for generating the cohort interest rate are provided for you in the Credit Subsidy Calculator 2, available from the OMB representative with the primary responsibility for the account. For cohorts before 2001, the Credit Subsidy Calculator 2 will generate a disbursement-weighted average discount rate. For cohorts 2001 and after, the Credit Subsidy Calculator 2 will generate a single effective rate. The cohort interest rate (whether DWADR or SER) is used for both technical reestimates and calculating financing account interest expense and income. Cohort interest rates reflect budget estimate discount rates, until the final cohort rate is established from the first technical reestimate following the interest rate reestimate.

185.37 What are the interest expense requirements for amounts treated as lending to financing accounts by the Federal Financing Bank?

The requirements are the same as any other financing account borrowing, and have no impacts on the terms and conditions of the loan with the public, including the borrower's interest rate. Regardless of whether the FFB collects borrower payments, or the credit agency processes payments and separately repays principal and interest owed on financing account borrowing to the FFB, the FFB can only be credited with interest on amounts treated as financing account lending at the appropriate cohort discount rate and under the same terms as any other financing account borrowing. Likewise, to finance amounts treated as lending to financing accounts, the FFB must keep a matched book, borrowing the full principal amount from Bureau of Public Debt on the same terms and conditions as the financing account borrowing from the FFB, including the cohort interest rate. This makes sure that all amounts collected from the public are appropriately credited to the financing account and reflected in the credit subsidy cost as required under the FCRA, and that the FFB bears no risk on the amounts treated as lending to financing accounts.

Program Account
Program and Financing Schedule (Schedule P)

Program and Financing (in millions of dollars)

		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0701	Direct loan subsidy	23	26	20
0702	Loan guarantee subsidy	128	125	129
0703	Subsidy for modification of direct loans	----	10	----
0705	Reestimates of direct loan subsidy	88	20	----
0706	Interest on reestimates of direct loan subsidy	29	25	----
0707	Reestimates of loan guarantee subsidy	----	----	----
0708	Interest on reestimates of loan guarantee subsidy	----	----	----
0709	Administrative expenses	48	49	55
0900	Total new obligations	316	255	204
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance, brought forward, October 1	----	----	----
Budget authority:				
Appropriation:				
Discretionary:				
1100	Appropriation	199	210	204
Nonexpenditure transfers:				
1121	Appropriations transferred from other accounts	----	----	----
Adjustments:				
1130	Appropriations permanently reduced	----	----	----
1160	Appropriation (total)	199	210	204
Mandatory:				
1200	Appropriation	117	45	----
1260	Appropriation (total)	117	45	----
1900	Budget authority total (discretionary and mandatory)	316	255	204
1930	Total budgetary resources available	316	255	204
Memorandum (non-add) entries:				
1940	Unobligated balances expiring	----	----	----
1941	Unexpired unobligated balance, end of year	----	----	----
CHANGE IN OBLIGATED BALANCE:				
Unpaid obligations:				
3000	Unpaid obligations brought forward, Oct 1	10	8	----
3010	Obligations incurred, unexpired accounts	316	255	204
3011	Obligations incurred, expired accounts	----	----	----
3020	Outlays (gross) (-)	-318	-263	-204
3040	Recoveries of prior year unpaid obligations, unexpired accounts	----	----	----
3050	Unpaid obligations, end of year	8	0	0
Uncollected payments:				
3081	Recoveries of prior year unpaid obligations, expired accounts	----	----	----
Memorandum (non-add) entries:				
3100	Obligated balancestart of year	10	8	----
3200	Obligated balance, end of year	8	----	----
BUDGET AUTHORITY AND OUTLAYS, NET:				
Discretionary:				
Gross budget authority and outlays:				
4000	Budget authority, gross	199	210	204
4010	Outlays from new discretionary authority	199	210	204
4011	Outlays from discretionary balances	2	8	----
4020	Total outlays, gross	201	218	204
4070	Budget authority, net (discretionary)	199	210	204
4080	Outlays, net (discretionary)	201	218	204
Mandatory:				
Gross budget authority and outlays:				
4090	Budget authority, gross	117	45	----
4100	Outlays from new mandatory authority	117	45	----
4110	Total outlays, gross	117	45	----
4160	Budget authority, net (mandatory)	117	45	----
4170	Outlays, net (mandatory)	117	45	----
Budget authority and outlays, net (total):				
4180	Budget authority, net (discretionary and mandatory)	316	255	204
4190	Outlays, net (discretionary and mandatory)	318	263	204

You must use special line coding for lines 0701 - 0709. See section 185.10 (a) for a complete list.

Shaded entries are automatically calculated by MAX.

The FCRA provides permanent authority to finance reestimates (line 1200). Show reestimates in PY and CY only.

Program Account
Summary of Loan Levels and Subsidy Data (Schedule U)

Summary of Loan Levels and Subsidy Data (in millions of dollars)

Identification code 12-3456-0-1-376		PY actual	CY est.	BY est.
	Direct loan levels supportable by subsidy budget authority:			
115001	Risk category A	500	500	500
115999	Total direct loan levels	500	500	500
	Direct loan subsidy (in percent):			
132001	Risk category A	4.57	5.23	4.03
132999	Weighted average subsidy rate	4.57	5.23	4.03
	Direct loan subsidy budget authority:			
133001	Risk category A	23	26	20
133999	Total subsidy budget authority	23	26	20
	Direct loan subsidy outlays:			
134001	Risk category A net subsidy outlays	23	36	20
134999	Total subsidy outlays	23	36	20
	Direct loan upward reestimate:			
135001	Risk category A	117	45	----
135999	Total upward reestimate	117	45	-----
	Guaranteed loan levels supportable by subsidy budget authority:			
215001	Risk category B	3,000	3,000	3,000
215999	Total loan guarantee levels	3,000	3,000	3,000
	Guaranteed loan subsidy (in percent):			
232001	Risk category B	4.25	4.17	4.29
232999	Weighted average subsidy rate	4.25	4.17	4.29
	Guaranteed loan subsidy budget authority:			
233001	Risk category B	128	125	129
233999	Total subsidy budget authority	128	125	129
	Guaranteed loan subsidy outlays:			
234001	Risk category B	128	125	129
234999	Total subsidy outlays	128	125	129
	Guaranteed loan upward reestimate:			
235001	Risk category B			
235999	Total upward reestimate:	-----	-----	-----
	Guaranteed loan downward reestimate:			
237001	Risk category B	----	----	----
237999	Total downward reestimate	-----	-----	-----
	Administrative expense data:			
351000	Budget authority	48	49	55
359000	Outlays from new authority	48	49	55

Shaded entries are automatically calculated by MAX.

Contact the OMB representative with primary responsibility for the account to add or modify risk categories.

Reestimate data should be reflected in the appropriate lines by risk category (1350xx and 1370xx for direct loans, 2350xx and 2370xx for loan guarantees).

For risk categories with negative subsidy, report lines as negative amounts (1320xx and 1340xx for direct loan risk categories, 2320xx through 2340xx for loan guarantee risk categories.)

Direct Loan Financing Account
Program and Financing Schedule (Schedule P)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0710	Direct loan obligations	500	500	500
0713	Payment of interest to Treasury	----	20	20
0742	Downward reestimate paid to receipt account	----	----	----
0743	Interest on downward reestimates	----	----	----
0900	Total new obligations	500	520	520
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance brought forward, October 1	----	----	----
1021	Recoveries of prior year unpaid obligations	----	----	----
1023	Unobligated balances applied to repay debt	----	----	----
1050	Unobligated balance (total)	----	----	----
New financing authority (gross)				
Borrowing authority:				
Mandatory:				
1400	Borrowing authority	477	464	480
1440	Borrowing authority (total)	477	464	480
Spending authority from offsetting collections:				
Mandatory:				
1800	Collected	275	352	426
1801	Change in uncollected customer payments from program account	----	----	----
1825	Spending authority from offsetting collections applied to repay debt	-252	-296	-386
1850	Spending authority from offsetting collections (total)	23	56	40
1900	Total new financing authority	500	520	520
1930	Total budgetary resources available (gross)	500	520	520
CHANGE IN OBLIGATED BALANCE:				
Unpaid obligations:				
3000	Unpaid obligations brought forward, Oct 1	----	1	1
3010	Obligations incurred, unexpired accounts	500	520	520
3020	Total financing disbursements (gross)	-500	-520	-520
3040	Recoveries of prior year unpaid obligations, unexpired	----	----	----
3050	Unpaid obligations, end of year	----	1	$ 1
Uncollected payments:				
3060	Uncollected payments, Fed sources, brought forward Oct. 1	----	----	----
3070	Change in uncollected customer payments from program account	----	----	----
3090	Uncollected customer payments from program account, end of year	----	----	----
Memorandum (non-add) entries:				
3100	Obligated balance, start of year (net)	----	0	0
3200	Obligated balance, end of year (net)	----	1	1
FINANCING AUTHORITY AND DISBURSEMENTS, NET:				
Mandatory:				
Gross budget authority and outlays:				
4090	Financing authority, gross	500	520	520
4110	Financing disbursements (gross)	500	500	500
Offsets agains gross financing authority and disbursements:				
Offsetting collections (collected) from:				
	FEDERAL SOURCES			
4120	Payment from program account	-23	-36	-20
4120	Upward Reestimate	-88	-20	----
4120	Interest on Upward Reestimate	-29	-25	----
	NON-FEDERAL SOURCES			
4123	Repayments of principal, net	-123	-247	-373
4123	Other income	-12	-24	-33
4130	Offsets against gross financing authority and disbursements (total)	-275	-352	-426
Additional offsets against gross financing authority only:				
4140	Change in uncollected customer payments from Federal sources, unexpired accounts	----	----	----
4150	Additional offsets against budget authority only (total)	----	----	----
4160	Financing authority, net (mandatory)	225	168	94
4170	Disbursements, net (mandatory)	225	148	74
Financing authority and disbursements, net (total):				
4180	Financing authority, net	225	168	94
4190	Financing disbursements, net	225	148	74

Shaded entries are automatically calculated by MAX.

You must use special coding for lines 0701-0709. See section 185.11(a) for a complete list.

Data for line 3070 is automatically copied from line 1801 but with the opposite sign.

Line 4140 is automatically copied from line 1801 but with the opposite sign.

Direct Loan Financing Account
Status of Direct Loans (Schedule G)

Status of Direct Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Position with respect to appropriations act limitation on obligation:			
1111	Limitation on direct loans	500	500	500
1131	Direct loan obligations exempt from limitation	----	----	----
1142	Unobligated direct loan limitations (-)	----	----	----
1150	Total direct loan obligations	500	500	500
	Cumulative balance of direct loans outstanding:			
1210	Outstanding, start of year	0	375	621
	Disbursements:			
1231	Direct loan disbursements	500	500	500
1232	Purchase of loan assets from the public			
1251	Repayments: Repayments and prepayments	-123	-247	-373
1263	Write-offs for default: Direct loans	-2	-7	-5
1290	Outstanding, end of year	375	621	743

Shaded entries are automatically calculated by MAX.

Direct Loan Financing Account
Balance Sheet (Schedule F)

Balance Sheet (in millions of dollars)

Identification code 12-3456-0-3-376		PY-1 actual	PY actual
	ASSETS:		
	Federal assets:		
1101	Fund balances with Treasury	----	54
1106	Receivables, net	----	----
	Net value of assets related to post-1991 direct loans receivable:		
1401	Direct loans receivable, gross	----	375
1405	Allowance for subsidy cost (-)	----	-23
1499	Net present value of assets related to direct loans	----	352
1999	Total assets	----	406
	LIABILITIES		
	Federal liabilities:		
2103	Debt payable to Treasury	----	378
2999	Total liabilities	----	378
4999	Total liabilities and net position	----	378

Shaded entries are automatically calculated by MAX.

Line 1101 equals obligated and unobligated balances.

See Section 86.1 for detailed information about balance sheets.

Line 1106 includes only undisbursed upward reestimates and interest on such reestimates. Do not report amounts for CY or BY. Do not include undisbursed subsidy from the program account even if it has been obligated.

Include undisbursed downward reestimates and interest on such reestimates on line 2101.

The financing account is designed to break even and thus have a zero results of operation.

Guaranteed Loan Financing Account
Program and Financing Schedule (Schedule P)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0711	Default claim payments on principal	221	300	300
0712	Default claim payments on interest	27	31	31
0742	Downward reestimate paid to receipt account	----	----	----
0743	Interest on downward reestimates	----	----	----
0900	Total new obligations	248	331	331
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance brought forward, October 1	100	84	----
New financing authority (gross)				
Borrowing Authority:				
Mandatory:				
1400	Borrowing authority	----	----	----
Spending authority from offsetting collections:				
Mandatory:				
1800	Collected (mandatory)	282	318	331
1801	Change in uncollected customer payments from program account	----	----	----
1825	Spending authority from offsetting collections applied to repay debt	-50	-71	----
1850	Spending authority from offsetting collections (total)	232	247	331
1900	Total new financing authority	232	247	331
1930	Total budgetary resources available (gross)	332	331	331
Memorandum (non-add) entries:				
1941	Unexpired unobligated balances, end of year	84	----	----
CHANGE IN OBLIGATED BALANCE:				
Unpaid obligations:				
3000	Unpaid obligations brought forward, Oct 1	----	----	----
3010	Obligations incurred, unexpired accounts	248	331	331
3020	Total financing disbursements (gross)	-252	-333	-331
3050	Unpaid obligations, end of year	----	----	----
Uncollected payments:				
3060	Uncollected payments, Fed sources, brought forward, Oct 1	----	----	----
3070	Change in uncollected customer payments from program account	----	----	----
3091	Uncollected customer payments from program account	----	----	----
Memorandum (non-add) entries:				
3100	Obligated balance, start of year	----	----	----
3200	Obligated balance, end of year	0	0	0
FINANCING AUTHORITY AND DISBURSEMENTS, NET:				
Mandatory:				
Gross financing authority and disbursements:				
4090	Financing authority, gross	232	247	331
4110	Total financing disbursements (mandatory)	252	333	331
Offsets against gross financing authority and disbursements:				
Offsetting collections (collected) from:				
	FEDERAL SOURCES			
4120	Payment from program account	-128	-125	-129
4122	Interest on uninvested funds	----	-2	-1
	NON-FEDERAL SOURCES			
4123	Fees	-30	-30	-30
4123	Recoveries	-74	-165	-171
4130	Offsets against gross financing authority and disbursements (total)	-232	-322	-331
Additional offsets against gross financing authority only:				
4140	Uncollected customer payments from program account	----	----	----
4160	Financing authority, net (mandatory)	----	-115	8
4170	Outlays, net (mandatory)	-30	15	----
Financing authority and disbursements, net (total):				
4180	Financing authority, net	----	-115	8
4190	Financing disbursements, net	-30	15	----

Shaded entries are automatically calculated by MAX.

Shaded entries are automatically calculaed by MAX.

Data for line 3070 is automatically copied from line 1801 but with the opposite sign.

Line 4140 is automatically copied from line 3070 but will appear in the Budget Appendix with the opposite sign.

Guaranteed Loan Financing Account
Status of Guaranteed Loans (Schedule H)

Status of Guaranteed Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Position with respect to appropriations act limitation on commitments:			
2111	Limitation on guaranteed loans made by private lenders	3,000	3,000	3,000
2150	Total guaranteed loan commitments	3,000	3,000	3,000
	Memorandum:			
2199	Guaranteed amount of guaranteed loan commitments	3,000	3,000	3,000
	Cumulative balance of guaranteed loans outstanding:			
2210	Outstanding, start of year	5,821	7,326	8,804
2231	Disbursements of new guaranteed loans	3,000	3,000	3,000
2251	Repayments and prepayments	-985	-1,000	-1,000
	Adjustments			
2261	Terminations for default that result in loans receivable	-485	-500	-500
2263	Terminations for default that result in claim payments	-25	-22	-22
2290	Outstanding, end of year	7,326	8,804	10,282
	Memorandum:			
2299	Guaranteed amount of guaranteed loans outstanding, end of year	5,821	7,326	8,804
	Addendum:			
	Cumulative balance of defaulted guaranteed loans that result in loans receivable			
2310	Outstanding, start of year	3,450	4,866	5,718
2331	Disbursements for guaranteed loan claims	1,452	980	980
2351	Repayments of loans receivable	-24	-48	-48
2361	Write-offs of loans receivable	-68	-80	-80
2364	Other adjustments, net	56	----	----
2390	Outstanding, end of year	4,866	5,718	6,570

Shaded entries are automatically calculated by MAX.

Line 2199 is required even if the value is the same as line 2150.

Guaranteed Loan Financing Account
Balance Sheet (Schedule F)

Balance Sheet (in millions of dollars)

Identification code 12-3456-0-3-376		PY-1 actual	PY actual
	ASSETS:		
	Federal assets:		
1101	Fund balances with Treasury	165	130
1106	Receivables, net	1,674	1,521
1206	Non-Federal assets: Receivables, net	7	11
	Net value of assets related to post-1991 acquired defaulted guaranteed loans receivable:		
1501	Defaulted guaranteed loans receivable	6,426	8,396
1504	Foreclosed property	2	12
1505	Allowance for subsidy cost (-)	-4,342	-6,204
1599	Net present value of assets related to defaulted guaranteed loans	2,086	2,204
1999	Total assets	3,932	3,866
	LIABILITIES		
	Federal liabilities:		
2101	Accounts Payable	50	123
2103	Debt	1,692	1,409
2105	Other	2	6
	Non-Federal liabilities:		
2201	Accounts Payable	265	354
2204	Liabilities for loan guarantees	1,923	1,974
2999	Total liabilities	3,932	3,866
	NET POSITION		
4999	Total liabilities and net position	3,932	3,866

Shaded entries are automatically calculated by MAX.

Line 1101 equals obligated and unobligated balances.

Line 1106 includes only undisbursed upward reestimates and interest on such reestimates. Do not report amounts for CY or BY. Do not include undisbursed subsidy from the program account even if it has been obligated.

Include undisbursed downward reestimates and interest on such estimates on line 2101.

See Section 86.2 for detailed information about balance sheets.

The financing account is designed to break even and thus have a zero results of operation.

Liquidating Account
Program and Financing Schedule (Schedule P)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
OBLIGATIONS BY PROGRAM ACTIVITY:				
Credit program obligations:				
0701	Guaranteed loan default claims	1	1	1
0709	Administrative expenses	2	1	1
0711	Default claim payments on principal	1	----	----
0791	Direct program activities, subtotal	3	1	1
0900	Total new obligations	4	2	2
BUDGETARY RESOURCES:				
Unobligated balance:				
1000	Unobligated balance, brought forward, October 1	6	5	----
1022	Capital transfer of unobligated balances to general fund	-6	-5	----
1050	Unobligated balance (total)	----	----	----
New financing authority (gross)				
Budget Authority:				
Mandatory:				
1200	Appropriation (mandatory)	2	2	1
Spending authority from offsetting collections:				
Mandatory:				
1800	Collected (mandatory)	10	6	4
1820	Capital transfer of spending authority to general fund	----	-5	-2
1825	Spending authority from offsetting collections applied to repay debt	-3	-1	-1
1850	Spending authority from offsetting collections (total)	7	----	1
1900	Budget authority (discretionary and mandatory)	9	2	2
1930	Total budgetary resources available	9	2	2
CHANGE IN OBLIGATED BALANCE:				
Unpaid obligations:				
3000	Unpaid obligations brought forward, Oct 1	3	3	5
3010	Obligations incurred, unexpired accounts	4	2	2
3020	Outlays (gross)	-4	----	-1
3050	Unpaid obligations, end of year	3	5	6
Memorandum (non-add) entries:				
3100	Obligated balance, start of year (net)	3	3	5
3200	Obligated balance, end of year (net)	3	5	6
FINANCING AUTHORITY AND DISBURSEMENTS, NET:				
Mandatory:				
Gross budget authority and outlays:				
4090	Mandatory budget authority, gross	9	2	2
4100	Outlays from new mandatory authority	4	----	1
4110	Total outlays, gross	4	----	1
Offsets against gross budget authority and outlays:				
Offsetting collections (collected) from:				
	NON-FEDERAL SOURCES			
4123	Principal	-10	-6	-4
4130	Offsets against gross budget authority and outlays (total)	-10	-6	-4
4160	Budget authority, net (mandatory)	-1	-4	-2
4170	Outlays, net (mandatory)	-6	-6	-3
Budget authority and outlays, net (total):				
4180	Budget authority, net	-1	-4	-2
4190	Outlays, net	-6	-6	-3

Shaded entries are automatically calculated by MAX.

There should be no unobligated balance (line 1050) unless an extension has been approved by OMB. Excess amounts should be used to repay debt or transferred to the general fund.

Liquidating Account
Status of Direct Loans (Schedule G)

Status of Direct Loans (in millions of dollars)

Identification code 12-3456-0-3-376		PY actual	CY est.	BY est.
	Cumulative balance of direct loans outstanding:			
1210	Outstanding, start of year	25	21	16
1251	Repayments and prepayments	----	-1	-1
	Write-offs for default:			
1263	Direct loans	-2	-2	-2
1264	Other adjustments, net (+ or -)	-2	-2	-1
1290	Outstanding, end of year	21	16	12

Shaded entries are automatically calculated by MAX.

For liquidating accounts, do not use lines 1111-1150. Most liquidating accounts should not use line 1231.

Liquidating Account
Status of Guaranteed Loans (Schedule H)

Status of Guaranteed Loans (in millions of dollars)

Identification code 12-3456-0-3-376	PY actual	CY est.	BY est.
Cumulative balance of guaranteed loans outstanding:			
2210 Outstanding, start of year	74	52	33
2251 Repayments and prepayments	-20	-18	-15
Adjustments:			
2263 Terminations for default that result in claim payments	-2	-1	-1
2290 Outstanding, end of year	52	33	17
Memorandum:			
2299 Guaranteed amount of guaranteed loans outstanding, end of year	43	18	10
Addendum:			
Cumulative balance of defaulted guaranteed loans that result in loans receivable:			
2310 Outstanding, start of year	45	42	29
2331 Disbursements for guaranteed loan claims	----	1	1
2361 Write-offs of loans receivable	-7	-14	-14
2364 Other adjustments, net	4	----	----
2390 Outstanding, end of year	42	29	16

Shaded entries are automatically calculated by MAX.

Liquidating Account
Balance Sheet (Schedule F)

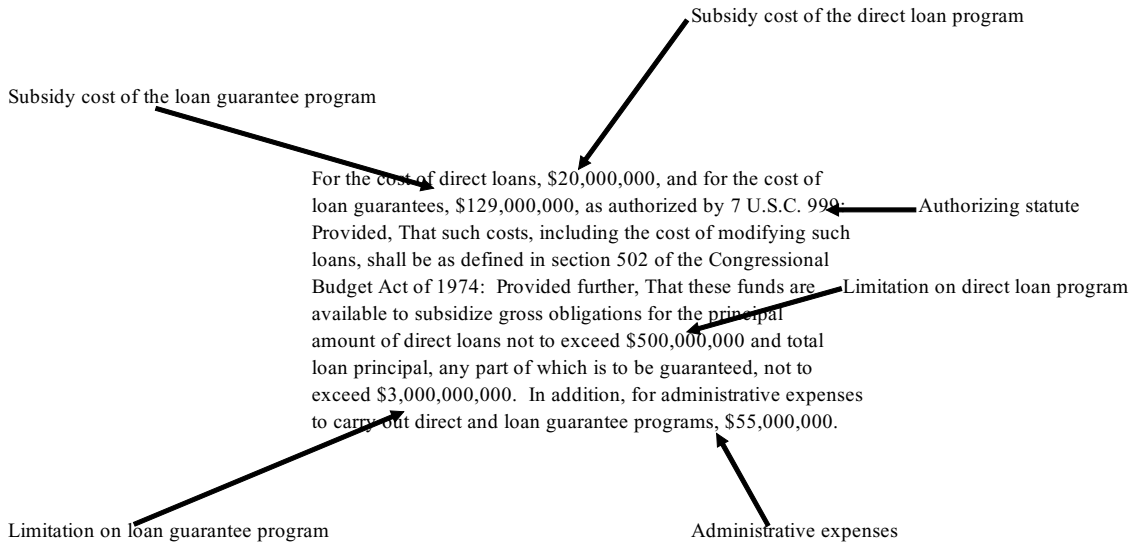
Balance Sheet (in millions of dollars)

Identification code 12-3456-0-3-376		PY-1 actual	PY actual
	ASSETS:		
	Federal assets:		
1101	Fund balances with Treasury	8	8
	Non-Federal Assets		
1206	Receivables, net	3	3
	Net value of assets related to pre-1992 direct loans receivable and acquired defaulted guaranteed loans receivable:		
1601	Direct loans, gross	25	21
1603	Allowance for estimated uncollectible loans and interest (-)	-1	----
1604	Direct loans and interest receiveable, net	24	21
1699	Value of assets related to direct loans	24	21
1701	Defaulted guaranteed loans, gross	45	42
1703	Allowance for estimated uncollectible loans and interest (-)	-23	-24
1799	Value of assets related to loan guarantees	22	18
1901	Other Federal assets: Other assets	7	6
1999	Total assets	64	56
	LIABILITIES		
	Federal liabilities:		
2101	Accounts payable	1	1
2103	Debt to the FFB	6	2
2104	Resources payable to Treasury	55	50
	Non-Federal liabilities:		
2201	Accounts payable	1	2
2207	Other Liabilities	1	1
2999	Total liabilities	64	56
	NET POSITION		
4999	Total liabilities and net position	64	56

Shaded entries are automatically calculated by MAX.

See Section 86.2 for detailed information about balance sheets.

Standard Appropriations Language



Please see A-11 Section 95.7 for more information on appropriations language for credit programs.

Apportionment for Program Accounts

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

Identify in the header the law(s), if any, providing the budget authority.

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Credit Program Account (001-23-4567)						
		TAFS: 99-0001 /20xx						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1100		BA: Disc: Appropriation			204,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**			204,000,000			
6011		Direct loan subsidy			20,000,000			
6012		Guaranteed loan subsidy			129,000,000			
6013		Administrative expenses			55,000,000			
6190		**Total budgetary resources available**			204,000,000			

Leave the "Previous Approved" column blank on the first apportionment of the current fiscal year.

From Exhibit 185A

Subsidy ($20,000,000 + $129,000,000) + administrative expenses ($55,000,000).

These two entries must be equal.

Apportionment for Direct Loan Financing Account

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

Identify in the header the law(s), if any, providing the budget authority.

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Direct Loan Financing Account (003-04-4147)						
		TAFS 80-4147 /X						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1400		BA: Mand: Borrowing authority			480,000,000			
1840		BA: Mand: Spending auth: Antic colls, reimbs, other			426,000,000			
1842		BA: Mand: Spending auth: Antic cap tran, red debt			-386,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**			520,000,000			
6001		First quarter			125,000,000			
6002		Second quarter			125,000,000			
6003		Third quarter			125,000,000			
6004		Fourth quarter			125,000,000			
6011		Interest paid to Treasury			20,000,000			
6190		**Total budgetary resources available**			520,000,000			

Leave the "Previous Approved" column blank on the first apportionment of the current fiscal year.

