

**For:** State Offices

**Revised FY 2005 Full-Year Non-Federal County Office Allotments**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Full-year non-Federal County Office allotments were issued in Notice BU-682 on April 8, 2005. States were then requested to complete an evaluation of those allotments and provide that evaluation through spreadsheet back to BUD by April 13, 2005. The initial information received from the States included estimated needs of approximately \$10 million. This amount is \$7.5 million more than the funds available.

In an effort to ensure that the Agency would be able to cover nondiscretionary costs such as salaries and rent, areas were determined where funds could be reprogrammed. Teleconferences were conducted with each State in an effort to better understand the needs and to negotiate the initial requests.

**B Purpose**

This notice:

- provides revised payroll and non payroll allotments based on BUD's understanding and critical need
- informs States that in order to meet nondiscretionary costs, temporary staffing levels are reduced by 16 percent
- includes all previous allotments issued.

**Note:** See Exhibit 1.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2005	State Offices

## Notice BU-683

### 1 Overview (Continued)

#### C Contacts

For questions about:

- payroll allotments, contact Robert Flores at 202-720-9068
- nonpayroll allotments, contact Elizabeth Hill at 202-720-9862.

### 2 Allotments

#### A Specific Funding Notes

States must operate within the revised allotments. As discussed during the teleconference, the spreadsheet process was presumed to supersede any memorandum or e-mail requests for funds before April 13, 2005. In addition, between May 2, 2005, and May 27, 2005, BUD and the State Administrative Officers reviewed the spreadsheets. This review superseded and replaced any funding requests between April 13, 2005, and the completion of the review.

#### B Temporary Staff Funding

Funding for temporary staffing shall not exceed 84 percent of each State's temporary ceiling. The decision was made to impose the 84 percent cap to maintain States' flexibility in managing their remaining resources.

Each State's allotment has been reduced by 16 percent of the original temporary allotment. DAFO will reissue temporary ceilings based on this 16 percent reduction.

#### C Requests From Headquarters for Details

BUD and DAFO will be providing guidance to headquarters divisions about the future process for requesting detail assistance from States to ensure that States are not required to absorb any further detail expenses this FY.

#### D Continued Fiscal Responsibility

States have done an excellent job of managing their limited resources while implementing increased workload associated with tobacco transition, disaster activity, LDP's, and marketing loans. States are requested to continue these fiscally responsible practices to operate within the revised allotments. BUD will continue to monitor spending on a monthly basis and will work closely with the States to deal with unexpected issues.

## Notice BU-683

### 3 Action

#### A State Office Action

State Offices shall do the following.

Step	Action
1	Determine and issue revised nonpayroll allotments in Exhibit 1 to County Offices to pay administrative operating expenses for FY 2005.
2	Hold a reasonable reserve at the State Office to cover non-Federal expenditures made for County Offices.
3	Use the proper transaction codes on all State Office checks written for County Office administrative expenses.
4	Advise County Offices, by a single State Office notice: <ul style="list-style-type: none"><li>to adjust FY 2005 CCC-514's, by recording the additional nonpayroll allotment using Menu NAA000, option 6, "Check Limitation and Ledger Control"</li><li>that all FY 2005 administrative payments issued to date, before receiving this additional allotment, are to be applied to the total allotment.</li></ul>
5	Monitor all payroll and nonpayroll expenses within their respective allotment totals and ensure that neither fund exceeds the respective County Office allotment.
6	Remind County Offices to use the proper transaction code on checks issued for all Operating expenses according to 115-FI.  <b>Note:</b> Correct coding on checks, as opposed to the general use of "OE", will be a Major factor in determining the proper allotment for each State in succeeding years.
7	FAX additional nonpayroll allotments issued to County Offices on FSA-510's to The following: <ul style="list-style-type: none"><li>Vicki Stroer, KCFO, at 816-823-1342</li><li>Robert Flores, BUD, at 202-690-0591.</li></ul>
8	Advise BUD, through DAFO, in Writing of any needed adjustments to the total County Office allotment and provide justification for requests to increase the allotment amount.

