CHAPTER 14

RECEIPT AND DISTRIBUTION OF BUDGETARY RESOURCES

INTERMEDIATE-LEVEL

1401   GENERAL

140101.   Purpose. The purpose of this chapter is to prescribe the standards for recording receipt and subsequent distribution of budgetary resources in the intermediate-level budgetary accounts, which are applicable to operating agencies or other intermediate-level accounting entities.

140102.   Applicability and Scope. Only those DoD Components that are structured organizationally into three (or more) levels are required to use the intermediate-level accounts covered by this chapter.

140103.   Overview. The intermediate-level budgetary accounts are used to record the receipt of allocations or suballocations from higher authority, and the subsequent issuance of allotments to installation-level activities.

140104.   Revisions. The Department is currently revising its general ledger account structure to ensure consistency with that contained in the U.S. Government Standard General Ledger published by the Treasury Department. Although that process has commenced, it has not yet completed. Therefore, before the accounts contained in this chapter are used in an automated system, the Director of Accounting Policy, Office of the Deputy Chief Financial Officer, should be contacted for the most current revision at (703) 697-6875 or DSN 227-6875.

1402   STANDARDS

140201. Allocations

A.   As stated in Chapter 3 of this volume, an allocation or suballocation must be made in writing and contain an original grantor signature or the electronic equivalent. However, Volume 14, Appendix A, of this Regulation permits the use of an automated system to communicate and record such fund subdivisions as long as a confirmation copy is provided to the recipient within a reasonable time, usually one month.

B.   Allocations, suballocations, or their parts, that are not required to be further subdivided may be treated and recorded as allotments.

C.   Allocations received are debited to accounts in the 4550, "Internal Fund Distributions Received" series, and credited to the appropriate unallotted allocations accounts in the 4560, "Funds Available for Allotment" series. Entries to these accounts are supported by applicable DoD Component allocation and suballocation documents.

140202.   Allotments

A.   An allotment is a formal distribution of an allocation or suballocation and must contain at least the same legal and other limitations applicable to the allocation or suballocation.

B.   Since, generally, an oral allotment has no validity, allotments must be in writing. However, see enclosure 5, subsection I.4. of DoD Directive 7200.1, for use of expedited means of communication in emergencies. No form is prescribed; it may be designed to meet the needs of the allotter.

C. Allotments issued are credited to applicable accounts in the 4570, "Allotments Issued" series, and debited to the appropriate unallotted allocation account. Entries to these accounts are supported by applicable DoD Component allotment documents.

140203.   Accounts. Figures 14-1 through 14-13 define the accounts used by intermediate-level accounting entities, and illustrate the entries for the transactions affecting them.

1403   ACCOUNT CLOSING PROCEDURES

140301.   Notification to Departmental Level. The departmental-level accounting entity shall be informed of unallotted allocations of direct program authority to the installation level. (See paragraph 140302.A., below, 4561, "Unallotted Allocations - Direct Program - Current Period," and 4562, "Unallotted Allocations - Direct Program - Subsequent Periods.")

140302.   Closing Procedures. After preparation of the prescribed budget execution reports, the following entries shall be made, at the expiration of the period of availability for obligation, to close expended amounts to the authorizing account for the expenditures and to withdraw any remaining program authority.

A.   Direct Program Closing Entries

1.   The entry to close unissued allocations (unallotted and withheld) remaining at the intermediate level is as follows:

> Dr 4561   Unallotted Allocations - Direct Program -
>   Current Period
> Dr 4562   Unallotted Allocations - Direct Program -
>   Subsequent Periods
> Dr 4565   Unallotted Allocations - Withheld Programs
>   Cr 4550   Internal Fund Distributions Received

NOTE: The departmental-level accounting entity shall be informed of the amount of appro-
priated authority remaining unissued at fiscal year end in GLA 4561, "Unallotted Allocations -
Direct Program - Current Period," and GLA 4562, "Unallotted Allocations - Direct Program -
Subsequent Periods."