Direct loan limitation ($500,000,000) minus subsidy ($20,000,000).

Subsidy from the program account ($20,000,000) + repayments from borrower ($406,000,000). 100% of the subsidy is recorded because the spending plan assumes that all loans will be obligated in the first year.

Anticipated principal repayments to Treasury.

These two entries must be equal.

Apportionment For Guaranteed Loan Financing Account

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

Identify in the header the law(s), if any, providing the budget authority.

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account: Guaranteed Loan Financing Account (003-04-4148)						
		TAFS 80-4148 /X						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1840		BA: Mand: Spending auth:Antic colls, reimbs, other			130,000,000		Subsidy from the program account ($129,000,000) + interest from Treasury ($1,000,000).	
1920		**Total budgetary resources avail (disc. and mand.)**			130,000,000			
6182		Budgetary Resources: Unappor bal, revolving fnd			130,000,000			
6190		**Total budgetary resources available**			130,000,000			
8100		Program Level, Current Year			3,000,000,000		Limitation on loan guarantees.	
8201		Application, Category A, First quarter						
8202		Application, Category A, Second quarter						
8203		Application, Category A, Third quarter						
8204		Application, Category A, Fourth quarter						
8211		Category B: Guaranteed loan program			3,000,000,000			

Leave the "Previous Approved" column blank on the first apportionment of the current fiscal year.

These two entries must be equal.

Lines 8100 and 8200 are only used on the SF 132 for guaranteed loan financing accounts.

INITIAL APPORTIONMENT SIDE-BY-SIDE-ACCOUNT COMPARISON

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	Budgetary Resources		
Budget authority Appropriations 1100 Disc: appropriation 1200 Mand: appropriation	The total amount specified in the appropriations language and becoming available on or after October 1 of the fiscal year. It is composed of amounts to cover direct and guaranteed loan subsidy costs and administrative expenses ($11,530,000 +$6,000,000 + $1,000,000).		
Borrowing authority 1300 Disc: borrowing authority 1400 Mand: borrowing authority		The amount of borrowing authority anticipated to be used to cover obligations during the year that are not covered by subsidy cost payments or fees. Usually, assume direct loan obligations equal to the direct loan limitation and subtract corresponding estimates of subsidy cost payments and any fees paid by the borrower ($100,000,000–$11,530,000). (This example assumes borrowers are not charged any fees.)	
Spending authority from offsetting collections (Gross) 1840 Anticipated collections, reimbursements, and other income		The expected collections of credit subsidy cost payments from the program account, plus expected repayments from borrowers ($11,530,000 + $10,243,000).	The expected collections of credit subsidy cost payments from the program account plus interest earned from Treasury ($6,000,000 + $360,000).
Permanently not available 1842 Anticipated capital transfers and redemption of debt		Repayments of Treasury debt are shown as a reduction in resources rather than as obligations and disbursements. Does not include interest payments made on debt owed to Treasury, which are treated as an obligation and an outlay. To calculate principal	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
		repayments to Treasury, contact your OMB representative.	
1920 Total Budgetary Resources	The sum of lines 1100-1842 and always equal to line 6190.	The sum of lines 1100-1842 and always equal to line 6190.	The sum of lines 1100-1842 and always equal to line 6190.
Application of Budgetary Resources			
Apportioned Category A: 6001 First quarter 6002 Second quarter 6003 Third quarter 6004 Fourth quarter		The amount for each quarter to incur direct loan obligations and to disburse loans. Assuming that 100% of the direct loans will be obligated evenly throughout the first year, entries for each quarter are calculated by dividing the direct loan limitation level equally into four quarters ($100,000,000 * .25).	
Category B: 6011-6110 Direct loan subsidy cost Guaranteed loan subsidy cost Administrative expenses Interest paid to Treasury	Includes separate amounts for direct loan and loan guarantee subsidy cost and administrative expenses. Because this program expects to obligate the full amounts in the first fiscal year, the total amount of subsidy cost and administrative expenses appropriated to the account should be apportioned.	In this example, $1,680,250 is requested for interest payments to Treasury.	
6182 Unapportioned balance of revolving fund			Records the amount of subsidy cost payments and interest which will be held to finance future defaults ($6,000,000 + $360,000).
6190 Total Budgetary Resources	The sum of lines 6001-6182 and always equal to line 1920.	The sum of lines 6001-6182 and always equal to line 1920.	The sum of lines 6001-6182 and always equal to line 1920.
Program Level			
Guaranteed loan levels 8100 Program level, current year			Record the loan guarantee limitation, in this case $70,000,000. For mandatory programs, record the amount of guaranteed loans anticipated to be committed.

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
		Application	
Apportioned: Category A 8201-8204 Application, category A Category B 8211-8235 Application, category B			Should equal the amount on line 8100 immediately above.

Reapportionment for Modification
Program Account

FY 20xx Apportionment

Funds provided by Public Law XXX-XXX

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Credit Program Account (003-04-0138)						
		TAFS: 80-0138 /2012						
IterNo	2	Last Approved Apportionment: 9/10/CY						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1000		Unobligated balance, brought forward, Oct. 1			2,100,000		Account may contain unobligated balances that were not projected in the budget	
1100		BA: Disc: Appropriation	204,000,000		214,000,000		Subsidy ($20,000,000 + $129,000,000) + modification ($10,000,000) + administrative expenses ($55,000,000).	
1920		**Total budgetary resources (disc. and mand.)**	204,000,000		216,100,000			
6011		Direct loan subsidy	20,000,000		20,000,000			
6012		Guaranteed loan subsidy	129,000,000		129,000,000			
6013		Administrative expenses	55,000,000		57,100,000			
6014		Direct loan modification			10,000,000			
6190		**Total budgetary resources available**	204,000,000		216,100,000			

If your current apportionment does not provide budgetary resources to cover the modification cost, you must submit a reapportionment.

These two entries must be equal.

Reapportionment for Upward Reestimate
Program Account

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

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Credit Program Account (003-04-0138)						
		TAFS: 80-0138 /2012						
IterNo	2	Last Approved Apportionment: 9/10/CY						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1000		Unobligated balance, brought forward, Oct. 1			2,100,000			
1100		BA: Disc: Appropriation	204,000,000		204,000,000			
1250		BA: Mand: Anticipated appropriation			4,900,000			
1920		**Total budgetary resources avail (disc. and mand.)**	204,000,000		211,000,000			
6011		Direct loan subsidy	20,000,000		20,000,000			
6012		Guaranteed loan subsidy	129,000,000		129,000,000			
6013		Administrative expenses	55,000,000		57,100,000			
6014		Reestimate			3,900,000			
6015		Interest on reestimate			1,000,000			
6190		**Total budgetary resources available**	204,000,000		211,000,000			

If your current apportionment does not provide budgetary resources to cover the upward reestimate, you must submit a reapportionment requesting permanent indefinite authority to cover upward reestimate and interest on upward reestimate.

Until indefinite appropriations for reestimate are warranted, include them on line 1250. On subsequent apportionments, include the warranted amounts on line 1200 (see line description of indefinite appropriation).

Budgetary resources for upward reestimate and interest on reestimate.

These two entries must be equal.

Reapportionment for Downward Reestimate
Direct Loan Financing Account

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

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Direct Loan Financing Account (003-04-4147)						
		TAFS 80-4147 /X						
IterNo	2	Last Approved Apportionment: 9/10/CY						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1400		BA: Mand: Borrowing authority	480,000,000		480,000,000			
1800		BA: Mand: Spending auth: Collected (mand.)	426,000,000		434,000,000			
1825		BA: Mand: Spending auth: Applied to repay debt	-386,000,000		-386,000,000			
1920		**Total budgetary resources avail (disc. and mand.)**	520,000,000		528,000,000			
6001		First quarter	125,000,000		125,000,000			
6002		Second quarter	125,000,000		125,000,000			
6003		Third quarter	125,000,000		125,000,000			
6004		Fourth quarter	125,000,000		125,000,000			
6011		Interest paid to Treasury	20,000,000		20,000,000			
6012		To receipt account, for reestimate			6,000,000			
6013		To receipt account, for interest on reestimate			2,000,000			
6190		**Total budgetary resources available**	520,000,000		528,000,000			

Direct loan limitation ($500,000,000) minus subsidy ($20,00,000).

$8,000,000 more was collected in reoveries than estimated.

If your current apportionment does not address the downward reestimate, you must submit a reapportionment.

Use 1825 (actual) and 1842 (anticipated) to show principal repayments to Treasury.

These two entries must be equal.

Downward reestimates and interest on downward reestimates are obligated and disbursed to the receipt account.

Apportionment for Liquidating Account

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

Line No.	Line Split	Bureau / Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote
		Department of Government						
		Bureau: Office of the Secretary						
		Account : Liquidating Account (003-04-4147)						
		TAFS 80-4147 /X						
IterNo	1	Last Approved Apportionment: N/A, First Request of year						
Rprt Cat	NO	Reporting Categories						
AdjAut	NO	Adjustment Authority provided						
1250		BA: Mand: Anticipated appropriation			1,000,000			
1800		BA: Mand: Spending auth: Collected (mand.)			4,000,000			
1820		BA: Mand: Cap trans of spending authority from offsetting collections to general fund (-)			-2,000,000		Repay debt ($1,000,000) and balances swept to Treasury ($1,000,000).	
1825		BA: Mand: Spending auth: Applied to repay debt			-1,000,000		Use 1825 (actual) and 1842 (anticipated) to show principal repayments to Treasury.	
1920		**Total budgetary resources avail (disc. and mand.)**			2,000,000			
6011		Payment on Default Loans			1,000,000		These two entries must be equal.	
6012		Administrative Expenses			1,000,000			
6190		**Total budgetary resources available**			2,000,000			

End of First Quarter: Program Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ended 12/31/CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Credit Program Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brough fwd, Oct. 1	
1100 BA: Disc: Appropriation (disc.)……	204,000,000
1900 Budget authority total (disc. and mand.).....	204,000,000
1910 Total budgetary resources (disc. and mand.).....	**204,000,000**
STATUS OF BUDGETARY RESOURCES	
2002 Direct loan subsidy…….....	5,000,000
2002 Guaranteed loan subsidy…...……	32,250,000
2002 Administrative expenses……	13,750,000
2201 Unob Bal: Apportioned: Avail in the current period.....	153,000,000
2500 Total budgetary resources……..……...……	204,000,000
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1.....	500,000
3010 Ob Bal: Obligations incurred: Unexpired accounts.....	51,000,000
3020 Ob Bal: Outlays (gross).....	51,500,000
3050 Ob Bal: EOY: Unpaid obligations.....	
3100 Memo: Ob Bal: SOY: obligated balance……	500,000
3200 Memo: Ob Bal: EOY obligated balance.....	0
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross.....	204,000,000
4010 Disc: Outlays from new authority.....	51,000,000
4011 Disc: Outlays from discretionary balances.....	500,000
4020 Disc: Total outlays, gross.....	51,500,000
4070 Disc: Budget authority, net.....	204,000,000
4080 Disc: Outlays, net.....	51,500,000
4180 Budget authority, net (disc. and mand.).....	**204,000,000**
4190 Outlays, net (disc. and mand.).....	**51,500,000**

The appropriations becoming available on or after October 1 of the fiscal year.

25% of the total direct and guaranteed loan subsidy have been obligated.

25% of the total administrative expenses has been obligated.

Amount apportioned under Category B of the latest apportionment ($204,000,000) minus the total obligations incurred above ($51,000,000).

25% of outlays have been disbursed

Loan subsidy obligated but not yet disbursed.

Loan subsidy and administrative cost obligated and disbursed.

Note: Exhibit 185U illustrates the End of First Quarter SF 133 report for this account. Exhibits 185V amd 185W show the related end of First Quarter Direct Loan and Guaranteed Loan Financing accounts, respectively.

End of First Quarter: Direct Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Direct Loan Financing Account

	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brought fwd, Oct. 1	
1021 Recoveries of prior year unpaid obligations	
1023 Unobligated balances, ap plied to repay debt	
1050 Unobligated balance (total)	
1400 BA: Mand: Borrowing authority	480,000,000
1800 BA: Mand: Spending auth: Collected	426,000,000
1801 BA: Mand: Spending auth: Chng uncoll paymt Fed src	
1825 BA: Mand: Spending auth: Applied to repay debt	-386,000,000
1840 BA: Mand: Spending auth:Antic colls, reimbs, other advance	
1850 BA: Mand: Spending auth: Total	40,000,000
1910 Total budgetary resources (disc. and mand.)	**520,000,000**
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter)	125,000,000
2002 Interest payment to Treasury	20,000,000
2202 Unob Bal: Apportioned: Avail in subsequent periods	375,000,000
2203 Unob Bal: Apportioned: Anticipated	
2500 Total budgetary resources	**520,000,000**
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1	1,000,000
3010 Ob Bal: Obligations incurred: Unexpired accounts	145,000,000
3020 Ob Bal: Outlays (gross) (-)	-146,000,000
3040 Ob Bal: Change, recoveries of prio year unpaid obs, unexpired	
3050 Ob Bal: EOY: Unpaid obligations	
3060 Uncollected payments, Fed sources, brought fwd., Oct. 1	
3090 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Memo: Ob Bal: SOY: obligated balance	1,000,000
3200 Memo: Ob Bal: EOY obligated balance	0
FINANCING AUTHORITY AND DISBURSEMENTS, NET	
4090 Mand: Financing authority, gross	520,000,000
4110 Mand: Total disbursements, gross	-146,000,000
4130 Mand: Offsets, FA and DB:	
4140 Mand: Offset, FA: Chng in uncol pay, Fed src, unexpired	
4160 Mand: Financing authority, net	520,000,000
4170 Mand: Disbursements, net	-146,000,000
4180 Budget authority, net (disc. and mand.)	**520,000,000**
4190 Outlays, net (disc. and mand.)	**-146,000,000**

Amount apportioned on latest apportionment. For indefinite borrowing authority, see apportionment lines 1000, and 1400.

As direct loans are obligated and disbursed, the loan subsidy is collected from the program account.

Direct loan subsidy obligated but not yet received from the program account.

Use 1825 (actual) and 1840 (anticipated) to show principal repayments to Treasury. If you have any unobligated balances brought forward October 1st, please use 1023 to repay debt.

The remainder of the loan subsidy expected from the program account for the unobligated portion of the direct loans plus the expected repayments from borrowers that will not be received until the end of the fiscal year.

Obligations incurred against the amount apportioned for this period under Catergory A of the latest SF 132.

Interest is obligated through the year but not yet disbursed.

Amount apportioned on latest SF 132 by time periods (under Category A &B) that will not become available until after the reporting period.

Direct loans obligated but not yet disbursed + interest payment to Treasury obligated but not yet disbursed.

Subsidy receivable from the program account for the portion of the direct loans that were obligated but not disbursed.

Loans disbursed from the account, as of this reporting period.

Direct loan subsidy collected from program account.

Note: Exhibit U illustrates the End of First Quarter SF 133 report for the Program Account for this account. Exhibit 185Z illustrates the End of Fiscal Year SF 133 report for this account.

End of First Quarter: Guaranteed Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Guaranteed Loan Financing Account

	Unexpired
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	
1800 BA: Mand: Spending auth: Collected	129,000,000
1850 BA: Mand: Spending auth: Total	129,000,000
1930 Total budgetary resources (disc. and mand.)	**129,000,000**
STATUS OF BUDGETARY RESOURCES	
2202 Unob Bal: Apportioned: Avail in subsequent periods	129,000,000
2500 Total budgetary resources	**129,000,000**
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1 (-)	
3060 Ob Bal: Uncollected pymts, Fed sources, brought fwd, Oct. 1	
3100 Memo: Ob Bal: SOY: obligated balance	
3200 Memo: Ob Bal: EOY obligated balance	
BUDGET AUTHORITY AND OUTLAYS, NET	
4090 Mand: Financing authority, gross	129,000,000
4110 Mand: Total disbursements, gross	
4130 Mand: Offsets, FA and DB:	-129,000,000
4160 Mand: Financing authority, net	
4170 Mand: Disbursements, net	-129,000,000
4180 Financing authority, net (disc. and mand.)	
4190 Disbursements, net (disc. and mand.)	**-129,000,000**

When loan guarantees have been committed and the loans disbursed, the subsidy is received from the program account ($129,000,000).

Guaranteed loan financing accounts hold a reserve for future defaults.

Subsidy collected from program account.

Note: Exhibit 185U illustrates the End of First SF 133 Quarter Program account for this account. Exhibit 185AA illustrates the End of First Quarter SF 133 for this account.

BUDGET EXECUTION REPORTING—END OF FIRST QUARTER
SIDE-BY-SIDE ACCOUNT COMPARISON

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	Schedule of Budgetary Resources		
1100. BA: Appropriation (disc.)	The total amount becoming available on or after October 1 of the fiscal year. It is composed of amounts for direct loan and loan guarantee subsidy costs and administrative expenses ($11,530,000 + $6,000,000 + $1,000,000). The entry for this line should equal the entry on line 1100 of the latest SF 132 for this account.		
1400. BA: Borrowing authority (mand.)		The amount of borrowing authority anticipated to be used to cover obligations during the year that are not covered by subsidy cost payments or fees. Usually, assume direct loan obligations equal to the direct loan limitation and subtract corresponding estimates of subsidy cost payments and any fees paid by the borrower ($100,000,000–$11,530,000). The entry for this line should equal the entry on line 1400 of the latest SF 132 for this account.	
1800 BA: Spending author: Collected (mand.)		When a direct loan is disbursed, the financing account collects the subsidy cost payment from the program account. So far, only 80% of the loans obligated this quarter have been disbursed so only 80% of the subsidy cost should be collected ($2,882,500 * .8). Later, as borrowers make repayments, such amounts will also be recorded on this line.	When a guaranteed loan is disbursed by a private lender, the financing account collects the subsidy cost payment from the program account. These collections are held to finance future defaults. So far, private lenders have disbursed only 80% of the loans guaranteed this quarter ($1,500,000 * .8).

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
1801. BA: Spending auth: Change in uncollected customer payments, Fed srcs (mand.) (+ or –)		The portion of the subsidy cost for loans obligated but not yet disbursed in the first quarter ($2,882,500 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800.	The portion of the subsidy cost for guarantees committed but not yet disbursed in the first quarter ($1,500,000 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800.
1825 BA: Spending auth: Applied to repay debt (mand.) (–)		Repayments of Treasury debt are shown as a reduction in resources rather than as an obligation of resources. This entry does not include interest payments made on borrowing from Treasury, which are treated as an obligation and an outlay.	
1840 BA: Spending auth: Anticipated collections, reimbursements, and other income (mand.)		The anticipated subsidy cost payments from the program account for loans planned to be obligated in the remaining quarters of this year and expected borrower repayments of principal and interest for this year [($2,882,500 * 3) + $10,243,000]. As direct loans are obligated and disbursed, reflect these actions by moving the corresponding amounts to lines 1800 and 1801, as appropriate.	The anticipated subsidy cost payments from the program account for guarantees planned to be committed in the remaining quarters of this year and interest earned from Treasury [($1,500,000 * 3) + $360,000]. As guarantees are committed and guaranteed loans are disbursed, reflect these actions by moving the corresponding amounts to lines 1800 and 1801, as appropriate.
1850 BA: Spending authority from offsetting collections (mand.) (total)		The sum of lines 1800-1840.	The sum of lines 1800-1840.
1910. Total budgetary resources (disc. and mand.)	Represents all the budgetary resources available for new obligations (typically the amount on line 1100). This line should always equal line 2500.	The sum of detailed lines 1400 through 1840 and should equal line 2500.	The sum of detailed lines 1800 through 1840 and should equal line 2500.

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	Status of Budgetary Resources		
2001 Obligations incurred: Category A (by quarter)		A quarter of the borrowing authority and subsidy cost has been obligated ($100,000,000 * .25).	
2002 Obligations incurred: Category B, 1. Direct loan subsidy cost 2002 Obligations incurred: Category B, 2. Guaranteed loan subsidy cost 2002. Obligations incurred: Category B, 3. Administrative expenses	A quarter of the direct loan and loan guarantee subsidy cost and administrative expenses has been obligated, so a quarter of each [.25 * ($11,530,000 + $6,000,000 + $1,000,000)] is recorded.		
2002. Obligations incurred: Category B, 4. Interest payment to Treasury		The interest payment to Treasury ($1,680,250) is recorded.	
2201. Unob Bal Apportioned: Available in the current period	Based on the latest SF 132, a total of $18,530,000 is apportioned for this account, but only $4,632,500 ($2,882,500 + $1,500,000 +$250,000) has been obligated. Therefore, the remaining $13,897,500 is recorded.		
2202. Unob Bal: Apportioned: Available in subsequent periods		Because this account is apportioned by time periods, the amount apportioned on the latest SF 132 (6001-6004 lines, *Category A*) that will not become available until after this reporting period is recorded here. This is calculated by taking the total Category A apportionment on the latest SF 132 minus the obligations incurred on lines 2001 of this SF 133, minus anticipated apportionments. ($100,000,000–$25,000,000-$18,890,500).	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
2203 Unob Bal: Apportioned: Anticipated		These are anticipated subsidy cost repayments. Since the amount is anticipated, it is categorized separately from apportionments available in subsequent periods.	
2403 Unob Bal: Unapportioned: Other			Guaranteed loan financing accounts hold an interest-earning reserve for future defaults. Record the amount of subsidy cost payments and interest received and anticipated ($4,860,000 + $1,200,000 + $300,000) for the year.
2500 Total Budgetary Resources	The sum of lines 2001-2403 and should equal line 1910.	The sum of lines 2001–2403 and should equal line 1910.	The amount on line 2202 and should equal line 1910.
Change in obligated balance			
3010. Ob Bal: Obligations incurred: Unexpired accounts	A quarter of the direct loan and loan guarantee subsidy cost and administrative expenses has been obligated, so a quarter of each [.25 * ($11,530,000 + $6,000,000 + $1,000,000)] is recorded.	The amount payable to Treasury for interest expense and the amount of direct loans obligated but not yet disbursed by the financing account [$1,680,250 + $25,000,000].	
3020 Ob Bal: Outlays (gross) (–)	The amount of obligations that are liquidated by disbursements. In this example, only 80% of the subsidy cost obligated this quarter [($2,882,500 + $1,500,000) * .8] (see line 1100 of the financing account) and 25% of the administrative expenses have been disbursed. The sum of these two disbursements ($3,506,000 + $250,000) is recorded.	The amount of direct loan subsidy that has been disbursed from the obligated balance. [$25,000,000 * .8]	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
3070 Ob Bal: Change in uncollected customer payments, Fed srcs: Unexpired accounts (+ or –)		The portion of the subsidy cost for loans obligated but not yet disbursed in the first quarter ($2,882,500 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800. This line is the same as line 1801, but with opposite sign.	The portion of the subsidy cost for guarantees committed but not yet disbursed in the first quarter ($1,500,000 * .2). When the remaining 20% of the loans is disbursed, the program account will pay the remaining subsidy cost to the financing account, and the amount on this line will be moved to line 1800. This line is the same as line 1801, but with opposite sign.
3070 Ob Bal: EOY: Unpaid obligations (gross)	The sum of lines 3000-3081 but generally 3010 and 3020 are the lines reported.	The sum of lines 3000-3081 but generally 3010, and 3020 are the lines reported.	
3090. Ob Bal: EOY: Uncollected cust payments from Fed srcs (–)		The amount of direct loan subsidy cost payment receivable from the program account for the portion of the direct loan subsidy cost that was obligated but remains undisbursed ($2,882,500 * .2). This line is the same as line 3070 and 1801, but with the opposite sign.	The amount of subsidy cost for loan guarantees receivable from the program account for the portion of the loan guarantee that was obligated but remains undisbursed ($1,500,000 * .2). This line is the same as line 3070 and 1801, but with the opposite sign.
Memorandum (non-add) entries:			
3200. Obligated balance, end of year	The sum of lines 3130 and 3020, and should equal the sum of lines 3050 and 3090.	The sum of lines 3010-3070, and should equal the sum of lines 3050 and 3090.	The sum of line 3070, and should equal the sum of lines 3590 and 3090.
Budget Authority and Outlays, Net			
4000 Budget authority, gross (disc.)	The amount on line 1100.		
4010. Outlays from new discretionary authority (disc.)	This equals the portion of line 3020 that is derived from new discretionary authority.		
4070. Budget authority, net (disc.)	This line should equal line 4000.		
4080. Outlays, net (disc.)	This line should equal line 4010.		
4090. Budget authority, gross (mand.)		The sum of detailed lines 1400, 1800, 1801 and 1840.	The sum of detailed lines 1800, 1801 and 1840.

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
4110. Total outlays, gross (mand.)		This equals line 3020, with the opposite sign.	This equals line 3020, with the opposite sign.
4120. Offsets, BA and OL: Offsetting collections from Fed srcs (mand.)		Repayments from the borrowers are not expected until the end of the year, so this entry should reflect only the amount of the direct loan subsidy cost payments that have been disbursed from the program account (see line 1800), recorded as a negative amount.	Records the amount of the loan guarantee subsidy cost payments that have been disbursed from the program account (see line 1800), recorded as a negative amount.
4140. Offsets BA only: Change in uncoll cust payments from Fed srcs (unexpired) (mand.) (+ or –)		Equals line 1801, but with the opposite sign.	Equals line 1801, but with the opposite sign.
4160. Budget authority, net (mand.)		Sum of lines 4090, 4120 and 4140.	Sum of lines 4090, 4120 and 4140.
4170. Outlays, net (mand.)		Sum of lines 4110 and 4120.	Sum of lines 4110 and 4120.
4180. Budget authority, net (disc. and mand.)	This line should equal line 4070 (disc.)	This line should equal line 4160 (mand.)	This line should equal line 4160 (mand.)
4190. Outlays, net (disc. and mand.)	This line should equal line 4080 (disc.)	This line should equal line 4170 (mand.)	This line should equal line 4170 (mand.)

