

BUDGET EXECUTION

VOLUME V - APPENDIX A

EXHIBITS

Assumptions shown in the exhibits are for illustrative purposes only.

APPENDIX A - BUDGET EXECUTION EXHIBITS

Assumptions shown in exhibits are for illustrative purposes only.

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	<u>BUDGET EXECUTION/ACCOUNTING</u>	<u>AUDIT EVALUATION</u>	<u>FINANCIAL MANAGEMENT SYSTEMS</u>
Congress	Act on supplementals, deferrals, rescissions, and, if required, reprogrammings. Monitor programs (ad hoc).	Establish reporting requirements. Conduct oversight. Request audits and reviews from GAO and others.	Create appropriations account structure. Enact statutes governing money, finance and management.
OMB	Apportion budget authority, Initiate and process deferrals and rescission requests. Review supplementals. Monitor agency performance. Process reports of violations of authority. Project outlays.	Oversight by budget examiners. Mandate evaluations by agencies.	Approve agency regulations for administrative control of funds. Issue Circulars on procurement, ADP, and current Financial problems.
DEPT/AGENCY	Execute budget. Monitor execution. Report to central agencies. Manage daily operations.	Conduct interal audits and evaluations. Respond to OMB & Congressional inquiries.	Design and implement financial management systems, prepare financial reports for internal & external purposes.
TREASURY	Government's banker. Cash & debt management. Exercise Fund control. Match agency outlays against spending authority.	None	Maintain government-wide accounting systems. Produce government-wide financial reports.
GAO	Review and report on impoundment. Conduct claims settlements.	Review federal programs & operations. Audit financial statements of government corporations & audit selected Congressional activities.	Prescribe accounting principles & standards. Approve agency accounting systems. Develop standard terms for federal fiscal, budgetary & program-related data. Identify & specify the needs of Congress for fiscal, budgetary and program data.

FY 2009 Apportionment
Funds provided by Public Law 110-XXX

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
		Department of Commerce							
		Operating Unit:							
		Account:							
		TAFS: 13-XXXX /X							
BEA	DISC	BEA Category							
RptCat	NO	Reporting Categories							
AdjAuth	NO	Adjustment Authority provided							
		BUDGETARY RESOURCES							
		Unobligated balance:							
1A		Unob Bal: Brought forward, October 1 (+ or -)							
1B		Unob Bal: Adjustment to SOY balance brought forward, October 1 (+ or -)							
		Recoveries of prior year unpaid obligations:							
2A		Recoveries of prior year unpaid obligations, Actual							
2B		Recoveries of prior year unpaid obligations, Anticipated							
		Budget authority \ Appropriation:							
3A1		BA: Appropriation, Actual							
3A2		BA: Appropriation, Anticipated							
3B		BA: Borrowing authority							
3C		BA: Contract authority							
		Budget authority \ Spending authority from offsetting collections (gross):							
		Earned:							
3D1A		BA: Offsetting Collections - Earned, Collected							
3D1B		BA: Offsetting Collections - Earned, Change in receivables from Fed sources							
		Change in unfilled customer orders (+ or -):							
3D2A		BA: Change in unfilled customer orders - Advance received							
3D2B		BA: Change in unfilled customer orders - Without advance from Fed sources							
3D3		BA: Offsetting collections - Anticipated							
3D4		BA: Offsetting Collections - Previously unavailable							
		Expenditure transfers from trust funds:							
3D5A		BA: Expenditure transfers from trust funds - Collected							
3D5B		BA: Expenditure transfers from trust funds - Change in receivables							
3D5C		BA: Expenditure transfers from trust funds - Anticipated							
		Nonexpenditure transfers, net:							
4A		Nonexpenditure transfers, net: Actual transfers, BA							
4B		Nonexpenditure transfers, net: Anticipated transfers, BA							
4C		Nonexpenditure transfers, net: Actual transfers, unob balances							
4D		Nonexpenditure transfers, net: Anticipated transfers, unob balances							
5		Temporarily not available pursuant to Public Law ___ (-)							
		Permanently not available:							
6A		Permanently not available: Cancellations of expired or no-year accounts (-)							
6B		Permanently not available: Enacted reductions (-)							
6C		Permanently not available: Capital transfer and redemption of debt (-)							
6D		Permanently not available: Other authority withdrawn (-)							
6E		Permanently not available: Pursuant to Public Law ___ (-)							
6F		Permanently not available: Anticipated for rest of year (-)							
7		Total budgetary resources	0		0		0		
		APPLICATION OF BUDGETARY RESOURCES							
		Apportioned:							
8A1		First quarter							
8A2		Second quarter							
8A3		Third quarter							
8A4		Fourth quarter							
8C		Apportioned for future fiscal years							
9		Budgetary Resources: Withheld pending rescission (pursuant to 2 U.S.C. 683)							
10		Budgetary Resources: Deferred							
11		Budgetary Resources: Unapportioned balance of revolving fund							
12		Total budgetary resources	0		0		0		

