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§ 210 Overview

This chapter provides judiciary budget policy guidance and an overview of administrative funds control regulations developed by the Administrative Office of the U.S. Courts (AO) to ensure compliance with all applicable appropriations law principles.

- (a) The judiciary's funds control regulations have two main components:
 - national budget formulation and execution; and
 - local budget formulation and execution.
- (b) The AO manages the centralized funds appropriated to the judiciary at the national level, and court units and federal public defender organizations (FPDOs) manage their own decentralized local funds. Some centralized funds are also made available to local court units and FPDOs for specific purposes.
- (c) The national and local processes jointly fulfill the statutory requirements for having an effective funds control policy for the judiciary. Court units and FPDOs must comply with the administrative policies affecting control of both decentralized and centralized funds. These policies apply to funds managed both within and outside judiciary electronic financial systems.
- (d) Adherence to these policies helps ensure that adequate funds controls are in place, financial reports are accurate and reliable, and expenditures do not exceed allotments.

§ 210.10 Authority

- Antideficiency Act, [31 U.S.C. §§ 1341, 1342, 1349, 1350, 1511–1519](#).
- Duties of the Director, [28 U.S.C. § 602–605](#).
- Powers and Duties of Clerks and Deputies, [28 U.S.C. § 956](#).
- Disbursing and Certifying Officers, [28 U.S.C. § 613](#).

§ 210.20 Applicability

Unless specifically stated otherwise, this chapter applies to:

- U.S. courts of appeals and circuit units
- U.S. district courts
- U.S. territorial courts (Guam, Northern Mariana Islands, Virgin Islands)
- U.S. bankruptcy courts
- U.S. bankruptcy administrator offices
- U.S. probation offices
- U.S. pretrial services offices
- U.S. Court of International Trade
- U.S. Court of Federal Claims
- U.S. Sentencing Commission (USSC)
- Federal Judicial Center (FJC)
- FPDOs
- U.S. Foreign Intelligence Surveillance Court
- Judicial Panel for Multidistrict Litigation

Note: The FJC, USSC, U.S. Court of Appeals for the Federal Circuit, and the U.S. Court of International Trade are separate entities and not a part of the overall budget process managed by the AO in general, but the AO performs specific functions on their behalf. While these entities may use an alternative process to the judiciary’s funds control system, they must follow the policy in this chapter related to specific financial transactions they perform, or the AO performs on their behalf, as well as policy on internal controls and appropriations law.

§ 210.30 Definitions	
Accrual	A system of accounting in which expenses are recorded when goods are received, or services are performed, even though full or partial payment for those goods or services may occur at a different time. This method calls for recording expenditures and expenses in the accounting period in which the transaction occurs.
Aggregate Formula	Developed to analyze the correlation between the size of authorized staff, number of staffed offices, and court or unit expenditures. See: CBOM , 3.4.1 (Aggregate Formula).

§ 210.30 Definitions	
Allocation	An authorized distribution of an apportionment to AO program offices for specified judiciary programs and projects. Allocations may be allotted or held centrally, depending on the purpose.
Allocation Holder	An individual designated by an AO office to be responsible for managing specific allocations in judiciary financial plans, including accurately reporting on the respective account(s) for budget planning and execution purposes.
Allotment	An authorization to incur obligations within a specified amount, time, and purpose to fund judiciary operations.
Annual Budget Call	A data-gathering process conducted by the AO budget office routinely with the court units to solicit information about specific budget requirements for the next fiscal year. FPDOs have a similar process through which they may request adjustments to their formula-derived funding levels.
Antideficiency Act	Federal law that prohibits making an expenditure or incurring an obligation in advance of an appropriation. It prohibits incurring obligations or making expenditures greater than the amounts available in appropriation or fund accounts unless specifically authorized by law (31 U.S.C. § 1341), prohibits accepting voluntary or personal services unless authorized by law (31 U.S.C. § 1342), and prohibits making or authorizing an expenditure or obligation that exceeds an apportionment (31 U.S.C. § 1517). The law also requires each agency to have an internal system of administrative controls (31 U.S.C. § 1514) and prescribes specific penalties for deficiencies.
Apportionment	A plan to spend resources provided by one of the annual appropriations acts. It identifies the amounts available for obligation and expenditure but also specifies and limits the obligations that may be incurred. An apportionment amount may be further subdivided into allocations, allotments, and sub-allotments.
Appropriation	A statute that provides legal authority for federal agencies to incur obligations and make payments from the Treasury for a specified purpose and period of time.
Authorized Work Unit (AWU)	A measurement of authorized staffing used to establish court unit funding for salaries, and the primary component of the Cost Control Monitoring System (CCMS) salary funding formula.
Budget Object Code (BOC)	A numeric code that identifies the types of goods and services for which funds are committed, obligated, or accrued. This is a uniform classification system identifying the transactions of the federal government by the nature of the goods or services purchased without regard to the agency involved or the purpose of the programs for which they are used.
Capital Investment Fund (CIF)	A repository for court units to deposit a limited amount of current-year funds to be used by the court unit in succeeding fiscal years for specific capital projects. See: JCUS-MAR 13 , pp. 8-9.

