

20.3 Perform Budget Close

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Revision History

Version	Date	Revision Notes
1.0	10/19/2020	Accepted Version
2.0	02/15/2021	20.3.1 Carry Forward – provides more detail on continuing appropriations and 1 st Carry Forward Reversion determination 20.3.2 Certified Forward – provides more detail on integration with projects and grants
3.0	03/16/2021	20.3.1 Carry Forward – provides minor edits and clarifications 20.3.2 Certified Forward – provides minor edits and clarifications
4.0	04/28/2021	20.3.1 Carry Forward – provides 1 st Operating Reversion determination from EOG/OPB to DFS 20.3.2 Certified Forward – provides minor edits
5.0	10/28/2021	20.3.1 Carry Forward – provides updated process flow 20.3.2 Certified Forward – provides updated process flow
5.1	01/24/2022	Updates per Financials Wave Module Workgroup Sessions

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Table of Contents

General Information	4
Dependencies and Constraints	4
Business Process Overview	5
Business Process Flow Details	7
20.3.1 – Carry Forward.....	7
20.3.2 – Certified Forward	18
Ledger Impacts	23
Reports	24
Conversions.....	26
Interfaces	26
Forms	27
Workflows	27
Agency Configurations.....	27

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General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Florida PALM screenshots are included within the sections following the Business Process Flow Diagrams to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

Also described below are the Ledger Impacts, Interfaces and Key Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger Impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Key Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step. Interface IDs are provided for each interface identified on the Business Process Flow Diagrams.

Tables are included to identify the Conversions, Forms, Workflows, and Stakeholder Configurations related to this Business Process. These items may not be included within the Business Flow Diagrams, however, these items are important elements of each Business Process as a whole.

Finally, included in the Terminology section are definitions of terms to help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

Dependencies and Constraints

- The Department of Financial Services (DFS) and the Executive Office of the Governor/Office of Policy and Budget (EOG/OPB) publish fiscal year (FY) end closing memorandums that provide instructions, guidance, and deadlines.
- Sections 216.301(1)(a) and (b), Florida Statutes (F.S.), require each state agency and the judicial branch to identify in the State's financial system any incurred obligation that has not been disbursed as of June 30. Incurred obligations, pursuant to the definition in

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20.3 Perform Budget Close

Chapter 216, F.S., include accounts payable and encumbrances. Accounts receivable should be input into Florida PALM to the extent needed to cover incurred obligations. There are two types of accounts receivable that may be included: (1) vendor refunds, and (2) reimbursement of intradepartmental or interdepartmental expenditures. Prior year warrant cancellations should not be included.

- Section 216.011(1)(i), F.S., defines Continuing Appropriation as an appropriation automatically renewed without further legislative action, period after period, until altered or revoked by the Legislature.
- DFS monitors the perform budget close process to ensure Florida PALM remains in compliance with legislative intent and performs systematic edit checks as configured.
- The EOG/OPB provides DFS Continuing Appropriations documentation annually for guidance in processing Continuing Appropriations Florida PALM budget journals.
- DFS maintains a FY end closing activities document that includes tasks/milestones, task descriptions, resources contact information, and contingency/notes. This document is used throughout the FY end closing processes.
- Agency closing schedules are developed by DFS.
- Each agency is required to use the Florida PALM for all Carry Forward and Certified Forward processes, as well as to retrieve reports.
- Agency appropriation balances should not exceed appropriations that are authorized in the General Appropriations Act (GAA) and subsequently adjusted to reflect vetoes, supplementals, failed contingents, and current FY budget amendments. Authorized/Adjusted appropriations are required to be released prior to recording an expenditure, as required by Florida Statutes and the Florida Constitution.
- Legislative Budget Request (LBR) Startup process includes agency historical accounting data.
- The transfer of Agency Incurred Obligations to Legislative Appropriation System/Planning and Budgeting Subsystem (LAS/PBS) for First Carry Forward / Certified Forward reversion is pending discussions between DFS, EOG/OPB and LAS/PBS. Pursuant to the decision, the process model will require update to reflect the change in design.

Business Process Overview

The Commitment Control module includes the Enter and Process Budget Journals business process is within the Budget Management (BM) business process grouping. BM includes a collection of business processes that:

- Manage the tracking and reporting of appropriations, allotments, and revenue estimates, including the exchange of information between LAS/PBS and Florida PALM;
- Manage budget exceptions; and
- Support the close-out of appropriations.

This business process addresses the Carry Forward and Certified Forward subprocesses. Guidelines for Carry Forward and Certified Forward subprocesses are established by the EOG/OPB in collaboration with the Legislature.

The business subprocesses included are:

- 20.3.1 Carry Forward
- 20.3.2 Certified Forward

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Section 216.301, F.S., allows agencies to request approval to carry forward remaining operating budget balances and certify forward remaining Fixed Capital Outlay (FCO) appropriation balances into the next FY. In July, as part of FY end processes, agencies identify obligations (payables, encumbrances, FCO project balances) existing as of June 30 that should be carried forward or certified forward. Florida PALM will provide agencies' historical accounting data directly to LAS/PBS. This historical accounting data is referred to as the Actual Prior Year Expenditures, which resides within LAS/PBS Column A01 and includes cash disbursements, carry forward for accounts payable and encumbrances, and accounts receivable information. Approved carry forward (operating) budget authority expires on September 30 and any remaining undisbursed budget authority reverts. FCO projects are typically multi-year projects and each year agencies may request certified forward approval for FCO projects until the project is complete or the EOG/OPB denies the request. Budget Close rules will be developed to ensure budget journals are generated appropriately for the Carry Forward and Certified Forward subprocesses, as per statutes.

