

SECTION 321: OVERVIEW

1. General Description. This section contains an overview of the appropriation and allotment procedures for establishing and maintaining the budgetary accounts for appropriations and allotments. The overview includes a general description of these accounting activities that are further described in Part 300 of this manual.
2. Budgetary Accounting Process for Appropriations and Allotments. The budgetary accounting process for appropriations and allotments encompasses the appropriations established mainly by the Legislature and the actual expenditure and obligation of the approved administrative allotments. The accounting activities for the establishment and maintenance of the budgetary accounts include:
 - (a) Establishment of Appropriations. The establishment of appropriations covers all appropriations granted by the Legislature and, to a lesser extent, the standing appropriation authorizations in the Hawaii Revised Statutes and the Constitution. The establishment of the appropriation in the central accounting system is accomplished by the following means:
 - (1) APPROPRIATION WARRANT, SAFORM A-01.
 - (2) TREASURY DEPOSIT RECEIPT, SAFORM B-13.
 - (b) Establishment of Allotments. The establishment of approved administrative allotments covers all appropriations that are subject to the allotment process. The establishment of the accounts by DAGS Accounting Division is accomplished by the recording of the transactions from the following documents:
 - (1) REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE, SAFORM A-19.
 - (2) ALLOTMENT ADVICE, SAFORM A-15.
 - (3) TREASURY DEPOSIT RECEIPT, SAFORM B-13.
 - (4) JOURNAL VOUCHER, SAFORM A-27.
 - (c) Monitoring Charges Against Allotments. The monitoring of charges against allotments involves funds control processes unique to governmental accounting. These processes include the following monitoring activities:
 - (1) Prevent overspending appropriations and allotments.
 - (2) Reconcile departmental appropriation and allotment records.

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- (3) Reveal errors in coding expenditure transactions.
- (4) Identify other problems in expenditure activities.
- (5) Prepare future projections.
- (d) Appropriation and Allotment Adjustments. The recording of appropriation and allotment adjustments includes:
 - (1) Adjustments to maintain budgetary control over appropriations and allotments as prescribed by statute.
 - (2) Adjustments to correct and adjust the accounting records for appropriations and allotments.
- (e) Recording of Appropriations and Allotments. The accounting records maintained for appropriation and allotment transactions include:
 - (1) APPROPRIATION/ALLOTMENT LEDGER.
 - (2) GENERAL LEDGER.
- (f) Reporting of Appropriations and Allotments. The APPROPRIATION AND EXPENDITURES REPORT prepared by DAGS Accounting Division is distributed to departments and agencies on a quarterly basis. The explanation and sample of this report are in Part 500 of the expenditure section of this manual.