§ 210.30 Definitions	
Centrally Managed Funds	An allocation or a portion of an allocation held by the AO and obligated by the courts or FPDOs, or by the AO on behalf of the courts or FPDOs. Also known as “centralized funds.”
Commitment	An administrative reservation of allotted funds or of other funds in anticipation of their obligation to ensure that adequate funds are available before contractual documents are awarded. Commitments are recorded for anticipated expenditures that have not yet been obligated.
Continuing Resolution (CR)	An appropriations act that provides budget authority for federal entities or specific authorities, or both, to continue operations when Congress and the President have not completed action on the annual appropriation by the beginning of the fiscal year. See: §§ 230.40 (Appropriations Act) and 230.50 (Lapse in Appropriations and Shutdown) .
Court Budget Operating Manual (CBOM)	A comprehensive manual of budget procedures for court budget managers and staff to assist in implementing budget policies issued by the AO Director. This AO-published manual provides guidance about local court budget management, roles and responsibilities, judiciary budget and finance structure, allotment development and guidelines, allotment formula calculations, and other procedural guidance.
Court Unit Budget Organization Plan (CUBOP)	A document describing the procedures governing the financial approval and budget reprogramming processes unique to each court unit and identifies the individuals exercising approval authorities.
Court Unit Executive (CUE)	Court unit executives have primary fiduciary responsibility for the financial management of the offices within their area of responsibility. These include: <ul style="list-style-type: none"> • circuit executive, • district court executive, • clerk of court, • chief probation officer, • chief pretrial services officer, • senior staff attorney, • chief circuit mediator, • circuit librarian, • bankruptcy administrator, and • panel executive.
Decentralized Funds	Funding allotments distributed by the AO to court units and FPDOs.
Delegation of Authority	The assignment of responsibility or authority to others to carry out specific activities. For a summary list of authorities delegated to the courts and FPDOs, see: Guide, Vol. 1, Ch. 6 (Delegations of the Director’s Authorities) .
Excepted Activities	Operations that continue during a partial government shutdown without violating the Antideficiency Act. See: § 230.50.20(b) (Excepted Activities) .

§ 210.30 Definitions	
Federal Public Defender (FPD)	Head and chief attorney of an FPDO, appointed by the respective court of appeals for a four-year term.
Fund Basket	A summary BOC used to group together allotments for similar types of expenses (Salaries, Operating Expenses, and Information Technology Expenses). Fund baskets are used for allotments in the following fund accounts, Salaries and Expenses (092000), Defender Services (092300), Judiciary Information Technology Fund (JITF, 51140X), and the Electronic Public Access (EPA, 51140E): <ul style="list-style-type: none"> • Fund 092000/Basket 1100, • Fund 092000/Basket 2000, • Fund 092300/Basket 1100, • Fund 092300/Basket 2000, • Fund 51140X/Basket 2000, • Fund 51140X/Basket 3000, • Fund 51140E/Basket 2000, and • Fund 51140E/Basket 3000.
General Authorizations	Delegated authority for judiciary entities to incur obligations for services without prior AO approval and for which no local monetary limitations are generally specified.
JIFMS	The Judiciary Integrated Financial Management System (JIFMS) is the official financial and accounting system used by the judiciary. Also referred to as “accounting system” or “financial system.”
Judiciary entities	Organizations identified in § 210.20 (Applicability) , and their constituent units.
Judiciary Information Technology Fund (JITF)	A fund within the Salaries and Expenses appropriation, established in the U.S. Treasury under 28 U.S.C. § 612 . Fund deposits are available for expenses related to major information technology programs, systems, and services that will allow effective and efficient ways to manage the judiciary’s information technology activities. See: Guide, Vol. 15, § 210 (Funding) .
Lapse in Appropriations	A period when neither an appropriations bill nor a continuing resolution is enacted.
Local Spending Plan	Annual operating budget for decentralized allotments that must be developed by each court unit and FPDO at the BOC level.
No-Year Appropriations	Appropriations that remain available for incurring obligations for an indefinite period of time or until expended (e.g., Defender Services; Fees of Jurors and Commissioners).
Obligation	An action that creates a legal duty to make a payment either immediately or in the future.