Submitted _____ Date _____

Approved _____ Date _____

Mark Weatherly
Deputy Associate Director
Housing, Treasury & Commerce Division

FY 2009 Apportionment
Footnotes Approved By OMB

Footnotes for Apportioned Amounts

Footnotes for Budgetary Resources

No footnote data found at this time.

FY 2009 Apportionment
Agency Footnotes

Footnotes for Apportioned Amounts

Footnotes for Budgetary Resources

No footnote data found at this time.

FY 2009 Apportionment
Previously Approved Footnotes

Footnotes for Apportioned Amounts

Footnotes for Budgetary Resources

No footnote data found at this time.

CHECKLIST FOR INITIAL APPORTIONMENTS

DATE:

OPERATING UNIT:

ACCOUNT NAME:

ACCOUNT SYMBOL:

1 Has Budget Officer initialed a copy of the request?

2 Are the Account Name and Symbol correct?

3 Are the Agency and Bureau names correct?

4 Are amounts shown in column two only?

5 Does line 2a equal line 9 and 10 from prior year's final S.F. 133 or if it is a preliminary estimate is it identified as "est." in the stub column?

6 If lines 1d and/or 2b are shown, are they footnoted to explain each transfer in and out?

7 If entries are shown on lines 3a, 3b, and/or 3c are they footnoted to show a breakdown of reimbursements or receipts by agency?

8 Are significant variations between requested quarterly amounts explained?

9 Do entries on lines 1 through 6 equal the entry on line 7?

10 Do the entries on lines 8 through 11 equal the entry on line 12?

11 Does line 7 equal line 12?

12 Is a quarterly and monthly financial plan supporting the request attached to the request?

13 If a financial plan is not attached, has the Office of Budget given an exemption?

14 Are the original and two copies included for transmittal to the Office of Budget?

CHECKLIST FOR RE-APPORTIONMENTS

Unobligated Balance

1A. Brought forward, Oct 1

Are amounts shown consistent with lines 9 and 10 of previous fiscal year final SF 133?

Are entries identified as “E” for estimate or “A” for actual in the line split column as appropriate?

Recoveries of Prior Year Obligations

2A. Actual

Does the amount shown agree with actual recoveries on latest SF 133?

2B. Anticipated

Does the amount shown reflect a realistic estimate of additional recoveries anticipated?

Budget Authority

3A1. Appropriation

Does the amount shown equal total appropriations enacted to date including supplementals?

If under CR, does the amount shown reflect the rate made available by the CR per OMB guidance?

3D1A - 3D2B. Collected

Does the amount shown agree with actual data on latest SF 133?

3D3. Anticipated for rest of year

Does amount shown reflect current estimate of anticipated collections expected for the remainder of the year?

Is there an attachment showing a breakdown of the reimbursements by agency?

Nonexpenditure transfers, net:

4A-D. Nonexpenditure Transfers, net

Does the amount shown reflect actual transfers to and from the account authorized under existing legislation?

Does the entry include a footnote that lists the accounts which the transfers have been made and the specific dollar amount with the statutory authority identified (ie U.S. Code cite)?

Do funds transferred maintain their original period of availability?

Is the SF 1151 or a copy of the Transfer Authorization Report included?

Does the amount shown reflect unobligated balances actually transferred?

Does the amount shown reflect current estimate of any balances, other than balances of new budget authority, to be transferred under existing legislation?

5. Temporarily Not Available Pursuant To P.L.:(-)

Does the amount shown reflect funds not available for obligation pursuant to a specific law? If so, is the public law containing the restriction cited in the stub column?

