

Reclamation Manual

Directives and Standards

Working Capital Fund (WCF) Increases to Budget

This Appendix details the process for requesting and completing increases to the WCF budget after the Chief Financial Officer has approved the fiscal year budget.

1. Regional/Directorate Responsibilities.

A. **The WCF Activity Manager.** The WCF activity manager works with the regional WCF manager to complete the budget increase request form. Page E3 of this Appendix is the current form. The particulars of the form can change. The WCF Advisor will publish new forms if necessary through memoranda and make them available on the WCF SharePoint site.

B. The Regional WCF Coordinator.

- (1) The regional WCF coordinator submits the completed budget increase request form to the WCF Advisor through the Reclamation-wide WCF Coordinator (RWCFC), Compliance and Audit Team (CAT) 84-27410.
- (2) If the RWCFC returns the budget increase request to the region without an approval, (assuming the region wants to go forward with the request), the regional WCF coordinator resolves any issues preventing the approval (e.g., an insufficient justification, omissions of necessary information, incorrect amounts on the form, etc.) and resubmits it to the RWCFC.

C. **The Regional WCF Manager.** Signifies regional approval of the increase request by signing and dating the budget increase request form on the appropriate line.

2. Management Services Office (MSO).

A. The Reclamation-wide WCF Coordinator or RWCFC.

- (1) Upon receipt, the RWCFC examines the budget increase request form looking for errors and an adequate justification for the increase.
- (2) If the budget increase justification includes additional capital fleet purchases the region did not originally plan for in that budget year, the RWCFC will verify the Fleet Board approved the additional purchase(s) by obtaining an approval signature from the Property Office.
- (3) If the budget increase justification includes additional information technology (IT) investments not on the region's IT budget plan for that budget year, the RWCFC will obtain an approval signature from the Information Resources Office (IRO).

Reclamation Manual

Directives and Standards

- (4) The RWCFC presents the region's/directorate's budget increase form to the WCF Advisor (CAT Manager) for further scrutiny.
 - (5) If MSO (the RWCFC, WCF Advisor, Business Analysis Division Manager, or WCF Manager (Director MSO)) finds the increase request lacking in justification, incomplete, or erroneous, the RWCFC will send the budget increase request back to the regional WCF coordinator who submitted it to obtain more information or corrections.
 - (6) Upon the WCF Manager's approval, the RWCFC sends a copy of the approved request form to the region, and if necessary to reflect the budget increase in the Financial and Business Management System (FBMS), prepares an FMBB document for the increase and submits it to MSO's Reporting and Accounting Team for entry into FBMS.
 - (7) The RWCFC posts all pertinent documents to the WCF SharePoint site.
- B. Property Office Personnel.** Acknowledges Fleet Board approval of additional fleet purchases by signature on the budget increase request form.
- C. Information Resource Office or IRO Personnel.** Acknowledges IRO approval of additional IT investment purchases by signature on the budget increase request form.
- D. The WCF Advisor.**
- (1) The WCF Advisor examines the region's/directorate's budget increase request looking for errors and completeness.
 - (2) The WCF Advisor returns the budget increase to the RWCFC to send to the region/directorate for more information/corrections if necessary.
 - (3) The WCF Advisor submits the budget increase to the WCF Manager (MSO Manager) for approval.
- E. WCF Manager.** Signifies approval of the region's/directorate's budget increase request through his or her signature and date on the appropriate line of the region's/directorate's budget increase request form.

Reclamation Manual

Directives and Standards

WORKING CAPITAL FUND (WCF) INCREASE IN BUDGET REQUEST

Date: Month/Day/Year

To: Director, Management Services Office
Attention: 84-27410 (P. Clemens, pclemens@usbr.gov, WCF Advisor)

From: WCF Activity Manager Name, XX Region, Mail Code

Subject: Request to Increase Budget for Functional Area R4XXX, Fiscal Year 20XX

Fund: Select one: XXXR4524KK or XXXR4524KS

Amount: ±\$XXX,XXX – Cost of Operations
±\$XXX,XXX – Capital Investment*

Approved Budget: \$XXX,XXX

Percentage of Budget: (Amount ÷ Approved Budget)

Is the current anticipated revenue sufficient to fully recover the increase in budget: Yes No

Justification(s)*: (Provide reason for request)