The Legislature and specific agency programs are granted unique carry forward authority (continuing appropriations), which is outlined in statutes, including a designated timeframe of the carry forward authority. For the Legislature, Section 216.188, F.S., states that the Governor and the Chief Financial Officer shall each ensure that any balances of appropriations made to the Legislative Branch are carried forward as directed by the presiding officers of the Legislative Branch. For specific agency programs, any balance of any appropriation from the specified trust fund or general revenue that is not disbursed but is obligated pursuant to contract or committed to be expended, may be carried forward up to a statutory timeframe following the effective date of the original appropriation.

Through the legislative process, the Legislative Branch and specific agency programs are granted continuing appropriation, as defined under Section 216.011(1)(i), F.S., as an appropriation that is automatically renewed without future legislative action, period after period, until altered or revoked by the Legislature. These types of appropriations are typically appropriated utilizing a Special Carry Forward Category number series 13XXXX. However, there are a few instances where traditional operational categories are used for those agency programs who have been authorized by law to revert and reappropriate any remaining unexpended or unencumbered balances of appropriations for the same purpose for the next FY.

The EOG/OPB maintains a comprehensive document of unique carry forward allowances and monitors legislative bills throughout the legislative session and checks for any changes to existing or new allowances that may be passed by the Legislature. Each year after the legislative session, this document is provided to EOG/OPB Policy units for review and feedback. Once this review is completed, the document is provided to DFS for informational purposes and to process the applicable manual vouchers at the beginning of the FY.

In addition to key reports, Commitment Control includes the Budget Overview, Budget Detail, Log Activity, and other online inquiry screens which display and enable drill down capability to view summarized and detailed information regarding individual budget journal lines and source transactions, and budget exceptions, with user-defined dimensions.

Business Process Flow Details

The tables below describes steps in the business subprocess as reflected on the Process Flow diagrams. The tables also reflects information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or enterprise-based, and in some cases, are representative of an external party or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

20.3.1 – Carry Forward

Table 1: Carry Forward

20.3.1 – Carry Forward		
Module	Commitment Control	
Related Module(s)	General Ledger, Accounts Payable, Purchasing, Accounts Receivable	
Swim Lanes – Definition	DFS KK Budget Maintainer: DFS role responsible for managing Budget Close (Carry Forward and Certified Forward) EOG/OPB: (Non-Florida PALM role) Responsible for publishing appropriations, including budget adjustments in LAS/PBS; and functions performed by Systems Design and Development (SDD)	
Process Step ID	Process Step Title	Description of Process
1	Prepare for Budget Close	<p>DFS prepares for Budget Close to confirm all Actuals General Ledger (GL) activities have been completed in the closing FY. Any Actuals GL activities not recorded in the closing FY are no longer eligible to be recorded in the closing FY after Budget Close.</p> <p>The preparation of budget close requires the planning of how each established budget within Florida PALM will be handled during the budget close process. Once the plan is defined, Florida PALM will be configured with the appropriate closing rules for each budget.</p> <p>DFS and EOG/OPB publish memorandums that provide instructions, guidance, and deadlines for FY end activities including Carry Forward and Certified Forward. DFS provides information related to undisbursed appropriations for operations, identified as incurred obligations and certified Fixed Capital Outlay (FCO) undisbursed appropriations, pursuant to Section 216.301, F.S.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>The Agency Obligations Report and Budget and Cash Checking Exceptions Report are available for review and management purposes.</p>
2	<p>Conduct Initial Review of Continuing Appropriations</p>	<p>DFS conducts initial review of Continuing Appropriations documentation provided by EOG/OPB for informational purposes and to prepare for continuing appropriations budget journals for legislatively designated agencies.</p> <p>The Florida Legislature (House/Senate) prepares and transmits Legislative Branch Carry Forward Funds Letter to EOG/OPB, DFS and other appropriate offices. The letter is prepared pursuant to the provisions of Section 216.1811(2), F.S., to retain the FY end budget balances for all legislative budget entities and to retain the balances in the carry forward funds for all legislative budget entities until further direction is given by the Presiding Officers of the Florida Legislature.</p> <p>The Continuing Appropriations Balances Report is available for review and management purposes.</p>
3	<p>Manage Budget and Cash Checking Exceptions</p>	<p>The DFS KK Budget Maintainer continuously reviews and communicates with agencies regarding budget and cash checking exceptions to ensure they are resolved, prior to the budget close. Agencies continue to process incurred obligations as part of the FY end closeout process. DFS and agencies work collaboratively to ensure all budget and cash checking exceptions are resolved.</p> <p>Florida PALM provides a number of tools to assist efforts to manage budget and cash checking exceptions, that include the Budget and Cash Checking Exceptions Report, the Exception Inquiry pages, Process Monitor, as well as, the configured Commitment Control Notification feature which includes notifications by email and workflow worklist.</p> <p>Please reference 20.2 Budget Execution and Management and 80.1.1 Manage Cash Checking processes for more information regarding the management and resolution of budget and cash checking exceptions.</p> <p>The Agency Obligations Report, Budget and Cash Checking Exceptions Report, and Tentative Carry Forward / Certified Forward Balances Report are available for review and management purposes.</p>
4	<p>Extract Tentative Carry Forward / Certified</p>	<p>DFS generates an export data file of Tentative Carry Forward / Certified Forward balances as of June 30 as part of the FY end closing activities.</p>

