

Monitoring Federal Outlays

51.1. Purpose.

Cabinet departments and certain agencies will submit reports on Federal outlays to assist in the monitoring of spending and to improve Treasury Department forecasts of the Government's daily cash operating balances, borrowing requirements, and debt subject to legal limits, including trust fund investment activity. Realistic estimates, particularly for the immediate six-month period, should enable Treasury to borrow only amounts needed to finance Government activities, thus reducing interest costs and overall cash balances maintained in the Treasury.

51.2. Coverage.

Each department or agency listed in Exhibit 51A will prepare a monthly outlay plan for each new fiscal year and will submit periodic reports on and revisions to that plan. Coverage of the reports will be identical to the coverage in the annual budget documents and will include outlay information for all appropriations and funds administered by the department or agency. A forecast of deposit fund activity for specific agencies may be required by OMB and/or Treasury. Affected agencies will be notified of this requirement.

51.3. Reporting requirements.

OMB needs reports on Federal outlays to monitor the deficit/surplus and to assess the reliability of each agency's financial management system. Treasury uses these reports to prepare forecasts of daily cash balances, borrowing requirements, and the Federal debt, including daily trust fund investment activity. It is essential that these plans be as accurate as possible—an inability to forecast spending with reasonable accuracy can be a weakness in program and financial management. Problems of this nature need the attention of OMB and the agencies alike.

Agencies will base estimates on their best current judgment of the amount to be spent by month in the period(s) covered by the report. The President's most recent annual budget or Mid-Session Review estimates may be used as a base, but those estimates must be updated to reflect subsequent actions of the Congress, including both completed actions and those that are almost certain to be completed. Recent trends and expected events must also be reflected on a realistic basis.

Budget and Mid-Session Review estimates serve as reference points only, not as targeted fiscal year totals. Estimated monthly totals must not be forced

to conform to the Budget or Mid-Session totals, but must reflect the agency's best information at the time the forecast is prepared. The format for both agency and trust fund reports (Exhibits 51B and 51C) includes columns for "OMB estimates" and "Differences" that will highlight changes from the most recent official estimates.

Between submission dates, agencies should contact OMB and Treasury whenever there are significant changes in outlay totals or patterns (such as those that may be associated with an unanticipated increase in claims for an entitlement program). Agencies should cooperate with OMB and Treasury by providing additional details as requested.

All agencies are required to submit a brief summary with each outlay report explaining the assumptions used in developing the outlay plan and any unusual or special circumstances affecting the plan. The summary will, for example, enumerate expected Congressional actions that will raise or lower estimates, show the settlement dates of specific asset sale programs, discuss any other events that have caused or are expected to cause significant fluctuations in the normal outlay pattern, and specify whether they have been included or excluded from the plan.

Large recurring transactions.—Agencies must identify large (\$50 million or more) **cash** and **non-cash** payment and deposit transactions. "Large transaction" refers to a **single** payment or deposit or a **group** of payments or deposits of a similar nature that occur, **typically**, on one day. Large transactions are usually recurring, i.e., monthly, quarterly, semi-annually, or annually. Cash transactions result in a decrease or increase in Treasury's operating cash balance. Non-cash transactions are typically transfers between general fund and trust fund or deposit fund accounts.

Large transactions should be listed under the memorandum section of the agency report or footnoted in the trust fund report. Exhibit 51B provides examples of how the following information should be presented: description of payment or deposit, appropriation account symbol, MTS line code, dollar amount(s), and assumed date of transaction. The description must be footnoted to provide an agency contact name and telephone number.

All agency financial officers are required by Chapter 8500 of the *Treasury Financial Manual* (FTM) to provide short-run advance notification to Treasury for large cash deposits and payments. Deadlines currently

vary from two to five business days prior to the transaction date, depending on the amount of the transaction. Agency budget and program offices should be cognizant of these requirements and provide whatever advance information is needed by finance offices in a timely manner. For further information regarding TFM Chapter 8500, contact the Funds Control Branch, Financial Management Service, Department of the Treasury, (202) 874-9790.

