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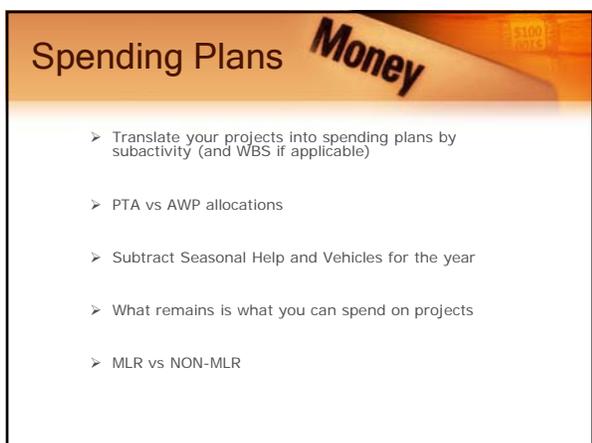
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## Money

### Cuff Records

- Basically a checkbook register for each subactivity and WBS if applicable
- Balance monthly against credit card actual expenditures and FBMS detail reports
- Include PRs, credit cards and all obligations
- Adjust estimates by actual seasonal help expenditures each payperiod and actual monthly vehicle charges

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## Money

### Using FBMS

- You must run separate reports on seasonal help and subtract those from your available balances
- Create purchase requisitions (PRs) as early in the year as possible to commit the bulk of your allocations

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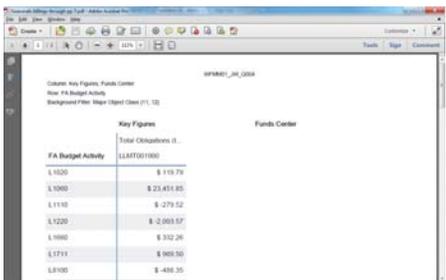
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## Money

### Status of Funds Seasonal Help: Subtract from fund balance and adjust spend plan/cuff records



Key Figures		Funds Center
Total Obligations 01		
FA Budget Activity	01AFT001000	
L1020		\$ 119.79
L1000		\$ 23,431.85
L1110		\$ -279.52
L1220		\$ -2,003.57
L1660		\$ 332.26
L1711		\$ 909.50
L1900		\$ -488.35

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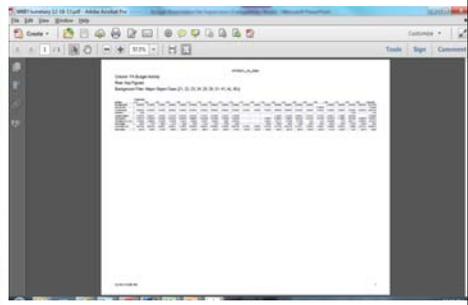
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### Status of Funds MLR




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### Status of Funds Translated




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### Status of Funds Translated

	1010	1020	1030
WMD all offices MLR status 4-11-14			
WFP Budget Allocated in FBMS	\$ 307,000.00	\$ 550,000.00	\$ 313,000.00
Total Projects & MiscOps Obligated in FBMS	\$ 92,444.10	\$ 73,709.30	\$ 76,868.00
Seasonals through pp7	\$ 15,194.00	\$ 15,017.00	\$ (4,396.00)
Current Available Funds	\$ 289,361.90	\$ 481,273.70	\$ 240,527.94
% Spent & Obligated		27%	13%
Projected Vehicle and Seasonals	\$201,980.00	\$272,400.00	\$ 79,960.00
% Obligated & Projected		30%	25%
Projected Available Funds for Projects & MiscOps	\$ 87,381.90	\$188,873.70	\$160,567.94

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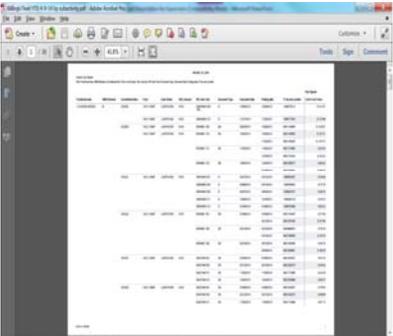
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**Status of Funds Vehicles: Adjust your spend plan/cuff records**

Agency	Fund	Account	Balance	Committed	Expended	Available
...	...	...	...	...	...	...
...	...	...	...	...	...	...
...	...	...	...	...	...	...

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### Liquidating Obligations

- Also known as Deobligation: This occurs when the completed expenditure is less than the commitment (PR)
- For instance: PR for \$10,000 actual expenditure \$9,000
- Release the obligation and this adds funds back into your allocation for that source year
- Reobligate or notify state office so that these funds can be used by another office

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### Writing Justifications

- Be specific
- Break down the justification into dollar amounts for each subactivity
- Tie the work to national and local priorities set by the State Director
- State an impact if the work is not done

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**Budget Training** **Money**

- Course: BLM-TC-1910-01, Planning and Executing the Budget - DOI LEARN
- Course Length: 6-hours
- **Course Description**  
This course is going to provide you with an overview of the BLM Budget Process. It's also going to help you understand your budget responsibilities in the budget process.

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**Budget Training** **Money**

This course combines video lectures and exercises in 5 specific areas:

- BLM Budgeting Process
- BLM Cost Structures
- Allocating Operating Funds
- BLM Budgeting Systems
- Special Funding

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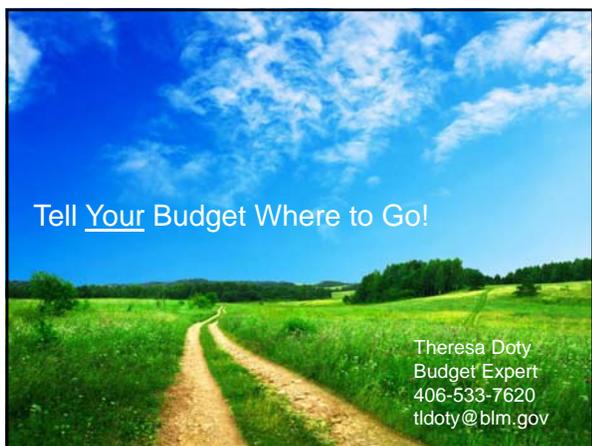
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Tell Your Budget Where to Go!

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Budget Expert  
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tldoty@blm.gov

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