§ 210.30 Definitions	
Partial Shutdown	The suspension of all “non-essential” judiciary activities when there is a lapse in appropriations, and judiciary fee balances and no-year appropriations are exhausted.
Reprogramming	Shifting funds between BOCs or fund accounts within the same appropriation account to use for purposes other than how the funds were originally identified.
Requisition	A reservation of funds in anticipation of a planned procurement action. A requisition does not legally obligate funds.
Second-Year Ceiling	A benchmark for CUE use in evaluating whether the future cost impact of current-year personnel decisions will exceed potential future resources.
Shared Services Arrangements	Resource-sharing arrangements among multiple judicial entities that allow them to manage funds across and within judicial districts or circuits to reduce costs, improve operational efficiencies, or both.
Specific Allotments and Authorizations	An allotment or centrally-funded expense authorization provided in limited circumstances for a specific purpose, one-time event, or emergency.
Status of Funds Report	A report of financial balances, at a given point in time, of court units’ and FPDOs’ annual allotments, including obligations and balances available for the remainder of the fiscal year. The version submitted to the AO is referred to as the Electronic Status of Funds Report (ESFR).
Sub-allotment	The distribution of an allotment at a sub-set level of a BOC to fund specified activities.
Technical Appeal	A court unit request for an allotment adjustment when mathematical errors are indicated in the allotment data provided by the AO.
Unliquidated Obligations	The amount of outstanding obligations or liabilities, including those incurred for which a payment has not been recorded or issued.

§ 210.40 Internal Control

- (a) Internal control of financial and other administrative functions in the judiciary is necessary to provide reasonable assurance that:
- (1) judiciary assets are protected from fraud, waste, abuse, error, and loss;
 - (2) operations are efficient and effective;
 - (3) financial reports are accurate and reliable; and
 - (4) business practices comply with applicable statutes and policies.

- (b) For internal controls requirements related to budget management, **see:** [Guide, Vol. 11, Ch. 7 \(Budget Management\)](#).

§ 220 Appropriations Law Principles

§ 220.10 Constitutional and Statutory Provisions

- (a) The appropriations clause in the U.S. Constitution provides that no money can be paid out of the Treasury unless it has been appropriated by an act of Congress. **See:** [U.S. Const., Art. 1, § 9, Cl. 7](#).
- (b) In addition to the limitations appearing in an appropriations act, Congress has enacted other statutes for the proper obligation and expenditure of appropriations in general. These statutes address the:
 - (1) purpose of the appropriation ([31 U.S.C. § 1301\(a\)](#));
 - (2) time during which the appropriations are available ([31 U.S.C. § 1502\(a\)](#)); and
 - (3) amount available for obligation and expenditure ([31 U.S.C. §§ 1341, 1517\(a\)](#), and [3302\(b\)](#)).