End of Fiscal Year: Program Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Period ending 9/30 CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Credit Program Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brough fwd, Oct. 1	
1100 BA: Disc: Appropriation (disc.)……	204,000,000
1900 Budget authority total (disc. and mand.).....	204,000,000
1910 Total budgetary resources (disc. and mand.).....	**204,000,000**
STATUS OF BUDGETARY RESOURCES	
2002 Direct loan subsidy…….....……	20,000,000
2002 Guaranteed loan subsidy…..……	129,000,000
2002 Administrative expenses……	55,000,000
2201 Unob Bal: Apportioned: Avail in the current period.....	
2500 Total budgetary resources…..……...……	204,000,000
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1……	500,000
3010 Ob Bal: Obligations incurred: Unexpired accounts……	204,000,000
3020 Ob Bal: Outlays (gross) ……	-204,500,000
3050 Ob Bal: EOY: Unpaid obligations……	
3100 Memo: Ob Bal: SOY: obligated balance……	
3200 Memo: Ob Bal: EOY obligated balance……	
BUDGET AUTHORITY AND OUTLAYS, NET	
4000 Disc: Budget authority, gross…….……..	204,000,000
4010 Disc: Outlays from new authority……	204,000,000
4011 Disc: Outlays from discretionary balances.....	500,000
4020 Disc: Total outlays, gross……..	204,500,000
4070 Disc: Budget authority, net.....	204,000,000
4080 Disc: Outlays, net.....	204,500,000
**4180 Budget authority, net (disc. and mand.)……..…….. **	**204,000,000**
**4190 Outlays, net (disc. and mand.)…… **	**204,500,000**

100% of direct and guaranteed loan subsidy and administrative expenses have been obligated.

Loan subsidy obligated but not yet disbursed.

Loan subsidy and administrative cost obligated and disbursed.

Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Direct Loan Financing Account
	Unexpired
BUDGETARY RESOURCES	
1000 Unobligated balance, brought fwd, Oct. 1	
1021 Recoveries of prior year unpaid obligations	
1023 Unobligated balances, ap plied to repay debt	
1050 Unobligated balance (total)	
1400 BA: Mand: Borrowing authority	480,000,000
1800 BA: Mand: Spending auth: Collected	426,000,000
1801 BA: Mand: Spending auth: Chng uncoll paymt Fed src sources	
1825 BA: Mand: Spending auth: Applied to repay debt	-386,000,000
1850 BA: Mand: Spending auth: Total	40,000,000
1910 Total budgetary resources (disc. and mand.)	**520,000,000**
STATUS OF BUDGETARY RESOURCES	
2001 Direct obs incurred: Category A (by quarter)	500,000,000
2002 Interest payment to Treasury	20,000,000
2500 Total budgetary resources	**520,000,000**
STATUS OF BUDGETARY RESOURCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1	1,000,000
3010 Ob Bal: Obligations incurred: Unexpired accounts	520,000,000
3020 Ob Bal: Outlays (gross)	-520,000,000
3040 Ob Bal: recoveries of prio year unpaid obs, unexpired (-)	
3050 Ob Bal: EOY: Unpaid obligations	
3060 Uncollected payments, Fed sources, brought fwd., Oct. 1	
3090 Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY	
3100 Memo: Ob Bal: SOY: obligated balance	1,000,000
3200 Memo: Ob Bal: EOY obligated balance	
FINANCING AUTHORITY AND DISBURSEMENTS, NET	
4090 Mand: Financing authority, gross	520,000,000
4110 Mand: Total Disbursements, gross	-520,000,000
4130 Mand: Offsets, FA and DB: Collections fm Fed srcs	
4140 Mand: Offset, FA: Chng in uncol pay, Fed src, unex	
4160 Mand: Financing authority, net	520,000,000
4170 Mand: Disbursements, net	-520,000,000
4180 Financing authority, net (disc. and mand.)	**520,000,000**
4190 Disbursements, net (disc. and mand.)	**-520,000,000**

Amount apportioned on latest apportionment.

Direct loan subsidy collected from the program account ($20,000,000) + repayments from borrower ($406,000,000).

Portion of the direct loan subsidy obligated but not yet disbursed from the program account ($11,530,000 * 20%).

Actual principal repayments to Treasury.

Amount of direct loans obligated but not yet disbursed ($100,000,000 * 20%).

Loan subsidy and administrative cost obligated and disbursed.

Direct loan subsidy still receivable from program account.

Portion of the loan that has been disbursed ($501,000,000 * 100%) + interest paid to Treasury ($20,000,000).

Direct loan subsidy collected from the program account ($11,530,000 * 80%) + repayments from borrower ($10,243,000).

End of Fiscal Year: Guaranteed Loan Financing Account
Report on Budget Execution

SF 133 REPORT ON BUDGET EXECUTION AND BUDGETARY RESOURCES

Fiscal Year CY

AGENCY: Department of Government	APPROPRIATION OR FUND TITLE AND SYMBOL
BUREAU: Office of the Secretary	Guaranteed Loan Financing Account

	Unexpired
BUDGETARY RESOURCES	
1000 Unob Bal: Brought forward, October 1	
1800 BA: Mand: Spending auth: Collected	130,000,000
1910 Total budgetary resources (disc. and mand.)	130,000,000
STATUS OF BUDGETARY RESOURCES	
2403 Unob Bal: Unapportioned: Other resources	130,000,000
2500 Total budgetary resources	130,000,000
CHANGE IN OBLIGATED BALANCES	
3000 Ob Bal: SOY: Unpaid obs brought forwd, Oct 1	
3010 Ob Bal: Obligations incurred, unexpired accounts	
3020 Ob Bal: Outlays (gross) (-)	
3050 Uncollected pymts, Fed sources, brought fwd, Oct. 1	
3060 Ob Bal: Uncollected pymts, Fed sources, brought fwd, Oct. 1	
3100 Memo: Ob Bal: SOY: obligated balance	
3200 Memo: Ob Bal: EOY obligated balance	
FINANCING AUTHORITY AND DISBURSEMENTS, NET	
4090 Mand: Budget authority, gross	130,000,000
4110 Mand: Total outlays, gross	
4120 Mand: Offsets, BA and OL: Collections fm Fed srcs	-129,000,000
4122 Mand: Offsets, BA and OL: Collections, int, uninvested	-1,000,000
4160 Mand: Budget authority, net	
4170 Mand: Outlays, net	-130,000,000
4180 Budget authority, net (disc. and mand.)	
4190 Outlays, net (disc. and mand.)	**-130,000,000**

Subsidy collected from the program account ($129,000,000) plus interest earned on financing account balances of ($1,000,000).

Amount of subsidy and interest collected.

BUDGET EXECUTION REPORTING—END OF FISCAL YEAR SIDE-BY-SIDE ACCOUNT COMPARISON

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
Schedule of Budgetary Resources			
1100. BA: Appropriation (disc.)	In this example, this entry should be the same as the End of First Quarter.		
1400. BA: Borrowing authority (mand.)		In this example, this entry should be the same as the End of First Quarter. Any unobligated borrowing authority must be returned at the end of the fiscal year.	Any unobligated borrowing authority must be returned at the end of the fiscal year.
1800. BA: Spending auth: Collected (mand.)		This entry should be updated to reflect that payments totaling 80% of the subsidy cost ($11,530,000 * .8) have been collected from the program account and $10,243,000 was collected from borrower repayments.	This entry should be updated to reflect that payments totaling 80% of the subsidy cost ($6,000,000 * .8) have been collected from the program account and $360,000 was received from Treasury for interest.
1801. BA: Spending auth: Change in uncollected customer payments, Fed srcs (mand.) (+or -)		The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($11,530,000 * .2).	The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($6,000,000 *.2).
1825. BA: Spending auth: Applied to repay debt (mand.) (–)		After debt is actually repaid, use this line.	
1850. BA: Spending authority from offsetting collections (mand.) (total)		The sum of lines 1800-1825.	The sum of lines 1800 and 1801.
1910. Total budgetary resources (disc. and mand.)	This line equals the amount on line 1100 and should always equal line 2500.	The sum of detailed lines 1400 through 1825 and should equal line 2500.	The sum of detailed lines 1400 through 1801 and should equal line 2500.
Status of Budgetary Resources			
2001. Obligations incurred: Category A (by quarter)		Update this line to reflect that the full $100,000,000 has been obligated.	

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
2002. Obligations incurred: Category B: Direct loan subsidy 2002. Obligations incurred: Category B: Guaranteed loan subsidy 2002. Obligations incurred: Category B: Administrative expenses	The full amount of direct and guaranteed loan subsidy cost ($11,530,000 + $6,000,000) and administrative expenses ($1,000,000) has been obligated.		
2002. Obligations incurred: Category B: Interest payment to Treasury		Record the interest payment to Treasury.	
2403. Unob Bal: Unapportioned: Other			The amount of subsidy cost payments and interest received and anticipated ($5,160,000 + $1,200,000) for the year.
2500. Total budgetary resources	The sum of lines 2001-2403 and should equal line 1910.	The sum of lines 2002 and should equal line 1910.	The amount on line 2002 and should equal line 1910.
Change in obligated balance			
3010. Ob Bal: Obligations incurred: Unexpired accounts	Records the amount of direct loan and loan guarantee subsidy cost and administrative expenses obligated but undisbursed. Reflects the amount of budgetary resources for subsidy cost that remains in the program account [($11,530,000 + $6,000,000)*.2]. All of the administrative expenses have been disbursed.	This is the amount of loans obligated but not yet disbursed ($100,000,000 *.2).	
3020. Ob Bal: Outlays (gross) (–)	When a direct loan is disbursed from the financing account, the subsidy cost payment moves from lines 3010 and 3050 to lines 4010 and 4080. In this example, because 80% of the loans and 100% of the administrative expenses		

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
	have been disbursed, the entry is 80% of the subsidy cost plus the full amount of administrative expenses [($17,530,000 * .8) + $1,000,000].	Record the loans disbursed plus the amount of interest paid to Treasury [($100,000,000*.8) + $1,680,250].	
3070. Ob Bal: Change in uncollected customer payments, Fed srcs: Unexpired accounts (+ or –)		The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($11,530,000 * .2). This line equals lines 1801 and 3090but with the opposite sign.	The remaining 20% of the subsidy cost payments receivable from the program account is recorded ($6,000,000 * .2). This line equals lines 1801 and 3090, but with the opposite sign.
3050. Ob Bal: EOY: Unpaid obligations	Records the amount of direct loan and loan guarantee subsidy cost and administrative expenses obligated but undisbursed. Reflects the amount of budgetary resources for subsidy cost that remains in the program account [($11,530,000 + $6,000,000) * .2]. All of the administrative expenses have been disbursed.	This is the amount of loans obligated but not yet disbursed ($100,000,000 * .2).	
3090. Ob Bal: EOY: Uncollected cust payments from Fed srcs (–)		Equals line 3070, but with the opposite sign.	Equals line 3070, but with the opposite sign.
Memorandum (non-add) entries:			
3200. Obligated balance, end of year	The sum of lines 3010 and 3020, and should equal the sum of lines 3090 and 3091.	The sum of lines 3010-3070, and should equal the sum of lines 3050 and 3090.	The sum of line 3070, and should equal the sum of lines 3050 and 3090.
Budget Authority and Outlays, Net			
4000. Budget authority, gross (disc.)	The amount on line 1100.		
4010. Outlays from new discretionary authority (disc.)	This equals the portion of line 3020 that is derived from new discretionary authority.		
4070. Budget authority, net (disc.)	This line should equal line 4000.		

Line Entry	Program Account	Financing Account: Direct	Financing Account: Guaranteed
4080. Outlays, net (disc.)	This line should equal line 4010.		
4090. Budget authority, gross (mand.)		The sum of detailed lines 1400 and 1800-1825.	The sum of detailed lines 1400 and 1800-1825.
4110. Total outlays, gross (mand.)		This equals line 3020, with the opposite sign.	This equals line 3020, with the opposite sign.
4120. Offsets, BA and OL: Offsetting collections from Fed srcs (mand.)		Collection of direct loan subsidy from the program account.	Collections of loan guarantee subsidy from the program account.
4122. Offsets, BA and OL: Offsetting collections from interest on uninvested funds (mand.)			Amount of interest received from Treasury on balances in the account.
4123 Offsets, BA and OL: Offsetting collections from non-Fed srcs (mand.)		Amount of repayments of principal and interest received from borrowers.	
4130. Offsets against gross budget authority and outlays (mand.) (total)		Sum of lines 4120-4123.	Sum of lines 4120-4122.
4140. Offsets, BA only: Change in uncoll cust payments from Fed srcs (unexpired) (mand.) (+ or –)		The change in direct loan subsidy obligated but not yet received from the program account.	The change in direct loan subsidy obligated but not yet received from the program account.
4160. Budget authority, net (mand.)		Sum of lines 4090, 4120, 4123 and 4140.	Sum of lines 4090, 4120, 4122 and 4140.
4170. Outlays, net (mand.)		Sum of lines 4110, 4120 and 4123.	Sum of lines 4110, 4120 and 4122.
4180. Budget authority, net (disc. and mand.)	This line should equal line 4070 (disc.).	This line should equal line 4160 (mand).	This line should equal line 4160 (mand).
4190. Outlays, net (disc. and mand.)	This line should equal line 4080 (disc.).	This line should equal line 4170 (mand.).	This line should equal line 4170 (mand.).

APPENDIX F—FORMAT OF SF 132, SF 133, SCHEDULE P, AND SBR

Table of Contents

Exhibit F–1 Line Numbers for the SF 132, SF 133, Schedule P and SBR
Exhibit F–2 Abbreviated Line Titles for the SF 132 and SF 133

1. OVERVIEW OF THE SF 132, SF 133, SCHEDULE P, and SBR

The format employs three common data sections—Budgetary Resources; Change in Obligated Balance; and Budget Authority and Outlays, Net. The SF 133, Schedule P and SBR will use all three of the sections, and the SF 132 will use the common Budgetary Resources. A fourth common section, Unfunded Deficiencies, will be used in the few cases of accounts reporting deficiencies. Unique sections, such as Application of Budgetary Resources, continued to be used.

Sections	SF132	SF133	P&F	SBR
Obligations by Program Activity			X	
Budgetary Resources	X	X	X	X
Status of Budgetary Resources		X		X
Change in Obligated Balance		X	X	X
Budget Authority and Outlays, Net		X	X	X
Memorandum (non-add) Entries			X	
Application of Budgetary Resources	X			
Unfunded Deficiencies		X	X	
Guaranteed Loan Levels and Applications	X			

OMB adopted the use of a new 4-digit line code structure where the first number of the line code indicates the section.

Line Number	Section:
0xxx	Obligations by Program Activity
1xxx	Budgetary Resources
2xxx	Status of Budgetary Resources
3xxx	Change in Obligated Balance
4xxx	Budget Authority and Outlays, Net
5xxx	Memorandum (non-add) Entries
6xxx	Application of Budgetary Resources
7xxx	Unfunded Deficiencies

Line Number	Section:
8xxx	Guaranteed Loan Levels and Applications

2. OBLIGATIONS BY PROGRAM ACTIVITY

Use the entries in the following table to prepare the "Obligations by Program Activity" section Schedule P. For additional guidance, see section 82 (Combined Schedule X).

Entry	Description
Direct: 0001-0799 Credit programs: Program accounts: 0701-0709 Financing accounts: 0710-0744 Reimbursable: 0800-0899	See section 82 for further details.
0900 Total new obligations	Equals the sum of the amounts on the detail lines 0001 to 0899. Equals line 3030.

3. BUDGETARY RESOURCES

Use the entries in the following table to prepare the "Budgetary Resources" section of the SF 132, SF 133, and Schedule P. For additional guidance, see sections 120 and 121 (SF 132), section 130 (SF 133), and section 82 (Combined Schedule X).

Entry	Description
Unobligated Balance:	
1000 Unobligated balance brought forward, Oct 1	*For unexpired accounts:* Amount of unobligated balance of appropriations or other budgetary resources carried forward from the preceding year and *available for obligation* without new action by Congress. Do *not* include special or trust fund amounts and offsetting collections that are not available for obligation because of provisions of law, such as benefit formulas or limitations on obligations (see section 20.4(f)). Includes uninvested balances and balances invested in Federal securities (par value), adjusted for unrealized discounts (a negative amount). Includes all unobligated balances (definite appropriations, definite borrowing authority, definite contract authority, fund balances) at the start of the year. Include the impact of reductions of these prior year balances enacted on lines 1131, 1133, 1230, 1232, 1520, 1620, 1723, and 1823. If unobligated balances are used to liquidate deficiencies, report the amount used as an adjustment on line 1901; do not reduce the amount on line 1000.

Entry	Description
	The amount on this line should be the same as the *end of year amounts* of the previous fiscal year: • On lines 2201, 2202, 2301, 2302, 2401, 2402, and 2403; or line 2490 of the September 30 SF 133; • In the Treasury Combined Statement Appendix; and • In the past year column of the Program and Financing Schedule of the Budget Appendix on line 1941. If you apportion balances brought forward from prior years before the actual balance is known, include an estimated amount on this line, and include the actual balance in the next reapportionment request. When completing an apportionment, you must use a line split of E to indicate the balance is an Estimate or a line split of A to indicate the use of an Actual balance. If the account is apportioned by time periods and the difference between the estimate and the actual is within the range of adjustment permitted by section 120.38, adjust the apportionments accordingly. If the difference is greater, OMB must approve a request for reapportionment before the funds that are greater than the automatic apportionment can be obligated. *For expired accounts:* Amount of expired unobligated balances available for upward adjustments of obligations. In the first expired year, the amount should be the same as the amount of unobligated balances on lines 2201, 2202, 2301, 2302, 2401, 2402, and 2403; or line 2490 of the previous fiscal year's September 30 SF 133. In the second expired year and thereafter, the amount should be the same as the amount on line 2403 of the previous fiscal year's September 30 SF 133. These balances are available only for valid upward adjustments of obligations that were properly incurred against the account during the unexpired phase. *For unexpired and expired accounts:* *Appropriated receipts*. —Do not include the balances of unavailable collections that are precluded from obligation due to a provision of law, such as a benefit formula or limitation. See lines 1134 and 1235. *Indefinite budget authority.* —Do not carry forward any amounts on this line for (1) indefinite appropriations except for available special and trust fund receipts; (2) indefinite borrowing authority, or indefinite contract authority.
Nonexpenditure Transfers:	
1010 Unobligated balance transferred to other accounts (-)	*For unexpired accounts:* Amount of any unexpired unobligated balance that is *actually transferred* from this account to other accounts. Use line 1012 to report transfers from an unexpired account to an expired account. *For expired accounts:*

Entry	Description
	Amount of unobligated balances that have been canceled due to reappropriation. Adjustments may be made to reflect enacted reductions that should have been but were not made against an account when it was unexpired. Newly enacted reductions may not be made against an expired account. Amount of any expired unobligated balance actually transferred from this account to an unexpired account resulting from legislation other than newly enacted authority that extends the period of availability of general funds. Report the expired account on this line and the unexpired account on line 1012. Also, amount of any expired expenditure transfers receivable transferred from this account to an unexpired account. Report the expired account on this line. Use lines 1131/1230 in the losing expired account for expired balance transfers that are classified as reappropriations in the gaining unexpired account on lines 1105/1204. Amount of any expired unobligated balance actually transferred from this account to an expired account. Include allocation transfers for expired accounts. *For unexpired and expired accounts:* Amount of unexpired unobligated balance transferred to other accounts that represents an adjustment to the accounts involved and does not involve an obligation or an outlay (see section 20.4(j)). Use only for transfers of balances of prior year resources resulting from general transfer authority or reorganizations authorized by law, where the purpose has not changed. Show transfers of balances of prior year resources that result from legislation that changes the purpose for which the amounts are available as adjustments to budget authority on line 1120. Generally, transfers to other accounts cannot exceed the unobligated balance at the start of the year. Include only nonexpenditure transfers on this line. Do not include expenditure transfers, including transfers from trust funds to Federal funds required or permitted by law, because they are treated as expenditure transfers. Record expenditure transfers on lines 1700 and 1800 (for amounts actually transferred via expenditure transfers); and lines 1740 and 1840 (for amounts anticipated to be transferred via expenditure transfer). The treatment of expenditure transfers is explained in section 20.4(j)(4).
1011 Unobligated balance transferred from other accounts	*For unexpired accounts:* Include the amount of any unobligated balance that is *actually transferred* to this account from other accounts. Use line 1012 to report transfers from an expired account to this account on this line. Amount of unexpired unobligated balances transferred from an unexpired account to this account pursuant specific statutory authority (e.g., foreign currency valuations in expired accounts). Report the expired account on this line and the unexpired account

Entry	Description
	on line 1012. This activity is only applicable to Department of Defense. *For expired accounts:* Amount of unobligated balances that have been canceled due to reappropriation. Adjustments may be made to reflect enacted reductions that should have been but were not made against an account when it was unexpired. Newly enacted reductions may not be made against an expired account. Amount of any expired unobligated balance actually transferred to this account from an expired account. Include allocation transfers for expired accounts. *For unexpired and expired accounts:* Amount of unexpired available unobligated balances transferred from other accounts that represents an adjustment to the accounts involved and does not involve an obligation or an outlay (section 20.4(j)). Use only for transfers of balances of prior year resources resulting from general transfer authority or reorganizations authorized by law, where the purpose has not changed. Show transfers of balances of prior year resources that result from legislation that changes the purpose for which the amounts are available as adjustments to budget authority on line 1121. Include only nonexpenditure transfers on this line. Do not include expenditure transfers, including transfers from trust funds to Federal funds required or permitted by law, because they are treated as expenditure transfers. Include expenditure transfers to this account on lines 1700 and 1800 (for amounts actually transferred via expenditure transfers); and lines 1740 and 1840 (for amounts anticipated to be transferred via expenditure transfer). . The treatment of expenditure transfers is explained in section 20.4(j) (4).
1012 Unobligated balance transfers between expired and unexpired accounts	*For unexpired accounts:* Amount of expired unobligated balances actually transferred into this account as the result of authority to extend the period of availability of expired balances that are not considered to be reappropriations. Do not report expired balances transfers that are considered to be reappropriations and must be reported as new budget authority (see sections 20.4(h) and 121.10). See lines 1105/1204 for expired balance transfers that are classified as reappropriations. Amount of unexpired unobligated balances transferred out of this account pursuant specific statutory authority (e.g., foreign currency valuations in expired accounts). Report the unexpired account on this line and the expired account on line 1011. This authority only applies to the Department of Defense. Also, amount of any expired expenditure transfers receivable *transferred* from an expired account to an unexpired account. Report the unexpired account on this line.
1013 Unobligated balance of contract authority transferred to or from other accounts (net) (+ or -)	*For unexpired accounts:* Amount of unobligated balances of contract authority transferred between non-allocation accounts. This line is only for use by the

Entry	Description
	Department of the Transportation.
Adjustments to Unobligated Balance:	
1020 Adjustment to unobligated balance brought forward, October 1 (+ or -)	Changes to unobligated balances that occurred in a prior fiscal year and that were not recorded in the unobligated balance as of October 1 of the current fiscal year. These may be identified by the financial statement auditors, agency personnel, or others. Include adjustments posted to the agency financial system that are either material or non-material. When reporting to FACTS II, agencies will use an attribute to show that their USSGL account balances are not current-year activity—even though these balances would otherwise look like current-year activity. FACTS II will use this attribute to crosswalk these USSGL account balances to this adjustment line. OMB and the Department of the Treasury's Financial Management Service (FMS) will review the Fund Balance with Treasury (FBWT) component of the adjustments that agencies report to FACTS II each quarter. FMS will only backdate prior year adjustments on a transaction basis in a Treasury Appropriation Fund Symbol (TAFS) that round to $1 million or more. This range includes amounts greater than or equal to $500,000. Agencies should generally exclude reclassifications from clearing accounts to other TAFSs, but may consult OMB if they want to include some of these reclassifications as adjustments. Exclude the following amounts from this line: • Downward adjustments of unpaid obligations incurred in prior fiscal years that were not outlayed. Report this on line 1021; • Upward adjustments of obligations previously incurred. Report these on detailed lines 2001 through 2103; and • Refunds collected from prior year obligations that have been outlayed from the TAFS that was charged with the original obligations. Report these amounts on lines 1700 and 1800. On the SF 133, material and non-material adjustments to the unobligated balance as of October 1 of the current fiscal year should be included on line 1020. On the Statement of Budgetary Resources, material amounts are part of the unobligated balance as of October 1 of the current fiscal year because the prior year's financial statements are restated.
1021 Recoveries of prior year unpaid obligations	Amount of cancellations or downward adjustments of obligations incurred in prior fiscal years that were not outlayed. Include the adjustments since October 1 of the current year. Show the actual recoveries, as shown on the SF 133, on reapportionment requests. Include recovered amounts obligated against *indefinite* borrowing authority that was borrowed. Then subtract the same amount on line 1023. Include recovered amounts obligated against *indefinite* borrowing authority that was *not* borrowed. Then subtract the same amount on line 1024.

Entry	Description
	Include recovered amounts obligated against *indefinite* contract authority that was funded or *unfunded* contract authority. Then subtract the same amount on line 1025. Exclude cancellations or downward adjustments of obligations incurred and outlayed in prior fiscal years since they must be accompanied by cash refunds. Include cash refunds collected (i.e., recoveries of prior year obligations incurred and outlayed in prior fiscal years) are to be included on line 1700 or 1800. For upward adjustments, see detailed lines 2001 through 2103. Exclude recoveries of current year unpaid obligations, which will be netted against obligations on detailed lines 2001 through 2103. Exclude adjustments to current year beginning balance recorded on lines 1020 and 3001. For unexpired annual accounts, leave line 1021 blank. For the final September 30 report, before an account is closed, all remaining unobligated and obligated balances must be canceled. To cancel these obligated balances, include the amount to be canceled, as a positive. Then, include the same amount as a negative on line 1029.
1022 Capital transfer of unobligated balances to general fund (–)	Amount of balances deposited to Treasury capital transfer receipt accounts, such as "Earnings of Government-owned enterprises," or "Repayments of capital investment, Government-owned enterprises." These are nonexpenditure transfers. Don't include interest payments, which should be reported as obligations on SF 132 detail lines 6001 through 6173 and SF 133 detail lines 2001 through 2103. Do not include capital transfers of offsetting collections received during the year, which should be reported on lines 1720 and 1820.
1023 Unobligated balances applied to repay debt (–)	Amount of balances used for repayment of debt principal. Do not include appropriations or new offsetting collections used to repay outstanding debt (see lines 1135, 1236, 1726 and 1825). Obligations must be recorded for interest payments on SF 132 detail lines 6001 through 6173; SF 133 detail lines 2001 through 2103; and schedule P detail lines 0001 through 0899. If the recovered amount on line 1021 above was obligated against *indefinite* borrowing authority that was borrowed, then include the repayment to Treasury of the principal amount borrowed, as a negative, on this line. First use budgetary resources to pay interest, and the balance to repay principal as a negative on this line. Enter the obligation of interest to Treasury on detailed SF 132 lines 6001 through 6173 and on detailed SF 133 lines 2001 through 2103. Enter the interest payment to Treasury on lines 4010, 4011, 4100, and 4101.
1024 Unobligated balance of borrowing authority withdrawn (–)	Amount of balances of indefinite borrowing authority realized through recoveries of prior year unpaid obligations or downward adjustments that have been withdrawn in no-year or multiple year accounts. The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against *borrowing authority*, report the amounts on lines 1139, 1239, 1728, or 1827, as appropriate.