2.   The entry to close allotments made to the installation level is as
follows:

> Dr 4571 Allotments Issued - Direct Program -
>   Current Period
> Dr 4572 Allotments Issued - Direct Program -
>   Subsequent Periods
> Dr 4575 Allotments Issued - Withheld Programs
>   Cr 4550 Internal Fund Distributions Received

B.   Reimbursable Program Closing Entries

1.   The entry to close allocations remaining unallotted to the
installation level is as follows:

> Dr 4563 Unallotted Allocations - Reimbursable
>   Program - Current Period
> Dr 4564 Unallotted Allocations - Reimbursable
>   Program - Subsequent Periods
>   Cr 4550 Internal Fund Distributions Received

2.   The entry to close allotments made to the installation level is as
follows:

> Dr 4573 Allotments Issued - Reimbursable Program -
>   Current Period
> Dr 4574 Allotments Issued - Reimbursable Program -
>   Subsequent Periods
>   Cr 4550 Internal Fund Distributions Received

ACCOUNT 4550 INTERNAL FUND DISTRIBUTIONS RECEIVED

Debit Balance. Represents the amount of direct and reimbursable program authority received from departmental level by an intermediate-level activity. It also can represent the amount of suballocations received from another intermediate-level activity.

Debit	Credit
The amount of allocations received.	The amount of allocations withdrawn.
Contra: 4560 series Funds Available for Allotment	Contra: 4560 series Funds Available for Allotment

Figure 14-1

ACCOUNT 4560 FUNDS AVAILABLE FOR ALLOTMENT

Credit Balance. Represents the amount of direct and reimbursable program authority available at an intermediate-level activity for allotment to installation-level activities, or suballocation to other intermediate-level activities.

Debit   Credit

This account is a summary account

Do not post to this account

Figure 14-2

ACCOUNT 4561 UNALLOTTED ALLOCATIONS - DIRECT PROGRAM -
CURRENT PERIOD

Credit Balance. Represents the amount of current period, direct program obligational authority available at an intermediate-level for allotment to installation-level activities, or suballocation to other intermediate-level activities.

Debit	Credit
1. The amount of direct program obligational authority allotted for use during the current period. Contra: 4571 Allotments Issued - Direct Program - Current Period	1. The amount of direct program obligational authority for use during the current period allocated and available for allotment. Contra: 4550 Internal Fund Distributions Received
2. The amount of reductions in allocations of direct program obligational authority for use during the current period. Contra: 4550 Internal Fund Distributions Received	2. The amount of reductions in current period direct program obligational authority allotted. Contra: 4571 Allotments Issued - Direct Program - Current Period
	3. The amount of withheld program released. Contra: 4565 Unallotted Allocations - Withheld Programs

Figure 14-3

<u>ACCOUNT 4562 UNALLOTTED ALLOCATIONS - DIRECT PROGRAM -
SUBSEQUENT PERIODS</u>

<u>Credit Balance</u>. Represents the amount of subsequent period direct program obligational
authority available at an intermediate-level activity for allotment to installation-
level activities, or suballocation to other intermediate-level activities.

<u>Debit</u>	<u>Credit</u>
1. The amount of direct program obligational authority allotted for use during subsequent periods.	1. The amount of direct program obligational authority for use during subsequent periods allocated and available for allotment.
Contra: 4572 Allotments Issued - Direct Program - Subsequent Periods	Contra: 4550 Internal Fund Distributions Received
2. The amount of reductions in allocations of direct program obligational authority for use during subsequent periods.	2. The amount of reductions in subsequent period direct program obligational authority allotted.
Contra: 4550 Internal Fund Distributions Received	Contra: 4572 Allotments Issued - Direct Program - Subsequent Periods

Figure 14-4

ACCOUNT 4563 UNALLOTTED ALLOCATIONS - REIMBURSABLE PROGRAM - CURRENT PERIOD

Credit Balance. Represents the amount of specifically apportioned current period reimbursable program authority available at an intermediate-level activity for allotment to installation-level activities, or suballocation to other intermediate-level activities.

Debit

1. The amount of reimbursable program authority allotted for use during the current period.

Contra: 4573 Allotments Issued - Reimbursable Program - Current Period

2. The amount of reductions in allocations of reimbursable program authority for use during the current period.

Contra: 4550 Internal Fund Distributions Received

Credit

1. The amount of reimbursable program authority for use during the current period allocated and available for allotment.

Contra: 4550 Internal Fund Distributions Received

2. The amount of reductions in reimbursable program authority allotted for use during the current period.

Contra: 4573 Allotments Issued - Reimbursable Program - Current Period

Figure 14-5

<u>ACCOUNT 4564 UNALLOTTED ALLOCATIONS - REIMBURSABLE PROGRAM - SUBSEQUENT PERIODS</u>

<u>Credit Balance</u>. Represents the amount of specifically apportioned subsequent period reimbursable program authority available at an intermediate-level activity for allotment to installation-level activities, or suballocation to other intermediate-level activities.