Initial FY 2005 Non-Federal County Office Allotments

Revised FY 2005 Final County Office Allotments							
STATE	Permanent Allotment 1/	Temporary Allotment 1/	Excess Allotment 1/	Payroll Allotment	Travel Guideline 1/	Non Payroll Allotment	Total Allotment 3/
ILLINOIS	\$ 29,683,000	\$ 1,748,000	\$ -	\$ 31,974,000	\$ 298,000	\$ 7,108,000	\$ 39,082,000
INDIANA	19,116,000	1,565,000	-	21,039,000	283,000	5,054,000	26,093,000
IOWA	34,479,000	1,811,000	-	37,170,000	711,000	8,137,000	45,307,000
MICHIGAN	12,000,000	784,000	-	13,167,000	305,000	4,101,000	17,268,000
MINNESOTA	23,109,000	1,301,000	411,000	25,439,000	618,000	5,263,000	30,702,000
MISSOURI /2	23,944,000	1,670,000	-	32,438,000	437,000	-	32,438,000
OHIO	18,095,000	1,448,000	-	19,900,000	357,000	4,177,000	24,077,000
WISCONSIN	17,849,000	716,000	120,000	19,084,000	295,000	4,148,000	23,232,000
<b>MIDWEST</b>	<b>\$ 178,275,000</b>	<b>\$ 11,023,000</b>	<b>\$ 531,000</b>	<b>\$ 200,211,000</b>	<b>\$ 3,304,000</b>	<b>\$ 37,988,000</b>	<b>\$ 238,199,000</b>
CONNECTICUT	\$ 848,000	\$ 58,000	\$ 129,000	\$ 1,050,000	\$ 17,000	\$ 331,000	\$ 1,381,000
DELAWARE	660,000	53,000	-	720,000	7,000	194,000	914,000
MAINE	1,784,000	100,000	124,000	2,093,000	63,000	1,136,000	3,229,000
MARYLAND	3,190,000	453,000	-	3,768,000	67,000	939,000	4,707,000
MASSACHUSETTS	1,164,000	108,000	65,000	1,423,000	86,000	375,000	1,798,000
NEW HAMPSHIRE	724,000	54,000	122,000	934,000	24,000	443,000	1,377,000
NEW JERSEY /2	1,149,000	275,000	61,000	2,231,000	40,000	-	2,231,000
NEW YORK	7,737,000	694,000	183,000	8,926,000	198,000	3,424,000	12,350,000
PENNSYLVANIA	9,464,000	735,000	-	10,544,000	189,000	3,019,000	13,563,000
RHODE ISLAND	243,000	40,000	-	295,000	12,000	13,000	308,000
VERMONT	1,294,000	306,000	-	1,640,000	33,000	576,000	2,216,000
WEST VIRGINIA	3,782,000	191,000	729,000	4,880,000	164,000	1,669,000	6,549,000
<b>NORTHEAST</b>	<b>\$ 32,039,000</b>	<b>\$ 3,065,000</b>	<b>\$ 1,413,000</b>	<b>\$ 38,504,000</b>	<b>\$ 900,000</b>	<b>\$ 12,119,000</b>	<b>\$ 50,623,000</b>
ALASKA	\$ 480,000	\$ 70,000	\$ -	\$ 645,000	\$ 65,000	\$ 120,000	\$ 765,000
IDAHO	6,227,000	417,000	123,000	7,105,000	203,000	1,807,000	8,912,000
MONTANA	11,853,000	567,000	547,000	13,299,000	332,000	2,919,000	16,218,000
NEBRASKA	23,528,000	1,477,000	661,000	26,259,000	458,000	4,585,000	30,844,000
NORTH DAKOTA	15,676,000	1,189,000	1,534,000	18,842,000	419,000	3,950,000	22,792,000
OREGON	4,767,000	571,000	63,000	5,528,000	127,000	1,728,000	7,256,000
SOUTH DAKOTA	17,379,000	1,080,000	1,214,000	20,190,000	385,000	3,651,000	23,841,000
WASHINGTON	5,279,000	268,000	-	5,648,000	80,000	1,759,000	7,407,000