Entry	Description
1025 Unobligated balance of contract authority withdrawn (–)	*For unexpired accounts:* Amount of balances of indefinite contract authority realized through recoveries of prior year unpaid obligations or downward adjustments that have been withdrawn in no-year or multiple year accounts. The sum of the amounts on lines 1024 and 1025 cannot exceed the amount on line 1021. Note: When new appropriations or new offsetting collections are used to liquidate obligations initially incurred against *contract authority*, report the amounts on lines 1137, 1238, 1727, or 1826, as appropriate.
1026 Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	*For unexpired and expired accounts:* Adjustments related to changes in initial allocations of budget authority under limitations in the Social Security Administration and the Department of Health and Human Service. If the initial allocation is increased, enter a positive amount on this line and vice versa. Revaluation of gains and losses on foreign currency and special drawing rights in the Exchange Stabilization Fund. This line is only to be used by the Social Security Administration, the Department of Health and Human Service, and the Department of Treasury.
1027 Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	At the time the zero coupon bond is purchased, record an amount equal to the purchase price (par value minus purchase discount) as precluded from obligation. As the discount is amortized and recorded as earnings, record the earnings as precluded from obligation. When the bond matures or is redeemed, all amounts previously precluded from obligation become available for obligation. Use only for special and non-revolving trust funds.
1028 Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	At the time the bond is purchased, record an amount equal to the purchase price (par value minus purchase discount) as precluded from obligation. As the discount is amortized and recorded as earnings, record the earnings as precluded from obligation. When the bond matures or is redeemed, all amounts previously precluded from obligation become available for obligation. Use only for revolving funds.
1029 Other balances withdrawn (–)	*For unexpired accounts:* Amount of unobligated balances written off or withdrawn by administrative action. Include cancellations in no-year accounts pursuant to 31 USC 1555; otherwise, do not include amounts rescinded or canceled by law. Do not include withdrawals of indefinite contract authority or borrowing authority when obligated balances are liquidated by offsetting collections (see lines 1727, 1728, 1826, and 1827). *For expired accounts:* For the final September 30 report, before an account is closed, all remaining unobligated and obligated balances must be canceled. To present these unobligated balances as canceled, remove the amounts from lines 2201 through 2403 and include them here, as a negative. To cancel obligated balances, include the amount on line 1021, as a positive, and on this line as a negative.

Entry	Description
1031 Refunds and recoveries temporarily precluded from obligation (special and trust funds) (-)	Recoveries of prior year obligations and cash refunds of previously appropriated that are returned to unappropriated receipts and available for subsequent appropriation.
Anticipated Transfers and Adjustments:	
1040 Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)	Amount of the current estimate of any balances, other than balances of new budget authority, *to be transferred* to (+) or from (–) the account under *existing* legislation. *No amount should be on this line on the September 30 report*. Do not include: • Anticipated transfers to fund activities of a Federal agency that require legislation. • Transfers required or permitted by law from trust funds to Federal funds; these are reported on lines 1740 and 1840. See section 20. • NOTE: All transfers between Federal funds (accounts that are not trust funds; i.e., general, special, management, and revolving funds) and trust funds are treated as expenditure transfers. See section 20.4(j) (4) for additional information.
1041 Anticipated recoveries of prior year unpaid obligations	Amount of the current estimate of additional recoveries of prior fiscal year obligations anticipated in unexpired accounts for the remainder of the fiscal year. For no-year and multi-year accounts, there may be amounts on this line after the first fiscal year. For unexpired annual accounts, leave line 1041 blank. *No amount should be on this line on the September 30 report*.
1042 Anticipated capital transfers and redemption of debt (unobligated balances) (-)	Amount of the current estimate of additional capital transfers and redemption of debt anticipated in unexpired accounts derived from unobligated balances for the remainder of the fiscal year under existing laws. *No amount should be on this line on the September 30 report.*
1050 Unobligated balance (total)	Equals the sum of lines 1000 through 1042. [SFs 132 and 133] Equals the sum of lines 1000 through 1031.[Schedule P]

Entry	Discre-tionary	Man-datory	Description
Budget Authority:			
Appropriations:			Amount of appropriations specified in appropriations acts or in substantive laws that become available for obligation on or after October 1 of the fiscal year. *Regular appropriations.*—Amounts made available in any of the 12 regular appropriations acts. In cases where the amount appropriated is reduced by an amount of offsetting collections or revenues during the fiscal year so as to result in a final fiscal year appropriation estimated at not more than XXX, the amount derived from the General Fund of the U.S. Treasury shown on this line should be reduced by the amount of offsetting collections or revenues received during

Entry	Discre-tionary	Man-datory	Description
			the fiscal year on the September 30 SF 133. See exhibit 130K. *Supplemental appropriations*.—Amounts made available in supplemental appropriations acts. *Appropriation provided under a continuing resolution*.—The annualized level of the appropriation. If the continuing resolution is for less than the full year, subtract the portion not available on line 1134. See exhibits 121H and 121I. When the regular appropriations act is passed, replace the amount on lines 1100, 1101, 1103, 1105, 1170, and 1171 with the amount specified in the regular appropriations act. See exhibit 121J. Some laws that make appropriated receipts available for obligation specify the amount appropriated. These are *definite appropriations*. Other laws that make appropriated receipts available for obligation do not specify the amount appropriated. These appropriated receipts are *indefinite appropriations*. For indefinite appropriations of appropriated receipts, refer to lines 1101 and 1201. *Appropriations contingent upon authorizing legislation or upon designation as an emergency*.—When an appropriations act specifies that all or a portion of the amount appropriated is not available for obligation until specifically authorized by another law, or are not available for obligation until the President submits a budget request to the Congress designating the amount as an emergency: • Include the *full amount* of the appropriation on line 1100, and • Subtract the amount *not* authorized by law or *not designated* as emergency requirements by the President on line 1134 except on the September 30 SF 133. • At the beginning of the next fiscal year, any unobligated balance that is still contingent and would still be available for new obligations if the contingency is met will be included on line 1000 and subtracted on line 1134 as unavailable until either the authorizing legislation is enacted or the amount is designated by the President. This paragraph does not apply to contingent emergency appropriations enacted in FY 1999 or earlier. *Contingent emergency appropriations from FY 1999 and prior years.*—If the President designates a contingent emergency appropriation *from FY 1999 or a prior year* as emergency requirements, include the amount on this line in the year of the Presidential designation. *Appropriations to liquidate debt.*—Appropriations that are available to repay amounts borrowed from the Treasury but are not available to incur obligations. Include the appropriation to liquidate debt on line 1100 or 1200 and the repayment to Treasury on line 1135 or 1236, as a negative. Include any excess on line 1029, as a negative.

Entry	Discre-tionary	Man-datory	Description
			Appropriations to liquidate deficiencies.—Appropriations that are specifically made available to liquidate obligations in excess of budgetary resources and not available to incur obligations. Include appropriations to liquidate deficiencies on line 1100 or 1200 as a positive amount and on line 1136 or 1237 as a negative amount. If appropriations that are not specifically made available to liquidate deficiencies (and are otherwise available for obligation) are used to liquidate deficiencies, included the appropriations on line 1100 or 1200 as a positive amount and on line 1901, as a negative amount. Deficiencies are included on lines 7000 through 7020. This applies to unexpired and expired accounts. Normally, there are no excess amounts because these appropriations are requested after the deficiency is known, whereas, the agencies normally budget for appropriations to liquidate debt and appropriations to liquidate contract authority. *Appropriations to liquidate contract authority*.—Typically, contract authority is provided to incur obligations in one action by Congress (often in authorizing legislation) and separate appropriations of liquidating cash are provided in appropriations acts. The appropriation to liquidate is shown as a positive amount on line 1100 or 1200 and as a negative on line 1137 or 1238. Thus, the total budgetary resources on lines 1910 (SF 133), 1920 (SF 132), and 1930 (Schedule P) equal zero. See exhibit 121O. In a few cases, contract authority may be provided in order to permit agencies to incur obligations in anticipation of offsetting collections and appropriations to liquidate the obligations may be provided if the anticipated offsetting collections have not been realized. These appropriations to liquidate should be recorded as described above. Include any excess amounts on line 1138 as a negative. *Appropriations substituted for borrowing authority*.—Occasionally, portions of appropriations are available to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised. The amounts are available to liquidate obligations but are not available for obligation. Include such portion substituted for borrowing authority on this line. Include an amount equal to the portion of appropriation substituted for borrowing authority on line 1139 or 1239 as a negative. Thus, the budgetary resources on lines 1910 (SF 133), 1920 (SF 132), and 1930 (Schedule P) equal zero. Appropriations of Specific Amounts of which "Not to Exceed" a Portion Remains Available Beyond the Remainder of the Appropriation. See details following the description of line 1930. *Interest on the public debt.* See details following the description of line 1930.
Appropriation	1100	1200	Amount appropriated from the General Fund of the U.S. Treasury.

Entry	Discre-tionary	Man-datory	Description
			If this is a special fund account that receives an appropriation from the General Fund of the Treasury, include the general fund appropriation on this line. If this is a trust fund account that receives an appropriation from the General Fund of the U.S. Treasury, do not include the general fund appropriation on this line. Such amounts are transferred to the trust fund as an expenditure transfer. Consult with your OMB representative. Include amounts for liquidation of contract authority, debt reduction, and liquidation of deficiencies, when applicable. *Definite appropriation.*—Include the amount specified in law. *Indefinite appropriation from other than appropriated receipts.*—Include an estimate of the amount to be obligated during the fiscal year. On the September 30 report, reduces the amount on lines 1100 and 1200 for the portion that is not needed to cover obligations. Therefore, the amount certified by appropriation warrants for the year, after being reduced by negative warrants issued by the Treasury or end-of-year statements. Report the amount of emergency appropriations enacted or requested as discretionary appropriations, including amounts that are contingent on the President submitting a budget request to Congress designating the amount as an emergency. *Forward funding.*—Include the amount appropriated on this line even though the funds may not become available until July 1st.
Appropriation (special or trust fund)	1101	1201	Amount appropriated from special or trust fund receipts. • The following applies to lines 1101 and 1201. • *Appropriated receipts*.—Collections deposited in special and trust fund receipt accounts that are earmarked for special and trust fund expenditure accounts. Of these amounts: • Some receipts are *appropriated* and are available for obligation. Include the amounts *collected in the current fiscal year* on this line. • Some receipts are *appropriated, but a portion is precluded from obligation* by a provision of law, such as a benefit formula or limitation. Include the amounts *collected in the current fiscal year* on this line. Subtract the amounts that are that are not expected to be available as a negative amount on line 1134 or 1235 and show this amount on the September 30 report. See exhibit 121P. • Some receipts were collected in a previous fiscal year and precluded from obligation in a previous fiscal year. Include the amounts expected to

Entry	Discre-tionary	Man-datory	Description
			become available pursuant to law during the fiscal year on this line. • Some receipts are *not appropriated*. Exclude these amounts from this line. NOTE: In exceptional cases, there is authority in law to invest collections. In such cases, the current year collections and prior year collections (not shown on the SF 132) will not be available for obligation (and will not be included on the SF 132 and SF 133 until needed to incur obligations) but will be available for investment. Unlike OMB, Treasury classifies these funds as "available."
Appropriation (previously unavailable)	n/a	1203	For special and trust funds, amount previously reported as precluded from obligation on lines 1134 or 1235 that will be available for obligation. *Use only with OMB approval*.
Appropriation available from subsequent year	1103	n/a	Portion of the succeeding year's appropriation made available for obligation as advance funding.
Appropriation available in prior year (-)	1104	n/a	Portion of the appropriation made available for obligation as advance funding in the preceding year. The following applies to lines 1103 and 1104. Advance funding is generally used to finance higher than anticipated costs in benefit programs. Include the portion that will be obligated in the current year on this line. Exclude the amount obligated last year. "Appropriation available from subsequent year" and "Appropriation available in prior year (-)" are types of advance funding.
Reappropriation	1105	1204	Amount of new budget authority resulting from legislation that extends the availability of funds that have expired or would otherwise expire. Such extensions of availability are counted as new budget authority in the first year of the extended availability (see sections 20.4(h) and 121.10). The losing account has expired; therefore, no reapportionment action is needed for the losing account. For the SF 133, the losing account will include a negative amount on line 1131 or 1230 of the previous year. Use line1012 for expired unobligated balance transfers that are not reported as new budget authority in the unexpired account. Use line 1010 for the expired account. Since the losing account has expired, no reapportionment action is required.
Nonexpenditure Transfers:			
Appropriations transferred to other accounts (–)	1120	1220	Amount of budget authority enacted for the fiscal year that is *actually* transferred from the account to other accounts under existing legislation that does not involve an obligation or an outlay. Normally, the entries on this line are transfers of *new budget authority*. However, there are exceptions. Use this line to show transfers of *unobligated balances* authorized by Congress in lieu of appropriations; or resulting from legislation that changes the purpose for which the balances are available.

Entry	Discre-tionary	Man-datory	Description
			Show transfers resulting from general transfer authority or reorganizations, where the purpose has not changed or on line 1010. For transfers from mandatory accounts to discretionary accounts pursuant to existing law, show the transfer on line 1220 in the losing account and on line 1121 in the receiving account, using the appropriate BBEDCA classifications for the respective accounts. The entries on this line are nonexpenditure transfers between two Federal Government accounts. (The treatment of nonexpenditure transfers is explained in section 20.4(j)(4)). NOTE: All transfers between Federal funds (accounts that are not trust funds; i.e., general, special, management, and revolving funds) and trust funds are treated as expenditure transfers. See section 20.4(j) (4) for additional information.
Appropriations transferred from other accounts (+)	1121	1221	Amount of budget authority enacted for the fiscal year that is actually transferred into this account from other accounts under existing legislation that does not involve an obligation or an outlay. Normally, the entries on this line are transfers of new budget authority. However, there are exceptions. Use this line to show transfers of unobligated balances authorized by Congress in lieu of appropriations or resulting from legislation that changes the purpose for which the balances are available. Show transfers resulting from general transfer authority or reorganizations, where the purpose has not changed or on line 1011. The entries on this line are nonexpenditure transfers between two Federal Government accounts. (The treatment of nonexpenditure transfers is explained in section 20.4(j)(4)). NOTE: All transfers between Federal funds (accounts that are not trust funds; i.e., general, special, management, and revolving funds) and trust funds are treated as expenditure transfers. See section 20.4(j)(4) for additional information.
Adjustments:			
Appropriation permanently reduced (–)	1130	n/a	Amount of permanent rescissions, reductions, and cancellations of new appropriations.
Unobligated balance of appropriations permanently reduced (–)	1131	n/a	Amount of permanent rescissions, reductions, and cancellations of unobligated balances of appropriations.
Appropriations and/or unobligated balance of appropriations permanently reduced (–)	n/a	1230	Amount of permanent rescissions, reductions, and cancellations of new appropriations and unobligated balances of appropriations.
Appropriation temporarily reduced (–)	1132	n/a	Amount of temporary rescissions, reductions, and cancellations of new appropriations. *Use only for special and non-revolving trust funds*.
Unobligated balance of appropriations temporarily	1133	n/a	Amount of temporary rescissions, reductions, and cancellations of unobligated balances of appropriations. *Use*

Entry	Discre-tionary	Man-datory	Description
reduced (–)			*only for special and non-revolving trust funds*.
Appropriations and/or unobligated balance of appropriations temporarily reduced (–)	n/a	1232	Amount of temporary rescissions, reductions, and cancellations of new appropriations. *Use only for special and non-revolving trust funds*.
Appropriations precluded from obligation (–)	1134	1235	In addition to special and trust funds, this line may be used for accounts other than special and trust funds throughout the fiscal year. Refer to the specific circumstances below. For special and trust fund accounts, amount precluded from obligation in a fiscal year by a provision of law (such as a limitation on obligations or a benefit formula). This amount is treated as a balance of unavailable budgetary resources. When a mandatory amount becomes available for obligation, report it on line 1203. The following paragraphs describe the application of the above principle to specific circumstances: • A*ppropriated receipts*.—For the September 30 SF 133, include the portion of receipts collected in the current fiscal year in special or trust funds that is precluded from obligation due to a provision of law (such as a limitation on obligations or a benefit formula). For special and trust funds with mandatory appropriations, the total amount of new receipts is included on line 1201. This amount is treated as a balance of budgetary resources (see the description of line 1203). • *Appropriations provided by a part-year continuing resolution.*—When an account is operating under a part-year continuing resolution, include, as a negative amount, the portion of the annualized level included on lines 1100 and 1101 that is not available for obligation under the terms of the continuing resolution. Do not include this amount on the September 30 SF 133. • *Deferral.*—When a congressionally-initiated deferral of an amount that has been appropriated is enacted, include the amount not available for obligation, as a negative amount, on this line. Do not include this amount on the September 30 SF 133. • *Appropriations contingent upon authorizing legislation.*—Include amount not available for obligation until specifically authorized by another law, as a negative amount. For SF 132, cite the appropriations act in the stub. The full amount of the appropriation is on lines 1100 and 1101. Do not include this amount on the September 30 SF 133. • *Emergency, contingent appropriations.*—Include amount representing the funds the President has not yet designated as emergency requirements, as a negative amount. The full amount of the

Entry	Discre-tionary	Man-datory	Description
			appropriation is on lines 1100 and 1101. Do not include this amount on the September 30 SF 133. In addition, other amounts appropriated for emergencies may also be included if an emergency must exist to make the funds available for obligation, even if a Presidential declaration is not required. *Obligation limitations*.—Include amount by which an obligation limitation reduces the budget resources temporarily (the budget resources remain available after the expiration of the obligation limitation). The Impoundment Control Act (2 U.S.C. 683–684) and the Antideficiency Act (31 U.S.C. 1512) are not valid authorizing citations for this line.
Appropriations applied to repay debt (–)	1135	1236	Amount of appropriations used for repayment of debt principal. Do not include new offsetting collections used to repay outstanding debt (see lines 1726 and 1825). Obligations must be recorded for interest payments on SF 132 detail lines 6001 through 6173; SF 133 detail lines 2001 through 2103; and Schedule P detail lines 0001 through 0899.
Appropriations applied to deficiency by law (-)	1136	1237	Amount appropriated to eliminate a prior year deficiency. If appropriations that were not specifically made available to liquidate deficiencies (and are otherwise available for obligation are used to liquidate deficiencies, include the amount used as a negative on line 1901, not on these lines.
Appropriations applied to liquidate contract authority (–)	1137	1238	Amount of appropriations to liquidate contract authority. This amount is not available for new obligations pursuant to the appropriations act.
Appropriations applied to liquidate contract authority withdrawn (–)	1138	n/a	Amount of excess appropriations to liquidate contract authority withdrawn.
Appropriations substituted for borrowing authority (–)	1139	1239	Amount of appropriations used to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised.
Anticipated Appropriations:			
Anticipated appropriation (+ or -)	1150	1250	Amount of indefinite appropriations anticipated to become available under existing law for the remainder of the fiscal year. On the SF 133, this amount may differ from the amount on the latest SF 132 to the extent it is a more current estimate. *No amounts should be on these lines on the September 30 report*. Anticipated collection of available receipts. Anticipated amount from indefinite appropriations other than from appropriated receipts to be reduced by negative warrants issued by the Treasury or end-of-year statements. Do not include: • Indefinite appropriations included on lines 1100, 1101, 1200, and 1201.

Entry	Discre-tionary	Man-datory	Description
			• Anticipated, un-enacted supplemental appropriations.
Anticipated nonexpenditure transfers of appropriations (net) (+ or -)	1151	1251	Include the current estimate of appropriations anticipated to be transferred to this account (+) net of appropriations to be transferred from (–) this account under existing legislation. *No amounts should be on these lines on the September 30 report.* Do not include: • Transfers that have been made and included on lines 1120, 1121, 1220, and 1221. • Anticipated transfers that require legislation.
Anticipated redemption of debt (appropriations) (-)	1152	1252	Amount of the current estimate of redemption of debt anticipated in unexpired accounts derived from appropriations for the remainder of the fiscal year under existing laws. *No amounts should be on these lines on the September 30 report*.
Appropriation (total)	1160	1260	Equals the sum of lines 1100 through 1152. [SFs 132 and 133] Equals the sum of lines 1100 through 1139. [Schedule P] Equals the sum of lines 1200 through 1252. [SFs 132 and 133] Equals the sum of lines 1200 through 1239. [Schedule P]
Advance Appropriations:			
Advance appropriation Advance appropriation (special or trust fund)	1170 1171	1270 1271	Amounts provided in appropriation acts that become available for obligation one fiscal year or more beyond the fiscal year for which the legislation is enacted. Report the amount in the year in which it first becomes available for obligation. For example, if you received advance appropriations for fiscal year 2012 in the regular annual appropriations act for fiscal year 2011, then include the advance appropriation on this line for the fiscal year 2012. Use line 1270 for advance appropriations of mandatory budget authority in appropriations acts.
Adjustments:			
Advance appropriation permanently reduced (–)	1173	1272	Amount of permanent rescissions, reductions, and cancellations of advance appropriations.
Advance appropriation temporarily reduced (–)	1174	1273	Amount of temporary rescissions, reductions, and cancellations of advance appropriations. *Use only for special and non-revolving trust funds.*
Advance appropriation (total)	1180	1280	Equals the sum of lines 1170 through 1174. Equals the sum of lines 1270 through 1273.
Borrowing Authority:			Amount of new borrowing authority, primarily from the Treasury, to finance obligations and outlays. Include the amount becoming available for obligation on or after October 1 of the fiscal year.

Entry	Discre-tionary	Man-datory	Description
			Repayment of principal and interest.—Include the repayment of principal, as a negative, on lines 1023, 1135, 1236, 1726 and 1825. Include estimated interest obligations on detailed lines 2001 through 2103. *Appropriation to liquidate debt*.—Include appropriations to liquidate debt on line 1100, not on line 1300. Such appropriations are provided when proceeds to the account are insufficient to repay borrowing. *Direct loan financing accounts*.—Include the amount of new borrowing authority needed to finance the part of direct loan obligations not financed by subsidy payments from the program account and fees from borrowers. *Guaranteed loan financing accounts*.—Include the amount of new borrowing authority needed to cover any default claims and other cash outflows that cannot be financed by unobligated balances.
Borrowing authority	1300	1400	Amount of new authority authorized to be expended from moneys derived from borrowing from the Treasury or from sources other than Treasury (including the Federal Financing Bank). To the extent that indefinite borrowing authority is used to cover obligations, report borrowing authority for all such obligations even though subsequent appropriations or offsetting collections will ultimately be used to liquidate the obligations. *Definite borrowing authority.*—Include the amount specified in law. *Indefinite borrowing authority.*—Include an estimate of the amount to be obligated during the fiscal year. On the September 30 report, reduce this amount by the amount of *indefinite* borrowing authority that is not needed to cover obligations.
Adjustments:			
Borrowing authority permanently reduced (–)	1320	1420	Amount of permanent rescissions, reductions, and cancellations of new borrowing authority.
Borrowing authority applied to repay debt (-)		1421	Amount of borrowing authority exercised but not used to liquidate obligations. *Use only in financing accounts in PY unless specifically approved by OMB.*
Anticipated Borrowing Authority:			
Anticipated reductions to current fiscal year borrowing authority (-)	1330	1430	Amount of current estimate of reductions during the fiscal year to borrowing authority. No amounts should be on these lines on the September 30 report.
Borrowing authority (total)	1340	1440	Equals the sum of lines 1300 through 1330. [SFs 132 and 133] Equals the sum of lines 1300 through 1320. [Schedule P] Equals the sum of lines 1400 through 1430. [SFs 132 and 133] Equals the sum of lines 1400 through 1421. [Schedule P]

Entry	Discre-tionary	Man-datory	Description
Contract Authority:			
Contract authority	1500	1600	Amount of new authority to incur obligations in advance of collections or an appropriation to liquidate contract authority. Amount of new contract authority to incur obligations that typically will require a separate appropriation of liquidating cash before payments can be made. *Definite contract authority*.—Include the amount specified in law. *Indefinite contract authority*.—Include an estimate of the amount to be obligated during the year. On the September 30 report, reduce the amount on lines 1500 and 1600 for the portion that is not needed to cover obligations. *Appropriation to liquidate contract authority*.—Do not include on lines 1500 or 1600. Include on line 1137 or 1238. If a portion of the appropriation to liquidate contract authority is not needed, then include the amount (as a negative) on line 1138 for the discretionary appropriation. Occasionally, contract authority is provided in anticipation of receiving offsetting collections. Include the amount becoming available on or after October 1 of the fiscal year.
Nonexpenditure Transfers:			
Contract authority transferred to other accounts (–)	1510	1610	Amount of contract authority transferred to other accounts.
Contract authority transferred from other accounts	1511	1611	Amount of contract authority transferred from other accounts to this account.
Adjustments:			
Contract authority and/or unobligated balance of contract authority permanently reduced (-)	1520	1620	Amount of permanent rescissions, reductions, and cancellations of new contract authority and unobligated balances of contract authority.
Contract authority precluded from obligation (limitation on obligations) (–)	1522	1622	Amount precluded from obligation in a fiscal year by a provision of law (such as a limitation on obligations). *Use only with OMB approval.*
Anticipated Contract Authority:			
Anticipated nonexpenditure transfers of contract authority (net) (+ or -)	1530	1630	Include the current estimate of contract authority anticipated to be transferred to (+) this account net of contract authority to be transferred from (–) this account under existing legislation. No amounts should be on these lines on the September 30 report. Do not include: • Transfers that have been made and included on lines 1510, 1511, 1610 and 1611.

Entry	Discre-tionary	Man-datory	Description
			• Anticipated transfers that require legislation.
Anticipated adjustments to current year contract authority (+ or -)	1531	1631	Amount of current estimate of reductions or increases during the fiscal year to contract authority. This also includes the estimated liquidation of contract authority from offsetting collections. No amounts should be on these lines on the September 30 report.
Contract authority (total)	1540	1640	Equals the sum of lines 1500 through 1531. [SFs 132 and 133] Equals the sum of lines 1500 through 1522. [Schedule P] Equals the sum of lines 1600 through 1631. [SF s 132 and 133] Equals the sum of lines 1600 through 1622. [Schedule P]
Spending Authority from Offsetting Collections:			*As a general rule, spending authority from offsetting collections is classified as discretionary if the amounts are credited to a discretionary account and as mandatory if credited to a mandatory account.*
Collected	1700	1800	*For unexpired and expired accounts:* Offsetting collections credited to expenditure accounts by law and refunds that pertain to paid obligations recorded in prior fiscal years. In most cases, these lines apply to general fund expenditure accounts, revolving funds, and trust revolving funds. In a few cases, offsetting collections for reimbursable work and payments from Federal funds may be specifically authorized by law to be credited to special fund expenditure accounts and non-revolving trust fund expenditure accounts, in which case, these lines should be used to report such amounts. Also, for special fund expenditure accounts and non-revolving trust fund expenditure accounts, include on these lines refunds collected from prior year obligations that have been outlayed to the account charged with the original obligation. Do not include appropriated receipts, which should be included on lines 1101 and 1201. Amount of *reimbursements or other income earned and collected* to date during the current fiscal year, including those for revolving funds. Include *collections of receivables* in either the net unpaid obligations or the unobligated balances brought forward, if any. Include *refunds collected* from prior year obligations that have been outlayed to the appropriation of fund account charged with the original obligation. This represents one type of recoveries of prior year obligations. For recoveries of prior year unpaid obligations, see line 1021. To return a cash advance or other offsetting collection received in a prior fiscal year, obligate and outlay the amount in the current fiscal year.

