

Administrative Circular

Commonwealth of Pennsylvania Governor's Office

15-07
Number

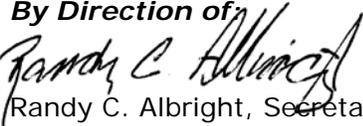
Subject:

Approval of 2015-16 Advancement Accounts and Completion of Form STD-133, Request for Approval of Advancement Account

Date:

April 20, 2015

By Direction of:


Randy C. Albright, Secretary of the Budget

Expiration Date:

April 20, 2016

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 2015-16.

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 15, 2015**. Reviewers should consider the following:

- Account custodian information should be reviewed carefully to ensure any changes since July 1, 2014 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. The first code indicates 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 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 2015-16. 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) by the close of business **Monday, June 1, 2015**. 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 in the SAP enterprise resource planning system (SAP) on **Friday, June 19, 2015** based on the information contained in the XACE641 report. The Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management will attach the completed, signed Forms STD-133 and the XACE641 report to the SAP expenditure adjustment documents and notify the Treasury Department, Bureau of Fiscal Review prior to July 1 or enactment of the 2015-16 budget. **Advancement account changes between Monday, May 18, 2015 and the completion of closing transactions are prohibited.**

Office of Attorney General

The SAP XACE641 report also contains advancement account details for the Office of Attorney General. The Office of Attorney General must follow the instructions and due dates outlined above for agencies under the Governor's jurisdiction, **except** that the completed Form STD-133 must be signed by the agency comptroller prior to being returned to ra-bpsadvacctforms@pa.gov. The Bureau of Payable Services is not responsible for obtaining comptroller approval for the Office of Attorney General.

Treasury Department

The Treasury Department should review its advancement account details (including account custodians, authorized account balances, and bank account information) and make changes if necessary. However, advancement account details for Treasury are not maintained in the XACE641 report. The expenditure adjustment for the Treasury Department will **not** be part of the electronic expenditure adjustment prepared by IES.

The Treasury Department should submit Form STD-133, signed by the agency head and agency comptroller, to ra-bpsadvacctforms@pa.gov by the close of business **Monday, June 1, 2015**. The Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management will obtain the Governor's approval and return the completed, signed Form STD-133 to Treasury. Treasury must prepare the necessary transactions in its PeopleSoft enterprise resource planning system to adjust its advancement account appropriation symbol.

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