

For: County Offices

County Office Full Year Non Payroll Administrative Allotment – FY 2004

Approved by: State Executive Director


1 Overview

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Background

On January 23, 2004 the President signed the Consolidated Appropriations Act, 2004, Resolution, 2004, Pub. L. 108-199, for FY ending September 30, 2004. This act includes full-year FY 2004 administrative funding for FSA.

The National office has completed their assessment of total fund availability for FY 2004 and distributed funds to the State Offices.

The State Office has reviewed the funds received, compared them to last year and figured adjustments in an attempt to stay within the allotted funding limit.

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Purpose

This Notice issues full-year County Office allotments for non-Federal non-payroll administrative expenses for FY 2004. We will reevaluate County Office non-federal non-payroll allotments and make necessary redistributions after reviewing expenditure rates in mid summer.

2 Allotments

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**Non payroll
Administrative
Allotment**

County Office Allotments are reflected for each County Office with an Administrative Ledger in Exhibit 1.

B

**State Office
Reserve**

A balance is being maintained at the State Office for purchases on behalf of counties. There is no reserved for emergencies, therefore each office shall review their allotment carefully and plan spending to stay within their funding limit. Most allotments reflect a decrease in funds available for supplies and postage in order to cover increases in rent and utilities.

Disposal Date	Distribution
October 1, 2004	County Offices

OK Notice FI-1723

3 Action

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County Office

CED's shall:

- Post allotments from Exhibit 1 to the automated FY 2004 CCC-514 by March 19, 2004.
- Closely monitor expenditures.
- Ensure expenditures are kept within administrative allotments.
- Contact the State Office immediately with supporting documentation if the allotment is insufficient to meet required non-payroll administrative expenditures.
- Ensure that proper transaction codes are used on checks issued for all operating expenses according to 115-FI, (Rev. 5), par. 94B. NOTE: Proper coding on checks, as opposed to the general use of "OE", can be a major factor in determining the proper allotment for each State in the current and succeeding years.

NOTE:

- Transaction Code **"OE"** shall be used for storage building rental **and** for the labor portion of contracted newsletter printing services.
 - Transaction Code **"ML"** shall be used for the postage portion of contracted newsletter mailing services.
 - Transaction Code **"RNR"** shall be used for all Office Space rental.
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4 Obsolete Directives

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Obsolete Notice

This notice obsoletes OK Notice FI-1722.

OK NOTICE FI-1723

EXHIBIT 1

COUNTY	PRIOR LIMITATION	INCREASE/ DECREASE	REVISED CHECK LIMIT	State Payroll ALLOTMENT	TOTAL ALLOCATION
ALFALFA	19,900	28,800	48,700		48,700
ATOKA	33,100	66,200	99,300		99,300
BEAVER	16,600	32,700	49,300		49,300
BECKHAM	16,700	31,700	48,400		48,400
BLAINE	16,900	29,100	46,000		46,000
BRYAN	15,900	34,300	50,200		50,200
CADDO	28,700	52,900	81,600		81,600
CANADIAN	17,000	32,100	49,100		49,100
CHEROKEE	19,000	39,000	58,000		58,000
CHOCTAW	24,400	60,800	85,200		85,200
CIMARRON	15,000	31,000	46,000		46,000
CLEVELAND	8,200	16,500	24,700		24,700
COMANCHE	20,600	39,600	60,200		60,200
COTTON	16,800	33,600	50,400		50,400
CRAIG	27,100	53,400	80,500		80,500
CUSTER	22,100	39,500	61,600		61,600
DEWEY	13,300	24,700	38,000		38,000
ELLIS	15,700	31,300	47,000		47,000
GARFIELD	33,600	65,400	99,000		99,000
GARVIN	16,900	30,200	47,100		47,100
GRADY	18,300	35,400	53,700		53,700
GRANT	21,800	38,300	60,100		60,100
GREER	6,400	13,300	19,700		19,700
HARMON	16,000	33,000	49,000		49,000
HARPER	15,900	30,300	46,200		46,200
HUGHES	16,800	32,800	49,600		49,600
JACKSON	20,200	38,700	58,900		58,900
JEFFERSON	14,100	27,400	41,500		41,500
KAY	17,000	33,300	50,300		50,300
KINGFISHER	30,200	59,000	89,200		89,200
KIOWA	32,000	63,400	95,400		95,400
LeFLORE	24,800	49,300	74,100		74,100
LINCOLN	19,400	38,400	57,800		57,800
LOGAN	21,800	39,700	61,500		61,500
LOVE	11,500	43,500	55,000		55,000
McCLAIN	15,500	30,000	45,500		45,500
McCURTAIN	4,000	8,700	12,700		12,700

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EXHIBIT 1

COUNTY	PRIOR LIMITATION	INCREASE/DECREASE	REVISED CHECK LIMIT	State Payroll ALLOTMENT	TOTAL ALLOCATION
MAJOR	13,800	27,200	41,000		41,000
MAYES	28,200	32,500	60,700		60,700
MUSKOGEE	25,600	50,400	76,000		76,000
NOBLE	7,900	16,100	24,000		24,000
NOWATA	12,200	23,000	35,200		35,200
OKFUSKEE	25,800	37,200	63,000		63,000
OKMULGEE	16,900	33,500	50,400		50,400
OSAGE	10,200	20,000	30,200		30,200
OTTAWA	12,900	25,900	38,800		38,800
PAWNEE	4,300	7,700	12,000		12,000
PAYNE	34,900	69,100	104,000		104,000
PITTSBURG	17,200	32,800	50,000		50,000
PONTOTOC	12,700	24,600	37,300		37,300
POTTAWATOMIE	3,400	7,100	10,500		10,500
ROGER MILLS	13,000	28,200	41,200		41,200
ROGERS	56,800	33,200	90,000		90,000
SEMINOLE	8,200	16,100	24,300		24,300
STEPHENS	13,200	26,500	39,700		39,700
TEXAS	20,800	40,400	61,200		61,200
TILLMAN	19,500	38,600	58,100		58,100
WAGONER	12,100	23,300	35,400		35,400
WASHITA	26,700	48,300	75,000		75,000
WOODS	18,800	35,600	54,400		54,400
WOODWARD	13,700	28,300	42,000		42,000
COF AWARDS ALLOC				93,000	93,000
COF Travel Allotment				308,000	308,000
STO/COF - Equipment	0	179,000	179,000		179,000
STO/COF - ASCSADM	10,000	100,000	110,000		110,000
					0
				0	
STO RESERVE	0	4,100	4,100	15,829,000	15,833,100
TOTAL	1,142,000.00	2,396,000	3,538,000	16,230,000	19,768,000