Entry	Discre-tionary	Man-datory	Description
			Amount of increase (+) or decrease (–) from October 1 in *unfilled orders* on hand *accompanied by an advance.*
			Amount of expenditure transfers from a trust fund account to a Federal fund account, pursuant to appropriations or other laws, to fund the activities of an agency that are (or would be) normally funded in a Federal fund account.
			In exceptional cases, this includes expenditure transfers from a Federal or trust fund account to a trust fund account. For example, one exception to this rule is Social Security Administration's Limitation on Administrative Expenses where the expenditure transfers are from general or trust fund accounts to a trust fund account. Another exception to this rule is for credit reform where the expenditure transfers are from (1) the program account to a financing account or (2) financing account to a liquidating account where the source of the funding for either situation is derived from trust fund receipts. *Exceptions must be pre-approved by OMB.*
			For special and trust fund accounts, include offsetting collections for reimbursable work and payments from Federal funds when specifically authorized by law.
			For initial apportionments, include anticipated collections on line 1740 or 1840 as appropriate. If the TAFS is reapportioned during the fiscal year, include actual amounts on lines 1700, 1701, 1800, 1801 and anticipated amount on lines 1740 or 1840.
			Report offsetting collections *earned and collected* even if they are used to liquidate the contract authority, rather than provide new spending authority. Include the collections as a positive amount on line 1700 or 1800 and as a negative amount on line 1727 or 1826.
			Report offsetting collections *earned* and collected that is substituted for borrowing authority to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised. Include the collections as a positive amount on line 1700 or 1800 and as a negative amount on line 1728 or 1827.
			Exclude cash refunds of amounts obligated and outlayed during the current year. For SF 133, these should be netted against the appropriate detailed lines 2001 through 2103 and lines 4010, 4011, 4100, and 4101.
			For credit financing accounts, include the subsidy collected from the program account when loans are disbursed.
			Exclude any adjustments to current year beginning balances recorded on line 1020 and 3011.
			For annual accounts and the last year of multi-year accounts, advanced received on this line should reflect *obligated amounts* only on the September 30 report. For no-year accounts, amounts on this line may remain unobligated on the September 30 report. See section 130.9 for further details on Economy Act transactions involving different periods of availability.

Entry	Discre-tionary	Man-datory	Description
			For expired accounts:
			Amount of decrease (–) from October 1 in *unfilled customer orders* on hand *accompanied by an advance.*
			Amount of collections of receivables included in either the net unpaid obligations or the unobligated balances brought forward, if any.
			Include collections from trust fund accounts for reimbursable work.
			Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3011.
Change in uncollected payments, Federal sources (+ or -)	1701	1801	Amount of increase (+) or decrease (–) in accounts receivable from Federal sources and unpaid, unfilled orders from Federal sources from the start of year to the end of year.
			For unexpired accounts:
			Amount of reimbursements from another Federal Government account that is *earned, but not collected*, to date during the current fiscal year, including those for revolving funds. If during the fiscal year, the amount is collected, move the amount to lines 1700 and 1800, above.
			Amount of expenditure transfers from a trust fund account to a Federal fund account is *authorized by law, but not collected*, to date during the current fiscal year. If during the fiscal year, the amount is collected, move the amount to lines 1700 and 1800, above.
			For *collections of receivables* included in either the net unpaid obligations or the unobligated balances brought forward, include, as a negative:
			The decrease in reimbursable receivables, and
			Receivables written off.
			Amount of increase (+) or decrease (–) from October 1, in unfilled orders on hand from other Federal Government accounts, that are valid obligations of the ordering account and are *not* accompanied by an advance.
			For annual accounts and the last year of multi-year accounts, unpaid, unfilled orders from Federal sources on this line should reflect *obligated amounts* only on the September 30 report. For no-year accounts, unpaid, unfilled orders from Federal sources on this line may remain unobligated on the September 30 report. See section 130.9 for further details on Economy Act transactions involving different periods of availability.
			For expired accounts:
			For *collections of receivables* included in either the net unpaid obligations or the unobligated balances brought forward, include, as a negative, the decrease in reimbursable receivables. Also include, as a negative, receivables written off.
			Amount of decrease (–) from October 1, in unfilled customer

Entry	Discre-tionary	Man-datory	Description
			orders on hand from other Federal Government accounts that are valid obligations of the ordering account and are *not* accompanied by an advance. For unexpired and expired accounts: Amounts reported as an accounts receivable from a trust fund must be accompanied by a valid accounts payable from that trust fund account. These receivables should be included in either the net unpaid obligations or the unobligated balances at the end of the fiscal year. Federal agencies should only write-off accounts receivable from a Federal source under limited circumstances. Circumstances include, but are not limited to, denials from Congress on requests for appropriations in order to satisfy the accounts receivable (supplemental or deficiency appropriations). If the Federal agency is permitted to write-off account receivables from a Federal source, this action reduces the total budgetary resources available in the TAFS. If sufficient budgetary resources are not available to cover the obligations incurred in the TAFS, refer to section 145 of OMB Circular No. A-11 for further action to take. Applies only to budgetary account receivable. Does not impact the proprietary account receivable.
Offsetting collections (previously unavailable)	1702	1802	For accounts with limitations on the use of offsetting collections, unappropriated or temporarily reduced, the amount of budget authority that is expected to become available for obligation pursuant to law from unavailable balances of offsetting collections. *Previously precluded or unappropriated*.—Amount of offsetting collections collected in the previous year but precluded from obligation or was unappropriated in a previous fiscal year. Include the amounts expected to become available pursuant to law during the fiscal year on this line. *Previously temporarily reduced*.—Amount of (1) account-specific offsetting collections rescinded or cancelled and (2) across-the-board reductions in budget authority (percentage or other) mandated in appropriations law taken from more than one account, and the agency head or other Executive Branch official was authorized to distribute the reduction to affected accounts. Include the amounts on this line in the fiscal year in which the amount is needed.
Nonexpenditure Transfers:			
Spending authority from offsetting collections transferred to other accounts (–)	1710	1810	Amount transferred to another account in the same year the authority becomes available for obligation when the transfer is treated as an adjustment in budget authority (spending authority from offsetting collections) to the accounts and does not involve an obligation or outlay (see the description of line 1120 for more information). Transfers of balances should be reported on lines 1010, 3060 or 3070, as appropriate. Although the spending authority is transferred to another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124.

Entry	Discre-tionary	Man-datory	Description
Spending authority from offsetting collections transferred from other accounts (+)	1711	1811	Amount transferred from other accounts in the same year the authority becomes available for obligation when the transfer is treated as an adjustment in budget authority to the accounts and does not involve an obligation or outlay (see the description of line 1121 for more information). Transfers of balances should be reported on lines 1011, 3061 or 3071, as appropriate. Although the spending authority is transferred from another account, the offsetting collection will be credited to the account that initially received the collection on lines 4030 through 4034 or 4120 through 4124.
Adjustments:			
Capital transfer of spending authority from offsetting collections to general fund (–)	1720	1820	Amount of spending authority from offsetting collections deposited to Treasury capital transfer receipt accounts, such as "Earnings of Government-owned enterprises," or "Repayments of capital investment, Government-owned enterprises." These are nonexpenditure transfers. Don't include interest payments or capital transfers of offsetting collections received during the year (see lines 1720 and 1820). Include interest obligations on detailed SF 132 lines 6001 through 6173 and detailed SF 133 lines 2001 through 2103. Primarily used by revolving funds, however may be used by other accounts with OMB approval.
Spending authority from offsetting collections applied to deficiency by law (–)	1721	1821	Amount of offsetting collections used to eliminate a deficiency incurred in a previous year.
Spending authority from offsetting collections permanently reduced (–)	1722	n/a	Amount of permanent rescissions, reductions, and cancellations of new spending authority from offsetting collections.
New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	1723	1823	Amount of temporary rescissions, reductions, and cancellations of new spending authority from offsetting collections and unobligated balances of spending authority from offsetting collections.
Spending authority from offsetting collections precluded from obligation (limitation on obligations) (–)	1725	1824	Amount precluded from obligation in a fiscal year by a provision of law (such as a limitation on obligations or a benefit formula). This amount is treated as a balance of unavailable budgetary resources. When the amount becomes available for obligation, report it on line 1702 or 1802. *Limitation on revolving fund*.—Include amount not available for obligation due to a provision of law, such as a limitation on administrative expenses or construction. *Obligation limitations*.—Include amount by which an obligation limitation reduces the budget resources temporarily (the budget resources remain available after the expiration of the obligation limitation). The Impoundment Control Act (2 U.S.C. 683 – 684) and the Antideficiency Act (31 U.S.C. 1512) are not valid authorizing citations for this line.

Entry	Discre-tionary	Man-datory	Description
Spending authority from offsetting collections applied to repay debt (–)	1726	1825	Amount of offsetting collections used for repayment of debt principal. Do not include appropriations used to repay outstanding debt (see lines 1135 and 1236). Obligations must be recorded for interest payments on SF 132 detail lines 6001 through 6173; SF 133 detail lines 2001 through 2103; and Schedule P detail lines 0001 through 0899. Primarily use budgetary resources to pay interest, and the balance to repay principal as a negative on this line.
Spending authority from offsetting collections applied to liquidate contract authority (–)	1727	1826	Amount of offsetting collections used to liquidate contract authority that is not available for new obligations. Include portion of spending authority from offsetting collections used to replace the contact authority initially obligated against. The spending authority from offsetting collections may include cash, receivables from Federal sources, and unfilled customer orders.
Spending authority from offsetting collections substituted for borrowing authority (–)	1728	1827	Amount of offsetting collections used to liquidate obligations initially incurred against borrowing authority when the borrowing is not exercised.
Anticipated Spending Authority from Offsetting Collections:			
Anticipated collections, reimbursements, and other income	1740	1840	Amount of the current estimate of anticipated collections (for example, anticipated orders from Federal sources or anticipated refunds) expected for the remainder of the year. *No amounts should be on these lines on the September 30 report*. Amount of expenditure transfers anticipated for the remainder of the year. For direct loan financing accounts, include a current estimate for the rest of the year of the loan subsidy anticipated from the program account. Deposit advances (as defined in section 20.11) without orders from Federal customers in budget clearing account F3885 "Undistributed intergovernmental payments" until an order is received. Deposit advances without orders from non-Federal customers in deposit fund X6500 "Advances without orders from non-Federal sources."
Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)	1741	1841	Include the current estimate of spending authority from offsetting collections anticipated to be transferred to (+) or from (–) the account under existing legislation. *No amounts should be on these lines on the September 30 report*. Do not include: • Transfers that have been made and included on lines 1710, 1711, 1810, or 1811. • Anticipated transfers that require legislation.
Anticipated capital transfers and redemption of debt (spending authority from offsetting	1742	1842	Amount of the current estimate of additional capital transfers and redemption of debt anticipated in unexpired accounts derived from spending authority from offsetting collections for the remainder of the fiscal year under existing laws. *No*

Entry	Discre-tionary	Man-datory	Description
collections) (-)			*amounts should be on these lines on the September 30 report.*
Spending authority from offsetting collections (total)	1750	1850	Equals the sum of lines 1700 through 1742. [SFs 132 and 133] Equals the sum of lines 1700 through 1728. [Schedule P] Equals the sum of lines 1800 through 1842. [SFs 132 and 133] Equals the sum of lines 1800 through 1827. [Schedule P]
Budget authority (total)	1900	1900	Equals the sum of combined total of mandatory and discretionary budget authority (lines 1100 through 1152, 1170 through 1174, 1200 through 1252, 1270 through 1273, 1300 through 1330, 1400 through 1430, 1500 through 1531, 1600 through 1631, 1700 through 1742, and 1800 through 1842). [SFs 132 and 133] Equals the sum of combined total of mandatory and discretionary budget authority (lines 1100 through 1139, 1170 through 1174, 1200 through 1239, 1270 through 1273, 1300 through 1320, 1400 through 1421, 1500 through 1522, 1600 through 1622, 1700 through 1728, and 1800 through 1827). [Schedule P]
Adjustment for budgetary resources applied to liquidate deficiencies (-)	1901	1901	Amount of budgetary resources used to liquidate deficiencies other than those specifically applied to deficiencies by law. Report appropriations specifically applied to deficiencies on lines 1100, 1200, 1700 or 1800; and 1136, 1237, 1721, or 1821, as explained above. The line adjusts the total budgetary resources available for obligation without reducing the amount of budget authority appropriated.
Total budgetary resources Total budgetary resources available	1910 1920 1930	1910 1920 1930	Always generated from the sum of combined total of unobligated balances, budget authority, and line 1901: The sum of lines 1000 through 1042, 1100 through 1152, 1170 through 1174, 1200 through 1252, 1270 through 1273, 1300 through 1330, 1400 through 1430, 1500 through 1531, 1600 through 1631, 1700 through 1742, 1800 through 1842, and 1901. [SFs 132 and 133] Always generated from the sum of combined total of unobligated balances, budget authority, and line 1901: The sum of lines 1000 through 1031, 1100 through 1139, 1170 through 1174, 1200 through 1239, 1270 through 1273, 1300 through 1320, 1400 through 1421, 1500 through 1522, 1600 through 1622, 1700 through 1728, 1800 through 1827, and 1901. [Schedule P] Line 1910 is used for the SF 133, line 1920 is used for the SF 132, and line 1930 is used for the budget Program and Financing schedule. *For unexpired accounts:* This amount will differ from the amount on line 1920 on the latest SF 132 to the extent that individual amounts have changed that do not require the submission of a reapportionment request (see section 120.37).

Entry	Discre-tionary	Man-datory	Description
			For expired accounts: This amount is not available for new obligations. See sections 130.10–130.13 for additional instructions.

In a limited number of cases, the following guidance applies to specific Treasury Appropriation Fund Symbols. Affected amounts are included on SF 132 line 1100:

- Appropriations of Specific Amounts of which "Not to Exceed" a Portion Remains Available Beyond the Remainder of the Appropriation. In a limited number of cases, the basic amount of the appropriation is available for one year (or for a fixed amount of time) and the law permits "not to exceed" or "up to" a specific amount to be available for a longer period of time or until expended.

Initial apportionment requests for these accounts should display the maximum possible amount in the Treasury account with the extended availability and the balance in the Treasury account with the lesser time availability (on this line).

Note.—Treasury will warrant the full amount in the one-year account. You should move the funds to the account with the extended fund availability using the SF 1151. This movement of funds is not a transfer because the original appropriation is for the extended availability, even though the SF 1151 is titled "Nonexpenditure Transfer of Funds."

If you subsequently determine that the maximum amount is not needed in the account with the extended availability, you should submit a reapportionment request proposing to transfer the funds to the account of lesser time availability. Show this transfer on SF 132 lines 1120 "Appropriation transferred to other account (-)," 1151 "Anticipated nonexpenditure transfers of appropriations (net) (+ or -)," 1010 "Unobligated balance transferred to other accounts (-)" or 1040 "Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)," as appropriate.

After OMB has approved the transfer, use the SF 1151 to transfer the funds to the account of lesser time availability. Such transfers are irreversible. That is, once the availability of funds is reduced, subsequent apportionments and SF 1151 may not extend the availability of these funds.

- *Interest on the public debt.* For the Interest on the Public Debt account, "interest" includes both the interest paid and the change in interest payable for public issues of Treasury debt securities and for certain special issues (i.e., Government account series) of Treasury debt securities— zero coupon bonds and DoD's Education Benefits Fund, Military Retirement Fund, Defense Cooperation Fund, and Medicare-Eligible Retiree Health Care Fund. The change in interest payable will be warranted when paid.

Entry	Description
Memorandum (Non-Add) Entries:	
All Accounts:	
1940 Unobligated balance expiring (-)	Amount available for obligation during the year that ceased to be available for obligation during the fiscal year (other than amounts rescinded by law). Include expiring unobligated balances (even if they have been reappropriated) and unobligated balances returned to unappropriated receipts.

Entry	Description
1941 Unexpired unobligated balance, end of year	Unobligated balance carried forward and available for obligation in the following year. Include all unobligated balances available for obligation (appropriations, borrowing authority, contract authority, fund balances) at the end of the year. Do not include expired unobligated balances. Do not include special and trust fund amounts and offsetting collections that are not available for obligation *because* of provisions of law, such as benefit formulas or limitations on obligations (see section 20.4(f)).
Special and Non-Revolving Trust Funds Only:	
1950 Other balances withdrawn	Amount of unexpired unobligated balances written off or withdrawn by administrative action in special and trust non-revolving funds. Include cancellations in no-year accounts pursuant to 31 USC 1555; otherwise, do not include amounts rescinded or canceled by law.
1951 Unobligated balance expiring	Amount available for obligation during the year that ceased to be available for obligation during the fiscal year (other than amounts rescinded by law) in special and non-revolving trust funds. Include expiring unobligated balances (even if they have been reappropriated). Exclude unexpired unobligated balances that are written off or withdrawn by administrative action, which are reported on line 1950, "Other balances withdrawn."
1952 Expired unobligated balance, start of year	Amount excluded in the start of year unobligated balances reported on line 1000 in special and non-revolving trust funds.
1953 Expired unobligated balance, end of year	Amount excluded from the end of year unobligated balances reported on line 1941 in special and non-revolving trust funds.
1954 Unobligated balance canceling	Amount of expired balances (e.g. the fifth expired year that is canceling) that are returned to unappropriated receipts and become available for subsequent appropriation in special and non-revolving trust funds.

4. STATUS OF BUDGETARY RESOURCES

Use the entries in the following table to prepare the "Status of Budgetary Resources" section of the SF 133. For additional guidance, see section 130 (SF 133).

Entry	Description
Obligations Incurred	You are required to report direct and reimbursable obligations. See section 83.5 for instructions on classifying obligations as direct versus reimbursable. In general, "direct obligations" means obligations not financed from reimbursements. In general, "reimbursable obligations" means obligations financed by offsetting collections that are payment to the performing account for goods and services provided to the ordering entity. *For unexpired accounts:* Amount of obligations incurred from the beginning of the current fiscal year to the end of the reporting period, net of refunds received that pertain to obligations incurred in the current year. Include upward adjustments of prior obligations. Do not include cancellations or downward adjustments of obligations due to recoveries of prior year unpaid obligations reported on line 1021. (See section

Entry	Description
	20.5 for a discussion of the concept of obligations.) *For expired accounts:* Amount of upward adjustments of obligations previously incurred. Upward adjustments are limited by the amount available for adjustments. No new obligations may be incurred against expired or canceled accounts. (See sections 130.10–130.14 on expired and canceled appropriations.) For downward adjustments, see line 1021. *For unexpired and expired accounts:* Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3001.
Direct	
2001 Category A (by quarter)	Amount of direct obligations incurred against amounts apportioned under category A on the latest SF 132. Category A may sometimes include program categories.
2002 Category B (by project) Category B [project 1] Category B [project 2 / program category 1] Category B [project 3 / program category 2]	Amount of direct obligations incurred against amounts apportioned under categories B and AB on the latest SF 132. Use a separate line for each administrative subdivision identified on the latest SF 132. Category B detail information describes the type of activity, project, etc. apportioned on lines 6011 through 6110 of the latest SF 132. Four alphanumeric characters are used to identify subcategories. Category AB detail information describes the combination of fiscal quarters and projects apportioned on lines 6111 through 6112 of the latest SF 132.
2003 Exempt from apportionment	Amount of direct obligations incurred for accounts that are exempt from apportionment.
2004 Direct obligations (total)	Equals the sum of lines 2001 through 2003.
Reimbursable	
2101 Category A (by quarter)	Amount of reimbursable obligations incurred against amounts apportioned under category A on the latest SF 132. Category A may sometimes include program categories.
2102 Category B (by project) Category B [project 1] Category B [project 2 / program category 1] Category B [project 3 / program category 2]	Amount of reimbursable obligations incurred against amounts apportioned under categories B and AB on the latest SF 132. Use a separate line for each administrative subdivision identified on the latest SF 132. Category B detail information describes the type of activity, project, etc. apportioned on lines 6011 through 6110 of the latest SF 132. Four alphanumeric characters are used to identify subcategories. Category AB detail information describes the combination of fiscal quarters and projects apportioned on lines 6111 through 6112 of the latest SF 132.
2103 Exempt from apportionment	Amount of reimbursable obligations incurred for accounts that are exempt from apportionment.
2104 Reimbursable obligations (total)	Equals the sum of lines 2101 through 2103.

Entry	Description
Unobligated Balance	
Apportioned	
2201 Available in the current period	Include the balances of amounts apportioned under Category A, Category B, and Category AB, as well as amounts apportioned by letter from OMB or by OMB bulletin. Do not include amounts apportioned but still anticipated. For amounts apportioned under Category A and Category AB, include the difference between the amount apportioned through the current period and the obligations incurred under those apportionments through the end of the reporting period. Where Category B apportionments are based upon time periods within the year, include the difference between the cumulative amount apportioned through the current period and the obligations incurred under those apportionments through the end of the reporting period. Where funds are apportioned for the year as a whole, this entry will equal the total amount thus apportioned less the obligations incurred under those apportionments through the end of the reporting period.
2202 Available in subsequent periods	Amount apportioned by time periods (in both Categories A and B) and for future fiscal years (Category C) that are available for obligation in a subsequent reporting period, as approved on the latest SF 132. This includes both actual and anticipated amounts available in the subsequent periods.
2203 Anticipated (+ or –)	Amount anticipated and apportioned year-to-date on the latest SF 132 less amounts no longer anticipated. The amount on this line should equal the sum of the apportioned amounts on lines 1040, 1041, 1042, 1150, 1151, 1152, 1250, 1251, 1252, 1330, 1430, 1530, 1531, 1630, 1631, 1740 through 1742, and 1840 through 1842 that are still anticipated for the current period. The amounts not apportioned on these lines should be included on line 2403. Although this amount is not immediately available for obligation, it will become available for obligation upon realization (e.g. upon actual receipt of the anticipated collection).
Exempt from Apportionment	
2301 Available in the current period	Amount of the total unobligated balance available for obligation (including commitments) in accounts exempt from apportionment available in the current period. Do not include amounts exempt from apportionment and available in the subsequent period or still anticipated.
2302 Available in subsequent periods	Amount of the total unobligated balance available for obligation (including commitments) in accounts exempt from apportionment available in the subsequent period. This includes both actual and anticipated amounts available in the subsequent periods.
2303 Anticipated (+ or –)	Amount anticipated in accounts exempt from apportionment for the current period.
Unapportioned	
2401 Deferred	Amount deferred as shown on line 6181 on the latest SF 132. This is the amount of budgetary resources being set aside for possible use at a

Entry	Description
	later date (pursuant to a special message transmitted, or to be transmitted, by the President), before the funds expire.
2402 Withheld pending rescission	Amount withheld pending rescission as shown on line 6180 on the latest SF 132 (pursuant to a special message transmitted, or to be transmitted, by the President).
2403 Other	*For unexpired accounts:* For other balances not available for obligation, include the unobligated balances of amounts that are not included on lines 6001 through 6173, 6180, or 6181 on the latest SF 132. Include amounts on lines 1021, 1740 and 1840 that exceed apportioned amounts. This entry will include any excess of budgetary resources realized over amounts estimated to become available for obligation on the latest SF 132, when such amounts exceed the parameters set forth in section 120.37. (Do not use this line for accounts and funds that are not subject to apportionment. Unobligated balances of such accounts will be reported on lines 2301 through 2303.) This balance will be reported as a negative amount if budgetary resources (including estimates through the end of the year) are less than reported on the latest SF 132. If, on the September 30 report, a negative amount is reported on this line, the amount must be offset by remaining balances. For accounts that are apportioned, the offset must be against apportioned funds reported on line 2201 or an apparent violation of the Antideficiency Act (31 U.S.C. 1341, 1342, or 1517) will have occurred. For accounts exempt from apportionment, the offset must be against lines 2301 - 2303 or an apparent violation of the Antideficiency will have occurred. Unrealized budgetary resources will, in effect, be considered an offset against amounts apportioned (lines 2201 through 2203) or exempt from apportionment (lines 2301 through 2303) rather than an unobligated balance not available for obligation (lines 2401 through 2403). This line will be used for the un-apportioned balance of public enterprise and intragovernmental revolving funds, as well as trust funds that are subject to apportionment. For these types of funds, include the amount shown on line 6182 on the latest SF 132 (un-apportioned balance) plus the amount of upward adjustments in income until a reapportionment request is approved. *Appropriated receipts.* For the September 30 report, exclude from this line the portion of receipts collected in the current year in special or trust funds that is precluded from obligation due to a provision of law. The full amount appropriated in on line 1201. The amount precluded from obligation is subtracted on line 1235. *For expired accounts:* Amount of expired unobligated balances that have not been used for valid adjustments. (These amounts are no longer available for new obligations.) The amount on line 2403 should be the difference between line 1910 and detailed lines 2001 through 2103. For the final September 30 report before an account will be closed, the amount on this line should be zero.

Entry	Description
2490 Unobligated balance, end of year	Sum of the amounts on detailed lines 2201, 2202, 2203, 2301, 2302, 2303, 2401, 2402, and 2403. Beginning in FY 2012, agencies must report this information at a more detailed level (e.g., direct versus reimbursable) in their FACTS II submissions. In FY 2013, OMB will add memo lines on the SF 133 to show these balances by direct versus reimbursable. Additionally, the 2014 President's Budget will include memo lines to show these balances by discretionary versus mandatory.
2500 Total budgetary resources	Sum of the amounts on detailed lines 2001 through 2403. This amount equals the amount on line 1910.
Memorandum (Non-Add) Entries:	
2501 Subject to apportionment	Both the obligations incurred and unobligated balance of the Status of Budgetary Resources that are subject to apportionment. The sum of lines 2501 and 2502 equal line 2500.
2502 Exempt from apportionment	Both the obligations incurred and unobligated balance of the Status of Budgetary Resources that are exempt from apportionment. The sum of lines 2501 and 2502 equal line 2500.

5. CHANGE IN OBLIGATED BALANCE

Use the entries in the following table to prepare the "Change in Obligated Balances" section of the SF 133 and Schedule P. For addit ional guidance, see section 130 (SF 133) and section 82 (Combined Schedule X).