§ 220.20 Purpose Statute and Necessary Expense Rule

- (a) A major component of appropriations law is the “purpose statute” ([31 U.S.C. § 1301\(a\)](#)), which requires agencies to use appropriations only for their intended purpose.
- (b) With limited exceptions, expenditures may be authorized using the “necessary expense rule,” an extension of the purpose statute. This rule permits expenditures that are not specifically designated in an appropriation but are necessary to carry out the appropriation’s purpose.
- (c) The necessary expense rule requires a three-part analysis:
 - (1) An expenditure must bear a logical relationship to a judiciary appropriation sought to be charged. It must make a direct contribution to carrying out a specific appropriation or an authorized judiciary function or mission for which a more general appropriation is available.
 - (2) The expenditure must not be prohibited by law.

- (3) The expenditure must not be otherwise provided for through some other appropriation or statutory funding scheme.

§ 220.30 Administrative Controls for Appropriated Funds

- (a) The AO Director serves as the designated official having administrative control of judiciary appropriations, and [28 U.S.C. § 604\(a\)\(8\)](#) establishes the AO Director's authority, under the supervision of the Judicial Conference, to disburse appropriations and other funds for the operations and maintenance of the courts. In addition, under [31 U.S.C. § 1514](#), the AO Director is required to establish an administrative fund control system that restricts obligations or expenditures for each apportionment and fix responsibilities for infractions.
 - (1) The AO Director must apportion all appropriations in writing.
 - (2) Under [31 U.S.C. § 1517\(a\)](#), judiciary officers and employees are prohibited from making or authorizing an obligation or expenditure exceeding an amount permitted by the regulations prescribed by the AO Director.
 - (3) Violations of [31 U.S.C. § 1517\(a\)](#) may result in administrative discipline ([31 U.S.C. § 1518](#)) or, if knowing and willful, criminal penalties ([31 U.S.C. § 1519](#)).
- (b) The regulations prescribed above apply to all appropriations and funds allotted to and/or held by all judiciary entities, except for the:
 - U.S. Supreme Court,
 - Court of International Trade,
 - Court of Appeals for the Federal Circuit, and
 - U.S. Sentencing Commission.

§ 220.40 Judiciary Appropriation Accounts

Congress annually appropriates funds for the necessary expenses of the following judiciary programs and related trust fund accounts (**see:** JNet's [Fund Accounts Used by Courts](#) page):

- (a) U.S. Supreme Court (including Salaries and Expenses and Care of the Building and Grounds);
- (b) U.S. Court of International Trade;
- (c) U.S. Court of Appeals for the Federal Circuit;

- (d) Courts of Appeals, District Courts, and Other Judicial Services, including:
 - (1) Salaries and Expenses (including courts of appeals, district courts, bankruptcy courts, probation and pretrial services offices, and funding from the Vaccine Injury Compensation Trust Fund),
 - (2) Defender Services,
 - (3) Fees of Jurors and Commissioners, and
 - (4) Court Security (including transfer of funds to USMS);
- (e) Administrative Office of the U.S. Courts
- (f) Federal Judicial Center;
- (g) U.S. Sentencing Commission; and
- (h) Payment to Judiciary Trust Funds.

§ 230 National Budget Formulation Process

§ 230.10 General Statutory Authority

- (a) Under [28 U.S.C. § 605](#), the AO Director, under the supervision of the Judicial Conference, must submit to the Office of Management and Budget (OMB) an annual budget request estimating the expenditures and appropriations necessary for the operations and maintenance of judiciary entities.
- (b) Under [31 U.S.C. § 1105\(b\)](#), OMB must submit the judiciary's budget request, without change, as part of the President's annual budget submission to Congress.

§ 230.20 Preparation of National Budget Estimates

- (a) The judiciary's national budget formulation process formally begins approximately 18 months before the start of the fiscal year, when the Judicial Conference Budget Committee provides guidance to program committees on developing their respective budget requests.
- (b) Budget estimates are developed using the following factors:
 - congressionally authorized judgeships;

- authorized positions, which are based on Judicial Conference-approved staffing formulas for court support and federal defender organization (FDO) positions;
 - caseload projections prepared by the AO's Judiciary Data and Analysis Office;
 - new or different programmatic requirements; and
 - standard inflationary factors.
- (c) The following Judicial Conference program committees prepare budget estimates:
- Committee on the Administration of the Bankruptcy System;
 - Committee on the Administration of the Magistrate Judges System;
 - Committee on Court Administration and Case Management;
 - Committee on Criminal Law;
 - Committee on Defender Services;
 - Committee on Information Technology;
 - Committee on Judicial Resources;
 - Committee on Judicial Security; and
 - Committee on Space and Facilities.