Permanently Not Available

6B. Enacted Rescissions

Does the amount shown reflect actual rescissions? Is a footnote included that references the Public Law? If multiple rescissions, is there a footnote that cites all applicable Public Laws and sections?

6E. Pursuant to Public Law

Does the amount shown reflect balances not available for new obligations pursuant to the appropriations act? Is there footnote referencing the relevant Public Law?

Apportioned

8A. Category A-

Are amounts shown requested by quarter? Do apportioned amounts for expired quarters remain unchanged?

8B. Category B-

Are projects specifically identified in the appropriations law included in category B?

Other Items

Are memo obligation entries reflected by quarter for actual obligations incurred? Do amounts agree with latest SF 133? Is the date the obligations identified in memo-obligation block in the same row as the BEA category?

If the reapportionment request is because of changes to lines *1a, 2a, 3A2, 4a, 4c*, does the apportionment qualify for a pen and ink change per section 120.38 of A-11? Section 120.38 indicates that adjustments up to \$400K or 2% of total resources, whichever is lower, can be made without submitting an apportionment to OMB.

Are quarterly and monthly financial plans attached and are they consistent with the level of detail found on Exhibit 5? Are financial plans consistent with quarterly amounts reflected on line 8? Are direct and reimbursable funds categorized and totaled separately?

If this is an initial apportionment, is “Amount on latest 132” column blank?

Is 1% footnote included for apportionments containing appropriations realized per Section 120.21 of A-11?

Has the SF-132 been validated and is an explanation for the need for the reapportionment included?

proposed apportionment? Crosswalks should reflected the multiple categories on the apportionment (direct, reimbursable and category B). This will ensure the balances reported remain available for the purpose intended.

Is the BEA category reported as DISC for discretionary and MAND for mandatory?

Is the OMB signature block included at the bottom of the apportionment?

Are the correct Public Laws or U.S. Codes cited? Do carryover apportionments cite the Public Law that the balances were originally appropriated under?

For apportionments under CR authority, is the seasonal vs. fixed rate worksheet included?

Standard Footnotes

Rescissions

These amounts are rescinded pursuant to Section ____, Public Law ____, signed ____.

Transfers

Pursuant to ____ USC ____ (or Sec. ____, Public Law ____, if US Code is not available) funds of ____ are being transferred to (or from) agency name, bureau name, account name and symbol for purpose.

One Percent Limitation Authority

“Pursuant to 31 USC 1553 (b), not to exceed one percent of the total appropriation for this account is apportioned for the purpose of paying legitimate obligations related to cancelled accounts.”

Timing

Initial apportionments are due to BCRD by August 5th.

Reapportionments are due to BCRD 3 days after budgetary resources change (appropriation, supplemental appropriation, or rescission).

Quarterly reapportionments are due no later than the 15th of the month prior to the close of a quarter.

CHECKLIST FOR CREDIT REAPPORTIONMENTS

This checklist supplements instruction provided in OMB Circular A-11. For further detailed guidance, refer to PART 5 of OMB Circular A-11.

1 Does the line 3A of the Program Account contain the subsidy amounts specified in the appropriations language?

Does line 3B of the Direct Loan Financing Account consist of the total loan authority minus the subsidy amounts displayed in the Program Account? Is an Explanation of Borrowing Authority Crosswalk provided 2 detailing the Loan Authority, Loan Subsidy Rates, and the Borrowing Authority? (See Attachment 1)

Does line G1B of the Guaranteed Loan Financing Account contain the total limitation on the loan guarantee 3 program specified in the appropriations language?

For Direct Loan Financing Accounts, are reasonable estimates for expected collections of credit subsidy from the Program Account and expected repayments from borrowers included on line 3D3? Are actual collections 4 (repayments) reflected on line 3D1A and in agreement with the latest S.F.133?

Program Account for guarantees planned to be committed for the year and the interest earned from Treasury included on line 3D3?

