

**SAM – FISCAL AFFAIRS
ALLOTMENT – EXPENDITURE ACCOUNTING**

BUDGET ACT APPROPRIATION
(Revised 3/1987)

8301.1

An Allotment-Expenditure Ledger card normally will be kept for each allotment shown below:

Field Operations*

Personal Services**	For each function (and sub-function if such sub-function is shown in the Governor's Budget or if the further analysis by sub-function though not shown therein is necessary for proper budgetary control).
Salaries and Wages, 1 st Quarter *** (A)	
Salaries and Wages, 2 nd Quarter *** (A)	
Salaries and Wages, 3 rd Quarter *** (A)	
Salaries and Wages, 4 th Quarter *** (A)	
Temporary Help *** (A)	
Overtime *** (A)	
Retirement *** (A)	
OASDI *** (A)	
Health Benefits *** (A)	
Workmen's Compensation *** (A)	
Operations Expenses and Equipment **	
For each type of Operating Expense shown in Governor's Budget (such as General Expense, Printing, Communications, (etc.) and for Equipment *** (A)	For each function (and sub-function if such sub-function is shown in Governor's Budget or if the further analysis by sub-function though not shown therein is necessary for proper budgetary control).

(Continued)

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(Continued)

BUDGET ACT APPROPRIATION

8301.1 (Cont. 1)

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* This is a function. If function is further classified, such as by districts, each district would represent a sub-function.

** These objects of expenditures are classified “categories” in the Budget Act.

*** These are allotments.

(A) Balance of allotment column is a “plus”.

Estimated Salary Savings *** (B)

Unallotted Appropriation *** (A)

(Identified as to category)

Budget Revisions Pending *** (B)

Allotments Promised *** (B)

For each appropriation

Estimated Reimbursements****

For each type shown in the Governor's Budget,
such as Services to Employees–Meals, Services
to Employees–Rental of Living Quarters, etc. *** (B)

Unscheduled Reimbursements*** (C)