State of Arizona Accounting Manual

INTRODUCTION

Appropriations are the legal authority granted to an agency, board, commission or institution of higher education to make expenditures and to incur obligations. An allotment is an appropriation made available for expenditures within a given time frame.

POLICIES

1.   When enacted, appropriation bills have the following effective dates:

1.1.   General Appropriations Bills: usually July 1 of the fiscal year after the date of passage.

1.2.   Capital Outlay Appropriation Bills: usually July 1 of the fiscal year after the date of passage; possibly the date the Governor signs the bill.

1.3.   Supplemental Appropriation Bills:

1.3.1.   With an emergency clause: the date the Governor signs the bill.

1.3.2.   Without an emergency clause: the later of the effective date specified in the bill (or included in the amended bill) or ninety (90) days after the Legislature adjourns.

1.4.   Single or Special Purpose Appropriation Bills: the date the Governor signs the bill.

2.   All appropriation transfers made from a payroll line item must be recommended by the JLBC and approved by the Director of ADOA. All appropriation transfers made from a capital outlay line item must be approved by the JCCR. All other appropriation transfers must be reviewed by the OSPB and approved by ADOA.

3.   Unless continuously appropriated or otherwise so specified in the relevant appropriation bill, all appropriations lapse at the end of the fiscal year.

4.   Before any monies from an authorized appropriation can be obligated, an agency must prepare an allotment schedule to be submitted to and approved by ADOA.

5.   As a budgeting control, annual appropriations are normally divided into quarterly portions called "allotments."

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5.1.   As is the case with appropriations, allotments may be transferred or adjusted. Such allotment adjustments or transfers are subject to the same approvals that apply to appropriation transfers and adjustments.

6.   All requests for allotment transfers or adjustments must be reviewed by the OSPB and approved by the ADOA Director.

7.   The annual General Appropriation Bill, commonly referred to as the Feed Bill, establishes, by its enactment and publication, the authority for agencies, boards, commissions and universities to expend public monies to finance operations.

8.   The annual Capital Outlay Appropriations Bill finances construction or other acquisitions of a fixed or permanent nature, such as land, buildings, and improvements.

9.   Supplemental Appropriations are used to finance new projects or programs that are not covered in either the General Appropriation Bill or Capital Outlay Bill. They are also used to increase a particular line item, project or program originally financed in the General Appropriation Bill or Capital Outlay Bill.

10.   An Appropriation Transfer is used to increase or decrease the original appropriation. Appropriations may be transferred within and between line items. All appropriation transfers and adjustments require, as applicable, the following approvals:

10.1.   All appropriation transfers must be approved by the requesting agency head, budget unit manager or authorized designee and submitted to the appropriate budget analyst at the OSPB.

10.2.   All appropriation transfers involving personal services and/or employee related expenditures require the approval of the JLBC.

10.3.   All appropriation transfers involving land acquisitions, capital projects or building renewal funds require the approval of the JCCR.

10.4.   Appropriation transfers involving the Department of Administration require JLBC approval.

10.5.   Appropriation transfers that are not approved by the JLBC, JCCR or the Board of Regents require the approval of the Director of the Department of Administration or his designee.