TIME SCHEDULE FOR APPORTIONMENTS

<u>TYPE OF ACTION</u>	<u>DUE DATE</u>
Apportionment to cover budget authority not resulting from current action of Congress, including permanent appropriations, public enterprise funds, unobligated balances, estimated recoveries, and estimated reimbursements	August 21
Initial apportionment for accounts where all budgetary resources depend on Congressional action	The later of August 21 or 10 calendar days After approval of the appropriation
Reapportionment where unobligated balances apportioned differ from (over/under) balances reported on final S.F. 133 by \$200,000 or 1% of total budgetary resources, whichever is lower	As soon as data become available
Reapportionment to release funds proposed for rescission when the 45 calendar days of continuous session have expired without completion of action by both Houses of Congress	Before expiration of 45 days
Passage of legislation disapproving a deferral	One day after enactment
Other reapportionments, including changes in gross obligations resulting from an increase in level of anticipated reimbursements	As soon as need is apparent

**FY 20XX CONTINUING RESOLUTION ISSUE
THAT REQUIRES A LEGISLATIVE FIX**

Appropriations Bill: _____

Agency Name: _____

Bureau Name: _____

Account Title: _____

Issue (brief title): _____

Date: _____ (Indicate the date that the anomaly would need to be included in a CR, in other words, when the "problem" kicks in (e.g., November 17th or December 31st, etc). This will aid in identifying the anomalies that need to be sent forward for CR durations of varying lengths, up to a CR extending through March 1st.)

Description of the Issue:

Appropriation Status (in millions of \$)

FY 20CY Request: _____

FY 20CY House (latest stage action): _____

FY 20CY Senate (latest stage action): _____

FY 20PY Enacted level: _____

Examiner/Branch: _____ **Phone:** _____ **Date:** _____

Computation of Seasonal and Fixed Rates
 during the Continuing Resolution
 through November 16, 20XX*
 Bureau/Account Name

	Comments
<u>Seasonal rate calculation</u>	
Number of calendar days, October 1 through November 16	47
Number of calendar days through December 31	92
Percentage of first quarter covered by CR	51.09% Computed
	Source: Line 8, 1st quarter FY 20PY SF-
Direct obligations through December 31, 20PY	391,180 133
Percentage covered by CR	51.09% Linked from above
Estimated obligations through November 16, 20CY	199,854 Computed
	Source: Line 7, final FY 20PY SF132 until final FY 20PY SF133 is released wih actual
Total FY 20PY budgetary resources	2,019,695 data
Computed seasonal rate	9.90% Computed
 <u>Fixed rate calculation</u>	
Number of calendar days, October 1 through November 16	47
Number of calendar days in the fiscal year	365
Computed fixed rate	12.88% Computed
	In this example, the 9.9% seasonal rate is lower than the 12.9% fixed rate.
<u>Lower of the fixed or seasonal rate</u>	9.90%
 <u>Computing amount available under the CR</u>	
	The formula for determining the annualized funding level provided by the CR will be provided in the public law.
Annualized amount provided by CR	2,019,695
Lower of the fixed or seasonal rate	9.90% Computed
Amount automatically apportioned through November 16, 20CY	199,950 Computed
 <u>Reporting data on the automatic apportionment</u>	
Amount automatically apportioned through November 16, 20CY	199,950 Computed
	Computed - Enter amount on line 3 of the
Annualized level provided by CR	2,019,695 apportionment
	Computed - Enter amount on line 5 of the
Amount unavailable under the CR	-1,819,745 apportionment

*The period of the CR is stated in the public law and may be extended in subsequent amendments.

SF 132 to SF 133 Reconciliation

Reapportionment		Yes
Required?		No

_____ Quarter FY _____

Bureau:

Account:

	SF-132	SF-133	Variance	<u>Bureau Explanation</u>
	Date: _____	Date: _____		
BUDGETARY RESOURCES				
Unobligated balance, start of year			0	
Recoveries of prior year unpaid obligations				
Actual			0	
Anticipated			0	
Budget authority			0	
Offsetting collections				
Actual			0	
Anticipated			0	
Nonexpenditure transfers			0	
Temporarily not available			0	
Permanently not available			0	
Total budgetary resources	0	0	0	
STATUS OF BUDGETARY RESOURCES				
Obligations				
Category A				
Direct			0	
Reimbursable			0	
Category B				
Project 1			0	
Project 2			0	
Project 3			0	
Unapportioned balance of revolving fund			0	
Unobligated balance			0	
Total status of budgetary resources	0	0	0	