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Process Step ID	Process Step Title	Description of Process
	Forward Balances	
5	Outbound Tentative and Reversion Balances	<p>DFS transfers tentative Carry Forward and Certified Forward balances file as of June 30 as part of the FY end closing activities. The following balances files are transferred:</p> <ul style="list-style-type: none"> • Operating & FCO Unexpended Releases, • FCO Unexpended Appropriations Less Mandatory Reserve, • Total FCO Unbudgeted Reserve, and • FCO Approved Budget Unreleased.
6	Receive / Load Tentative Carry Forward / Certified Forward Balances	<p>EOG/OPB receives and loads to LAS/PBS the tentative Carry Forward and Certified Forward balances files, as of June 30.</p> <p>The Tentative Carry Forward / Certified Forward Balances Report is available for review and management purposes.</p>
7	Verify Tentative Carry Forward / Certified Forward Balances	EOG/OPB verifies tentative Carry Forward & Certified Forward Balances.
8	Identify Eligible Carry Forward Agency Incurred Obligations / FCO Projects	<p>DFS systematically identifies all Accounts Payable, Encumbrance, and Accounts Receivable records that have operating appropriations at the end of the FY as agency incurred obligations.</p> <p>Request for Certifications of FCO appropriations is statutorily required for all FCO balances, regardless of type or year in which the appropriation was made; all balances will be reviewed and are subject to reversion. Agencies funded with FCO appropriations are required to reconcile project balances and related activities in the Project Costing module to appropriation balances maintained in the Commitment Control ledger in support of the Request for Certifications FCO appropriations. Please reference 90.1.2 Monitor and Closeout Project sub process for more information.</p> <p>The Agency Obligations Report, Carry Forward Balances Report, and FCO Certified Forward Request Detail Report are available for review and management purposes.</p>
9	Extract Agency Incurred Obligations / FCO Projects	<p>DFS extracts a data file of Agency Incurred Obligations / FCO Projects to be Certified Forward are used to load data into LAS/PBS and the Agency Incurred Obligations to MyFloridaMarketPlace (MFMP) for all agencies.</p> <p>Please reference 10.4 Close General Ledger and Consolidate Results subprocess for additional information, whereas DFS</p>

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Process Step ID	Process Step Title	Description of Process
		transmits interface file containing disbursements generated by Florida PALM.
10	Outbound Agency Incurred Obligations / FCO Projects (Carry/Certified Forward Requests)	DFS transfers an extract data file of Agency Incurred Obligations / FCO Projects to LAS/PBS and Agency Incurred Obligations to MyFloridaMarketPlace (MFMP) at the end of the FY.
11	Receive / Load Agency Incurred Obligations / FCO Projects	EOG/OPB receives and loads Agency Incurred Obligations / FCO Projects data file into LAS/PBS. The Agency Obligations Report, Carry Forward Balances Report, and FCO Certified Forward Request Detail Report are available for review and management purposes.
12	Publish Agency Operating Recap / FCO Detail Reports	DFS publishes Agency Operating Recap / FCO Detail Reports. Agencies transmit the Carry Forward Agency Recap Report for operational budget and, if applicable, the FCO Certified Forward Request Detail Report with Agency Head Certification to EOG/OPB. <ul style="list-style-type: none"> • Agencies with FCO will transmit one copy of the report to the Department of Management Services, Division of Real Estate Development and Management. • DFS provides support to agencies with any questions regarding Carry/Certified Forward Reports. Agencies generate Carry/Certified Forward Request Reports for all appropriation categories to maintain records for agency auditing purposes. EOG/OPB reviews and conducts different levels of review of Agency Recap Reports for operational and FCO appropriations. Agencies identify any issues and collaborate with EOG/OPB if there are adjustments warranted. This is an iterative process between EOG/OPB and agencies. EOG/OPB makes any adjustments necessary, as agencies do not have access to the Carry/Certifications Forward transactions in LAS/PBS. The Agency Operating Recap / FCO Detail Reports is available for review and management purposes.
13	Review Carry Forward Balances	The DFS KK Budget Maintainer reviews Carry Forward balances to confirm chartfield combinations and balances to ensure compliance with legislatively intent.

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Process Step ID	Process Step Title	Description of Process
		The Agency Obligations Report, Carry Forward Balances Report, Tentative Carry Forward / Certified Forward Balances Report, and Agency Operating Recap / FCO Detail Reports are available for review and management purposes.
14	Adjust Agency Incurred Obligations	<p>The DFS KK Budget Maintainer and EOG/OPB work collaboratively while EOG/OPB conducts technical review and if Carry Forward reversion balances differ from the Florida PALM requested Carry Forward reversion balances, balance adjustments in Florida PALM are required prior to running the budget closing rules. The DFS KK Budget Maintainer and EOG/OPB communicates to agencies any adjustments of requested carry forward balances for operating accounts due to technical reasons determined by EOG/OPB.</p> <p>The DFS KK Budget Maintainer adjusts the requested Carry Forward balances in Florida PALM to reflect the balances provided by the EOG/OPB to support running the budget closing rules. The adjustments are communicated to agencies. Agencies make appropriate adjustments to the source module transactions to reflect the updates determined by EOG/OPB and ensures that adjustments made to source transactions reconcile to carry forward balances.</p> <p>The Agency Obligations Report, Carry Forward Balances Report, Tentative Carry Forward / Certified Forward Balances Report, and Agency Operating Recap / FCO Detail Reports are available for review and management purposes.</p>
15	Determine / Post 1 st Carry Forward /Operating Reversion Balances	<p>DFS determines and posts 1st Carry Forward / Operating appropriation reversion balances as part of Budget Close in Florida PALM.</p> <p>DFS performs budget close and systematic edit checks to ensure compliance with Sections 216.301(a) and (b), F.S. Any balances in operating accounts held in unbudgeted reserve on June 30 and unreleased appropriation balances do not carry forward.</p> <p>DFS utilizes the 1st Carry Forward / Operating appropriation reversion balances and the Legislative Branch Carry Forward Funds letter, to configure budget closing rules.</p>
16	Outbound Tentative and Reversion Balances	DFS transfers 1 st Carry Forward / Operating appropriation reversion balances from Florida PALM to LAS/PBS.
17	Receive / Load 1 st Carry Forward /	EOG/OPB receives 1 st Carry Forward / Operating appropriation reversion balances from Florida PALM to LAS/PBS.