WYOMING /2	3,073,000	136,000	243,000	4,315,000	47,000	-	4,315,000
<b>NORTHWEST</b>	<b>\$ 88,262,000</b>	<b>\$ 5,775,000</b>	<b>\$ 4,385,000</b>	<b>\$ 101,831,000</b>	<b>\$ 2,116,000</b>	<b>\$ 20,519,000</b>	<b>\$ 122,350,000</b>
ALABAMA	\$ 10,406,000	\$ 389,000	\$ 903,000	\$ 12,367,000	\$ 522,000	\$ 2,697,000	\$ 15,064,000
ARKANSAS	12,687,000	465,000	1,009,000	14,492,000	293,000	2,382,000	16,874,000
FLORIDA	5,500,000	579,000	-	6,448,000	214,000	1,650,000	8,098,000
GEORGIA	17,914,000	475,000	1,396,000	20,224,000	305,000	2,658,000	22,882,000
KENTUCKY /2	20,181,000	806,000	-	26,026,000	306,000	-	26,026,000
LOUISIANA	8,180,000	346,000	1,667,000	10,367,000	165,000	2,484,000	12,851,000
MISSISSIPPI	12,925,000	549,000	1,185,000	14,958,000	260,000	4,832,000	19,790,000
NORTH CAROLINA	20,508,000	672,000	-	21,610,000	327,000	3,391,000	25,001,000
PUERTO RICO-NAT	-	314,000	-	328,000	14,000	-	328,000
SOUTH CAROLINA	7,768,000	471,000	-	8,499,000	166,000	1,692,000	10,191,000
TENNESSEE	16,565,000	999,000	371,000	18,254,000	247,000	4,315,000	22,569,000
VIRGINIA /2	10,929,000	501,000	-	15,489,000	189,000	-	15,489,000
VIRGIN ISLANDS	61,000	-	-	65,000	4,000	2,000	67,000
<b>SOUTHEAST</b>	<b>\$ 143,624,000</b>	<b>\$ 6,566,000</b>	<b>\$ 6,531,000</b>	<b>\$ 169,127,000</b>	<b>\$ 3,012,000</b>	<b>\$ 26,103,000</b>	<b>\$ 195,230,000</b>
ARIZONA	\$ 1,840,000	\$ 275,000	\$ -	\$ 2,233,000	\$ 96,000	\$ 846,000	\$ 3,079,000
CALIFORNIA	7,600,000	820,000	-	8,745,000	183,000	2,714,000	11,459,000
COLORADO	7,863,000	471,000	122,000	8,854,000	171,000	2,528,000	11,382,000
HAWAII	804,000	106,000	-	1,015,000	100,000	53,000	1,068,000
KANSAS /2	26,584,000	1,517,000	-	35,422,000	484,000	-	35,422,000
NEVADA	911,000	55,000	-	1,039,000	67,000	263,000	1,302,000
NEW MEXICO	3,681,000	175,000	64,000	4,090,000	155,000	984,000	5,074,000
OKLAHOMA	14,723,000	801,000	495,000	16,449,000	430,000	3,385,000	19,834,000
TEXAS	40,808,000	1,756,000	1,304,000	45,382,000	1,100,000	11,530,000	56,912,000
UTAH	3,085,000	263,000	310,000	3,788,000	120,000	937,000	4,725,000
<b>SOUTHWEST</b>	<b>\$ 107,689,000</b>	<b>\$ 6,239,000</b>	<b>\$ 2,295,000</b>	<b>\$ 127,017,000</b>	<b>\$ 2,906,000</b>	<b>\$ 23,240,000</b>	<b>\$ 150,257,000</b>
<b>TOTAL ALL STATES</b>	<b>\$ 549,889,000</b>	<b>\$ 32,668,000</b>	<b>\$ 15,155,000</b>	<b>\$ 636,690,000</b>	<b>\$ 12,238,000</b>	<b>\$ 119,969,000</b>	<b>\$ 756,659,000</b>

1/ Included with Payroll Allotment  
 2/ COE replacement pilot state. NonPayroll amounts included with Payroll Allotments  
 3/ Includes County Office Allotments issued in Notices BU-674, BU-676, BU-677, BU-678, BU-680 and BU-682

*Rudolph P. [Signature]*  
 Director, Budget Division

6/17/05  
 Date