



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 4, 2014

**TO:** Agency Directors

**FROM:** Jim Crawford, Assistant Director  
Budget Division

**SUBJECT: 2014 SUPPLEMENTAL BUDGET ALLOTMENT INSTRUCTIONS**

These instructions refer to the following appropriation bills and bills containing separate appropriations:

- ESSB 6001 – Making 2013-15 supplemental transportation appropriations
- ESSB 6002 – Making 2014 supplemental operating appropriations
- SSB 6129 – Concerning paraeducator development
- SB 6523 – Expanding higher education opportunities for certain students

Governor Inslee took action on the supplemental appropriation bills today. Agencies must amend their allotments to reflect enacted legislative changes.

For expenditure, revenue, cash receipts, and cash disbursement revisions related to 2013-15 supplemental changes, use packet purpose type **“Operating 1st Supplemental” (labeled: “2014 1<sup>st</sup> Supplemental”)** and **submit allotment amendments to the Office of Financial Management (OFM) no later than April 18, 2014. Only allotment adjustments related to the above referenced bills may be included in these packets.**

Since April 14 is the accounting cutoff for March, agencies may not assume March data in their allotment revisions unless they have consulted with their [assigned OFM budget analyst](#) to determine the feasibility of an accelerated submittal and approval schedule.

General allotment instructions may be found at [2013-15 Allotment Instructions](#). A tutorial for the Allotment Management and Review system may be found at [TALS AMR](#).

The Expenditure Authority Schedule (EA) for these supplemental budgets will be available through the Enterprise Reporting System shortly after the Governor’s action on these bills. Agencies will receive notification when revised EAs are published. Under Expenditure Authority Reports, the following report displays appropriation revisions. These are the amounts to include in your 2014 supplemental budget allotment packet(s):

- EAS 011 – Incremental Expenditure Authority Schedule for Operating

If you have any questions, please contact your [assigned OFM budget analyst](#).

cc: Agency Budget Officers