Examples of agencies and programs for which large transactions must be shown are:

(a) Agency for International Development:

Economic support fund payments

(b) Agriculture:

Federal Crop Insurance Corp. Fund—Premium collections
Commodity Credit Corp. Price Support and Related Programs—Loan disbursements or repayments
Commodity Credit Corp. Export Guarantee Financing Account—Principal collections and loan disbursements
Forest Service—Payments to States

(c) Defense Security Assistance Agency:

Foreign military financing program

(d) Interior:

Bureau of Land Management—
Oregon and California Grant Lands payments
Payments in lieu of taxes
Territorial and International Affairs—
Compact of Free Association payments
Payments to U.S. Territories

(e) Labor:

Pension Benefit Guaranty Corp.—Premium collections
Interest received from States on Unemployment trust fund advances

(f) Treasury:

Presidential Election Campaign Fund disbursements
Financial Management Service—
Payments to the Resolution Funding Corporation
Claims, judgements, and relief acts payments
Comptroller of the Currency—Assessment collections
Office of Thrift Supervision—Assessment collections

(g) U.S. Enrichment Corporation—Revenues

Trust Fund Reporting.—Departments that administer major trust funds are required to submit reports of trust fund income and outgo in the format of Exhibit 51C. The trust funds for which reports are required are:

(a) Defense

Military retirement fund

(b) Health and Human Services

Federal hospital insurance trust fund

Federal supplementary medical insurance trust fund

(c) Labor

Unemployment trust fund

(d) Transportation

Transportation trust fund—
Highway trust fund
Airport and airway trust funds

(e) Office of Personnel Management

Civil Service retirement and disability fund

(f) Social Security Administration

Federal old-age and survivors insurance trust fund
Federal disability insurance trust fund

(g) Railroad Retirement Board

Railroad retirement accounts—
Railroad unemployment insurance trust fund
Rail industry pension fund
Supplemental annuity pension fund
Railroad Social Security equivalent benefit account

51.4. OMB and Treasury Department responsibilities.

Both OMB and Treasury will review the agency outlay plans for reasonableness in the light of experience, consistency with the President's policies and objectives, enacted appropriations and other legislation, and other factors. When circumstances warrant, OMB and/or Treasury may require that revisions be made in the outlay plans.

51.5. Timing of submissions.

Agencies will submit the initial report to OMB and simultaneously to the Treasury (Office of the Fiscal Assistant Secretary) by October 1st of each year in the format of Exhibits 51B and 51C. The report will provide monthly outlay estimates for the fiscal year that begins on that date. Updated reports are due throughout the current year, with coverage expanded to include estimates for the budget year as shown below.

The *Monthly Treasury Statement of Receipts and Outlays of the United States Government (MTS)*, as published, should be used as the source of actual data reported. It is imperative that actual data reflect amounts reported by the agency and recorded in the MTS. The actual data should be followed by updated monthly outlay estimates for the balance of the period(s). Reports are due to OMB (an original and one copy) and to Treasury (one copy) as follows:

Reports due by	Monthly outlay actuals required for the period	Monthly outlays estimates required for the period
October 1st (current year). (Explain differences from latest public estimate.)*	—	October thru September (current year).
One week following transmittal of the budget. (Explain differences from the current year amounts contained in the budget.)	October thru December (current year).	January thru September (current year).
Early May, to be specified by OMB. (Explain differences from the current year amounts contained in the budget.)	October thru March (current year).	April thru September (current year) and October through December (budget year).
As specified by OMB, based on the timing of the <i>Mid-Session Review</i> of the budget update (current year). (Explain differences from current year amounts contained in the <i>Mid-Session Review</i> of the July budget update.)	October thru May (current year).	June thru September (current year) and October thru March (budget year).

*Normally, the latest public estimate will be that in the most recent *Mid-Session Review* of the President's budget.

Agencies will reconcile significant differences between previously reported estimated outlays and revised estimates or actual outlays and explain these changes in the accompanying statements. Additional updated reports may be requested at other times.