<u>Debit</u>	<u>Credit</u>
1. The amount of reimbursable program authority allotted for use during subsequent periods.	1. The amount of reimbursable program authority allocated for use during subsequent periods and available for allotment.
Contra: 4574 Allotments Issued - Reimbursable Program - Subsequent Periods	Contra: 4550 Internal Fund Distributions Received
2. The amount of reductions in allocations of reimbursable program authority for use during subsequent periods.	2. The amount of reductions in reimbursable program authority allotted for use during subsequent periods.
Contra: 4550 Internal Fund Distributions Received	Contra: 4574 Allotments Issued - Reimbursable Program - Subsequent Periods

Figure 14-6

ACCOUNT 4565 UNALLOTTED ALLOCATIONS - WITHHELD PROGRAMS

Credit Balance. Represents the amount of withheld program allocations received from departmental level by intermediate-level activities.

Debit	Credit
1. The amount of withheld program released.	1. The amount of withheld programs allocated.
Contra: 4561 Unallotted Allocations - Direct Program - Current Period	Contra: 4550 Internal Fund Distributions Received
2. The amount of withheld programs allotted.	2. The amount of reductions in with-held programs allotted or suballocated.
Contra: 4575 Allotments Issued - Withheld Programs	Contra: 4575 Allotments Issued - Withheld Programs
3. The amount of reductions in withheld programs allocated.	
Contra: 4550 Internal Fund Distributions Received	

Figure 14-7

<u>ACCOUNT 4570 ALLOTMENTS ISSUED</u>

<u>Credit Balance</u>. Represents the amount of direct and reimbursable program authority allotted by intermediate-level activities to installation-level activities.

<u>Debit</u>   <u>Credit</u>

This account is a summary account

Do not post to this account

Figure 14-8

ACCOUNT 4571 ALLOTMENTS ISSUED - DIRECT PROGRAM - CURRENT PERIOD

Credit Balance. Represents the amount of current period direct program authority allotted by intermediate-level activities to installation-level activities.

Debit	Credit
The amount of reductions in current period direct program authority allotted.	The amount of current period direct program authority allotted.
Contra: 4561 Unallotted Allocations - Direct Program - Current Period	Contra: 4561 Unallotted Allocations - Direct Program - Current Period

Figure 14-9

ACCOUNT 4572 ALLOTMENTS ISSUED - DIRECT PROGRAM -
SUBSEQUENT PERIODS

Credit Balance. Represents the amount of subsequent period direct program authority allotted by
intermediate-level activities to installation-level activities.

Debit   Credit

The amount of reductions in current   The amount of subsequent period
period direct program authority allotted.   direct program authority allotted.

Contra: 4562 Unallotted Allocations -   Contra: 4562 Unallotted Allocations -
Direct Program -   Direct Program -
Subsequent Periods   Subsequent Periods

Figure 14-10

<u>ACCOUNT 4573 ALLOTMENTS ISSUED - REIMBURSABLE PROGRAM -
CURRENT PERIOD</u>

<u>Credit Balance</u>. Represents the amount of current period reimbursable program authority allotted
by intermediate-level activities to installation-level activities.

<u>Debit</u>	<u>Credit</u>
The amount of reductions in current period reimbursable program authority allotted.	The amount of current period reimbursable program authority allotted.
Contra: 4563 Unallotted Allocations - Reimbursable Program - Current Period	Contra: 4563 Unallotted Allocations - Reimbursable Program - Current Period

Figure 14-11

ACCOUNT 4574 ALLOTMENTS ISSUED - REIMBURSABLE PROGRAM - SUBSEQUENT PERIODS

Credit Balance. Represents the amount of subsequent period reimbursable program authority allotted by intermediate-level activities to installation-level activities.

Debit	Credit
The amount of reductions in current period reimbursable program authority allotted.	The amount of subsequent period reimbursable program authority allotted.
Contra: 4564 Unallotted Allocations - Reimbursable Program - Subsequent Periods	Contra: 4564 Unallotted Allocations - Reimbursable Program - Subsequent Periods

Figure 14-12

<u>ACCOUNT 4575 ALLOTMENTS ISSUED - WITHHELD PROGRAMS</u>

<u>Credit Balance</u>.   Represents the amount of withheld programs allotted by intermediate-level activities to installation-level activities.

<u>Debit</u>	<u>Credit</u>
The amount of withheld programs withdrawn.	The amount of withheld programs allotted.
Contra: 4565 Unallotted Allocations - Withheld Programs	Contra: 4565 Unallotted Allocations - Withheld Programs

Figure 14-13