



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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December 20, 2011

TO: Agency Directors

FROM: Marty Brown
Director

MB

SUBJECT: ALLOTMENT INSTRUCTIONS FOR SHB 2058 - MAKING 2011-13 SUPPLEMENTAL OPERATING APPROPRIATIONS (EARLY ACTION BILL)

The Governor signed Substitute House Bill 2058 into law this afternoon. **Allotment amendments reflecting the budget changes in this appropriations bill are due to the Office of Financial Management (OFM) no later than January 6, 2012.** This will allow sufficient time for OFM review and approval prior to the January 13, 2012 AFRS close.

Submittal Instructions

To reflect your agency's expenditure, revenue, cash receipts, and cash disbursement revisions related to 2011-13 supplemental changes, use a packet purpose type of **"Operating 1st Supplemental"** labeled "2011 Early Action – SHB 2058."

The Expenditure Authority Schedule (EA) for this supplemental budget will be available through the Enterprise Reporting System shortly after the Governor signs the bill. Agencies will receive notification when revised EAs are published. Under Expenditure Authority Reports, the "Incremental Expenditure Authority Schedule" (EAS 011) displays the appropriation revisions. These are the amounts to include in your supplemental budget allotment packet.

Thank you for your efforts to meet this short turnaround time. If you have questions, please contact your assigned OFM budget analyst. (See [OFM Contacts](#).)

cc: Agency Budget Officers