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Process Step ID	Process Step Title	Description of Process
	Operating Reversion Balances	EOG/OPB publishes the Operating Reversions Memorandum, which notes that a technical review of the incurred obligations, as identified by each agency, has been processed and reversion entries posted in the appropriation ledger within LAS/PBS and Florida PALM.
18	Conduct Final Review of Continuing Appropriations	DFS conducts final review of Continuing Appropriations documentation provided by EOG/OPB and prepares to process continuing appropriations budget journals. The Continuing Appropriations Balances Report is available for review and management purposes.
19	Prepare Continuing Appropriations Budget Journals	DFS KK Budget Maintainer creates continuing appropriations budget journals to establish continuing appropriations. The Budget Close process includes closing configuration for the subset of agencies with Continuing Appropriation as defined by Section 216.011(1)(i), Florida Statutes (F.S.); Appropriations automatically renew without further legislative action, period after period, until altered or revoked by the Legislature. The Continuing Appropriations Balances Report is available for review and management purposes.
20	Budget Close (July) – Execute Closing Rule #1A (Unobligated Carry Forward Balances)	<u>Carry Forward Operating Appropriation Budget Close</u> Execute Rule #1A (Unobligated Carry Forward Balances) The Budget Close step includes running the closing set validation report to ensure all closing sets and Carry Forward Operating Appropriations Budget Close rules are set up correctly and then executing the actual Budget Close. For those agencies who have operating and FCO appropriations, each agency’s appropriations proceed with the appropriate operating or FCO processes. The Carry Forward Balances Report is available for review and management purposes.
21	Budget Close (July) – Execute Closing Rule #2 (Continuing Appropriations Balances)	<u>Carry Forward Operating Appropriation Budget Close</u> Execute Rule #2 (Continuing Appropriations Balances) The Budget Close step includes running the closing set validation report to ensure all closing sets and Carry Forward Operating Appropriations Budget Close rules are set up correctly and then executing the actual Budget Close. For those agencies who have continuing appropriations, each agency’s appropriations proceed as legislatively directed.

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Process Step ID	Process Step Title	Description of Process
		The Continuing Appropriations Balances Report is available for review and management purposes.
22	Post Budget Journals	<p>During the Budget Close business process, budget journals are created for Carry Forward and Certified Forward reversions. Upon running the Budget Close process, reversion amounts are posted to the Budget Ledger. Reports and queries are generated after budget journals have been posted to confirm the posting.</p> <p>The Posted Budget Journals Report is available for review and management purposes.</p>
23	Run Budget Close Reports	The Run Budget Close Reports process step includes running the Budget Close Calculation Log report and other appropriate reports to begin validation of the close process.
24	Analyze Budget Close Reports	The Analyze Budget Close Reports process step includes the review of the validation reports to ensure budgets were closed correctly and that all budgets required to be closed were included.
25	Execute Budget Close Undo Process	The Execute Budget Close – Undo process step is performed if based upon the review and reconciliation, the Budget Close was not correct (e.g., ChartField value set error). This process step does an “Undo,” so corrections can be made, and the process can be rerun.
26	Correct Budget Close Issue(s)	Once the Undo process step is run, appropriate corrections can be made so that all errors are addressed. Once all errors are resolved, the Budget Close process can be re-executed.
27	Communicate Budget Close to Agencies	Once the Budget Close process has been successfully executed and all results have been successfully validated, the DFS KK Budget Maintainer will notify EOG/OPB and agencies. Agencies continue to process payments during the Carry Forward period and begin review of Appropriation Carry Forward balances and obligations to confirm the results of the closing FY before beginning the transactions in the new FY.
28	Manage Budget and Cash Checking Exceptions	<p>The DFS KK Budget Maintainer continuously reviews and communicates with agencies regarding budget and cash checking exceptions to ensure they are resolved, prior to the budget close. Agencies process approved incurred obligations as part of the certification period. DFS and agencies work collaboratively to ensure all budget and cash checking exceptions are resolved.</p> <p>Florida PALM provides a number of tools to assist efforts to manage budget and cash checking exceptions, that include the Budget and Cash Checking Exceptions Report, the Exception Inquiry pages, Process Monitor, as well as, the configured Commitment Control Notification feature which includes notifications by email and workflow worklist.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>Please reference 20.2 Budget Execution and Management and 80.1.1 Manage Cash Checking processes for more information regarding the management and resolution of budget and cash checking exceptions.</p> <p>The Agency Obligations Report, Budget and Cash Checking Exceptions Report, and Tentative Carry Forward / Certified Forward Balances Report are available for review and management purposes.</p>
29	Prepare Calculated Continuing Appropriations Budget Journals	<p>DFS reviews EOG/OPB reconciliation of calculated projections of agency continuing appropriations to process the appropriate budget journals at the beginning of the FY. The Budget Close process is configured for those agencies with legislative authority for calculated continuing appropriations.</p> <p>The DFS KK Budget Maintainer creates calculated continuing appropriations budget journals to establish continuing appropriations. The Budget Close process includes closing configuration for the subset of agencies with Continuing Appropriation as defined by Section 338.2216(3)(b) and Section 341.303(6)(b), Florida Statutes (F.S.).</p> <p>The Continuing Appropriations Balances Report is available for review and management purposes.</p>
30	Budget Close (September) – Execute Closing Rule #1B (Reversions of Unexpended Carry Forward Balances)	<p><u>Carry Forward Operating Appropriation Budget Close</u></p> <p>Execute Rule #1B (Reversions Unexpended Carry Forward Release Balances)</p> <p>The Budget Close step includes running the closing set validation report to ensure all closing sets and Carry Forward Operating Appropriations Budget Close rules are set up correctly and then executing the actual Budget Close.</p> <p>The Carry Forward Balances Report is available for review and management purposes.</p>
31	Budget Close (September) – Execute Closing Rule #3 (Calculated Continuing Appropriations Balances)	<p><u>Carry Forward Operating Appropriation Budget Close</u></p> <p>Execute Rule #3 (Calculated Continuing Appropriations Balances)</p> <p>The Budget Close step includes running the closing set validation report to ensure all closing sets and Carry Forward Operating Appropriations Budget Close rules are set up correctly and then executing the actual Budget Close.</p>