COMM A-11 FY B COMM-BY

DEPARTMENT OF COMMERCE
OUTLAY ESTIMATES FOR FY 20BY
(dollars in thousands)

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Agency Total	2008 Mid-Session Review	Difference from MSR	Comment
MTS Line Code 1691:																
Operating Unit																
Account #1	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	0	
Account #2	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	0	
Account #3	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	0	
TOTAL Operating Unit	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	36,000	0	
Offsetting Receipts	500	500	500	500	500	500	500	500	500	500	500	500	(9,800)	(9,800)	0	
SUB-TOTAL DOC	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	26,200	26,200	0	
MEMORANDUM: (Non-add, Included above)																
Brief Description of Large Differences	50	50	50	50	50	50	50	50	50	50	50	50	600			

SAMPLE

MEMORANDUM FOR (Name of CFO)
Chief Financial Officer and
Assistant Secretary for Administration

FROM: Operating Unit Head / Deputy

SUBJECT: Reprogramming Proposal for ECT

Attached please find the Bureau of Environmental Commerce and Trade's (ECT) draft reprogramming notification to be provided to OMB and Congress. This proposal will make changes to ...

Thank you for your assistance.

Attachments

[Note: The purpose of this memorandum is to indicate that the head of the bureau, or deputy, has approved the proposed reprogramming, reorganization or transfer.]

Mr. Mark Weatherly
Deputy Associate Director
Housing, Treasury and Commerce Division
Office of Management and Budget
Washington, D.C. 20503

Dear Mr. Weatherly:

Enclosed for your concurrence is a letter notifying Congress of the Department of Commerce's intention to reallocate FY 20XX resources within the Bureau of Environmental Commerce and Trade (ECT). ECT's primary goals in proposing this reorganization are to streamline operations, promote efficiency, and place resources where they are most effective. ECT estimates the costs of implementing this restructuring at \$634 thousand.

In its operations, ECT wishes to streamline existing business processes and programs, right size the organizational structure, and redeploy resources where the benefit for America will be greatest.

[Add one or two more paragraphs justifying the proposal.]

One million dollars and 20 FTE will be reprogrammed from [line/program] to [line/program] and to [line/program]. No federal employees will lose their jobs. We believe that this proposal responds to the need to streamline and right-size operations. We ask your approval so that we may submit it at once to the appropriations subcommittees.

Also enclosed is a copy of a letter that will be sent to the appropriate Chairmen and Ranking Members following receipt of the Office of Management and Budget's concurrence.

Please contact me at (202) 482-4951 if you have any questions.

Sincerely yours,

[Name of CFO]
Chief Financial Officer and
Assistant Secretary for Administration

Enclosure

The Honorable Barbara A. Mikulski
Chairman
Subcommittee on Commerce, Justice,
Science and Related Agencies
Committee on Appropriations
United States Senate
Washington, DC 20510

Dear Madam Chairman:

Enclosed is a Bureau of Environmental Commerce and Trade (ECT) reprogramming notification as required by Section 505 of the Consolidated Appropriations Act, 2008 (P.L. 110-61). This notification addresses a reallocation of resources with the primary goal of streamlining operations, promoting efficiency, and placing resources where they are most effective.

In its operations, ETC wishes to streamline existing business processes and programs, right size the organizational structure, and redeploy resources where the benefit for America will be greatest [add one or two paragraphs justifying the proposal].

One million dollars and 20 FTE will be reprogrammed from [line / program] to [line / program] and to [line / program]. No Federal employees will lose their jobs. We believe that this reprogramming responds to the need to streamline and right-size operations.

Please contact me at (202) 482-4951 if you have any questions. Thank you for your continued support of the Department of Commerce and its programs.