§ 230.30 Review and Approval of National Budget Estimates

- (a) Each of these Judicial Conference committees develops a budget request for the programs within its committee's jurisdiction. The committee chairs discuss cost containment and other budget policy issues with the Budget Committee's Economy Subcommittee before each program committee's summer meeting.
- (b) Each July, approximately 14 months before the fiscal year under consideration, the program committees' chairs present and discuss their budget requests with the Budget Committee.
- (c) After consultation with the chairs of the program committees and consideration of the Economy Subcommittee recommendations, the Budget Committee submits its budget recommendation to the Conference.
- (d) The Conference considers the Budget Committee's recommendation and then approves a budget at its September session, which precedes the fiscal year under consideration by approximately 12 months.

- (e) The Conference approves the budget requests for the following judiciary accounts:
- (1) Courts of Appeals, District Courts, and Other Judicial Services
 - Salaries and Expenses
 - Defender Services
 - Court Security
 - Fees of Jurors and Commissioners
 - (2) Administrative Office
 - (3) Judicial Retirement Funds
- (f) The budget requests for the following courts and organizations are approved by each judiciary entity itself:
- Supreme Court,
 - Court of International Trade,
 - Court of Appeals for the Federal Circuit,
 - U.S. Sentencing Commission, and
 - Federal Judicial Center.
- (g) Under the supervision of the Judicial Conference, the AO Director must submit the judiciary's budget request to OMB no later than October 15, for inclusion in the President's budget. **See:** [§ 230.10\(a\) \(General Statutory Authority\)](#).
- (h) Typically, in February, the judiciary submits detailed budget justification materials directly to Congress, approximately eight months before the fiscal year under consideration.
- (1) This time frame is consistent with the transmittal of the President's budget to Congress. **See:** [31 U.S.C. § 1105\(a\)](#).
 - (2) Among the materials submitted to Congress is a Congressional Budget Summary. For current and prior year's summaries, **see:** JNet's [Congressional Budget Summary](#) page.
- (i) Between February and October 1, congressional appropriations committees may hold hearings on the judiciary's budget request, develop proposed spending levels, and pass appropriations bills.
- (j) Once enacted, these appropriations bills provide funding to the judiciary for the fiscal year, which begins October 1.

§ 230.40 Appropriations Act

- (a) Most judiciary operations are funded through an annual appropriations act. However, when action on annual appropriations acts is not completed before the beginning of a fiscal year, Congress may enact a continuing resolution (CR) to provide funding until the legislative process concludes and Congress enacts a final spending level for the fiscal year.
- (b) A CR generally allows agencies to continue operations at a rate of operations defined by the CR.
- (c) Congress may enact a CR of any length, including for a full year.

§ 230.50 Lapse in Appropriations and Shutdown

- (a) A lapse in appropriations occurs when:
 - neither an annual appropriations act nor a CR is enacted before the beginning of a fiscal year, or
 - a CR expires during the fiscal year with no follow-on appropriations action.
- (b) For any fiscal year in which Congress does not enact legislation funding judiciary operations, the Executive Committee of the Judicial Conference has authorized the continuation of judicial branch operations from all legally available sources. This includes fee collections and unobligated no-year appropriations from prior years, subject to any necessary approval of congressional reprogramming requests, until those funds are exhausted, and under such guidance and direction as the AO Director deems appropriate ([JCUS-SEP 97](#), p. 49).
 - (1) **Phase 1** of a lapse in appropriations is the period when balances from fees and no-year appropriations are being used to fund judiciary operations. During Phase 1, judiciary entities should defer incurring expenses that are not mission-critical. **See:** [§ 230.50.10 \(Activities During Phase 1\)](#).
 - (2) **Phase 2** of a lapse in appropriations occurs when balances from fees and no-year appropriations are exhausted before Congress enacts legislation funding judiciary operations, and the judiciary has no available funds to continue operations. During Phase 2, the judiciary must reduce operations to perform only excepted activities (**see:** [§ 230.50.20\(b\) \(Excepted Activities\)](#)) to avoid violations of the Antideficiency Act, [31 U.S.C. §§ 1341-42](#).

