

## **Deputy Administrator for Management - Budget Division**

### **Assignment of Functions**

1. Core competencies include: 1) providing financial advisory services in areas such as budget formulation, budget execution, policy and procedures, training and education, etc.; 2) ensuring fiduciary compliance with respect to 31 U.S. Code 1301 (purpose of an appropriation) and 31 U.S. Code 1517 (anti-deficiency act) statutes; and 3) financial performance reporting (i.e., budget versus actual, certified financial statements, status of funds usage, etc.). Budget Division (BUD) performs these core competencies acting as Farm Service Agency's (FSA's) honest broker and program advocate with respect to the formulation, presentation, justification and execution of FSA program requirements.

2. Develop, recommend and administer budget plans, policies, systems and procedures for FSA, including the FSA budgeting requirements for Commodity Credit Corporation (CCC), and the FSA State and county committees. The types of funds utilized include administrative expense, corporate and appropriated funds, as well as reimbursements and user fees.

3. Direct and coordinate the formulation, preparation and execution of budgets for FSA. Oversee the preparation of budget estimates, justifications and other supporting data for administrative expense, program and corporate program funds. Collaborate with Office of Management and Budget (OMB) and the USDA Office of Budget and Program Analysis (OBPA) in the development of budget submissions which are tied to the Agency's strategic plan and annual performance plans as required by the Government Performance and Results Act.

4. Coordinate Division-wide activities concerned with budgetary procedures. Develop, recommend and prescribe over-all budgetary procedures in order to meet the needs of Departmental and OMB regulations and requirements. Review current procedures to provide for revisions as may be necessary due to policy changes.

5. Coordinate the development and preparation of witness statements for use by FSA representatives requested to testify before Congressional committees. Coordinate the preparation of briefing material for Congressional hearings and other purposes for FSA officials. Coordinate the review and correction of testimony of FSA witnesses before Appropriations Committees, including assembly or preparation of additional material to be inserted in the record.

6. Coordinate the submission of FSA budget materials, including Congressional Explanatory Notes, and outlay plans to the Department. Analyze pending and proposed legislation, including appropriation bills, for budgeting implications. Coordinate issuance of financial documents.
7. Review and make recommendations on (a) the financial aspects of new programs or changes in existing programs and their relationship to the policies and programs of FSA and (b) the use of administrative funds and personnel requirements of divisions and offices carrying out the programs of FSA.
8. Direct the development and analysis of administrative and program expenses for divisions and offices. Oversee the preparation of apportionments, allotments and allocations in line with need by quarters, object of expenditure and activities or projects in accordance with the policies of FSA, and applicable laws and regulations. Recommend improvements in economy and efficiency from a budget standpoint, based on the review of program operations and reports.
9. Review and approve financial arrangements with federal, State and other cooperating agencies relative to services that FSA/CCC is authorized to provide. Perform budgetary functions regarding the acquisition and disposition of all commodities programmed for shipment under Public Law 480 (P.L. 480), the Export Guarantee Program, and the Section 416\Food for Progress Export Donation Programs. Plan, coordinate and direct the flow of funds to all units of FSA and transfer of funds to other agencies and departments.
10. Analyze and make recommendations in collaboration with FSA officials on the adequacy and effectiveness of overall policy. Consult with the Controller, Treasurer, and other corporate officials concerning the short-term and long-range capital position of CCC and in securing funds through other sources. Collaborate with FSA, departmental budget officials, the Office of the Chief Financial Officer (OCFO), the Department of the Treasury, the Office of Inspector General (OIG), and the USDA Office of Inspector General (USDA OIG) on the appraisal, audit and review of financial transactions of corporations.
11. Coordinate Federal Assistance Program functions. Review proposed changes in OMB Circulars and Executive Orders for Agency compliance and prepare appropriate guidance to program and service divisions. Collaborate with officials of FSA, Office of Finance and Management, and other Government agencies on matters relating to Federal assistance responsibilities, e.g., Catalog of Federal Domestic Assistance and Federal Assistance Award Data System. Prepare reports as required.

12. Develop and coordinate all phases of automation activities throughout the Division, ensuring that employees of the Division have adequate automated data processing (ADP) resources including hardware, software, and related training.

13. Direct the development, maintenance, integration and consolidation, where necessary, of all FSA budget systems. Coordinate Division automation efforts with program managers and others in the Agency and Government to achieve efficiency in operations.

14. Provide analysis, design, training and maintenance of Agency workload and work measurement systems.

15. Develop, implement and maintain a system of budgetary reports and fund controls for administrative and program funds.

16. Represent the Office of the Administrator in liaison between FSA and other government and appropriate non-government organizations and offices on budgeting matters.