Sincerely yours,

(Name of CFO)
Chief Financial Officer and
Assistant Secretary for Administration

Enclosures

LIST OF ADDRESSES

The Honorable Barbara A. Mikulski
Chairman
Subcommittee on Commerce, Justice,
Science and Related Agencies
Committee on Appropriations
United States Senate
Washington, D.C. 20510

Dear Madam Chairman:

The Honorable Richard C. Shelby
Ranking Member
Subcommittee on Commerce, Justice,
Science and Related Agencies
Committee on Appropriations
United States Senate
Washington, D.C. 20510

Dear Senator Shelby:

The Honorable Alan B. Mollohan
Chairman
Subcommittee on Commerce, Justice,
Science and Related Agencies
Committee on Appropriations
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

The Honorable Rodney P. Frelinghuysen
Ranking Member
Subcommittee on Commerce, Justice,
Science and Related Agencies
Committee on Appropriations
U.S. House of Representatives
Washington, D.C. 20515

Dear Representative Frelinghuysen:

DEPARTMENT OF COMMERCE

Notification of Proposed Changes
 [Insert Date]

OPERATING UNIT: Bureau of Environmental Commerce and Trade

APPROPRIATION: Operations and Administration

PROPOSAL: Reallocate resources within the Bureau of Environmental Commerce and Trade (ECT) to right-size the organization, streamline existing business processes and programs, and provide the greatest benefit for America.

SHIFT IN RESOURCES: (dollars in 000's):

	\$ Amount Increase/(Decrease)	FTE Increase/(Decrease)
Program 1		
Program 2		
Program 3		

I. Objective

In its operations, ECT wishes to streamline existing business processes and programs, right size the organizational structure, and redeploy resources where the benefit for America will be greatest.

[One or two paragraphs justifying the proposal.]

\$1 million and 20 FTE will be reprogrammed from [line/program] to [line/program] and to [line/program]. No federal employees will lose their jobs.

II. Personnel

No positions or current personnel will be affected by this action.

III. Effects of Reprogramming

The proposal will allow the agency to meet the statutory requirements of section 704 of the Public Works and Economic Development Act of 1965 as reauthorized under EDA's Reauthorization Act of 2004.

This reprogramming will not affect EDA's continual commitment to promote innovation, competitiveness, and prepare American regions for growth and success in the worldwide economy. EDA investments are focused on locally-developed, regionally-based economic development initiatives that achieve the highest return on the taxpayers' investment and directly contribute to economic growth. EDA enhances regional competitiveness and supports the long-term development of regional economies.

IV. Implementation

The proposed transfer will be effective 15 days after notification to Congress.

Reprogramming Authority Appropriations Citation for FY 2003 (SEC. 605)

SEC. 605 (a): None of the funds provided under this Act, or provided under previous appropriations Acts to the agencies funded by this Act that remain available for obligation or expenditure in fiscal year 2003, or provided from any accounts in the Treasury of the United States derived by the collection of fees available to the agencies funded by this Act, shall be available for obligation or expenditure through a reprogramming of funds which:

- (1) creates new programs;
 - (2) eliminates a program, project, or activity (PPA);
 - (3) increases funds or personnel by any means for any project or activity for which funds have been denied or restricted;
 - (4) relocates an office or employees;
 - (5) reorganizes offices, programs, or activities; or
 - (6) contracts out or privatizes any functions or activities presently performed by Federal employees;
- unless the Appropriations Committees of both Houses of Congress are notified 15 days in advance of such reprogramming of funds.

SEC. 605 (b): None of the funds provided under this Act, or provided under previous appropriations Acts to the agencies funded by this Act that remain available for obligation or expenditure in fiscal year 2003, or provided from any accounts in the Treasury of the United States derived by the collection of fees available to the agencies funded by this Act, shall be available for obligation or expenditure for activities, programs, or projects through a reprogramming of funds in excess of \$500,000 or 10 percent, whichever is less, that:

- (1) augments existing programs, projects, or activities;
 - (2) reduces by 10 percent funding for any existing program, project, or activity, or numbers of personnel by 10 percent as approved by Congress; or
 - (3) results from any general savings from a reduction in personnel which would result in a change in existing programs, activities, or projects as approved by Congress;
- unless the Appropriations Committees of both Houses of Congress are notified 15 days in advance of such reprogramming of funds.

Transfer Authority Appropriations Citation for FY 2003

SEC. 204: Not to exceed 5 percent of any appropriation made available for the current fiscal year for the Department of Commerce in this Act may be transferred between such appropriations, but no such appropriation shall be increased by more than 10 percent by any such transfers: Provided, That any transfer pursuant to this section shall be treated as a reprogramming of funds under section 605 of this Act and shall not be available for obligation or expenditure except in compliance with the procedures set forth in that section.