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Process Step ID	Process Step Title	Description of Process
		The Continuing Appropriations Balances Report is available for review and management purposes.
32	Post Budget Journals	During the Budget Close business process, budget journals are created for Carry Forward and Certified Forward reversions. Upon running the Budget Close process, reversion amounts are posted to the Budget Ledger. Reports and queries are generated after budget journals have been posted to confirm the posting. The Posted Budget Journals Report is available for review and management purposes.
33	Run Budget Close Reports	The Run Budget Close Reports process step includes running the Budget Close Calculation Log report and other appropriate reports to begin validation of the close process.
34	Analyze Budget Close Reports	The Analyze Budget Close Reports process step includes the review of the validation reports to ensure budgets were closed correctly and that all budgets required to be closed were included.
35	Execute Budget Close Undo Process	The Budget Close – Undo process step is performed if based upon the review and reconciliation, the Budget Close was not correct (example, ChartField value set error). This process step does an “Undo,” so corrections can be made, and the process can be rerun.
36	Correct Budget Close Issue(s)	Once the Undo process step is run, appropriate corrections can be made so that all errors are addressed. Once all errors are resolved, the Budget Close process can be re-executed.
37	Communicate Budget Close to Agencies	Once the Budget Close process has been successfully executed and all results have been successfully validated, the Budget Close process is complete. The DFS KK Budget Maintainer will notify EOG/OPB and agencies of the successful Budget Close.
38	Extract 2 nd Carry Forward / Operating Reversion Balances	DFS generates an export data file of 2 nd Carry Forward/Operating Reversion balances as of September 30 as part of the FY end closing activities.
39	Outbound Tentative and Reversion Balances	Florida PALM transfers 2 nd Operating Reversion balances file as of September 30 as part of the FY end closing activities. The file is transferred to EOG/OPB to be loaded into LAS/PBS after running Florida PALM Budget Close (September) process.
40	Review / Load 2 nd Carry Forward / Operating Reversion Balances	EOG/OPB receives and loads the Carry Forward Operating Reversion balances in LAS/PBS (September). EOG/OPB publishes Operating (Carry Forward) Reversions Memorandum.

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Budget Close Request

Run Control ID FY22_BUD_CLOSE

Report Manager Process Monitor

Run

[Go To Budget Close Validation](#)

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Once

Always

Don't Run

Request Number 1

*Business Unit for Prompting 37000

Closing Set BUDGETCLOSE Budget Close Reversion

As of Date 06/30/2022

*Request Type Close Undo List

*Output Options Create Calc Log and Output

Specify Business Unit(s)

Selected Detail Values

Detail - Selected Parents

Tree SetID STATE

Tree BU_RPT

Level Level 2

Select Business Units Find | 1 of 1

*Values/Nodes

AGENCY

Save Notify Add Update/Display

Figure 1: Budget Close Request

FloridaPALM

Validate Budget Close Run Control

Run Control ID: FY22_BUD_CLOSE Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Run Control to Validate: FY22_BUD_CLOSE

Validation Options

Fail the Validation	'Remaining Balance Calculation' ledgers do not match the 'Affect Spending Authority' ledgers
Fail the Validation	Closing Rules overlapped on Budget row coverage
Fail the Validation	Child Budgets are not in the Closing Set
Fail the Validation	Parent Budgets are not in the Closing Set
Fail the Validation	Child Budget balances are to be rolled forward, but not the Parent Budget
Fail the Validation	Parent Budget balances are to be rolled forward, but not the Child Budget
Fail the Validation	Not all Associated Budgets are included in the Run Control
Fail the Validation	Some Associated Budgets are set to Roll Forward but some are not
Fail the Validation	Some budget balances are not covered by any of the Closing Rules
Fail the Validation	Budget Balances for some earlier Budget Periods are not closed yet
Fail the Validation	Budget balances for earlier fiscal year(s) are not closed yet
Fail the Validation	Entry Event is required for the Budget Ledger, but is not specified in the Rule

Save Return to Search Add Update/Display

Figure 2: Validate Budget Close Run Control Page

FloridaPALM

Validate Budget Closing Set

Run Control ID: FY22_BUD_CLOSE Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Business Unit for Prompting: 37000

*Closing Set: BUDGETCLOSE

*As of Date: 06/30/2022

Validation Options

Fail the Validation	'Remaining Balance Calculation' ledgers do not match the 'Affect Spending Authority' ledgers
Fail the Validation	Closing Rules overlapped on Budget row coverage
Fail the Validation	Child Budgets are not in the Closing Set
Fail the Validation	Parent Budgets are not in the Closing Set
Fail the Validation	Entry Event is required for the Budget Ledger, but is not specified in the Rule

Save Return to Search Add Update/Display

Figure 3: Validate Budget Close Set Page

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20.3.2 – Certified Forward

Table 2: Certified Forward

20.3.2 – Certified Forward		
Module	Commitment Control	
Related Module(s)	General Ledger, Accounts Payable, Purchasing, Accounts Receivable	
Swim Lanes – Definition	<p>DFS KK Budget Maintainer: DFS role responsible for managing Budget Close (Carry Forward and Certified Forward)</p> <p>EOG/OPB: (Non-Florida PALM role) Responsible for publishing appropriations, including budget adjustments in LAS/PBS; includes functions performed by SDD</p>	
Process Step ID	Process Step Title	Description of Process
1	Conduct Technical Review of Certified Forward FCO Projects	<p>EOG/OPB conducts technical review of the FCO Certified Forward Request Detail Report previously received with the tentative Carry Forward and Certified Forward balances files transfer from Florida PALM to EOG/OPB.</p> <p>EOG/OPB reviews, adjusts, and can deny FCO projects as appropriate. EOG/OPB follows Budget Management Policy Unit's checklist for Certifications Forward of FCO appropriations and conducts iterative technical review of FCO projects with agencies.</p> <p>The FCO review is thoroughly conducted to ensure statutory requirements have been met and are in compliance with historical guidelines.</p> <p>The Carry Forward Balances Report, FCO Certified Forward Request Detail Report, and Project Budget vs. Appropriation Budget report are available for review and management purposes.</p>
2	Determine / Load Certified Forward FCO Reversion Balances	<p>EOG/OPB completes technical review and creates reversion entries, as per Section 216.301, F.S. EOG/OPB determines and post Certified Forward Reversion balances as part of September FCO Budget Close in LAS/PBS.</p> <p>EOG/OPB transfers approved detail FCO (Certified Forward) projects balances from LAS/PBS to DFS, please reference 90.1.2 Monitor and Closeout Project sub process for more information.</p>
3	Inbound Approved Certified Forward Detail FCO Projects Balances	<p>EOG/OPB transfers approved Certified Forward detail FCO projects balances from LAS/PBS to Florida PALM.</p> <p>Florida PALM Certification Forward variance reports reflect the FCO projects not approved and any other necessary adjustments are made available by EOG/OPB to DFS.</p>
4	Receive / Post Approved	DFS receives and posts approved Certified Forward detail FCO projects balances from LAS/PBS to Florida PALM.

