

**Administrative Circular**  
**Commonwealth of Pennsylvania**  
**Governor's Office**

13-06  
Number

**Subject:**

Approval of 2013-14 Advancement Accounts and Completion of Form STD-133, Request for Approval of Advancement Account

**Date:**

April 8, 2013

**By Direction of:**

  
Charles B. Zogby, Secretary of the Budget

**Expiration Date:**

April 8, 2014

**Contact Agency:**

Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management, Telephone 717.425.6748

**This administrative circular addresses responsibilities and procedures for completing the "rollover" of advancement account authorized balances to fiscal year 2013-14.**

**Agencies Under the Governor's Jurisdiction**

Agencies under the Governor's jurisdiction must review the XACE641 report, "Request for Approval of Advancement Accounts," (SAP transaction code Y\_DC1\_32000712) and submit all necessary revisions to the Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services (Bureau of Payable Services) email resource account ([ra-  
bpsadvacctforms@pa.gov](mailto:ra-bpsadvacctforms@pa.gov)) by the close of business **Friday, May 17, 2013**. Reviewers should consider the following:

- Account custodian information should be reviewed carefully to ensure any changes since July 1, 2012 are reflected in the XACE641 report.
- Bank accounts listed in the XACE641 report must have two two-digit account purpose codes as defined in Enclosure 1, Advancement Account Purpose Codes. One code is for the purpose of the account and the second code indicates whether the account expenditures are sampled or 100% audited.
- There is no limit to the number of account custodians for each account.
- The fiscal year in the appropriation symbol will not change until after the rollover. For example, in the appropriation symbol 001-004-181-12-1, "12" is the fiscal year. Verify that the appropriation symbol for each account, excluding the fiscal year, is correct.

The Treasury Department requires one summary [Form STD-133, Request for Approval of Advancement Account](#), (Form STD-133) from each agency to transfer advancement account authorized balances to fiscal year 2013-14. To simplify this process, **the Bureau of Payable Services will distribute a completed version of Form STD-133 to each agency under the Governor's jurisdiction in order to obtain the signature of the agency head or designee.** Each agency must return a signed copy of Form STD-133 to the Bureau of Payable Services email resource account ([ra-bpsadvacctforms@pa.gov](mailto:ra-bpsadvacctforms@pa.gov)) by the close of business **Monday, June 3, 2013**. The Bureau of Payable Services will obtain Office of Comptroller Operations approval for each Form STD-133.

The Office of Administration, Office for Information Technology, Bureau of Integrated Enterprise System (IES) will prepare an electronic expenditure adjustment on **Friday, June 21, 2013** based on the information contained in the XACE641 report. The fiscal year in the advancement account appropriation symbol will be changed automatically when closing transactions are complete. Advancement account changes between **Monday, June 3, 2013** and the completion of closing transactions are prohibited.

### **PA Liquor Control Board and Office of Attorney General**

The SAP XACE641 report also contains advancement account details for the Pennsylvania Liquor Control Board and the Office of Attorney General. These agencies must follow the instructions and due dates outlined above for agencies under the Governor's jurisdiction, **except** that the completed Forms STD-133 must be signed by the agency comptroller prior to being returned to the Bureau of Payable Services email resource account ([ra-bpsadvacctforms@pa.gov](mailto:ra-bpsadvacctforms@pa.gov)). The Bureau of Payable Services is not responsible for obtaining comptroller approval for these agencies.

### **Treasury Department and Department of the Auditor General**

The Treasury Department and Department of the Auditor General should review their advancement account details (including account custodians, authorized account balances, and bank account information) and make changes if necessary. However, advancement account details for these agencies are not maintained in the XACE641 report. These agencies must prepare a [Form STD-129, Appropriation Expenditure Adjustment](#) (Form STD-129) to change the advancement account appropriation symbol. The expenditure adjustment for these agencies will **not** be part of the electronic expenditure adjustment prepared by IES.

The Treasury Department and Department of the Auditor General should each submit Form STD-133 and Form STD-129, signed by their respective agency heads and agency comptrollers, to the Bureau of Payable Services email resource account ([ra-bpsadvacctforms@pa.gov](mailto:ra-bpsadvacctforms@pa.gov)) by the close of business **Monday, June 3, 2013**.

The Office of the Budget, Office of Comptroller Operations will submit three hard copies of each Form STD-133, along with supporting documentation, to the Treasury Department, Bureau of Fiscal Review, by the close of business **Friday, June 14, 2013**.

Enclosure 1 – Advancement Account – Purpose Codes

**ADVANCEMENT ACCOUNT**

**PURPOSE CODES**

**GENERAL ACCOUNTS**

- 01 Advances
- 02 Change Fund
- 03 Claim Payments
- 04 Conference Fees
- 05 Lottery Prizes
- 06 Refunds
- 07 Ride-Sharing Reimbursement
- 08 Salary
- 09 Small Purchases – Comptroller
- 10 Small Purchases – Field
- 11 Travel

**SPECIAL ACCOUNTS**

- 60 CAO Account
- 61 Confidential
- 62 Disasters
- 63 Education of Disadvantaged
- 64 Emergency Relief
- 65 Legal Fees
- 67 Voter Registration

**AUDIT CODES**

- 88 Expenditures 100% Audited
- 99 Expenditures Sampled