

**FY 2004 BOPs**

All remaining FY 2004 BOPs must be entered and approved in CAMS by COB Tuesday, September 28, 2004.

**Budget Help Desk**

During this period, if you need assistance in entering BOPs, call the Budget Team on the following numbers:

Kathy Downs	301 444-2817
Mike Boller	301 444-2109
Mike Shatzer	301 444-2833

**Funds Management**

The new fund codes for FY 2005 are as follows:

BIS	31 – General
NOAA	31 – OR&F
	32 - PAC

As last year, funds are being allotted by the 4<sup>th</sup> level of the program code (PPA) for direct funds and by the project code level for reimbursable funds. There are some changes in the Initial Target allotment process from last year. The NOAA Budget will allot funds to FMCs upon request from your Line Office. If your Line Offices decides to allot to the FMCs, this will allow each FMC to view only their funds. If your Line Offices decides to allot to the Line Office, each FMC will continue to share their funds with other FMCs within you LO.

**Document Approval Routing**

In order to meet the Budget Office deadlines, you may want to review your BOP routing to ensure that the Approvers and Alternates are current. When an employee, who is on the List of Approvers leaves an organization, please notify your Line Office of their departure. Your LO will then notify CAMS and coordinate the change in the routing so that there is no disruption in the BOP approval process. LOs should contact the CAMS BE Team ASAP of any changes in the approval routing.

**WEB**

**BOP Worksheet** - The new Monthly and updated Quarterly Excel Worksheets have been posted to the CAMS web site. The Monthly BOP Worksheet has been added as a new hyperlink which

contains the new Excel worksheet. The existing Quarterly BOP Worksheet has been updated and is still available using the existing hyperlink.

The worksheets can be found on the CAMS Website at:

<http://www.rdc.noaa.gov/~cams/budgetinfo.htm>