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Process Step ID	Process Step Title	Description of Process
	Certified Forward Detail FCO Projects Balances	<p>Florida PALM Certification Forward variance reports reflect the FCO projects not approved and any other necessary adjustments are made available by EOG/OPB to DFS.</p> <p>The Carry Forward Balances Report, FCO Certified Forward Request Detail Report, and Project Budget vs. Appropriation Budget report are available for review and management purposes.</p>
5	Inbound Budget Journal	<p>EOG/OPB transfers FCO reversion balances from LAS/PBS to Florida PALM.</p> <p>EOG/OPB publishes approved FCO (Certified Forward) Posting Memorandum.</p>
6	Receive / Post Certified Forward FCO Reversion Balances	<p>DFS receives and posts FCO reversion balances from LAS/PBS to Florida PALM and publishes approved variance reports.</p> <p>The Carry Forward Balances Report, FCO Certified Forward Request Detail Report, and Project Budget vs. Appropriation Budget report are available for review and management purposes.</p>
7	Budget Close (September) – Execute Closing Rule #4 (Certified Forward Balances)	<p><u>Certified Forward FCO Appropriation Budget Close</u></p> <p>Execute Rule #4 (Certified Forward Balances)</p> <p>The Budget Close process step includes running the closing set validation report to ensure all closing sets and Certified Forward Appropriations Budget Close rules are set up correctly and then executing the actual Budget Close.</p> <p>The Carry Forward Balances Report, FCO Certified Forward Request Detail Report, and Project Budget vs. Appropriation Budget report are available for review and management purposes.</p>
8	Post Budget Journals	<p>During the Budget Close business process, budget journals are created for Carry Forward and Certified Forward reversions. Upon running the Budget Close process, reversion amounts are posted to the Budget Ledger. Reports and queries are generated after budget journals have been posted to confirm the posting.</p> <p>The Posted Budget Journals Report is available for review and management purposes.</p>
9	Run Budget Close Reports	<p>The Run Budget Close Reports process step includes running the Budget Close Calculation Log report and other appropriate reports to begin validation of the Budget Close process.</p>
10	Analyze Budget Close Reports	<p>The Analyze Budget Close Reports process step includes the review of the validation reports to ensure budgets were closed correctly and that all budgets required to be closed were included.</p>

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Process Step ID	Process Step Title	Description of Process
11	Execute Budget Close Undo Process	The Budget Close – Undo process step is performed if based upon the review and reconciliation, the Budget Close was not correct (example, ChartField value set error). This process step does an “Undo,” so corrections can be made, and the process can be rerun.
12	Correct Budget Close Issue(s)	Once the Undo process is run, appropriate corrections can be made so that all errors are addressed. Once all errors are resolved, the Budget Close process can be re-executed.
13	Communicate Budget Close to Agencies	Once the Budget Close process has been executed and all results have been successfully validated, the Budget Close process is complete. The DFS KK Budget Maintainer will notify EOG/OPB and agencies of the successful Budget Close.
14	Publish February Reversion FCO Projects Worksheet	DFS publishes electronically agency’s February Reversion FCO Projects Worksheet for EOG/OPB and agencies to review and update, as per Section 216.301. Agencies review, update, and provide comments to the February Reversion FCO Projects Worksheets. Agencies respond to EOG/OPB FCO projects inquiries as needed and work collaboratively throughout the review process. The February Reversion FCO Worksheet is available for review and management purposes.
15	Conduct Statutory Review of February Reversion FCO Projects Worksheet	EOG/OPB reviews, adjusts, and can deny FCO projects as appropriate. EOG/OPB follows Budget Management Policy Unit’s checklist for Certifications Forward of FCO appropriations and conducts an iterative review of FCO projects with agencies. The FCO review is thoroughly conducted to ensure statutory requirements have been met and are in compliance with historical guidelines. EOG/OPB and Agencies conduct an iterative review of FCO projects. The February Reversion FCO Worksheet is available for review and management purposes.
16	Load February FCO Reversions Balances	EOG/OPB completes technical review; EOG/OPB creates reversion entries, as per Section 216.301, F.S.; EOG/OPB posts FCO Reversion balances as part of Budget Close in LAS/PBS (February).
17	Inbound Budget Journal	EOG/OPB transfers February FCO reversion balances from LAS/PBS to Florida PALM. EOG/OPB publishes February FCO reversions posting memorandum to DFS and all agencies.
18	Receive / Post February FCO Reversion Balances	DFS receives and posts February FCO reversion balances from LAS/PBS to Florida PALM for reconciliation purposes after Budget Close process (February) has been run in Florida PALM.