SEC. 205: Any costs incurred by a department or agency funded under this title resulting from personnel actions taken in response to funding reductions included in this title or from actions taken for the care and protection of loan collateral or grant property shall be absorbed within the total budgetary resources available to such department or agency: Provided, That the authority to transfer funds between appropriations accounts as may be necessary to carry out this section is provided in addition to authorities included elsewhere in this Act: Provided further, That use of funds to carry out this section shall be treated as a reprogramming of funds under section 605 of this Act and shall not be available for obligation or expenditure except in compliance with the procedures set forth in that section.

Department of Commerce
(OPERATING UNIT NAME)
(Account Name and Type)*
Monthly Financial Plan and Report
(Dollar amounts in thousands)

	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Monthly													
(ACCOUNT NAME) Plan													
Actual													

Cumulative

(ACCOUNT NAME) Plan													
Actual													

* Type of account is either Direct, Reimbursable, Trust Fund, Fee Collections or Offsetting receipts

Department of Commerce
 (OPERATING UNIT NAME)
 (Account Name and Type)*
 Monthly Object Class Plan and Report
 FY 20CY
 (Dollar amounts in thousands)

Monthly Activity	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
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11.1 Full-time per sal
Plan

Actual

11.3 Other than ftp
Plan

Actual

11.5 Other pers comp
Plan

Actual

Etc., through object appearing in budget appendix.

Cumulative Activity	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
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11.1 Full-time per sal
Plan

Actual

11.3 Other than ftp
Plan

Actual

11.5 Other pers comp
Plan

Actual

Etc., through object appearing in budget appendix.

* Type of account is either Direct, Reimbursable, Trust Fund, Fee Collections or Offsetting receipts

Department of Commerce
 (OPERATING UNIT NAME)
 (Account Name and Type)*
 Monthly Financial Plan by Activity
 FY 20CY
 (Dollar amounts in thousands)
 Obligations

Monthly Activity	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>
1. (Activity Name) Plan												
Actual												
2. (Activity Name) Plan												
Actual												
3. (Activity Name) Plan												
Actual												
Account Total Plan												
Actual												
Cumulative Activity	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
1. (Activity Name) Plan												
Actual												
2. (Activity Name) Plan												
Actual												
3. (Activity Name) Plan												
Actual												
Account Total Plan												
Actual												

* Type of account is either Direct, Reimbursable, Trust Fund, Fee Collections or Offsetting receipts

Department of Commerce
 (OPERATING UNIT NAME)
 FY 20CY FTE AND STAFFING PLAN

	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
FTE USAGE (STRAIGHT TIME)	(9/27- 10/24)	(10/25- 11/25)	(11/23 12/19)	(12/20- 1/30)	(1/31- 2/27)	(2/28- 3/26)	(3/27- 4/23)	(4/24- 5/21)	(5/22- 6/18)	(6/19- 7/30)	(7/31- 8/27)	(8/28- 9/24)	

1. FULL-TIME PERM FTE

- a. Last Plan.....
- b. Actual.....
(Line 2B, 113G)
- c. Revised Plan.....

2. Other

- a. Last Plan.....
- b. Actual.....
(Line 3B, 113G)
- c. Revised Plan.....

3. TOTAL FTEs

- a. Last Plan.....
- b. Actual.....
(Line 1B, 113G)
- c. Revised Plan.....

CEILING STAFF-ON-BOARD (ACTUAL FROM 113A)

4. FULL-TIME PERMANENT EMPLOYMENT

- a. Last Plan.....
- b. Actual.....
(Line 5, 113A, Col .A)
- c. Revised Plan.....

5. OTHER EMPLOYMENT

- a. Last Plan.....
- b. Actual.....
- c. Revised Plan.....

* NOTE: This exhibit is to be attached with 113G. Also, carry out plan two decimal places.

Department of Commerce
Congressional Directives
20CY Appropriation Bills
Operating Unit

[double space]

Senate Report No. 99-425

Mississippi Institute for Technology Development p. 9

[double space]

Directive

[Copy the exact language or the directive from the report or enacted appropriations bill.]

[double space]

Actions Taken or Proposed

[Provide an appropriate response.]