

Appropriation Budget Process Overview

The Appropriation budget type is one of four budget types available within the Statewide Financial Management Application (SFMA).

The **Appropriation** structure represents the highest level of budgeting capabilities in SFMA and satisfies the reporting needs of the Legislature and the DAS Chief Financial Office (CFO).

- Appropriations (or Limitations) are the legal spending authority set by the State Legislature for each agency.
- SFMA does not make a distinction between a limitation and an appropriation, they are both considered appropriations within the system.
- Each line item on an approved appropriation bill is assigned an Appropriation Number. This Appropriation Number is entered into SFMA on the 20 Appropriation Number Profile by DAS CFO.
- Appropriations are posted at the Appropriated Fund, Agency and Program Level 02 levels and are entered into SFMA by CFO SABRS.

Appropriation Profile

The **20 profile** in SFMA determines the classification and level of control to be exercised over an appropriation. This Appropriation Number can be associated to the agency PCA Profiles and their related control indicators. The 20 profile is maintained and updated by the DAS CFO Statewide Audit and Budget Report Section (SABRS). The Appropriation profile budget control elements and other indicators are provided by the agency.

Appropriation Setup Process

The following steps are the general process for creating new appropriations following the statewide budget process:

1. SABRS distributes two spreadsheets for review and updating.
 - a. The first lists current biennium appropriations that are active on the SFMA 20 profile.
 - b. The second lists the agency's appropriation bills with section references for the new biennium so the agency can provide new appropriation numbers and/or related accounting information.
2. The agency reviews the list of current appropriations (1a) and accounting elements to identify any that should be deleted or changed.
3. For new appropriations (1b) the agency will submit a 20 Profile form to SABRS that includes the following information:
 - a. Appn Yr.
 - b. Appn No
 - c. Appd Fund
 - d. Title
 - e. Legal Reference

4. SABRS will update or establish the 20 profile on SFMA based on the information submitted by the agency.
5. Agencies must update PCA/Index profiles on SFMA to match with new appropriation numbers before the next step can occur.
6. SABRS loads appropriations into SFMA upon receipt of chapter law (and the LFO Certificate) and allots (makes available for expenditure) 15% of the appropriation at the start of each new biennium.
7. Agencies then submit quarterly allotment plan requests to SABRS beginning with the second quarter in September.

[Appropriation setup outside of the normal process:](#)

1. Email SABRS with:
 - a. The reason and legal authority for the new appropriation (for example: e-board action)
 - b. A completed 20 Profile form
2. SABRS will audit the information, establish the new appropriation, and email the agency when complete.
3. The agency will establish the associated PCA and/or Index for the appropriation and provide that accounting information to SABRS.