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Process Step ID	Process Step Title	Description of Process
19	Budget Close (February) – Execute Closing Rule #4 (Certified Forward Balances)	<p><u>Certified Forward Operating Appropriation Budget Close</u></p> <p>Execute Rule #4 (Certified Forward Balances) The Budget Close step includes running the closing set validation report to ensure all closing sets and Certified Forward Appropriations Budget Close rules are set up correctly and then executing the actual Budget Close.</p> <p>The February Reversion FCO Worksheet is available for review and management purposes.</p>
20	Post Budget Journals	<p>During the Budget Close business process, budget journals are created for Carry Forward and Certified Forward reversions. Upon running the Budget Close process, reversion amounts are posted to the Budget Ledger. Reports and queries are generated after budget journals have been posted to confirm the posting.</p> <p>The Posted Budget Journals Report is available for review and management purposes.</p>
21	Run Budget Close Reports	<p>The Run Budget Close Reports process step includes running the Budget Close Calculation Log report and other appropriate reports to begin validation of the close process.</p>
22	Analyze Budget Close Reports	<p>The Analyze Budget Close Reports process step includes the review of the validation reports to ensure budgets were closed correctly and that all budgets required to be closed were included.</p>
23	Execute Budget Close Undo Process	<p>The Budget Close – Undo process step is performed if based upon the review and reconciliation, the Budget Close was not correct (e.g., ChartField value set error). This process step does an “Undo,” so corrections can be made, and the process can be rerun.</p>
24	Correct Budget Close Issue(s)	<p>Once the Undo process is run, appropriate corrections can be made so that all errors are addressed. Once all errors are resolved, the Budget Close process can be re-executed.</p>
25	Communicate Budget Close to Agencies	<p>Once the Budget Close process has been successfully executed and all results have been successfully validated, the Budget Close process is complete. The DFS KK Budget Maintainer will notify EOG/OPB and agencies of the successful Budget Close.</p>

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Budget Close Request

Run Control ID FY22_BUD_CLOSE

Report Manager Process Monitor

Run

[Go To Budget Close Validation](#)

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Once

Always

Don't Run

Request Number 1

*Business Unit for Prompting 37000

Closing Set BUDGETCLOSE Budget Close Reversion

As of Date 06/30/2022

*Request Type Close Undo List

*Output Options Create Calc Log and Output

Specify Business Unit(s)

Selected Detail Values

Detail - Selected Parents

Tree SetID STATE

Tree BU_RPT

Level Level 2

Select Business Units Find | 1 of 1

*Values/Nodes

AGENCY

Save Notify Add Update/Display

Figure 4: Budget Close Request

Ledger Impacts

Table 3: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Leger - Ledger Impact Title	Ledger Impact Description
LI1	Carry Forward – Budget Close (July) Budget Ledger - Unobligated Carry Forward Balances Budget Ledger - Continuing Appropriations Balances	Decrease budget Decrease remaining spending authority Budget remains the same Remaining spending authority remains the same
LI2	Carry Forward – Budget Close (July) Undo Budget Ledger - Unobligated Carry Forward Balances Budget Ledger - Continuing Appropriations Balances	Increase budget Increase remaining spending authority Budget remains the same
LI3	Carry Forward – Budget Close (September) Budget Ledger - Reversions of Unexpended Release Balances Budget Ledger - Calculated Continuing Appropriations Balances	Decrease encumbrance balance Remaining spending authority remains the same Decrease budget by calculated percentage Decrease remaining spending authority by the calculated percentage
LI4	Carry Forward – Budget Close (September) Undo Budget Ledger - Reversions of Unexpended Release Balances Budget Ledger - Calculated Continuing Appropriations Balances	Increase encumbrance balance Remaining spending authority remains the same Increase budget by calculated percentage Increase remaining spending authority by the calculated percentage
LI5	Certified Forward – Budget Close (September and February) Budget Ledger - Certified Forward Balances	Decrease encumbrance balance Remaining spending authority remains the same Decrease budget Decrease remaining spending authority
LI6	Certified Forward – Budget Close (September and February) Undo Budget Ledger - Certified Forward Balances	Increase encumbrance balance Remaining spending authority remains the same Increase budget Increase remaining spending authority

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Reports

Table 4: Reports Included on Business Process Flow Diagram

Report Number	Report Description	Report Frequency	Audience
R1	KKR018 - Agency Obligations Report – provides encumbrances and payables by ChartField combinations.	Periodic	DFS, Agency
R2	KKR058 - Budget and Cash Checking Exceptions Report – Report that lists budget and cash check exceptions along with balances.	Periodic	DFS, Agency
R3	KKR040 - Carry Forward Balances Report – provides balances to be carried forward and not included in reversions process.	Periodic, Annual	DFS, Agency, EOG/OPB
R4	KKR043 - Carry Forward/Certified Forward Variance Reports – includes the Operating and FCO transactions not approved and any other necessary adjustments.	Periodic, Annual	DFS, Agency, EOG/OPB, Auditor General
R5	KKR057 - Tentative Carry Forward / Certified Forward Balances Report – provides Carry Forward (Operating) and Fixed Capital Outlay (FCO) Unexpended Releases, FCO Unexpended Appropriations less Mandatory Reserve, Total FCO Unbudgeted Reserve, and FCO Approved Budget Unreleased balances.	Periodic, Annual	DFS, EOG/OPB
R6	KKR019 - Posted Budget Journals Report – provides detail transactions regarding any budget journals posted (appropriations, allotments, Carry Forward, Certified Forward, estimated revenue, etc.) and available by designated journal type, time periods and ChartField combinations, and budget period (appropriation year).	Periodic	DFS, Agency