Reports on Outlays— Agency and Program Coverage

Funds Appropriated to the President:

Economic support fund and peacekeeping operations
 International security assistance:
 Foreign military sales credit
 All other international security assistance
 Deductions for offsetting receipts (–)
 Total, International Security assistance
 Agency for International Development (including Payment to
 the international fund for agricultural development)
 International organizations and programs
 Trade and development program
 Military sales programs:
 Foreign military sales trust fund—outlays
 Foreign military sales trust fund—proprietary receipts
 All other
 Total, military sales programs
 International Financial Institutions

Department of Agriculture: ¹

Farmers Service Agency:
 Commodity credit accounts
 Agriculture credit insurance accounts
 Conservation reserve program
 All other
 Food and Consumer Service:
 Food stamp program
 Other domestic feeding programs and section 32
 Forest Service
 All other
 Deductions for offsetting receipts (–)
 Total, Department of Agriculture

Department of Commerce

Department of Defense, Military:

Military personnel
 Operation and maintenance
 Procurement
 Research, development, test, and evaluation
 Military construction
 Family housing
 Revolving and management funds
 All other
 Total, Department of Defense

Department of Defense, Civil:

Corps of Engineers
 Military Retirement ²

Department of Education:

Elementary and secondary education
 Postsecondary education
 All other
 Total, Department of Education

Department of Energy:

Atomic energy defense activities
 Energy programs
 All other
 Total, Department of Energy

Department of Health and Human Services:

Public Health Service
 Grants to States for Medicaid
 Payment to health care trust funds
 Federal hospital insurance trust fund
 Federal supplementary medical insurance trust fund
 Assistance payments program and child support enforcement
 Low income home energy assistance
 Social services block grant
 All other (including work incentive program)
 Deductions for offsetting receipts (–)
 Total, Department of Health and Human Services

Department of Housing and Urban Development: ¹

Subsidized housing programs
 Payments for operation of low income housing projects
 Federal Housing Administration fund
 Housing for the elderly or handicapped fund
 Government National Mortgage Association
 Community development grants
 All other
 Total, Department of Housing and Urban Development

Department of the Interior: ³

Bureau of Reclamation
 Bureau of Indian Affairs
 All other
 Deductions for offsetting receipts (–)
 Total, Department of the Interior

Department of Justice

Reports on Outlays— Agency and Program Coverage—Continued

Department of Labor:

Training and employment services
 Advances to the unemployment trust fund and other funds
 Unemployment trust fund
 Special benefits
 Black lung disability trust fund
 All other
 Deductions for interfund transactions (–)
 Total, Department of Labor

Department of State

Department of Transportation:

Federal Highway Administration
 Federal Railroad Administration
 Federal Transit Administration
 Federal Aviation Administration
 All other
 Total, Department of Transportation

Department of the Treasury:

Earned income credit
 Interest on the Public Debt
 All other
 Deductions for offsetting receipts (–)
 Total, Department of the Treasury

Department of Veterans Affairs:¹

Compensation, pension, readjustment, and burial benefits
 Medical care
 Insurance trust funds (both revolving and nonrevolving)
 All other
 Deductions for offsetting receipts (–)
 Total, Department of Veterans Affairs

Environmental Protection Agency

General Services Administration:

Real property activities
 Personal property activities
 All other
 Deductions for offsetting receipts (–)
 Total, General Services Administration

National Aeronautics and Space Administration

Office of Personnel Management:

Civil Service retirement and disability fund
 Other trust funds
 All other
 Total, Office of Personnel Management

Small Business Administration¹

Social Security Administration:

Payment to social security trust funds
 Special benefits for disabled coal miners
 Supplemental security income
 Federal old-age and survivors insurance trust fund
 Federal disability insurance trust fund
 All other
 Deductions for offsetting receipts (–)
 Total, Social Security Administration

District of Columbia

Export-Import Bank¹

Federal Deposit Insurance Corporation:

Bank Insurance Fund
 Savings Association Insurance Fund
 FSLIC Resolution Fund
 Other
 Total, FDIC

Federal Emergency Management Agency:

Disaster relief
 All other
 Total, Federal Emergency Management Agency

National Science Foundation

Nuclear Regulatory Commission

Postal Service

Railroad Retirement Board

Resolution Trust Corporation

Tennessee Valley Authority

U.S. Enrichment Corporation

Rents and royalties on Outer Continental Shelf (Interior)

Spectrum auction receipts (Federal Communications Commission)

¹ Provide as a separate entry monthly outlay amounts for sales of loans to the open market. Net cash proceeds of the sale should be reported.

² Military retirement also reports receipts collected by them for employer share, employee retirement.

³ Interior also reports the outlays for rents and royalties on Outer Continental Shelf.

Reports on Outlays—Initial Report

The appropriation account symbol should be the primary one associated with the outlay category or MTS line.

