

Reclamation Manual

Directives and Standards

Subject: Instructions on the Allotment and Apportionment of Funds

Purpose: The purpose of this part is to establish an Administrative Control of Funds system that will:

- ! Fix responsibility for the creation of any obligation or the making of any expenditure in excess of an appropriation, statutory limitation, apportionment, reapportionment, allotment or suballotment, and any other administration subdivision.
- ! Ensure that the Reclamation's programs are executed and funds expended in accordance with the intent of the Congress in enacting authorizations.
- ! Restrict obligations and expenditures against each appropriation or fund to the amount available therein.
- ! Restrict obligations and expenditures to the amount of approved apportionments or reapportionments made for such appropriation, and any allotment or suballotment thereof when appropriations are required to be apportioned.

Authority: The Budget and Accounting Act of 1921, as amended by Public Law 101-508. Annual rules and time schedules issued by the Office of Management and Budget (OMB) in OMB Circulars, such as the A-11, and Bulletins, and supplemental instructions from the Department of the Interior (DOI). Specific requirements are based on subsections (g) and (h) of section 3679 of the Revised Statutes, as amended (31 U.S.C. 1514 and 31 U.S.C. 1517, the Anti-deficiency Act), and the Departmental Manual, Part 328, Administrative Control of Funds.

Contact: Program, Budget, and Liaison Group, W-6300

1. **Responsibilities.** The Commissioner is responsible for the allotment or suballotment of funds at the highest practical level and for the distribution of resources to the various budget activities or projects at the levels specified in the Appropriation Committee reports within limitations of apportionments or reapportionments approved by the Department's Office of Budget and the Office of Management and Budget.
 - A. **Designations.** The Commissioner shall designate appropriate officials to be responsible in connection with the subdivision of funds below the resource distribution level and the control of obligations within the amounts of such subdivisions. This responsibility shall be clearly defined and affected individuals shall be appropriately notified in writing of the extent of their responsibility.

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B. **Prohibited Practices.** The Commissioner shall ensure that designated officials charged with individual responsibility will not allow:

- (1) Allotments or suballotments thereof in excess of the amounts of approved apportionments or reapportionments.
- (2) Obligations or expenditures to be made unless funds therefore have been apportioned, reapportioned, allotted, suballotted, or otherwise authorized, as when operating under a Continuing Resolution of the Congress.

See Departmental Manual, Part 328, Administrative Control of Funds, 328 DM 1.5G for further information.

C. **Program and Budget Handbook.** Specific information on the Allotment and Apportionment of funds is contained in Reclamation's Program and Budget Handbook. All Offices will follow the procedures listed there in the assignment of allotment and apportionment of funds.

2. **Program Coordination.** The Program, Budget, and Liaison Group, in the Commissioner's Office, is responsible for carrying out the directives for Reclamation's preparation of all Allotment and Apportionments of Funds, and for administration and oversight of the program.