



Subject Outlines/Codes: Budget

A Mandatory Reference for ADS Chapter 502

Revision Date: 12/20/2006
Responsible Office: M/AS/IRD
File Name: 502mae03_122006_cd46

BUDGET

Instructions: This category covers all phases of the Agency's budget activities; guidelines for and preparation of budget requests; review and revision of these requests; preparation of the Agency's submission to the Office of Management and Budget; preparation and presentation of the detailed Agency budget request to the Congress, and hearings before Congressional appropriations committees; copies and analyses of proposed appropriations bills and amendments, and the approved legislation; apportionment of the Agency's appropriated funds by the Office of Management and Budget, and administration of the approved budget.

Where it is useful to distinguish material regarding foreign currencies from those regarding dollars, case file within this category, adding "(FC)" to the established code.

Subject Files	File Classification	Description of Records
Budget	General	Documentation of USAID policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Agency Programs.
Annual Budget Submission	BUD 1	Annual budget submission by each overseas post and each USAID/W organization entity. Includes instructions, assumptions, and guidelines for preparation, the budget request itself, supporting papers, and related communications.
Office of Management and Budget (OMB) Request	BUD 2	Consolidated Agency submission to OMB. Includes supplementary schedules, exhibits, and special data for OMB review.
Congressional Presentation	BUD 3	Documents the preparation of the detailed Agency budget request and its presentation to Congress, including supplementary schedules, exhibits, daily transcripts of hearings before Congressional committees, copies and analyses of proposed appropriation bills and amendments thereto, position papers on proposed legislation and appropriation acts, and requests for supplemental appropriations.
Tentative Program Level	BUD 4	Correspondence between USAID/W and overseas posts, and related data, supporting tentative program level.
Operational Year Funding Plan	BUD 5	Operating Year Budget (OYB) and Annual Administrative Funding Plan; and review and

Subject Files	File Classification	Description of Records
		<p>revision of these documents. Case file by country, region, or USAID/W organizational unit and/or by month or quarter if volume warrants.</p> <p>It includes:</p> <ul style="list-style-type: none"> • Documentation of distribution by the Office of Management and Budget of Agency appropriation and other funds available under legislative authorities. • Requests for and establishment of allotments to regional bureaus, headquarters, offices, and overseas posts for each activity. • Statement of Funds Available for Obligation, furnished USAID offices as planning device for controlling expenditures. • Requests for, establishment of, and control of numerical authorization of staffing levels. Includes employment limitations.

502mae03_122006_w122806_cd46