Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

17-07
Number

Subject: Approval of 2017-18 Advancement Accounts and Completion of *Form STD-133, Request for Approval of Advancement Account*	***Date:*** May 5, 2017
By Direction of: Randy C. Albright, Secretary of the Budget	***Expiration Date:*** May 5, 2018
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management, Telephone 717.425.6748	

This circular outlines procedure for rolling over advancement account authorized balances to fiscal year 2017-18.

Agencies Under the Governor's Jurisdiction

Gubernatorial agencies must review the XACE641 report[1], "*Request for Approval of Advancement Accounts*" for accuracy. Agencies can submit report revisions to the Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services (BPS) by using email resource account ra-bpsadvacctforms@pa.gov. **Revisions are due to BPS by May 12, 2017.**

Reviewers should consider the following:

- Account custodian information should reflect any changes since July 1, 2016.
- There are no limits to the number of custodians for each account.
- Bank accounts must have both two-digit account purpose codes as defined in *Enclosure 1, Advancement Account Purpose Codes*. The first code indicates the account purpose while the second code indicates if the account expenditures are 100% audited (code 88) or sampled (code 99).

BPS will distribute a completed *Form STD-133, Request for Approval of Advancement Account* to each agency head or designee to sign. This form is required by the Treasury Department to transfer advancement account authorized balances to fiscal year 2017-18. Agencies must return the signed form to ra-bpsadvacctforms@pa.gov. **Signed forms are due to BPS by June 1, 2017**.

[1] SAP transaction code Y_DC1_32000712

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). This adjustment is based on the information contained in the XACE641 report. **IES will complete the electronic expenditure adjustment on June 16, 2017.**

The Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management (BAFM) will attach the completed Forms STD-133 and the XACE641 report to the SAP expenditure adjustment documents. BAFM will then notify the Treasury Department, Bureau of Fiscal Review prior to July 1 or enactment of the 2017-18 budget. **Advancement account changes between May 15, 2017 and the completion of closing transactions are prohibited**.

Office of Attorney General

The 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, **except** that the completed Form STD-133 must be signed by the agency comptroller prior to being returned to ra-bpsadvacctforms@pa.gov. BPS is not responsible for obtaining comptroller approval for the Office of Attorney General.

Treasury Department

Treasury should review its advancement account details for accuracy and make any necessary changes.[2]

Treasury should submit Form STD-133, signed by the Treasurer and agency comptroller, to ra-bpsadvacctforms@pa.gov by the close of business on **June 1, 2017**. BAFM 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

[2] Note: Advancement account details for Treasury are not maintained in the XACE641 report. In addition, IES does not prepare Treasury's expenditure adjustment.

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