



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

January 28, 2003

MEMORANDUM OSRAP 03-22

TO: Fiscal Officers
All State Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Executive Order MJF 02-29 Unallotted Monies

To account for Unallotted monies under MJF 02-29, OSRAP will establish an appropriated program BCT (Unallotted) and an expenditure organization (BCT1) in AFS. An AP document, entered by OSRAP, will establish and increase the Unallotted appropriation (BCT) and reduced the amount from an appropriated program. The agency will only be responsible for the EB (Expenditure Budget) document. This EB document will reduce the object tied to the expenditure organization associated with the appropriated program and increase the object 4899 (Unallotted) in the BCT1 expenditure organization (tied to BCT appropriation).

This procedure is strictly for Unallotted monies related to Executive Order 02-29. Any BA-7s you may have pending from Act 844 of 2001, please follow the instructions from OSRAP Memorandum 03-18.

Any questions, please contact James Lodge (225)342-6352.

FHK:jb1