



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



SEP 08 2005

In Reply Refer To:
FWS/DFM

Memorandum

To: Service Directorate
From: Deputy Director *Marshall A. Jones*
Subject: Enhancing Administrative Fund Controls in the Service's Financial System

Maintaining and improving on automated fund control tools within the Service's financial system is essential to ensure funds are obligated and expended within the authorized amounts. Service Manual 260 FW 1 outlines Service policy on administrative control of funds. As described in the policy, each office must ensure that obligations and expenditures do not exceed approved subdivisions of allotments made available to execute programs and operations.

To assist all Service entities in their financial management efforts and to prevent over-obligations during the fiscal year and especially at year-end, the Division of Financial Management (DFM) has enhanced controls in the Service's financial system at the activity level. As a result, if a Region/Washington Office exceeds their allocation in a program activity, the system will deactivate the related subactivities that roll up to the program activity. To be reinstated, the Regional Budget and Finance Office (BFO) must coordinate the redistribution of costs to another account or request additional funds from available balances in other Regions. Upon execution of the required redistributions, DFM will reinstate the subactivities within the program activity.

The funds control in FFS will not apply to appropriations where allocations have not been finalized or to emergency situations or other extraordinary contingencies cleared by the Director and Chief Financial Officer. If you have any questions, please contact Cathy March, Chief, Branch of National Financial Policy and Analysis, Division of Financial Management, at (703) 358-2021.

TAKE PRIDE[®]
IN AMERICA 