



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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February 19, 2015

TO: Chief John Batiste, Washington State Patrol
Mark Clark, Conservation Commission
Adjutant General Bret Daugherty, Military Department
Honorable Peter Goldmark, Department of Natural Resources
Kevin Quigley, Department of Social and Health Services
David Schumacher, Office of Financial Management
Matt Smith, Office of the State Actuary
Jim Unsworth, Department of Fish and Wildlife

FROM: Jim Crawford, Assistant Director /s/
Budget Division

SUBJECT: 2015 EARLY ACTION SUPPLEMENTAL BUDGET ALLOTMENT INSTRUCTIONS

Governor Inslee signed the early action supplemental appropriation bill (Substitute House Bill 1105) today. Here are the instructions to amend your allotments to reflect the enacted changes.

For expenditure, revenue, cash receipts, and cash disbursement revisions related to 2013-15 supplemental changes, please use packet purpose type **“Operating 2nd Supplemental” (labeled “SHB 1105 As Amended by the Senate”)** and **submit allotment amendments to the Office of Financial Management (OFM) no later than March 6, 2015.** Only allotment adjustments related to the above-referenced bill should be included in these packets.

Because March 13 is the accounting cutoff for February, agencies should not use February data in their allotment revisions unless they consult with their [assigned OFM budget analyst](#) to determine the feasibility of an accelerated submittal and approval schedule. OFM will work to facilitate early supplemental budget allotment submittals and approvals for agencies whenever possible.

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

The Expenditure Authority Schedule (EA) for this supplemental budget will be available through the Enterprise Reporting System. Under Expenditure Authority Reports, the following report displays appropriation revisions and provides the amounts to include in your supplemental budget allotment packet(s): **EAS 011 – Incremental Expenditure Authority Schedule for Operating.**

Thank you for your efforts. If you have questions, contact your [assigned OFM budget analyst](#).

cc: Selected Agency Budget Officers