Categories shown are illustrative only. Use categories currently displayed on your A-34 report unless revisions are requested by OMB or Treasury.

NOT FOR PUBLIC RELEASE
OMB CIRCULAR NO. A-34
OUTLAY PLAN

DEPARTMENT OF XXXXXXXXXXXX
Fiscal Year 19XX
(In millions of dollars)

DATE PREPARED:
CONTACT:
TELEPHONE:

MTS LINE CODE	APPROPR ACCOUNT SYMBOL	OUTLAY CATEGORY	19XX	FISCAL	OMB	DIFFER-											
			OCT EST	NOV EST	DEC EST	JAN EST	FEB EST	MAR EST	APR EST	MAY EST	JUN EST	JUL EST	AUG EST	SEP EST	YEAR TOTAL (1)	EST (2)	ENCE (1-2)
XXXX	XX XXXX	Benefit payments ¹	35	35	40	50	54	55	57	60	63	65	68	70	652	700	-48
XXXX	XX XXXX	Insurance	5	5	332	6	6	8	7	6	356	10	6	3	750	750	0
XXXX	XX XXXX	Construction	605	35	35	605	25	46	610	25	17	595	25	22	2,645	2,550	95
	XX XXXX	All other	3	2	2	2	3	3	3	3	3	4	3	4	35	0	35
	XX XXXX.x	Offsetting receipts	-5	-1	-1	-4	-9	-5	-6	-6	-5	-5	-7	-8	-62	-60	-2
		TOTAL, DEPT. OF XXXXXXXX	643	76	408	659	79	107	671	88	434	669	95	91	4,020	3,940	80
OFF-BUDGET ACCOUNTS																	
Financing Accounts:																	
XXXX	XX XXXX	Account A:															
		Gross outlays	0	0	104	39	32	50	32	106	59	55	65	117	659	680	-21
		Receipts	0	-2	0	0	-153	0	0	0	-165	0	0	-218	-538	-525	-13
		Net	0	-2	104	39	-121	50	32	106	-106	55	65	-101	121	155	-34
XXXX	XX XXXX	Account B (net)	42	130	792	129	31	290	129	214	276	123	86	30	2,272	2,500	-228
XXXX	XX XXXX	Account C (net)	136	85	130	405	19	143	26	76	58	111	260	450	1,899	1,875	24
		Total, financing	178	213	1,026	573	-71	483	187	396	228	289	411	379	4,292	4,530	-238
Deposit Funds:																	
XXXX	XX XXXX	Account A:															
		Outlays	225	0	0	225	0	0	185	0	0	285	0	0	920		
		Receipts	-65	-50	-110	-65	-45	-75	-75	-100	-110	-45	-90	-50	-880		
		Net	160	-50	-110	160	-45	-75	110	-100	-110	240	-90	-50	40		
XXXX	XX XXXX	Account B	-65	-50	-200	315	0	0	-25	-50	-175	250	0	0	0		
		Total, deposit funds	95	-100	-310	475	-45	-75	85	-150	-285	490	-90	-50	40		
MEMORANDUM: (Non-add, included above)																	
XXXX	XX XXXX	Sales of loans (net proceeds)	—	—	-100	—	—	—	—	—	—	—	—	—	-100		
XXXX	XX XXXX	Proposed legislation ²	—	—	—	—	—	—	-10	-15	-15	-20	-35	-55	-150		
Large transactions:																	
XXXX	XX XXXX	Quarterly payments to XYZ ³	575	0	0	575	0	0	575	0	0	575	0	0	2,300		
		Transaction date	1016XX			0116XX			0416XX			0716XX					
XXXX	XX XXXX	Semiannual interest payments ⁴	0	0	325	0	0	0	0	0	350	0	0	0	675		
		Transaction date			1231XX						0630XX						

¹ Footnote (text as applicable).
² Footnote (text as applicable).
³ Footnote (contact name and telephone number).
⁴ Footnote (contact name and telephone number).

ACT = Actual; EST = Estimate
NOTE: Individual fiscal years, or portions thereof, must be shown on separate reports.

NOTE: Round estimates to the nearest whole million. Where an amount falls exactly halfway between, it will be rounded to the nearest even number (e.g., \$11,500,000 and \$12,500,000 both will be rounded to \$12 million). Adjust components to add to the correctly rounded totals. All totals will be net of offsetting collections unless otherwise stated.

