

BUDGET REQUEST MANUAL

Date 8/11/15	Subject REQUEST TO REAPPROPRIATE EXISTING STATE OPERATIONS AND AID TO LOCALITIES APPROPRIATIONS SCHEDULE I	Item 10
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Most State Operations and Aid to Localities appropriations should be fully obligated by the close of the fiscal year and fully disbursed by the date the appropriation lapses, making reappropriation unnecessary. As such, DOB is issuing guidelines to limit the number of reappropriations in the budget. Specifically agencies **should not request** State and local reappropriations:

- That were originally enacted more than five years ago (e.g., for the 2016-17 budget, no reappropriations enacted prior to 2011); or
- That have an undisbursed balance of less than \$1,000.

Nevertheless, when it is necessary to request reappropriation of an existing State Operations or Aid to Localities appropriation, agencies should complete **Schedule I** — at the summary level of detail for Federal reappropriations (i.e. PS and NPS) and at the detail level of detail for non-Federal reappropriations (i.e. PS reg., contractual svcs.). These circumstances include expectations that:

- obligations will be incurred against non-Federal appropriations beyond the close of the fiscal year, which is March 31 for all State departments and agencies except SUNY and CUNY whose fiscal years expire on June 30;
- obligations will be incurred against Federal appropriations beyond June 30 for State Operations and September 15 for Aid to Localities; and
- disbursements will occur beyond the:
 - June 30 lapse date for State Operations appropriations to all State departments and agencies except SUNY and CUNY;
 - September 15 lapse date for Aid to Localities appropriations to all State departments and agencies including SUNY and CUNY; and
 - September 30 lapse date for State Operations appropriations to SUNY and CUNY.

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INSTRUCTIONS FOR PREPARING SCHEDULE I

Use separate forms for each program area request.

Column A

Enter the fund type, fund and subfund (if appropriate) into the columns on the form. Indicate if this is a State Operations or Aid to Localities appropriation.

Column B

Enter the original chapter, section and year of the appropriation and, if applicable, the chapter, section and year of the last act that amends the appropriation.

Column C

Enter the program name of the appropriation and sufficient appropriation language to identify the appropriation. If you are requesting an amendment to the appropriation language, attach a mark-up of the corresponding appropriation text. The mark-up should show deleted text enclosed with brackets and added text underscored.

Column D

Enter the original dollar amount of the appropriation.

Column E

Enter the estimated reappropriation amount for the ensuing fiscal year. The September 30 undisbursed appropriation balance will be used to help determine the final amount to be reappropriated.

Column F

For requested reappropriations, provide the estimated disbursements for the budget year and two out-years. If the reappropriation will not be fully spent out by the second out-year, report the remaining disbursement information in the justification column.

Column G

Provide a concise explanation for the requested reappropriation and report how long the reappropriation is expected to continue (e.g., two years, three years, etc.)

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A sample of Schedule I is available here.