Entry	Description
Unpaid obligations:	
3000 Unpaid obligations, brought forward, Oct 1	Unpaid obligations as of October 1of the current fiscal year. This amount will equal the sum of the beginning balance of (a) accounts payable and (b) undelivered orders. This line should equal line 3090 of the final SF 133 or budget Program and Financing schedule for the preceding year. Include uninvested balances; balances invested in Federal securities (par value), adjusted for unrealized discounts (a negative amount); and amounts obligated against contract authority.
3001 Adjustment to unpaid obligations, brought forward Oct 1(+ or -)	Changes to unpaid obligations that occurred in a prior fiscal year and that were not recorded in the unpaid obligations as of October 1 of the current fiscal year. These may be identified by the financial statement auditors, agency personnel, or others. Include adjustments posted to the agency financial system that are either material or non-material. When reporting to FACTS II, agencies will use an attribute to show that their USSGL account balances are not current-year activity—even though these balances would otherwise look like current-year activity. FACTS II will use this attribute to crosswalk these USSGL account balances to this adjustment line. OMB and the Department of the Treasury's FMS will review the FBWT component of the adjustments that agencies report to FACTS II each quarter. FMS will only backdate prior year adjustments on a transaction basis in a TAFS that round to $1 million or more. This range includes amounts greater than or equal to $500,000.

Entry	Description
	Agencies should generally exclude reclassifications from clearing accounts to other TAFSs, but may consult OMB if they want to include some of these reclassifications as adjustments. Exclude the following amounts from this line: • Downward adjustments of unpaid obligations incurred in prior fiscal years, as reported on line 1021, that were not outlayed; • Upward adjustments of obligations previously incurred as reported on detailed lines 2001 through 2103; and • Refunds collected from prior year obligations that have been outlayed to the appropriation of fund account charged with the original obligations as reported on line 1700 and 1800. On the SF 133, material and non-material adjustments to the unpaid obligations as of October 1 of the current fiscal year should be included on line 3001. On the Statement of Budgetary Resources, material amounts are part of the unpaid obligations as of October 1 of the current fiscal year because the prior year's financial statements are restated.
3010 Obligations incurred, unexpired accounts	Includes both direct and reimbursable obligations. Equals the sum of amounts on lines 2001 through 2003 and 2101 through 2103. Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3001.
3011 Obligations incurred, expired accounts	Amount of upward adjustments of obligations previously incurred. Upward adjustments are limited by the amount available for adjustments. No new obligations may be incurred against expired or canceled accounts. (See sections 130.10–130.14 on expired and canceled appropriations.) For downward adjustments, see line 1021. Includes both direct and reimbursable obligations. Equals the sum of amounts on lines 2001 through 2003 and 2101 through 2103. Exclude any adjustments to current year beginning balances recorded on lines 1020 and 3001.
3020 Outlays (gross) (–)	Total disbursements made by the account. Equals the sum of the amounts on lines 4010, 4011, 4100, and 4101, but with the opposite sign.
3030 Unpaid obligations transferred to other accounts (–)	Amount of unpaid obligations from other Federal Government accounts actually transferred to (-) other accounts during the current fiscal year.
3031 Unpaid obligations transferred from other accounts	Amount of unpaid obligations from other Federal Government accounts actually transferred from (+) other accounts during the current fiscal year.
3040 Recoveries of prior year unpaid obligations, unexpired accounts (–)	Equals the amount on line 1021, but with the opposite sign.

Entry	Description
3041 Recoveries of prior year unpaid obligations, expired accounts (-)	Amount of any cancellations or downward adjustments of obligations incurred in *prior fiscal years* that were *not outlayed.* Include the adjustments since October 1 of the current year. Show the actual recoveries, as shown on the SF 133, on reapportionment requests. Include recovered amounts obligated against *indefinite* borrowing authority that was borrowed. Then subtract the same amount on line 1022. Include recovered amounts obligated against *indefinite* borrowing authority that was *not* borrowed. Then subtract the same amount on line 1024. Include recovered amounts obligated against *indefinite* contract authority that was funded or *unfunded* contract authority. Then subtract the same amount on line 1025. Exclude any cancellations or downward adjustments of obligations incurred and outlayed in prior fiscal years since they must be accompanied by cash refunds. Cash refunds collected (i.e., recoveries of prior year obligations incurred and outlayed in prior fiscal years) are to be included on line 1700 or 1800. For upward adjustments, see detailed lines 2001 through 2103. Exclude recoveries of current year unpaid obligations, which will be netted against obligations on detailed lines 2001 through 2103. Exclude any adjustments to current year beginning balance recorded on lines 1020 and 3001. For the final September 30 report before an account will be closed, all remaining unobligated and obligated balances must be canceled. To present these obligated balances as canceled, include the amount to be canceled, as a positive. Then, subtract the same amount on line 1029, *Other balances withdrawn*.
3050 Unpaid obligations, end of year	Equals the sum of the amounts on lines 3000, 3001, 3010, 3011, 3020, 3030, 3031, 3040, and 3041. For the final September 30 report before an expired account will be closed, the amounts on these lines should be zero.
Uncollected payments:	
3060 Uncollected pymts, Fed sources, brought forward, Oct 1 (–)	Uncollected customer payments from other Federal Government accounts as of October 1of the current fiscal year. This amount will equal the sum of the beginning balance of (a) accounts receivable from other Federal Government accounts and the non- Federal (but only if specifically authorized by law to obligate against orders from the non-Federal) and (b) unfilled customers' orders from other Federal Government accounts not accompanied by an advance, unless specifically authorized by law to obligate against orders from the non-Federal. This line should equal line 3090 of the final SF 133 for the preceding year. Include uninvested balances; balances invested in Federal securities (par value), adjusted for unrealized discounts (a negative amount); and amounts obligated against contract authority.
3061 Adjustment to uncollected pymts, Fed sources, brought forward, Oct 1 (+ or –)	Changes to uncollected customer payments from Federal sources that occurred in a prior fiscal year and that were not recorded in the uncollected customer payments from Federal sources as of October 1 of the current fiscal year. These may be identified by the financial statement auditors, agency personnel, or others.

Entry	Description
	Include adjustments posted to the agency financial system that are either material or non-material. When reporting to FACTS II, agencies will use an attribute to show that their USSGL account balances are not current-year activity—even though these balances would otherwise look like current-year activity. FACTS II will use this attribute to crosswalk these USSGL account balances to this adjustment line. OMB and the Department of the Treasury's FMS will review the FBWT component of the adjustments that agencies report to FACTS II each quarter. FMS will only backdate prior year adjustments on a transaction basis in a TAFS that round to $1 million or more. This range includes amounts greater than or equal to $500,000. Agencies should generally exclude reclassifications from clearing accounts to other TAFSs, but may consult OMB if they want to include some of these reclassifications as adjustments. Exclude the following amounts from this line: • Downward adjustments of unpaid obligations incurred in prior fiscal years, as reported on line 1021, that were not outlayed; • Upward adjustments of obligations previously incurred as reported on detailed lines 2001 through 2103; and • Refunds collected from prior year obligations that have been outlayed to the appropriation of fund account charged with the original obligations as reported on lines 1700 and 1800. On the SF 133, material and non-material adjustments to the uncollected customer payments from Federal sources as of October 1 of the current fiscal year should be included on line 3011. On the Statement of Budgetary Resources, material amounts are part of the uncollected customer payments from Federal sources as of October 1 of the current fiscal year because the prior year's financial statements are restated.
3070 Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)	Equals the sum of the amounts on lines 1701 and 1801, but with the opposite sign.
3071 Change in uncollected pymts, Fed sources, expired accounts (+ or -)	For *collections of receivables* included in either the net unpaid obligations or the unobligated balances brought forward, include, as a negative, the decrease in reimbursable receivables. Also include, as a negative, receivables written off. Amount of decrease (–) from October 1, in unfilled customer orders on hand from other Federal Government accounts that are valid obligations of the ordering account and are *not* accompanied by an advance.
3080 Uncollected pymts, Fed sources transferred to other accounts	Amount of uncollected customer payments from other Federal Government accounts actually transferred from this account to other accounts during the current fiscal year.
3081 Uncollected pymts, Fed sources transferred from other accounts (–)	Amount of uncollected customer payments from other Federal Government accounts actually transferred to this account from other accounts during the current fiscal year.
3090 Uncollected pymts, Fed sources, end of year (–)	Equals the sum of the amounts on lines 3060, 3061, 3070, 3071, 3080, and 3081. Do not include refunds receivable.

Entry	Description
	Do not include unfilled customer orders from other Federal Government accounts accompanied by an advance or from non-Federal sources with an advance. See lines 1700 and 1800. For the final September 30 report before an expired account will be closed, the amounts on these lines should be zero.
Memorandum (Non-Add) Entries:	
3100 Obligated balance, start of year	Equals the sum of lines 3000, 3001, 3060 and 3061.
3200 Obligated balance, end of year	Equals the sum of detailed obligated balance lines: 3000, 3001, 3010, 3011, 3020, 3030, 3031, 3040, 3041, 3060, 3061, 3070, 3071, 3080, and 3081. Also, equals the sum of lines 3050 and 3090.

6. BUDGET AUTHORITY AND OUTLAYS, NET

Use the entries in the foll owing table to prepare the "Budget Authority and Outlays, Net" section of the SF 133 and Schedule P. For additional guidance, see section 130 (SF 133) and section 82 (Combined Schedule X).

Entry	Discre-tionary	Man-datory	Description
Gross Budget Authority and Outlays:			
Budget authority, gross	4000	4090	Equals the sum of discretionary budget authority (lines 1100 through 1152, 1170 through 1174, 1300 through 1330, 1500 through 1531, and 1700 through 1742) [SF 133]. Equals the sum of discretionary budget authority (lines 1100 through 1139, 1170 through 1174, 1300 through 1320, 1500 through 1522, and 1700 through 1728) [Schedule P]. Equals the sum of mandatory budget authority (lines 1200 through 1252, 1270 through 1273, 1400 through 1430, 1600 through 1631, and 1800 through 1842) [SF 133]. Equals the sum of mandatory budget authority (lines 1200 through 1239, 1270 through 1273, 1400 through 1421, 1600 through 1622, and 1800 through 1827) [Schedule P].
Outlays, gross			
Outlays from new authority	4010	4100	Amount of obligations paid. Includes payments in the form of cash (currency, checks, or electronic fund transfers) and in the form of debt instruments (bonds, debentures, notes, or monetary credits) when they are used to pay obligations. Include refunds of payments made in the current year. Not applicable to *financing accounts.* For the Interest on the Public Debt account, "interest" includes both the interest paid and the change in interest payable for public issues of Treasury debt securities and for certain special issues (i.e., Government account series) of Treasury debt securities (see section 20.6). Exclude any adjustments to current year beginning balances recorded on lines 1021 and 3001.
Outlays from balances	4011	4101	

Entry	Discre-tionary	Man-datory	Description
			These are also known as "Disbursements." This is a positive amount. You should not use these lines for credit financing accounts.
Outlays, gross (total)	4020	4110	Equals the sum of the amounts on lines 4010 through 4011. Equals the sum of the amounts on lines 4100 through 4101 except for financing accounts. Financing accounts will only have line 4110.
Offsets Against Gross Budget Authority and Outlays:			
Offsetting Collections (Collected) from:			
			Amount of reimbursements from other Federal Government accounts and other collections credited to the account from the beginning of the year to the end of the reporting period. Include refunds of payments originally made in **prior** fiscal years that are received in the **current fiscal year**. Note: Refunds of payments made in the current fiscal year are netted against the appropriate detailed lines 2001 through 2103 and lines 4010, 4011, 4100, and 4101. These are also known as "Offsetting collections (collected)." This is a negative amount. Amount of cash credited to the account. (Includes refunds that pertain to obligations recorded in prior fiscal years, as long as the account has not been canceled.) Identify the source of the payment (see the descriptions below). Use subentries when there are significant amounts of different types of income, such as insurance premiums, loan repayments, interest, fees, etc. Exclude any adjustments to current year beginning balances recorded lines 1021 and 3011.
Federal sources (-)	4030	4120	Amount from other Federal Government accounts except interest received from investments in Federal securities and interest on uninvested funds. Include collections from general, special, trust, revolving, and management fund accounts as well as from off-budget Federal entities.
Interest on Federal securities (-)	4031	4121	Amount of interest on investments in marketable and nonmarketable Federal securities. Use for general and revolving fund accounts only. Include amount of amortized discount for investments in zero coupon bonds. Include amount of inflation compensation for investments in Treasury inflation indexed securities.
Interest on uninvested funds (-)	4032	4122	Amount of interest from Federal securities on balances not invested in marketable and nonmarketable Treasury securities.
Non-Federal sources (-)	4033	4123	Amount received from non-Federal sources as a result of business-type transactions (e.g., repayments of loan principal, interest on outstanding loans, user charges, sale of assets) and advances that accompany orders from non-Federal sources.

Entry	Discre-tionary	Man-datory	Description
			Use line titles to identify separately the primary sources of collections. Small amounts may be aggregated. See exhibits 185C, 185F and 185I.
Offsetting governmental collections (-)	4034	4124	Amount received from non-Federal sources that arise from the Government's sovereign or governmental powers (e.g., tax receipts, regulatory fees, compulsory user charges, custom duties, license fees) but are required by law to be credited to the account (see section 20.7(d)). Use line titles to identify separately the primary sources of collections.
Offsets against gross budget authority and outlays (total) (-)	4040	4130	Equals the sum of the amounts on lines 4030 through 4034. Equals the sum of lines 4120 through 4124.
Additional Offsets Against Gross Budget only:			
Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)	4050	4140	Equals the amount on line 1701 or 1801 respectively.
Change in uncollected pymts, Fed sources, expired accounts (+ or -)	4051	4141	Amount of increase (+) or decrease (–) in accounts receivable from Federal sources and unpaid, unfilled orders from Federal sources from the start of year to the end of year.
Offsetting collections credited to expired accounts	4052	4142	Amount of offsetting collections (collected) and refunds that pertain to an account that has expired but is not yet canceled (see section 20.10). Equals the amount on line 1700 plus the sum of the amounts on lines 4030 through 4034. Equals the amount on line 1800 plus the sum of the amounts on lines 4120 through 4124.
Anticipated offsetting collections (+ or -)	4053	4143	Amount of the current estimate of anticipated collections (for example, anticipated orders from Federal sources or anticipated refunds) expected for the remainder of the year. Amount of expenditure transfers anticipated for the remainder of the year. For direct loan financing accounts, include a current estimate for the rest of the year of the loan subsidy anticipated from the program account. Deposit advances (as defined in section 20.11) without orders from Federal customers in budget clearing account F3885 "Undistributed intergovernmental payments" until an order is received. Deposit advances without orders from non-Federal customers in deposit fund X6500 "Advances without orders from non-Federal sources". Do not include: • Transfers that have been made and included on lines 1710, 1711, 1810, or 1811. • Anticipated transfers that require legislation.

Entry	Discre-tionary	Man-datory	Description
			Amount of the current estimate of additional capital transfers and redemption of debt anticipated in unexpired accounts derived from spending authority from offsetting collections for the remainder of the fiscal year under existing laws. No amount should be on this line on the September 30 report.
Additional offsets against budget authority only (total)	4060	4150	Equals the sum of the amounts on lines 4050, 4051, and 4053. [SF 133] Equals the sum of the amounts on lines 4050 and 4052. [Schedule P] Equals the sum of the amounts on lines 4140, 4141 and 4143.[SF 133] Equals the sum of the amounts on lines 4140 and 4142. [Schedule P]
Budget authority, net	4070	4160	Equals the total new budget authority (gross) on line 4000 plus the amounts on lines 4030 through 4034 and on lines 4050, 4051, and 4053. [SF 133] Equals the total new budget authority (gross) on line 4000 plus the amounts on lines 4030 through 4034 and on lines 4050 and 4052. [Schedule P] Equals the total new budget authority (gross) on line 4090 plus the amounts on lines 4120 through 4124 and on lines 4140, 4141, and 4143. [SF 133] Equals the total new budget authority (gross) on line 4090 plus the amounts on lines 4120 through 4124 and on lines 4140 and 4142. [Schedule P]
Outlays, net	4080	4170	Equals the total outlays (gross) on lines 4010 through 4011 plus the amounts on lines 4030 through 4034. Equals the total outlays (gross) on lines 4110 plus the amounts on lines 4120 through 4124.
Budget Authority and Outlays, Net (total):			
Budget authority, net (total)	4180		Equals the sum of the amounts on lines 4070 and 4160. This line will always be used, even if the amount is zero.
Outlays, net (total)	4190		Equals the sum of the amounts on lines 4080 and 4170. This line will always be used, even if the amount is zero.

7. MEMORANDUM (NON-ADD) ENTRIES

Use the entries in the fo llowing table to prepare the "Memorandum (non-a dd) Entries" section of Schedule P. For additional guidance, see section 82 (Combined Schedule X).

Entry	Description
Investments in Federal securities:	*Report the par value of Federal securities; do not reflect unrealized discounts.*
5000 Total investments, SOY:	Amount of start of year balances that have been invested in Federal

Entry	Description
Federal securities: Par value	securities, brought forward from the end of the preceding year.
5001 Total investments, EOY: Federal securities: Par value	Amount of end of year balances that have been invested in Federal securities.
Investments in non-Federal securities:	*Report the market value of non-Federal securities.*
5010 Total investments, SOY: non-Federal securities: Market value	Amount of start of year balances that have been invested in non-Federal securities, brought forward from the end of the preceding year.
5011 Total investments, EOY: non-Federal securities: Market value	Amount of end of year balances that have been invested in non-Federal securities.
Contract authority:	*Contract authority is unfunded. When appropriations or offsetting collections are provided to liquidate contract authority, the amounts are no longer considered to be contract authority, and the balance should no longer be included as contract authority.*
5050 Unobligated balance, SOY: Contract authority	Unobligated balance of unfunded contract authority at the beginning of the year. Excludes contract authority for which spending authority from offsetting collections or appropriations to liquidate are not provided or requested.
5051 Unobligated balance, EOY: Contract authority	Unobligated balance of unfunded contract authority at the end of the year.
5052 Obligated balance, SOY: Contract authority	Obligated balance of unfunded contract authority at the beginning of the year. Excludes contract authority for which spending authority from offsetting collections or appropriations to liquidate are not provided or requested.
5053 Obligated balance, EOY: Contract authority	Obligated balance of unfunded contract authority at the end of the year.
5054 Fund balance in excess of liquidating requirements, SOY: Contract authority	Amount of appropriation to liquidate contact authority in excess of ability to incur obligations at the beginning of the year (either because the appropriation exceeds the contract authority available for obligation or the limitation on obligations).
5055 Fund balance in excess of liquidating requirements, EOY: Contract authority	Amount of appropriation to liquidate contact authority in excess of ability to incur obligations at the end of the year (either because the appropriation exceeds the contract authority available for obligation or the limitation on obligations).
5061 Limitation on obligations (Transportation trust funds)	Limitations on program levels that is enacted or proposed for the Department of Transportation non-revolving trust funds.
Unavailable offsetting collections:	*The amount of offsetting collections that was previously precluded from obligation, unappropriated, or temporarily reduced but has not yet become budget authority available for obligation. Does not apply to special and non-revolving trust funds.*
5090 Unavailable balance, SOY: Offsetting collections	Unavailable balance of offsetting collections at the beginning of the year.
5091 Unavailable balance, EOY: O ffsetting collections	Unavailable balance of offsetting collections at the end of the year. Equals the amount on line 5090 minus the sum of the amounts on lines 1702, 1723, 1725, 1802, 1823, and 1824.
Discretionary mandated transfers:	*The amount of discretionary transfers mandated by law.*
5100 Discretionary mandated transfer to other accounts (–)	Amount transferred to another account in the same year the authority becomes available for obligation when the transfer does not involve an

Entry	Description
	obligation or an outlay. The line represents the discretionary transfers mandated by law included in line 1120. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1010.
5101 Discretionary mandatory transfer from other accounts	Amount transferred to another account in the same year the authority becomes available for obligation when the transfer does not involve an obligation or an outlay. The line represents the discretionary transfers mandated by law included in line 1121. In exceptional cases, this line may represent the discretionary transfers mandated by law included in line 1011.

8. APPLICATION OF BUDGETARY RESOURCES

Use the entries in the following table to prepare the "Application of Budgetary Resources" section of the SF 132. For additional guidance, see sections 120 and 121 (SF 132).

Entry	Description
Apportioned:	When both Category A and Category B are used, insert a descriptive label on the Category A line to distinguish the amounts apportioned by quarter from the remaining amounts. All apportioned amounts by activity, project or object (Category B) should be positive. Amounts apportioned by time period (Category A) may be negative in order to reduce the cumulative amounts available. (See exhibit 121M).
Category A (by quarter)	Amount requested to be apportioned for each calendar quarter in the fiscal year.
6 001 1st quarter 6 002 2nd quarter 6 003 3rd quarter 6 004 4th quarter	Apportionments previously approved are not subject to change after the close of the period for which the apportionment is made. Where the cumulative amount apportioned through the current period is to be decreased below the cumulative amount previously apportioned through the end of the preceding period, revise the amount apportioned for the current period to a negative amount. (See exhibit 121M). The apportionment includes a column for Memo obligations. When submitting a reapportionment request for a TAFS that has incurred new obligations, include the obligations in this column. The obligations should agree with the obligations reported on the most recent SF 133 if more recent amounts are not available. You should provide the memo obligations for Category A or Category B apportioned amounts. You must include the date of the obligations on the same row as the BEA Category (See exhibit 121G).
Category B (by project)	Amounts requested to be apportioned on a basis other than calendar quarters, such as time periods other than quarters, activities, projects, objects, or a combination thereof (See section 120.9).
60 11 [project name] 60 12 [project name] 60 13 [project name]	Include in the stub column a line number (8B1 through 8Bn) and a description of the activity, project, or object for which funds are requested. Coordinate the line number assigned to each number with the preparer of the SF 133 so that the same line numbers are used.

Entry	Description
60 14 [project name] ↓ 61 10 [project name]	Once a number is assigned, it should be reserved for that activity, project, or object only. Also, include the amount of obligations incurred for each Category B item as of the latest SF 133, if more recent amounts are not available. The periods covered by such amounts should be the same as the period for Category A. Where the SF 132 has insufficient space to list the categories by which apportionments are to be made or where apportionments are to be made both by activities (or projects or objects) and by time periods within the fiscal year, add lines to the SF 132. Other than adding lines to Category B, changes should not be made to the SF 132 without prior approval by OMB.
Category AB (by fiscal quarter and project)	Amounts requested to be apportioned by a combination of fiscal quarters and projects (See section 120.9).
61 11 [project \ quarter]	
61 12 [project \ quarter] ↓ 61 59 [project \ quarter]	
Category C (for future years)	When you plan to obligate amounts appropriated in a no-year or multi-year TAFS over more than one fiscal year, you may propose to apportion funds planned for obligation after the current fiscal year into a subsequent fiscal year. Include the amount planned for obligation after the current fiscal year on lines 6170 through 6173, apportioned for future fiscal years. OMB will not apportion annual TAFSs and the last year of multi-year TAFSs for periods longer than one fiscal year, as this would be an impoundment (i.e., a deferral during the year, and a de-facto rescission after the funds expire).
61b 70 [Designated 1st FY eyond the current year]	
61b 71 [Designated 2nd FY eyond the current year]	
61b 72 [Designated 3rd FY eyond the current year]	
61b 73 [Designated 4th FY eyond the current year]	
Unapportioned:	
61 80 Withheld pending rescission	For instructions on the use of this line, see section 112.3.
6181 Deferred	For instructions on the use of this line, see section 112.3.
61r 82 Unapportioned balance of evolving fund	This line will be used primarily for public enterprise funds, intragovernmental revolving funds, and trust funds that are subject to apportionment. For these types of funds, include the amount of budgetary resources that is not apportioned (made available for obligation) in order to preserve a portion of the fund's capital so it can continue to revolve and be available for its authorized purposes (see section 20.13(a)).

Entry	Description
	Typically, in a guaranteed loan financing account, include the uninvested funds that serve as a reserve against loan guarantee defaults on this line. Do not include amounts deferred or proposed for rescission on this line. The amount on this line should equal the amount shown on line 1920, less the amounts apportioned on lines 6001 through 6173, less any amounts withheld pending rescission on line 6180 or deferred on line 6181.
6183 Exempt from apportionment	For accounts that have both apportioned and exempt from apportionment amounts, identify the amount of the exempt from apportionment portion.
6190 Total budgetary resources available	Sum of the amounts on lines 6001 through 6173, 6180, 6181, 6182 and 6183. This amount equals the amount reported on line 1920.

9. UNFUNDED DEFICIENCIES

Use the entries in the following table to prepare the "Budgetary Resources" section of the SF 133 and Schedule P. For additional guidance, see section 130 (SF 133) and section 82 (Combined Schedule X). Note: See section 145 for additional reporting requirements on deficiencies.

Entry	Description
7000 Unfunded deficiency, start of year (-)	Amount of obligations included in unpaid obligations, start of year that exceeded the resources available when the obligations were incurred and will require an appropriation or offsetting collections to liquidate the deficiency.
7010 New deficiency (-)	Includes only amount of obligations (as of the end of the year) that exceeds the budgetary resources available for obligation or amount of obligations that exceeds budgetary resources deferred or withheld pending rescission and requires an appropriation or future offsetting collections to liquidate. Does not include obligations in excess of apportionments, allotments, or other agency subdivisions of funds even though such amounts are reportable as a violation of the Antideficiency Act. Use this entry in the year in which the deficiency is incurred.
7011 Appropriations available expressly to liquidate deficiencies	Amount of new appropriations or offsetting collections specifically applied by law to deficiencies. Equals the sum of the amounts on detailed lines 1136, 1237, 1721, and 1821.
7012 Available budgetary resources used to liquidate deficiencies	Amount of budgetary resources used to liquidate deficiencies other than those specifically applied to deficiencies by law. Equals the amount on line 1901.
7020 Unfunded deficiency, end of year (-)	Amount of obligations included in unpaid obligations, end of year that exceeded the resources available when the obligations were incurred and will require an appropriation or offsetting collections to liquidate the deficiency. Equals the sum of the amounts on lines 7000 through 7011.

10. GUARANTEED LOAN LEVELS AND APPLICATIONS

Use the entries in the following table to prepare the "Guaranteed Loan Levels and Applications" section of the SF 132. For additional guidance, see section 185 (Federal Credit).

Entry
Guaranteed Loan Limitation
8000 Program Level, Current Year
8100 Program Level, Unused from prior year
Application of Guaranteed Loan Limitation
8201 Application, Category A, First quarter
8202 Application, Category A, Second quarter
8203 Application, Category A, Third quarter
8204 Application, Category A, Fourth quarter
8211 Application, Category B [project level] or risk category
↓
8235 Application, Category B [project level] or risk category

11. STATEMENT OF BUDGETGARY RESOURCES

While the above entries include tables to prepare the SF 133, Report on Budget Execution and Budgetary Resources, the Statement of Budgetary Resources is a financial statement that is based on the SF 133 format but only includes the following lines. Refer to OMB Circular No. A-136 for guidance on preparing financial statements. This format will be effective beginning FY 2012. The descriptions below identify the relationships of the lines of the SBR with the lines on the SF 133 and Schedule P.

