

For: State Offices

**FY 1999 Final Reconciliation of County Office Administrative Expenses**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

3-BU, paragraphs 66 and 67, requires State Offices to complete FY-end reconciliation of County Office administrative expenses by the 15th workday of each November.

**B**

**Purpose**

This notice issues FY-closing reconciliation instructions.

The final FY 1999 County Office administrative expense system's quadweekly printout may not show all:

- disbursements and refunds recorded on automated County Office CCC-514's
- disbursements recorded on State Office FSA-531's.

To close out FY 1999 records, BUD needs to determine the FY 1999 actual County Office expenditures and check limitation balance.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2000	State Offices

## Notice BU-564

### 2 Action

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#### A State Office Action

State Offices shall:

- notify County Offices, by a State Office notice, to:
    - reconcile final FY 1999 check limitation balances using CCC-514-1, according to 115-FI (Rev. 4), subparagraph 161 C, with the final FY 1999 BU-540R quadweekly printout for pay period 19
    - contact the State Office if the check limitation balances do not reconcile
    - report summary reconciliation information to the State Office on FSA-545-1, from the final FY quadweekly report, by a date determined by the State Office
    - **not** carry forward any FY 1999 administrative allotment balances to FY 2000 FSA ledgers
  - assist County Offices unable to reconcile check limitation balances by requesting and reviewing copies of the following County Office documentation, as applicable:
    - CCC-514 for FY 1999 and CCC-514-1
    - administrative expense history file for all administrative expenses issued from October 1, 1998, through September 30, 1999
    - CCC-257 history file for all administrative expense refunds, such as SALREF, TRAVREF, and OTHREF
  - **not** carry forward any FY 1999 administrative allotment balances to FY 2000 FSA ledgers
  - follow subparagraph 3 A to close out FY 1999 FSA-531
  - follow subparagraph 3 C to close out FY 1999 FSA-530
  - make every attempt to reconcile total check limitation balance for the State
- Note:** If reconciliation is not possible, submit FSA-545 to BUD with an explanation of the problem.
- prepare and submit 1 copy of FSA-545 to BUD by November 30, 1999.
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**Notice BU-564**

**3 FY 1999 Closing Using FSA-531 and FSA-530**

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**A  
Completing  
FSA-531**

Complete FSA-531 according to this table.

<b>Circle Number</b>	<b>Instructions</b>
1	Enter the sum of all column 9 entries, including those from previous pages.
2	Enter the sum of all column 10 entries, including those from previous pages.
3	Enter the sum of column 9 entry minus column 10 entry.  <b>Note:</b> This figure shall equal the column 11 balance in the line immediately above.
4	Enter, as a negative, the balance figure from subtotal line of column 11.
5	Enter the new balance, zero.
6	Enter the revised total of column 9 (sum of circle number 1 and circle number 4).
7	Re-enter the subtotal line, column 10 entry.  <b>Note:</b> Columns 9 and 10 entries must be equal.
8	Enter the sum of column 9 entry minus column 10 entry.  <b>Note:</b> This figure should be zero.

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**Notice BU-564**

**3 FY 1999 Closing Using FSA-531 and FSA-530 (Continued)**

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**C  
Completing  
FSA-530**

Complete FSA-530 according to this table.

<b>Circle Number</b>	<b>Instructions</b>
1	Enter, as a negative, the unused State reserve balance from FSA-531, subtotal line, column 11 entry.
2	Enter the sum of the FSA-531 subtotal line, column 11 entry and the previous limitation balance shown on the line immediately above.
3	Enter the sum of all column 7 entries.
4	Enter the sum of all column 8 entries.
5	Enter the sum of all column 9 entries.
6	Enter the result of column 7 minus column 8 minus column 9.  <b>Note:</b> This entry shall equal the balance previously entered in column 10, immediately above.
7	Enter, as a negative, the total of all counties' check limitation used, adjusted for refunds.  <b>Note:</b> This entry is the sum of all counties' FSA-545-1, line 2.
8	Enter the sum of circle number 5 and circle number 7 in column 9.
9	Enter the result of adding column 9 entry (circle number 8) to the total line, column 10 entry (circle number 6).

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