- (c) Judiciary entities must have a shutdown plan that is reviewed annually in the event that Phase 2 of a lapse in appropriations occurs. **See:** [§ 230.50.30 \(Shutdown Planning and Implementation of Phase 2\)](#).

§ 230.50.10 Activities During Phase 1

To extend the judiciary's paid operations as long as possible in Phase 1, judiciary entities should defer costs that are not mission-critical until the lapse is resolved.

- (a) Human Resources (HR)
- (1) Judiciary employees should continue to report to work (or continue with scheduled leave plans) until instructed otherwise. Judiciary employees will remain in full-pay status.
 - (2) HR offices may continue to process personnel actions submitted under the established biweekly processing schedule.
 - (3) Although these offices should delay or defer actions (e.g., new hires and promotions) not necessary to the performance of mission-critical responsibilities, any previously made offers of employment should be honored. For vacancies still in the recruitment stage, HR offices should delay making employment offers until appropriations are in place, unless the position is mission-critical.
- (b) Criminal Justice Act (CJA) Panel Attorneys and Service Providers
- (1) CJA court-appointed counsel and service providers should continue to provide defense services as needed.
 - (2) Panel attorneys and service providers will be paid according to established procedures.
 - (3) CJA vouchers should not be reduced or delayed based on the status of the judiciary's appropriations. **See:** [Guide, Vol. 7, § 230.33.20 \(Impact of an Appropriation Shortfall on Voucher Review\)](#).
- (c) Travel
- (1) Non-essential travel should be postponed. Essential travel includes:
 - case-related travel;
 - travel related to authorized judicial meetings;

- travel to the U.S. Probation and Pretrial Services National Training Academy; or
 - other mission-critical activities.
- (2) Travel for previously scheduled training may continue if class registration is non-refundable, as well as travel for Defender Services training programs that have not been cancelled.
- (3) Travelers should book fully refundable tickets through the judiciary's [Travel Management Center](#).
- (4) Funds that have been obligated for travel that is canceled or postponed, including individual and blanket travel authorizations, should be deobligated immediately.
- (d) Procurement
- (1) Performance of procurement actions that were awarded and fully funded prior to Phase 1 may continue under the provisions of the action. Similarly, performance under incrementally funded contracts that were awarded prior to the lapse in appropriations should also continue until a new obligation of funds is required.
- (2) New procurement actions for mission-critical requirements may be awarded.
- (e) Facilities and Security
- (1) Judiciary entities should contact their local building manager for information about the impact on building services and building projects. Unless otherwise notified, all General Services Administration (GSA) Public Buildings Service (PBS) federally owned and leased facilities will remain open. GSA staff should be available to the extent that GSA has deemed them necessary to perform excepted activities.
- (2) Judiciary entities should continue to work closely with their local U.S. marshal and Federal Protective Service (FPS) staff on security issues. Deputy U.S. marshals, court security officers, and the FPS will continue to provide the judiciary with the requisite level of security based on the level of activity at a particular facility.

- (f) Financial Matters
 - (1) Judiciary entities should review unliquidated obligations (e.g. contracts, reimbursable work authorizations (RWAs), travel authorizations) and deobligate balances where appropriate. **See:** [§ 280.60.60 \(Review of Prior Years' Unliquidated Obligations\)](#).
 - (2) Judiciary personnel should receipt and deposit funds collected for filing fees daily.
- (g) Court Operations
 - (1) Jury trials should continue as necessary.
 - (2) Courts should continue to certify payments to grand and petit jurors (i.e., attendance fees; travel and subsistence allowances). Jurors will continue to be paid.