Entry		Description
Budgetary Resources:		
1000	Unobligated balance brought forward, October 1	See description above. This line is common to the SF 132, SF 133, schedule P and SBR.
1020	Adjustment to unobligated balance, brought forward, October 1 (+ or -)	See description above. This line is common to the SF 133, Schedule P and SBR. Limited to the material components that lead to restatement of the SBR. Immaterial adjustments are shown on the SBR as current year activity. Refer to OMB Circular No. A-136 for further details.
1020.5	Unobligated balance brought forward, October 1, as adjusted	Sum of lines 1000 and 1020 on the SF 133 and Schedule P. See description above.
1021	Recoveries of prior year unpaid obligations	See description above. This line is common to the SF 133, Schedule P and SBR.
1043	Other changes in unobligated balance	Sum of lines 1010 through 1013, and 1022 through 1042.

Entry		Description
1051	Unobligated balance from prior year budget authority, net	Equals line 1050 of the SF 133 and Schedule P. See description above.
1290	Appropriations (discretionary and mandatory)	Sum of lines 1100 through 1152, 1170 through 1174, 1200 through 1252, and 1270 through 1273 on the SF 133.
1490	Borrowing authority (discretionary and mandatory)	Sum of lines 1300 through 1330 and 1400 through 1430 on the SF 133.
1690	Contract authority (discretionary and mandatory)	Sum of lines 1500 through 1531 and 1600 through 1631 on the SF 133.
1890	Spending authority from offsetting collections (discretionary and mandatory)	Sum of lines 1700 through 1742 and 1800 through 1842 on the SF 133.
1910	Total budgetary resources	See description above. This line is common to the SF 133 and SBR. Equals Schedule P line 1930 but only for unexpired amounts.
Status of Budgetary Resources:		
2190	Obligations incurred	Sum of lines 2001 through 2003 and 2101 through 2103 on the SF 133. See descriptions above.
2204	Apportioned	Sum of lines 2201 through 2203 on the SF 133. See descriptions above.
2304	Exempt from apportionment	Sum of lines 2301 through 2303 on the SF 133. See descriptions above.
2404	Unapportioned	Sum of lines 2401 through 2403 on the SF 133. See descriptions above.
2490	Unobligated balance, end of year	Sum of lines 2204, 2304 and 2404 on the SBR.
2500	Total budgetary resources	See description above. This line is common to the SF 133 and SBR.
Change in Obligated Balance:		
3000	Unpaid obligations, brought forward, October 1 (gross)	See description above. This line is common to the SF 133, Schedule P and SBR.
3010	Uncollected customer payments from Federal sources, brought forward, October 1(-)	Equals line 3060 on the SF 133 and Schedule P. See description above.
3015	Obligated balance, start of year (net), before adjustments (+ or -)	Sum of lines 3000 and 3060 on the SF 133 and Schedule P. See descriptions above.
3016	Adjustment to obligated balance, start of year (+ or -)	Sum of lines 3001 and 3061 on the SF 133 and Schedule P. See descriptions above. Limited to the material components that lead to restatement of the SBR. Immaterial adjustments are shown on the SBR as current year activity. Refer to OMB Circular No. A-136 for further details.

Entry		Description
3021	Obligated balance, start of year (net), as adjusted	Sum of lines 3015 and 3016 on the SBR.
3032	Obligations incurred	Sum of lines 3010 and 3011 on the SF 133 and Schedule P. See descriptions above.
3040	Outlays (gross) (-)	Equals line 3020 on the SF 133 and Schedule P. See description above.
3052	Change in uncollected customer payments from Federal sources (+ or -)	Sum of lines 3070 and 3071 on the SF 133 and Schedule P. See descriptions above.
3062	Actual transfers, unpaid obligations (net) (+ or -)	Sum of lines 3030 and 3031 on the SF 133 and Schedule P. See descriptions above.
3072	Actual transfers, uncollected payments from Federal sources (net) (+ or -)	Sum of lines 3080 and 3081 on the SF 133 and Schedule P. See descriptions above.
3082	Recoveries of prior year unpaid obligations (-)	Sum of lines 3040 and 3041 on the SF 133 and Schedule P. See descriptions above.
3090	Unpaid obligations, end of year (gross)	Equals line 3050 on the SF 133 and Schedule P. See description above.
3091	Uncollected customer payments from Federal sources, end of year (-)	Equals line 3090 on the SF 133 and Schedule P. See description above.
3100	Obligated balance, end of year (net)	Equals line 3200 on the SF 133 and Schedule P. See description above.
Budget Authority and Outlays, Net:		
4175	Budget authority, gross (discretionary and mandatory)	Sum of lines 4000 and 4090 on the SF 133 and Schedule P. See descriptions above.
4177	Actual offsetting collections (discretionary and mandatory) (-)	Sum of lines 4030 through 4034 and 4120 through 4124 on the SF 133 and Schedule P. See descriptions above.
4178	Change in uncollected customer payments from Federal sources (discretionary and mandatory) (+ or -)	Sum of lines 4050, 4051, 4140, and 4141 on the SF 133 and Schedule P. See descriptions above.
4179	Anticipated offsetting collections (discretionary and mandatory) (+ or -)	Sum of lines 4053 and 4143 on the SF 133. See descriptions above.
4180	Budget authority, net (discretionary and mandatory)	See description above. This line is common to the SF 133, Schedule P and SBR.
4185	Outlays, gross (discretionary and mandatory)	Sum of lines 4010, 4011, 4100 and 4101 on the SF 133 and Schedule P. See descriptions above.
4187	Actual offsetting collections (discretionary and mandatory) (-)	Sum of lines 4030 through 4034 and 4120 through 4124 on the SF 133 and Schedule P. See descriptions above.
4190	Outlays, net (discretionary and mandatory)	See description above. This line is common to the SF 133, Schedule P and SBR.
4200	Distributed offsetting receipts	Collections that are offset against gross outlays and budget

Entry	Description
(-)	authority but are not authorized to be credited to expenditure accounts are credited to receipt accounts and are offset at the agency level.
4210 Agency outlays, net (discretionary and mandatory)	Sum of line 4190 minus 4200.

12. HOW DO I TREAT EXTENSIONS OF THE AVAILABILITY OF UNOBLIGATED BALANCES?

Extensions of the availability of unobligated balances of budget authority are treated as new budget authority (e.g., reappropriations) or balance transfers depending on:

- The underlying authority to extend the availability; and
- Whether availability is extended before or after the balances have expired.

Based on the factors above, the extensions are shown as follows:

(a) *Apportionment*

Reappropriations described in paragraph (a) are reflected on line 1105: "BA: Disc: Reappropriation", and 1204: "BA: Mand: Reappropriation." Initial apportionments for FY 2009 should reflect an estimate of the amount to be reappropriated from the estimated expiring FY 2008 balances. A reapportionment may be required after the actual amount of the expiring balances is known. You may wish to reflect these amounts on lines 1134, "BA: Disc: Appropriations precluded from obligation," or 1235, "BA: Mand: Appropriations precluded from obligation" until an appropriate time after the required reprogramming notice has been transmitted to Congress.

Balance transfer amounts from expired to unexpired funds, described in paragraph (b) are reflected on line 1012: " Unob Bal: Expired balance transfer to unexpired acct."

(b) *SF 133 Report on Budget Execution and Budgetary Resources*

For the SF 133 for September 30, all expiring balances, including amounts subject to reappropriation or balance transfer in the following fiscal year, should be reflected on either line 2201 "Unob Bal: Apportioned: Avail in the current period" or line 2403 "Unob Bal: Unapportioned: Other," as appropriate.

SF 133s prepared for later years should treat reappropriations and balance transfers in the same manner as the apportionment in the available columns. For reappropriations, the amounts moved from the expired TAFS to the available TAFS should show as negative amounts on lines 1131 or 1230 (see exhibit 130G). For balance transfers, the amounts moved from the expired TAFS to the available TAFS should show as negative amounts on line 1012.

(Treasury Financial Manual U.S. Government Standard General Ledger Supplement, which contains crosswalks from the U.S. Standard General Ledger to the SF 133, FMS 2108, and Program and Financing Schedule, is available at http://www.fms.treas.gov/ussgl/index.html).

(c) *Schedule P of the President's Budget*

When the MAX A–11 database opens, all amounts expiring on September 30 of the prior year should be reflected on schedule P line 1940 " Unobligated balance expiring (memorandum)" in the prior year column.

Amounts reappropriated (such as the example in paragraph (a)) should be reflected on line 1105 "BA: Disc: Reappropriation" in the current year column.

Amounts treated as balance transfers between expired to unexpired funds (such as the example in paragraph (b)) should be reflected on line 1012 "Unob Bal: Expired balance transf to unexpired acct" in the 2012 column.

Extensions of the Availability of Unobligated Balances

If the authority is provided by...	Then the extension is treated as...
A standing provision of law *enacted before* the budget authority was provided.	For unexpired funds: *BA transfer* if the transfer occurs in the same year the resource became available for obligation; *balance transfer* for transfers of prior year resources. For expired funds: *Balance transfer* for transfers of prior year resources.
A provision *enacted in the same law* that provides the budget authority.	For unexpired funds: *BA transfer* if the transfer occurs in the same year the resource became available for obligation; *balance transfer* for transfers of prior year resources. For expired funds: *Balance transfer* for transfers of prior year resources.
Legislation *enacted after* the budget authority was provided.	For unexpired funds: *BA transfer* if the transfer occurs in the same year the resource became available for obligation; *balance transfer* for transfers of prior year resources. For expired funds: *Reappropriation* if the transfer occurs in the year for which the legislation is enacted; *balance transfer* for transfers in subsequent years.

Line Numbers for the SF 132, SF 133, Schedule P and SBR

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	OBLIGATIONS BY PROGRAM ACTIVITY	No	No	Yes	No	
	Direct obligations:					
0001-0700	Direct Program Activity			U		
	Credit program obligations:					
0701	Direct loan subsidy			U		
0702	Loan guarantee subsidy			U		
0703	Subsidy for modifications of direct loans			U		
0704	Subsidy for modifications of loan guarantees			U		
0705	Reestimates of direct loan subsidy			U		
0706	Interest on reestimates of direct loan subsidy			U		
0707	Reestimates of loan guarantee subsidy			U		
0708	Interest on reestimates of loan guarantee subsidy			U		
0709	Administrative expenses			U		
0710	Direct loan obligations			U		
0711	Default claim payments on principal			U		
0712	Default claim payments on interest			U		
0713	Payment of interest to Treasury			U		
0715-0739	Other			U		
0740	Negative subsidy obligations			U		
0741	Modification savings			U		
0742	Downward reestimate paid to receipt account			U		
0743	Interest on downward reestimates			U		
0744	Adjusting payments to liquidating account			U		
	Reimbursable obligations:					
0801-0899	Reimbursable Program Activity			U		
0900	Total new obligations			U		
	BUDGETARY RESOURCES	Yes	Yes	Yes	Yes	
	Unobligated balance:					
1000	Unobligated balance brought forward, Oct 1	U	U/E	U	U/E	
1010	Unobligated balance transferred to other accounts (-)	U	U/E	U	[U/E][3]	
1011	Unobligated balance transferred from other accounts	U	U/E	U	[U/E][3]	
1012	Unobligated balance transfers between expired and unexpired accounts	U	U	U	[U][3]	+
1013	Unobligated balance of contract authority transferred to or from other accounts (net) (+ or -)	U	U	U	[U][3]	+
1020	Adjustment of unobligated balance brought forward, Oct 1 (+ or -)	U	U/E	U	U/E	
1020.5	Unobligated balance, brought forward, October 1, as adjusted				U/E	
1021	Recoveries of prior year unpaid obligations	U	U/E	U	U/E	
1022	Capital transfer of unobligated balances to general fund (-)	U	U/E	U	[U/E][3]	
1023	Unobligated balances applied to repay debt (-)	U	U/E	U	[U/E][3]	
1024	Unobligated balance of borrowing authority withdrawn (-)	U	U	U	[U][3]	
1025	Unobligated balance of contract authority withdrawn (-)	U	U	U	[U][3]	
1026	Adjustment for change in allocation of trust fund limitation or foreign exchange valuation	U	U/E	U	[U/E][3]	+
1027	Adjustment in unobligated balances for change in investments of zero coupon bonds (special and non-revolving trust funds)	U	U	U	[U][3]	
1028	Adjustment in unobligated balances for change in investments of zero coupon bonds (revolving funds)	U	U	U	[U][3]	
1029	Other balances withdrawn (-)	U	U/E	U	[U/E][3]	
1031	Refunds and recoveries temporarily precluded from obligation (special and trust funds) (-)	U	U	U	[U][3]	
1040	Anticipated nonexpenditure transfers of unobligated balances (net) (+ or -)	U	U[2]		[U[2]][3]	
1041	Anticipated recoveries of prior year unpaid obligations	U	U[2]		[U[2]][3]	
1042	Anticipated capital transfers and redemption of debt (unobligated balance) (-)	U	U[2]		[U[2]][3]	
1043	Other changes in unobligated balance				U/E	
1050	Unobligated balance (total)	U	U/E	U		
1051	Unobligated balance from prior year budget authority, net				U/E	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[3]Included in line 1043.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes	
	Budget authority:					
	Appropriations, discretionary:					
1100	Appropriation	U	U	U	[U][4]	
1101	Appropriation (special or trust fund)	U	U/E	U	[U/E][4]	+
1103	Appropriation available from subsequent year	U	U	U	[U][4]	+
1104	Appropriation available in prior year (-)	U	U	U	[U][4]	+
1105	Reappropriation	U	U	U	[U][4]	
1120	Appropriations transferred to other accounts (-)	U	U/E	U	[U/E][4]	
1121	Appropriations transferred from other accounts	U	U/E	U	[U/E][4]	
1130	Appropriations permanently reduced (-)	U	U	U	[U][4]	
1131	Unobligated balance of appropriations permanently reduced (-)	U	U/E	U	[U/E][4]	
1132	Appropriations temporarily reduced (-)	U	U	U	[U][4]	
1133	Unobligated balance of appropriations temporarily reduced (-)	U	U	U	[U][4]	
1134	Appropriations precluded from obligation (-)	U	U	U	[U][4]	
1135	Appropriations applied to repay debt (-)	U	U	U	[U][4]	
1136	Appropriations applied to deficiency by law (-)	U	U	U	[U][4]	
1137	Appropriations applied to liquidate contract authority (-)	U	U	U	[U][4]	
1138	Appropriations applied to liquidate contract authority withdrawn (-)	U	U	U	[U][4]	
1139	Appropriations substituted for borrowing authority (-)	U	U	U	[U][4]	
1150	Anticipated appropriation (+ or -)	U	U[2]		[U[2]][4]	
1151	Anticipated nonexpenditure transfers of appropriations (net) (+ or -)	U	U[2]		[U[2]][4]	
1152	Anticipated redemption of debt (appropriations) (-)	U	U[2]		[U[2]][4]	
1160	Appropriation, discretionary (total)	U	U/E	U		
	Advance appropriations, discretionary:					
1170	Advance appropriation	U	U	U	[U][4]	
1171	Advance appropriation (special or trust fund)	U	U	U	[U][4]	+
1173	Advance appropriations permanently reduced (-)	U	U	U	[U][4]	
1174	Advance appropriations temporarily reduced (-)	U	U	U	[U][4]	
1180	Advance appropriation, discretionary (total)	U	U	U		
	Appropriations, mandatory:					
1200	Appropriation	U	U/E	U	[U/E][4]	
1201	Appropriation (special or trust fund)	U	U/E	U	[U/E][4]	+
1203	Appropriation (previously unavailable)	U	U	U	[U][4]	
1204	Reappropriation	U	U	U	[U][4]	
1220	Appropriations transferred to other accounts (-)	U	U/E	U	[U/E][4]	
1221	Appropriations transferred from other accounts	U	U/E	U	[U/E][4]	
1230	Appropriations and/or unobligated balance of appropriations permanently reduced (-)	U	U/E	U	[U/E][4]	+
1232	Appropriations and/or unobligated balance of appropriations temporarily reduced (-)	U	U	U	[U][4]	+
1235	Appropriations precluded from obligation (-)	U	U	U	[U][4]	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[4]Included in line 1290.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes
1236	Appropriations applied to repay debt (-)	U	U	U	[U][4]
1237	Appropriations applied to deficiency by law (-)	U	U	U	[U][4]
1238	Appropriations applied to liquidate contract authority (-)	U	U	U	[U][4]
1239	Appropriations substituted for borrowing authority (-)	U	U	U	[U][4]
1250	Anticipated appropriation (+ or -)	U	U[2]		[U[2]][4]
1251	Anticipated nonexpenditure transfers of appropriations (net) (+ or -)	U	U[2]		[U[2]][4]
1252	Anticipated redemption of debt (appropriations) (-)	U	U[2]		[U[2]][4]
1260	Appropriations, mandatory (total)	U	U/E	U	
	Advance appropriations, mandatory:				
1270	Advance appropriation	U	U	U	[U][4]
1271	Advance appropriation (special or trust fund)	U	U	U	[U][4] +
1272	Advance appropriations permanently reduced (-)	U	U	U	[U][4]
1273	Advance appropriations temporarily reduced (-)	U	U	U	[U][4]
1280	Advance appropriation, mandatory (total)	U	U	U	
1290	Appropriations (discretionary and mandatory)				U/E
	Borrowing authority, discretionary:				
1300	Borrowing authority	U	U	U	[U][5]
1320	Borrowing authority permanently reduced (-)	U	U	U	[U][5]
1330	Anticipated reductions to current fiscal year borrowing authority (-)	U	U[2]		[U[2]][5]
1340	Borrowing authority, discretionary (total)	U	U	U	
	Borrowing authority, mandatory:				
1400	Borrowing authority	U	U	U	[U][5]
1420	Borrowing authority permanently reduced (-)	U	U	U	[U][5]
1421	Borrowing authority applied to repay debt (-)	U	U	U	[U][5]
1430	Anticipated reductions to current fiscal year borrowing authority (-)	U	U[2]		[U[2]][5]
1440	Borrowing authority, mandatory (total)	U	U	U	
1490	Borrowing authority (discretionary mandatory)				U
	Contract authority, discretionary:				
1500	Contract authority	U	U	U	[U][6]
1510	Contract authority transferred to other accounts (-)	U	U/E	U	[U/E][6]
1511	Contract authority transferred from other accounts	U	U/E	U	[U/E][6]
1520	Contract authority and/or unobligated balance of contract authority permanently reduced (-)	U	U	U	[U][6] +
1522	Contract authority precluded from obligation (limitation on obligations) (-)	U	U	U	[U][6]
1530	Anticipated nonexpenditure transfers of contract authority (net) (+ or -)	U	U[2]		[U[2]][6]
1531	Anticipated adjustments to current year contract authority (+ or -)	U	U[2]		[U[2]][6]
1540	Contract authority, discretionary (total)	U	U/E	U	
	Contract authority, mandatory:				
1600	Contract authority	U	U	U	[U][6]
1610	Contract authority transferred to other accounts (-)	U	U/E	U	[U/E][6]

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[4]Included in line 1290.

[5]Included in line 1490.

[6]Included in line 1690.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes	
1611	Contract authority transferred from other accounts	U	U/E	U	[U/E][6]	
1620	Contract authority and/or unobligated balance of contract authority permanently reduced (-)	U	U	U	[U][6]	+
1622	Contract authority precluded from obligation (limitation on obligations)(-)	U	U	U	[U][6]	
1630	Anticipated nonexpenditure transfers of contract authority (net) (+ or -)	U	U[2]		[U[2]][6]	
1631	Anticipated adjustments to current year contract authority (+ or -)	U	U[2]		[U[2]][6]	
1640	Contract authority, mandatory (total)	U	U/E	U		
1690	Contract authority (discretionary and mandatory)				U/E	
	Spending authority from offsetting collections, discretionary:					
1700	Collected	U	U/E	U	[U/E][7]	
1701	Change in uncollected payments, Federal sources (+ or -)	U	U/E	U	[U/E][7]	
1702	Offsetting collections (previously unavailable)	U	U	U	[U][7]	
1710	Spending authority from offsetting collections transferred to other accounts (-)	U	U	U	[U][7]	
1711	Spending authority from offsetting collections transferred from other accounts	U	U	U	[U][7]	
1720	Capital transfer of spending authority from offsetting collections to general fund (-)	U	U	U	[U][7]	
1721	Spending authority from offsetting collections applied to deficiency by law (-)	U	U	U	[U][7]	
1722	Spending authority from offsetting collections permanently reduced (-)	U	U	U	[U][7]	
1723	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	U	U	U	[U][7]	+
1725	Spending authority from offsetting collections precluded from obligation (limitation on obligations) (-)	U	U	U	[U][7]	
1726	Spending authority from offsetting collections applied to repay debt (-)	U	U	U	[U][7]	
1727	Spending authority from offsetting collections applied to liquidate contract authority (-)	U	U	U	[U][7]	
1728	Spending authority from offsetting collections substituted for borrowing authority (-)	U	U	U	[U][7]	
1740	Anticipated collections, reimbursements, and other income	U	U[2]		[U[2]][7]	
1741	Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)	U	U[2]		[U[2]][7]	
1742	Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)	U	U[2]		[U[2]][7]	
1750	Spending authority from offsetting collections, discretionary (total)	U	U/E	U		
	Spending authority from offsetting collections, mandatory:					
1800	Collected	U	U/E	U	[U/E][7]	
1801	Change in uncollected payments, Federal sources (+ or -)	U	U/E	U	[U/E][7]	
1802	Offsetting collections (previously unavailable)	U	U	U	[U][7]	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[6]Included in line 1690.

[7]Included in line 1890.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR
	BUDGETARY RESOURCES cont.	Yes	Yes	Yes	Yes
1810	Spending authority from offsetting collections transferred to other accounts (-)	U	U	U	[U][7]
1811	Spending authority from offsetting collections transferred from other accounts	U	U	U	[U][7]
1820	Capital transfer of spending authority from offsetting collections to general fund (-)	U	U	U	[U][7]
1821	Spending authority from offsetting collections applied to deficiency by law (-)	U	U	U	[U][7]
1823	New and/or unobligated balance of spending authority from offsetting collections temporarily reduced (-)	U	U	U	[U][7] +
1824	Spending authority from offsetting collections precluded from obligation (limitation on obligations) (-)	U	U	U	[U][7]
1825	Spending authority from offsetting collections applied to repay debt (-)	U	U	U	[U][7]
1826	Spending authority from offsetting collections applied to liquidate contract authority (-)	U	U	U	[U][7]
1827	Spending authority from offsetting collections substituted for borrowing authority (-)	U	U	U	[U][7]
1840	Anticipated collections, reimbursements, and other income	U	U[2]		[U[2]][7]
1841	Anticipated nonexpenditure transfers of spending authority from offsetting collections (net) (+ or -)	U	U[2]		[U[2]][7]
1842	Anticipated capital transfers and redemption of debt (spending authority from offsetting collections) (-)	U	U[2]		[U[2]][7]
1850	Spending authority from offsetting collections, mandatory (total)	U	U/E	U	
1890	Spending authority from offsetting collections (discretionary and mandatory)				U/E
1900	Budget authority (total)	U	U/E	U	
1901	Adjustment for budgetary resources applied to liquidate deficiencies (-)	U	U	U	
1910	Total budgetary resources		U/E		U/E
1920	Total budgetary resources available	U			
1930	Total budgetary resources available			U	
	Memorandum (non-add) entries:				
1940	Unobligated balance expiring (-)			U	
1941	Unexpired unobligated balance, end of year			U	
	Special and non-revolving trust funds only:				
1950	Other balances withdrawn			U	
1951	Unobligated balance expiring			U	
1952	Expired unobligated balance, start of year			E	
1953	Expired unobligated balance, end of year			E	
1954	Unobligated balance canceling			E	
	STATUS OF BUDGETARY RESOURCES	No	Yes	No	Yes
	Obligations incurred				
	Direct				
2001	Category A (by quarter)		U/E		[U/E][8]

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[7]Included in line 1890.

[8]Included in line 2190.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	STATUS OF BUDGETARY RESOURCES cont.	No	Yes	No	Yes	
2002	Category B (by project)		U/E		[U/E][8]	
2003	Exempt from apportionment		U/E		[U/E][8]	
2004	Direct obligations (total)		U/E			
	Reimbursable					
2101	Category A (by quarter)		U/E		[U/E][8]	
2102	Category B (by project)		U/E		[U/E][8]	
2103	Exempt from apportionment		U/E		[U/E][8]	
2104	Reimbursable obligations (total)		U/E			
2190	Obligations incurred		U/E		U/E	
	Unobligated balance					
	Apportioned					
2201	Available in the current period		U		[U][9]	
2202	Available in subsequent periods		U		[U][9]	
2203	Anticipated		U[2]		[U[2]][9]	
2204	Apportioned				U	
	Exempt from apportionment					
2301	Available in the current period		U		[U][10]	
2302	Available in subsequent periods		U		[U][10]	
2303	Anticipated		U[2]		[U[2]][10]	
2304	Exempt from apportionment				U	
	Unapportioned					
2401	Deferred		U		[U][11]	
2402	Withheld pending rescission		U		[U][11]	
2403	Other		U/E		[U/E][11]	
2404	Unapportioned				U/E	
2490	Unobligated balance, end of year		U/E		U/E	+
2500	Total budgetary resources		U/E		U/E	
	Memorandum entries					
2501	Subject to apportionment		U/E			
2502	Exempt from apportionment		U/E			
	CHANGE IN OBLIGATED BALANCE	No	Yes	Yes	Yes	
	Unpaid obligations:					
3000	Unpaid obligations, brought forward, Oct 1 [gross]		U/E	U/E	U/E	
3001	Adjustments to unpaid obligations, brought forward, Oct 1 (+ or -)		U/E	U/E	[U/E][12]	
3010	Obligations incurred, unexpired accounts		U	U	[U][13]	+
3011	Obligations incurred, expired accounts		E	E	[E][13]	+
3032	Obligations incurred				U/E	
3020	Outlays (gross) (-)		U/E	U/E	[U/E][14]	+
3040	Outlays (gross) (-)				U/E	
3030	Unpaid obligations transferred to other accounts (-)		U/E	U/E	[U/E][15]	+
3031	Unpaid obligations transferred from other accounts		U/E	U/E	[U/E][15]	+
3062	Actual transfers, unpaid obligations (net) (+ or -)				U/E	

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[8]Included in line 2190.

[9]Included in line 2204.

[10]Included in line 2304.

[11]Included in line 2404.

[12]Included in line 3016.

