

For: State Offices

**Shared Management Operations
and Combination Counties Report (BU-546R)**

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

3-BU, paragraph 33 and Exhibit 12 require State Offices to prepare a consolidated BU-546R on FSA-467 annually and submit it to BUD by the 10th workday of October.

B

Purpose

This notice:

- extends the due date for State Offices to submit the annual BU-546R for FY 1999
- continues to request a monthly report for the upcoming year.

2 Monthly Report

A

Background

Because of County Office relocations, it continues to be necessary to closely monitor shared management operations and combined County Offices.

This information is essential to keep an accurate record of headquarters, full- or part-time suboffices, and closed County Offices. The records are used to update County Office combinations and decombinations for transmission of the County Office Workload and Fund Allocations Reports. The records are also used for annual reporting to OMB and Congressional inquiries.

Continued on the next page

Disposal Date	Distribution
October 1, 2000	State Offices

Notice BU-559

2 Monthly Report (Continued)

B

FY 2000

Monthly Report

In November 1999, prepare a consolidated BU-546R on FSA-467 and submit it to BUD by the **10th workday of each month**. Reports should include:

- only changes in the status of headquarters, full- or part-time suboffices, and closed County Offices
 - the effective date of County Office changes.
-

3 Action

A

State Office

Action

State Offices shall:

- follow 3-BU, Exhibit 12 to prepare:
 - a consolidated FSA-467 for FY 1999, which should include all combined County Offices
 - FY 2000 monthly reports to include only changes
- regardless of any anticipated changes, list only the County Office status as of the last day of each month; such as, September 30, 1999, for the FY 1999 year end report
- send FSA-467 to the Director, BUD, through EDSO, by:
 - **October 29, 1999, for the FY 1999 annual report**
 - **the 10th workday of each month, for the FY 2000 report.**

Notes: The following information concerns the FY 2000 monthly report.

- Include the information in subparagraph 2 B.
 - The first monthly report is due November 10, 1999.
 - Negative reports are **not** required from State Offices when there are no changes.
-