§ 230.50.20 Activities During Phase 2

- (a) During Phase 2, the judiciary will have no funding to incur obligations or make payments for most judiciary activities.
 - (1) To avoid a violation of the Antideficiency Act, the judiciary is required to reduce its operations and only incur obligations and expenditures to perform “excepted activities.” **See:** [§ 230.50.20\(b\) \(Excepted Activities\)](#).
 - (2) Generally, no funding will be available to pay these obligations until funding legislation is enacted.
- (b) Excepted activities are defined as:
 - (1) Activities necessary to the exercise of the judiciary’s constitutional functions (i.e., resolution of cases in which there is a constitutional or statutory grant of jurisdiction);
 - (2) Activities addressing emergency circumstances, such that the suspense of the function would threaten the safety of human life or the protection of property; and
 - (3) Activities otherwise authorized by law, either expressly or by necessary implication, including:
 - (A) Constitutional guarantees (e.g., the right to counsel under the Sixth Amendment);

- (B) operating entitlement programs (e.g., Judicial Survivors Annuities System); and
 - (C) executing activities needed for an orderly shutdown of other official functions.
- (c) Each judiciary entity may exercise its discretion in determining what activities meet the requirements of excepted activities as defined in paragraph (b) above.
- (d) Judiciary entities may not incur any new obligations, including obligations for salaries and contracts, unless they are required to carry out an excepted activity.

§ 230.50.30 Shutdown Planning and Implementation of Phase 2

- (a) Shutdown plans, as required in [§ 230.50\(c\) \(Lapse in Appropriations and Shutdown\)](#), should include identification of:
- (1) excepted activities (**see:** [§ 230.50.20\(b\) \(Excepted Activities\)](#));
 - (2) staff positions necessary to perform excepted activities; and
 - (3) types of contractual services that would need to continue to perform excepted activities.
- (b) Shutdown plans must be approved by:
- (1) the chief circuit judge, for courts of appeals, circuit units, and bankruptcy administrator offices;
 - (2) the chief district judge, for district courts and probation and pretrial services offices;
 - (3) the chief bankruptcy judge, for bankruptcy courts;
 - (4) the federal public defender, for FPDOs; and
 - (5) all other judiciary entities must establish an approval process for their plans.
- (c) During Phase 1 and upon notification by the AO Director, judiciary entities should execute shutdown plans and identify the following:
- (1) Staff occupying positions necessary to perform excepted activities (**see:** [§ 230.50.20\(b\) \(Excepted Activities\)](#)), and staff who will be

furloughed (**see:** [§ 230.50.40\(a\) \(Human Resources\)](#)). All judiciary entities should ensure that sufficient staff members are available to secure the entity's resources and property.

- (2) Specific procurement actions that will be necessary to continue to perform excepted activities. **See:** [§ 230.50.40\(b\) \(Procurement and Interagency Agreements\)](#). Judiciary entities should determine any actions that must be taken on existing procurements to ensure obligations do not incur for non-excepted activities.
 - (3) Specific changes to internal control procedures and compensating controls required during the shutdown. **See:** [§ 230.50.40\(g\) \(Internal Controls\)](#).
- (d) Article III Judges and their Staff
- (1) Article III judges' salaries incur upon appointment, and payment of that salary is guaranteed under the Compensation Clause of the U.S. Constitution (Article III, section 1). Timely salary payments to Article III judges will continue during a government shutdown.
 - (2) Each judge may determine the extent to which chambers staff (e.g., law clerks and judicial assistants) and court reporters (who are clerk's office staff) are necessary to the exercise of the Article III functions.
 - (3) Conferences, hearings, jury trials, non-jury trials, and appellate arguments may continue to be conducted, and new cases may be accepted.
- (e) Bankruptcy Judges and their Staff
- (1) Bankruptcy courts are units of the district courts. **See:** [28 U.S.C. § 151](#). Bankruptcy courts may continue those operations that are determined to be part of the exercise of constitutional functions or that fall under other excepted activity. **See:** [§ 230.50.20\(b\) \(Excepted Activities\)](#).
 - (2) Bankruptcy judges' salaries are fixed by statute ([28 U.S.C. § 153](#)) and obligations for those salaries incur pursuant to appointment for a specific term. If salary payments are delayed due to lack of funding, bankruptcy judges' salaries will be paid retroactively upon the enactment of legislation funding judiciary operations.