[13]Included in line 3032.

[14]Included in line 3040.

[15]Included in line 3062.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	CHANGE IN OBLIGATED BALANCE cont.	No	Yes	Yes	Yes	
3040	Recoveries of prior year unpaid obligations, unexpired accounts (-)		U	U	[U][16]	+
3041	Recoveries of prior year unpaid obligations, expired accounts (-)		E	E	[E][16]	+
3082	Recoveries of prior year unpaid obligations (-)				U/E	
3050	Unpaid obligations, end of year		U/E	U/E	[U/E][17]	+
3090	Unpaid obligations, end of year (gross)				U/E	
	Uncollected payments:					
3060	Uncollected pymts, Fed sources, brought forward, Oct 1 (-)		U/E	U/E	[U/E][18]	+
3010	Uncollected pymts, Fed sources, brought forward, Oct 1 (-)				U/E	+
3061	Adjustments to uncollected pymts, Fed sources, brought forward, Oct 1 (+ or -)		U/E	U/E	[U/E][12]	+
3070	Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)		U	U	[U][19]	+
3071	Change in uncollected pymts, Fed sources, expired accounts (+ or -)		E	E	[E][19]	+
3052	Change in uncollected customer payments from Federal sources (+ or -)				U/E	
3080	Uncollected pymts, Fed sources transferred to other accounts		U/E	U/E	[U/E][20]	+
3081	Uncollected pymts, Fed sources transferred from other accounts (-)		U/E	U/E	[U/E][20]	+
3072	Actual transfers, uncollected customer payment from Federal sources (net) (+ or -)				U/E	
3090	Uncollected pymts, Federal sources, end of year (-)		U/E	U/E	[U/E][21]	+
3091	Uncollected pymts, Federal sources, end of year (-)				U/E	
	Memorandum (non-add) entries:					
3100	Obligated balance, start of year		U/E	U/E		+
3015	Obligated balance, start of year (net), before adjustments (+ or -)				U/E	
3016	Adjustment to obligated balance, start of year (net) (+ or -)				U/E	
3021	Obligated balance, start of year (net), as adjusted				U/E	
3200	Obligated balance, end of year		U/E	U/E	[U/E][22]	+
3100	Obligated balance, end of year (net)				U/E	+
	BUDGET AUTHORITY AND OUTLAYS, NET	No	Yes	Yes	Yes	
	Discretionary:					
4000	Budget authority, gross		U/E	U	[U/E][23]	+
	Outlays, gross					
4010	Outlays from new discretionary authority		U/E	U/E	[U/E][24]	+
4011	Outlays from discretionary balances		U/E	U/E	[U/E][24]	+
4020	Outlays, gross (total)		U/E	U/E		
	Offsets against gross budget authority and outlays:					
	Offsetting collections (collected) from:					
4030	Federal sources (-)		U/E	U/E	[U/E][25]	+
4031	Interest on Federal securities (-)		U/E	U/E	[U/E][25]	+
4032	Interest on uninvested funds (-)		U/E	U/E	[U/E][25]	+
4033	Non-Federal sources (-)		U/E	U/E	[U/E][25]	+
4034	Offsetting governmental collections (-)		U/E	U/E	[U/E][25]	+
4040	Offsets against gross budget authority and outlays (total) (-)		U/E	U/E		

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[12]Included in line 3016.

[16]Included in line 3082.

[17]Included in line 3090.

[18]Included in SBR line 3010.

[19]Included in line 3052.

[20]Included in line 3072.

[21]Included in line 3091.

[22]Included in SBR line 3100.

[23]Included in line 4175.

[24]Included in line 4176.

[25]Included in line 4177.

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	BUDGET AUTHORITY AND OUTLAYS, NET cont.	Yes	Yes	Yes	Yes	
	Additional offsets against gross budget authority only:					
4050	Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)		U	U	[U][26]	+
4051	Change in uncollected pymts, Fed sources, expired accounts (+ or -)		E		[E][26]	+
4052	Offsetting collections credited to expired accounts			E		
4053	Anticipated offsetting collections (+ or -)		U[2]		[U[2]][27]	+
4060	Additional offsets against budget authority only (total)		U/E	U/E		
4070	Budget authority, net (discretionary)		U/E	U		
4080	Outlays, net (discretionary)		U/E	U/E		
	Mandatory:					
4090	Budget authority, gross		U/E	U	[U/E][23]	+
	Outlays, gross					
4100	Outlays from new mandatory authority		U/E	U/E		
4101	Outlays from mandatory balances		U/E	U/E		
4110	Outlays, gross (total)		U/E	U/E	[U/E][24]	+
	Offsets against gross budget authority and outlays:					
	Offsetting collections (collected) from:					
4120	Federal sources (-)		U/E	U/E	[U/E][25]	+
4121	Interest on Federal securities (-)		U/E	U/E	[U/E][25]	+
4122	Interest on uninvested funds (-)		U/E	U/E	[U/E][25]	+
4123	Non-Federal sources (-)		U/E	U/E	[U/E][25]	+
4124	Offsetting governmental collections (-)		U/E	U/E	[U/E][25]	+
4130	Offsets against gross budget authority and outlays (total) (-)		U/E	U/E		
	Additional offsets against gross budget authority only:					
4140	Change in uncollected pymts, Fed sources, unexpired accounts (+ or -)		U	U	[U][26]	+
4141	Change in uncollected pymts, Fed sources, expired accounts (+ or -)		E		[E][26]	+
4142	Offsetting collections credited to expired accounts			E		
4143	Anticipated offsetting collections (+ or -)		U[2]		[U[2]][27]	+
4150	Additional offsets against budget authority only (total)		U/E	U/E		
4160	Budget authority, net (mandatory)		U/E	U		
4170	Outlays, net (mandatory)		U/E	U/E		
4175	Budget authority, gross (discretionary and mandatory)				U/E	
4178	Change in uncollected customer payments from Federal sources (discretionary and mandatory) (+ or -)				U/E	
4179	Anticipated offsetting collections (discretionary and mandatory) (+ or -)				U/E[2]	
4180	Budget authority, net (total)		U/E	U	U/E	
4185	Outlays, gross (discretionary and mandatory)				U/E	+
4187	Actual offsetting collections (discretionary and mandatory) (-)				U/E	+
4190	Outlays, net (total)		U/E	U/E	U/E	
4200	Distributed offsetting receipts (-)				**[28]	+
4210	Agency outlays, net (total)				U/E	
	MEMORANDUM (NON-ADD) ENTRIES:	No	No	Yes	No	
5000	Total investments, SOY: Federal securities: Par value			U		
5001	Total investments, EOY: Federal securities: Par value			U		
5010	Total investments, SOY: non-Federal securities: Market value			U		
5011	Total investments, EOY: non-Federal securities: Market value			U		
5050	Unobligated balance, SOY: Contract authority			U		
5051	Unobligated balance, EOY: Contract authority			U		
5052	Obligated balance, SOY: Contract authority			U		

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

[2]No entry in Fourth Quarter

[23]Included in line 4175.

[24]Included in line 4176.

[25]Included in line 4177.

[26]Included in line 4178.

[27]Included in line 4179.

[28]Applicability to unexpired and expired accounts does not apply to receipt accounts

Line Numbers for the SF 132, SF 133, Schedule P and SBR—Continued

Line No	Line Description	Applicability[1] to SF 132	SF 133	Sched P	SBR	
	MEMORANDUM (NON-ADD) ENTRIES (cont):	No	No	Yes	No	
5053	Obligated balance, EOY: Contract authority			U		
5054	Fund balance in excess of liquidating requirements, SOY: Contract authority			U		
5055	Fund balance in excess of liquidating requirements, EOY: Contract authority			U		
5061	Limitation on obligations (Transportation trust funds)			U		
5090	Unavailable balance, SOY: Offsetting collections			U		
5091	Unavailable balance, EOY: Offsetting collections			U		
5100	Discretionary mandated transfer to other accounts (-)			U		
5101	Discretionary mandated transfer from other accounts			U		
	APPLICATION OF BUDGETARY RESOURCES	Yes	No	No	No	
	Category A (by quarter)					
6001	1st quarter	U				
6002	2nd quarter	U				
6003	3rd quarter	U				
6004	4th quarter	U				
	Category B (by project)					
6011-6110	Project Label	U				+
	Category AB (by fiscal quarter and project)					
6111-6159	Project Label	U				+
	Category C (for future years)					
6170	[Designate 1st FY beyond the current year]	U				
6171	[Designate 2nd FY beyond the current year]	U				
6172	[Designate 3rd FY beyond the current year]	U				
6173	[Designate 4th FY beyond the current year]	U				
	Unapportioned					
6180	Withheld pending rescission	U				
6181	Deferred	U				
6182	Unapportioned balance of revolving fund	U				
6183	Exempt from apportionment	U				
6190	Total budgetary resources available	U				
	UNFUNDED DEFICIENCIES:	No	Yes	Yes	No	
7000	Unfunded deficiency, start of year (-)		U/E	U		
	Change in deficiency during the year:					
7010	New deficiency (-)		U	U		
7011	Appropriations available expressly to liquidate deficiencies		U	U		
7012	Available budgetary resources used to liquidate deficiencies		U	U		
7020	Unfunded deficiency, end of year (-)		U/E	U		
	Guaranteed Loan Levels and Applications	Yes	No	No	No	
	Guaranteed Loan Limitation					
8100	Program Level, Current Year	U				
8200	Program Level, Unused from prior years	U				
	Application of Guaranteed Loan Limitation					
8201	Application, Category A, First quarter	U				
8202	Application, Category A, Second quarter	U				
8203	Application, Category A, Third quarter	U				
8204	Application, Category A, Fourth quarter	U				
+Updated line	Application, Category B (by project) or risk category	U				

+Updated line

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with an E

Abbreviated Line Titles for the SF 132 and SF 133

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	BUDGETARY RESOURCES	Yes	Yes	
1000	Unob Bal: Brought forward, October 1	U	U/E	
1010	Unob Bal: Transferred to other accounts	U	U/E	
1011	Unob Bal: Transferred from other accounts	U	U/E	
1012	Unob Bal: Transfers betw expired\unexpired accts	U	U	+
1013	Unob Bal: Contract authority transferred	U	U	+
1020	Unob Bal: Adj to SOY bal brought forward, Oct 1	U	U/E	
1021	Unob Bal: Transfer bet expired and unexpired accts	U	U/E	
1022	Unob Bal: Capital transfer to general fund	U	U/E	
1023	Unob Bal: Applied to repay debt	U	U/E	
1024	Unob Bal: Borrowing authority withdrawn	U	U	
1025	Unob Bal: Contract authority withdrawn	U	U	
1026	Unob Bal: Adj for change in allocation\valuation	U	U/E	+
1027	Unob Bal: Change in zero coupon bonds(spec/trust)	U	U	
1028	Unob Bal: Change in zero coupon bonds (revolving)	U	U	
1029	Unob Bal: Other balances withdrawn	U	U/E	
1031	Unob Bal: Refunds/recov temp precl ob (spec/trust)	U	U	
1040	Unob Bal: Antic nonexpenditure transfers (net)	U	U[2]	
1041	Unob Bal: Antic recov of prior year unpaid obl	U	U[2]	
1042	Unob Bal: Antic cap trans and redemption of debt	U	U	
1050	Unob Bal: Unobligated balance (total)	U	U/E[2]	
1100	BA: Disc: Appropriation	U	U	
1101	BA: Disc: Appropriation (special or trust fund)	U	U/E	+
1103	BA: Disc: Approp available from subsequent year	U	U	+
1104	BA: Disc: Appropriation available in prior year	U	U	+
1105	BA: Disc: Reappropriation	U	U	
1120	BA: Disc: Approps transferred to other accounts	U	U/E	
1121	BA: Disc: Approps transferred from other accounts	U	U/E	
1130	BA: Disc: Appropriations permanently reduced	U	U	
1131	BA: Disc: Unob bal of approps permanently reduced	U	U/E	
1132	BA: Disc: Appropriations temporarily reduced	U	U	
1133	BA: Disc: Unob bal of approps temporarily reduced	U	U	
1134	BA: Disc: Appropriations precluded from obligation	U	U	
1135	BA: Disc: Appropriations applied to repay debt	U	U	
1136	BA: Disc: Approps applied to deficiency by law	U	U	
1137	BA: Disc: Approps applied to liq contract auth	U	U	
1138	BA: Disc: Approp applied to liq cont auth withdrwn	U	U	
1139	BA: Disc: Approps substituted for borrowing auth	U	U	
1150	BA: Disc: Anticipated appropriation	U	U	
1151	BA: Disc: Appropriations:Antic nonexpend trans net	U	U[2]	
1152	BA: Disc: Appropriatons: Antic cap tran, red debt	U	U[2]	
1160	BA: Disc: Appropriation (total)	U	U/E	
1170	BA: Disc: Advance appropriation	U	U	
1171	BA: Disc: Adv approp (special or trust fund)	U	U	+
1173	BA: Disc: Advance approps permanently reduced (-)	U	U	
1174	BA: Disc: Advance approps temporarily reduced (-)	U	U	
1180	BA: Disc: Advance appropriation (total)	U	U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	BUDGETARY RESOURCES cont.	Yes	Yes	
1200	BA: Mand: Appropriation	U	U/E	
1201	BA: Mand: Appropriation (special or trust fund)	U	U/E	+
1203	BA: Mand: Appropriation (previously unavailable)	U	U	
1204	BA: Mand: Reappropriation	U	U	
1220	BA: Mand: Approps transferred to other accounts	U	U/E	
1221	BA: Mand: Approps transferred from other accounts	U	U/E	
1230	BA: Mand: New\Unob bal of approps perm reduced	U	U/E	+
1232	BA: Mand: New\Unob bal of approps temp reduced	U	U	+
1235	BA: Mand: Appropriations precluded from obligation	U	U	
1236	BA: Mand: App Appropriations applied to repay debt (-)	U	U	
1237	BA: Mand: Approps applied to deficiency by law	U	U	
1238	BA: Mand: Approps applied to liq contract auth	U	U	
1239	BA: Mand: Approps substituted for borrowing auth	U	U	
1250	BA: Mand: Anticipated appropriation	U	U[2]	
1251	BA: Mand: Appropriations:Antic nonexpend trans net	U	U[2]	
1252	BA: Mand: Appropriatons: Antic cap tran, red debt	U	U[2]	
1260	BA: Mand: Appropriations (total)	U	U/E	
1270	BA: Mand: Advance appropriation	U	U	
1271	BA: Mand: Adv appropriation(special or trust fund)	U	U	+
1272	BA: Mand: Advance approps permanently reduced	U	U	
1273	BA: Mand: Advance approps temporarily reduced	U	U	
1280	BA: Mand: Advance appropriation (total)	U	U	
1300	BA: Disc: Borrowing authority	U	U	
1320	BA: Disc: Borrowing authority permanently reduced	U	U	
1330	BA: Disc: Borrowing auth: Antic reduc to curr FY	U	U[2]	
1340	BA: Disc: Borrowing authority (total)	U	U	
1400	BA: Mand: Borrowing authority	U	U	
1420	BA: Mand: Borrowing authority permanently reduced	U	U	
1421	BA: Mand: Borrowing authority applied repay debt	U	U	
1430	BA: Mand: Borrowing auth: Antic reduc to curr FY	U	U[2]	
1440	BA: Mand: Borrowing authority (total)	U	U	
1500	BA: Disc: Contract authority	U	U	
1510	BA: Disc: Contract auth: Trans to other accounts	U	U/E	
1511	BA: Disc: Contract auth: Trans from other accounts	U	U/E	
1520	BA: Disc: Contract auth: New\Unob bal perm reduced	U	U	+
1522	BA: Disc: Contract auth: Precluded from ob (lim)	U	U	
1530	BA: Disc: Contract auth: Antic nonexpend trans net	U	U[2]	
1531	BA: Disc: Contract auth: Antic adj to current FY	U	U[2]	
1540	BA: Disc: Contract authority (total)	U	U/E	
1600	BA: Mand: Contract authority	U	U	
1610	BA: Mand: Contract auth: Trans to other accounts	U	U/E	
1611	BA: Mand: Contract auth: Trans from other accounts	U	U/E	
1620	BA: Mand: Contract auth: New\Unob bal perm reduced	U	U	+
1622	BA: Mand: Contract auth: Precluded from ob (lim)	U	U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	BUDGETARY RESOURCES cont.	Yes	Yes	
1630	BA: Mand: Contract auth: Antic nonexpend trans net	U	U[2]	
1631	BA: Mand: Contract auth: Antic adj to current FY	U	U[2]	
1640	BA: Mand: Contract authority (total)	U	U/E	
1700	BA: Disc: Spending auth: Collected	U	U/E	
1701	BA: Disc: Spending auth: Chng uncoll paymt Fed src	U	U/E	
1702	BA: Disc: Spending auth: Previously unavailable	U	U	
1710	BA: Disc: Spending auth: Trans to other accounts	U	U	
1711	BA: Disc: Spending auth: Trans from other accounts	U	U	
1720	BA: Disc: Spending auth: Cap trans to general fund	U	U	
1721	BA: Disc: Spending auth: Applied to defic by law	U	U	
1722	BA: Disc: Spending auth: Permanently reduced	U	U	
1723	BA: Disc: Spending auth: New\Unob bal temp reduced	U	U	+
1725	BA: Disc: Spending auth: Precluded from ob (lim)	U	U	
1726	BA: Disc: Spending auth: Applied to repay debt	U	U	
1727	BA: Disc: Spending auth: Applied to liq cont auth	U	U	
1728	BA: Disc: Spending auth: Subbed for borrowing auth	U	U	
1740	BA: Disc: Spending auth:Antic colls, reimbs, other	U	U[2]	
1741	BA: Disc: Spending auth: Antic nonexpend trans net	U	U[2]	
1742	BA: Disc: Spending auth: Antic cap tran, red debt	U	U[2]	
1750	BA: Disc: Spending auth: Total	U	U/E	
1800	BA: Mand: Spending auth: Collected	U	U/E	
1801	BA: Mand: Spending auth: Chng uncoll paymt Fed src	U	U/E	
1802	BA: Mand: Spending auth: Previously unavailable	U	U	
1810	BA: Mand: Spending auth: Trans to other accounts	U	U	
1811	BA: Mand: Spending auth: Trans from other accounts	U	U	
1820	BA: Mand: Spending auth: Cap trans to general fund	U	U	
1821	BA: Mand: Spending auth: Applied to defic by law	U	U	
1823	BA: Mand: Spending auth: New\Unob bal temp reduced	U	U	+
1824	BA: Mand: Spending auth: Precluded from ob (lim)	U	U	
1825	BA: Mand: Spending auth: Applied to repay debt	U	U	
1826	BA: Mand: Spending auth: Applied to liq cont auth	U	U	
1827	BA: Mand: Spending auth: Subbed for borrowing auth	U	U	
1840	BA: Mand: Spending auth:Antic colls, reimbs, other	U	U[2]	
1841	BA: Mand: Spending auth: Antic nonexpend trans net	U	U[2]	
1842	BA: Mand: Spending auth: Antic cap tran, red debt	U	U[2]	
1850	BA: Mand: Spending auth: Total	U	U/E	
1900	Budget authority total (disc. and mand.)	U	U/E	
1901	Adj for BR applied to liquidate deficiencies	U	U	
1910	Total budgetary resources (disc. and mand.)		U/E	
1920	Total budgetary resources avail (disc. and mand.)	U		
	STATUS OF BUDGETARY RESOURCES	No	Yes	
2001	Direct obs incurred: Category A (by quarter)		U/E	
2002	Direct obs incurred: Category B (by project)		U/E	
2003	Direct obs incurred: Exempt from apportionment		U/E	
2004	Direct obligations incurred (total)		U/E	
2101	Reimbursable obs incurred: Category A (by quarter)		U/E	
2102	Reimbursable obs incurred: Category B (by project)		U/E	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to		
		SF 132	SF 133	
	STATUS OF BUDGETARY RESOURCES cont.	Yes	Yes	
2103	Reimbursable obs incurred: Exempt fm apportionment		U/E	
2104	Reimbursable obligations incurred (total)		U/E	
2201	Unob Bal: Apportioned: Avail in the current period		U	
2202	Unob Bal: Apportioned: Avail in subsequent periods		U	
2203	Unob Bal: Apportioned: Anticipated		U[2]	
2301	Unob Bal: Exempt fm Appor: Avail in current period		U	
2302	Unob Bal: Exempt fm Appor: Avail in subsequent per		U	
2303	Unob Bal: Exempt from Appor: Anticipated		U[2]	
2401	Unob Bal: Unapportioned: Deferred		U	
2402	Unob Bal: Unapportioned: Withheld pend rescission		U	
2403	Unob Bal: Unapportioned: Other		U/E	
2490	Unob Bal: end of year		U/E	+
2500	Total budgetary resources		U/E	
2501	Memo: Budgetary resources, subj to apportionment		U/E	
2502	Memo: Budgetary resources, exempt fm apportionment		U/E	
	CHANGE IN OBLIGATED BALANCE	No	Yes	
3000	Ob Bal: SOY: Unpaid obs brought forwd, Oct 1		U/E	+
3001	Ob Bal: SOY: Adj to unpaid obs brought forwd Oct 1		U/E	
3010	Ob Bal: Obligations incurred: Unexpired accounts		U/E	+
3011	Ob Bal: Obligations incurred: Expired accounts		E	+
3020	Ob Bal: Outlays (gross)		U/E	+
3030	Ob Bal: Nonexpend trans: Unpaid obs: To oth accts		U/E	+
3031	Ob Bal: Nonexpend trans: Unpaid obs: Frm oth accts		U/E	+
3040	Ob Bal: Recov, prior year unpaid obs, unexp accts		U/E	+
3041	Ob Bal: Recov, prior year unpaid obs, exp accts		E	+
3050	Ob Bal: EOY: Unpaid obligations		U/E	+
3060	Ob Bal: SOY: Uncoll cust paymt brought forwd Oct 1		U/E	+
3061	Ob Bal: SOY: Adj, uncoll cust paymt brought forwd		U/E	+
3070	Ob Bal: Change, uncoll cust paymt, Fed srcs, unexp		U/E	+
3071	Ob Bal: Change, uncoll cust paymt, Fed srcs, exp		E	+
3080	Ob Bal: Nonexp trans: Uncol pay Fed src:To oth acc		U/E	+
3081	Ob Bal: Nonexp trans: Uncol pay Fed src:Fm oth acc		U/E	+
3090	Ob Bal: EOY: Uncoll cust payments fm Fed srcs, EOY		U/E	+
3100	Memo: Obligated balance, start of year		U/E	+
3200	Memo: Obligated balance, end of year		U/E	+
	BUDGET AUTHORITY AND OUTLAYS, NET:	No	Yes	
4000	Disc: Budget authority, gross		U/E	
4010	Disc: Outlays from new authority		U/E	
4011	Disc: Outlays from balances		U/E	
4020	Disc: Total outlays, gross		U/E	
4030	Disc: Offsets, BA and OL: Collections fm Fed srcs		U/E	
4031	Disc: Offsets, BA and OL: Collect, int, Fed secur		U/E	
4032	Disc: Offsets, BA and OL: Collect, int, uninvested		U/E	
4033	Disc: Offsets, BA and OL: Collections, nonFed srcs		U/E	
4034	Disc: Offsets, BA and OL: Offsetting Gov collects		U/E	
4040	Disc: Offsets against gross BA and outlays (total)		U/E	
4050	Disc: Offset, BA: Chng in uncol pay, Fed src, unex		U/E	
4051	Disc: Offset, BA: Chng in uncol pay, Fed src, exp		E	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

Abbreviated Line Titles for the SF 132 and SF 133—Continued

Line No	Line Description	Applicability[1] to	
		SF 132	SF 133
	BUDGET AUTHORITY AND OUTLAYS, NET cont.	No	Yes
4053	Disc: Offsets, BA only: Antic offsetting collect		U[2]
4060	Disc: Additional offsets against BA only (total)		U/E
4070	Disc: Budget authority, net		U/E
4080	Disc: Outlays, net		U/E
4090	Mand: Budget authority, gross		U/E
4100	Mand: Outlays from new authority		U/E
4101	Mand: Outlays from balances		U/E
4110	Mand: Total outlays, gross		U/E
4120	Mand: Offsets, BA and OL: Collections fm Fed srcs		U/E
4121	Mand: Offsets, BA and OL: Collect, int, Fed secur		U/E
4122	Mand: Offsets, BA and OL: Collect, int, uninvested		U/E
4123	Mand: Offsets, BA and OL: Collections, nonFed srcs		U/E
4124	Mand: Offsets, BA and OL: Offsetting Gov collects		U/E
4130	Mand: Offsets against gross BA and outlays (total)		U/E
4140	Mand: Offset, BA: Chng in uncol pay, Fed src, unex		U/E
4141	Mand: Offset, BA: Chng in uncol pay, Fed src, exp		E
4143	Mand: Offsets, BA only: Antic offsetting collect		U[2]
4150	Mand: Additional offsets against BA only (total)		U/E
4160	Mand: Budget authority, net		U/E
4170	Mand: Outlays, net		U/E
4180	Budget authority, net (disc. and mand.)		U/E
4190	Outlays, net (disc. and mand.)		U/E
	APPLICATION OF BUDGETARY RESOURCES	Yes	No
6001	1st quarter	U	
6002	2nd quarter	U	
6003	3rd quarter	U	
6004	4th quarter	U	
6011-6110	[Designate Project]	U	
6111-6169	[Designate Project]	U	+
6170	[Designate 1st FY beyond the current year]	U	
6171	[Designate 2nd FY beyond the current year]	U	
6172	[Designate 3rd FY beyond the current year]	U	
6173	[Designate 4th FY beyond the current year]	U	
6180	Budgetary Resources: Withheld pending rescission	U	
6181	Budgetary Resources: Deferred	U	
6182	Budgetary Resources: Unappor bal, revolving fnd	U	
6183	Budgetary Resources: Exempt from apportionment	U	
6190	Total budgetary resources available	U	
	UNFUNDED DEFICIENCIES:	No	Yes
7000	Unfunded deficiency, start of year		U/E
7010	Unfunded Defic: New deficiency		U
7011	Unfunded Defic: Approps expressly to liq defic		U
7012	Unfunded Defic: Available BR used to liq defic		U
7020	Unfunded deficiency, end of year		U/E
	Guaranteed Loan Levels and Applications	Yes	No
8100	Program Level, Current Year	U	
8200	Program Level, Unused from prior years	U	
8201	Application, Category A, First quarter	U	
8202	Application, Category A, Second quarter	U	
8203	Application, Category A, Third quarter	U	
8204	Application, Category A, Fourth quarter	U	
8211-8299	[Designate Project]	U	
8300-8399	Loan guarantee risk category 1	U	

[1]Applicability to Unexpired Accounts is noted with a U and Expired Accounts is noted with E

[2]No entry in Fourth Quarter

+Updated line

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