



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

August 2, 2005

**MEMORANDUM OSRAP 06 - 03**

TO: Fiscal Officers  
All ISIS Agencies

FROM: Afranie Adomako, CPA  
Director

SUBJECT: Effect of Expenditure Category Controls on Rollover and Current Year  
Encumbrances

OSRAP Memorandum 05-23 addressed the Fiscal Year Rollover of Encumbrances. The memo stated: **"Prior to 5:00 p.m. on 8/6/05 agencies have the opportunity to determine the encumbrances that should be rolled to FY06 and make the necessary changes to successfully roll those encumbrances over into FY06 or exclude unwanted encumbrances from the rollover process.** Agencies have the ability to change the FY Roll flag in AGPS/CFMS, at any status code, from 'Y' to 'N' and (vice versa) to prevent or cause the rollover of encumbrance balances into FY06."

For those FY 05 encumbrances that are candidates for rollover in FY 06 that you want to rollover, you must ensure budget is available in the Expenditure Category of the Appropriation where the encumbrance is budgeted. Although the Budget Appropriation Letter states agencies have until August 30, 2005 to "spread their budget," the Rollover of encumbrances will occur on August 6, 2005. These encumbrances will reject if there is insufficient budget available in the appropriate expenditure category.

**The BK29A Rollover Candidate Report** lists AGPS/CFMS encumbrances that will be rolled over into FY06 if agencies do not liquidate or cancel the encumbered amounts or change the AGPS/CFMS Roll flag to 'N'. Agencies should access this report to determine if action should be taken to liquidate or cancel FY05 encumbrances before the August 6, 2005 rollover. **It is extremely important that your agency spread its budget for each appropriation into the proper expenditure categories. Encumbrances you want to rollover must have sufficient budget available in the appropriation and expenditure category. You can inquire on the OACG/KACG table in AGPS/CFMS to determine the accounting structure for the encumbrance. Having sufficient budget available will prevent an encumbrance from rejecting due to lack of expenditure category budget and will eliminate additional work for your agency.**

OSRAP Memo 06 - 03

Page 2

July 28, 2005

It has also come to our attention that a number of FY 06 encumbrances are rejecting because there is insufficient budget in the appropriation's expenditure category. Spreading your FY 06 budget into the expenditure categories where the encumbrances are budgeted will resolve this exception.

Questions may be addressed to the OSRAP Helpdesk at (225) 342-1097.

Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/INDEX.HTM>.

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