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Report Number	Report Description	Report Frequency	Audience
R7	KKR044 - Continuing Appropriations Balances Report – configured annually to provide available balances per agency to be rolled forward, as granted continuing appropriation, as defined under Section 216.011(1)(i), F.S.	Periodic, Annual	DFS, Agency, EOG/OPB
R8	KKR046 - February Reversion FCO Worksheet – Report that contains Certified Forward detail budget ledger balances for all FCO projects by Business Unit, Fund, Budget Entity, and Category ChartField values, and budget period (appropriation year). Further, the report includes Approved Certified Forward, Disbursements, and Undisbursed Balances, as well as other pertinent information.	Periodic, Annual	DFS, Agency, EOG/OPB
R9	KKR041 - Agency Operating Recap / FCO Detail Reports – Reports that display by fund type all accounts payables, encumbrances, and account receivables balances by agency, including the net amount to be Carried Forward and the FCO Certified Forward Request detail for agencies with FCO appropriation.	Periodic, Annual	DFS, Agency, EOG/OPB
R10	PCR013 - FCO Certified Forward Request Detail Report – A detailed report which includes all FCO appropriation balances, including projects and activity balances, agencies have requested for certified forward.	Periodic, Annual	DFS, Agency, EOG/OPB
R11	PCR015 - Project Budget vs. Appropriation Budget report – A report that will provide a comparison of the Project Budget to the total of the Appropriation Budget ledger.	Periodic, Annual	DFS, Agency, EOG/OPB

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Note: A complete list of reports may be found in the [Reports Catalog](#)¹.

Conversions

Table 5: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Conversion Frequency	Source
N/A			

Note: A complete list of conversions may be found in the [Catalog of Conversion Offerings](#)². This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Interfaces

Table 6: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
KKI001	Inbound Budget Journal – Inbound interface containing General Appropriations Act (GAA)/Adjusted Appropriations, Supplementals, Budget Amendments, and reversions, for select agencies. Agencies can load revenue data into Florida PALM as part of the estimated revenue process.	Periodic	LAS/PBS, Agency Business Systems	Florida PALM
KKI004	Inbound Approved Certified Forward Detail FCO Projects Balances – Inbound interface containing approved Certified Forward Detail FCO Projects Balances from LAS/PBS.	Annual	LAS/PBS	Florida PALM
KKI005	Outbound Tentative and Reversion Balances – Outbound interface containing Tentative Carry Forward/Certified Forward balances and Carry Forward appropriation reversions (2nd Operating) to LAS/PBS.	Annual	Florida PALM	LAS/PBS
KKI011	Outbound Agency Incurred Obligations (Carry/Certified	Annual	Florida PALM	LAS/PBS, MFMP

¹ <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>

² <https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1>

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Interface Number	Interface Description	Interface Frequency	Source	Target
	Forward Requests) – Outbound interface containing Agency Incurred Obligations to be approved for Carry/Certified Forward requests to LAS/PBS and to mark as incurred obligations in MFMP for all agencies.			

Note: A complete list of interfaces may be found in the [Catalog of Interface Offerings](#)³. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Forms

Table 7: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	End User Role
N/A		

Workflows

Table 8: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	End User Role
N/A		

Agency Configurations

Table 9: Configurations Defined and /or Maintained by Agencies

Configuration Number	Configuration Description	Frequency
N/A		

³ <https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1>

Terminology

Appropriations – the legal authorization to make expenditures for specific purposes within the timeframes and amounts authorized by law.

Budget Check – compares the transaction to available spending authority. If there is available spending authority, the transaction continues processing. If there is not available spending authority, then the transaction stops. Budget Check exceptions are resolved via the Budget Execution and Management business process.

Budgetary Obligations – encumbrances and payables to denote the planned or committed use of budget for the payment of goods and/or services ordered.

Carry Forward – receivables, payables, and encumbrances that are carried over from one FY to the next. Carry Forward (operating budget) revenues and expenditures are shown in the FY in which the funds are committed and not in the year of receipt or disbursement.

Cash Check – the process by which Florida PALM validates that sufficient cash is available in a Fund to cover the disbursement associated with a transaction.

Category – a dual purpose code that either sub-defines appropriations or defines a revenue source.

Closing Rules – defines a group of budgets to close and the closing options for those budgets, including rolling forward available budget amounts.

Certified Forward – the balance of any appropriation for FCO that is not disbursed but is expended, contracted, or committed to be expended prior to February 1 of the second FY or the third FY if it is for an educational facility or for a construction project of a state university.

Continuing Appropriation – an appropriation renewed without further legislative action, period after period, until altered or revoked by the legislature; also known as 'Unique Carry Forward Appropriation.'

Fiscal Year – any consecutive twelve-month period designated as the official budget year of the financial reporting entity. The FY for the State of Florida begins on July 1 and ends the following June 30.

Fixed Capital Outlay (FCO) – the appropriation category used to fund real property (land, buildings) including additions, replacements, major repairs, and renovations to real property.

Fund – identifies whether an appropriation is being funded from General Revenue or from a Trust Fund. General Revenue fund is State revenues that are undesignated as to the purpose and can be appropriated by the Legislature for any government purpose. Trust Funds are special State account(s) established by the legislature to fund specific programs or services.

General Appropriations Act (GAA)/Adjusted Appropriations – includes line items and back of the bill appropriations, vetoes, supplementals, failed contingents, nonoperating, releases (1st quarter), reorganizations, transfers, debt service, and reserves.

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General Revenue – consist of all moneys received by the state from every source whatsoever, except trust funds and the Budget Stabilization Fund.

Legislative Appropriation System/Planning and Budgeting Subsystem (LAS/PBS) – applications that manage the budget/appropriations preparation, approval, and execution process for the State. The Executive Office of the Governor/Office of Policy and Budget (EOG/OPB) is required to develop the planning and budgeting system and to provide services to the Legislature for the support and use of the Legislative Appropriations System. The LAS/PBS is managed by a steering committee composed of three members: the Director of the Office of Policy and Budget, the Staff Director of the House Appropriations Committee, and the Staff Director of the Senate Appropriations Committee.

Operating Budget – the approved plan of operation consistent with the GAA and other substantive legislation or appropriations approved through the interim budget amendment process.

Reversions – the balance of appropriations that are not expended by an authorized date (generally September 30 for operational appropriations and February 1 of the second year for FCO appropriations).

Trust Fund – state account established by the Legislature consisting of money received by the State of Florida, which, under law or under trust agreement, are segregated for a purpose authorized by law.