- (3) The bankruptcy court determines the extent to which staff members are needed to continue performing excepted activities.
- (f) Magistrate Judges and their Staff
- (1) Magistrate judges' salaries are determined by Judicial Conference policy according to statutory provisions ([28 U.S.C. § 634](#)) and obligations for those salaries incur pursuant to appointment for a specific term. If salary payments are delayed due to lack of funding, magistrate judges' salaries will be paid retroactively upon the enactment of legislation funding judiciary operations.
 - (2) The district court determines the extent to which staff members are needed to continue performing excepted activities.
- (g) Court of Federal Claims and Territorial District Judges and their Staff
- (1) Court of Federal Claims judges' salaries are fixed by statute ([28 U.S.C. § 172](#)) and obligations for those salaries incur pursuant to appointment for a specific term. If salary payments are delayed due to lack of funding, Court of Federal Claims judges' salaries will be paid retroactively upon the enactment of legislation funding judiciary operations.
 - (2) Territorial district court judges' salaries are set by statute ([48 U.S.C. §§ 1424b, 1614, and 1821](#)) and obligations for those salaries incur pursuant to appointment for a specific term. If salary payments are delayed due to lack of funding, territorial district court judges' salaries will be paid retroactively upon the enactment of legislation funding judiciary operations.
 - (3) The court determines the extent to which staff is needed to continue performing excepted activities.
- (h) Court Unit Executives (CUE) and their Staff
- (1) In consultation with the chief judge and consistent with the plan approved in [§ 230.50.30\(a\) \(Shutdown Planning and Implementation of Phase 2\)](#), CUEs determine the extent to which their staff is needed to support the court, including to properly and promptly process all filings, motions, orders, emergency applications, and other court documents.
 - (A) Fees and costs allowed by the court may continue to be collected and deposited into the U.S. Treasury.

- (B) New cases may be accepted and processed in the normal manner.
- (C) Clerks should ensure that sufficient staff are available to:
 - administer and account for fees, and
 - coordinate with local U.S. Marshals Service, FPS, and GSA staff to adequately protect the safety of human life and property.
- (2) District court clerks and their staff will continue to summon jurors and administer the jury system as well as provide all necessary services to both petit and grand juries to the extent authorized by the court.
- (3) Functions that are not related to excepted activities may not be performed.
- (i) FPDs and their Staff, Panel Attorneys, and CDOs
 - (1) Judges should continue to appoint CJA panel attorneys as authorized by [18 U.S.C. § 3006A](#) for eligible persons, and authorize expert and other services, as appropriate.
 - (A) Courts and FPDOs should continue to accept CJA vouchers submitted by panel attorneys, experts, service providers, court reporters, or for any other eligible CJA expenses. CJA vouchers should not be processed or approved unless they meet a payment exception as shown below.
 - (B) Once funding is available, the submitted vouchers should be reviewed by the court and approved where appropriate for payment. It is not appropriate for CJA vouchers to be reduced based on the status of the judiciary's appropriations or because of a shutdown.
 - (2) FPDO staff and CJA court-appointed counsel will continue to provide defense services during a shutdown as needed. Functions that are not related to excepted activities may not be performed during Phase 2.
 - (3) The AO will work with community defender organizations (CDOs) to ensure that CDO operations continue to provide representation as required by the Sixth Amendment during a shutdown.

- (j) Chief Probation and Pretrial Services Officers and their Staff
 - (1) Probation and pretrial services activities, the suspension of which could pose a threat to the safety of human life or the protection of property, should continue during a shutdown. These activities may include:
 - (A) Supervision of potentially dangerous defendants and offenders;
 - (B) Treatment and location monitoring services, if needed, including services that require travel to carry out such activities; and
 - (C) Production of reports for bail, release, and sentencing, as well as other services ordered by judges in exercise of the court's constitutional duties.
 - (2) Each chief probation or pretrial services officer, in consultation with the chief judge and consistent with the plan approved in [§ 230.50.30\(a\) \(Shutdown Planning and Implementation of Phase 2\)](#), may determine the number of staff necessary to maintain service to the court.
 - (3) Functions not related to the exercise of excepted activities should be suspended during Phase 2.
- (k) Juries
 - (1) The jury system will operate as necessary during a shutdown to assist the courts in the performance of Article III duties.
 - (2) The termination of activity in the executive branch may substantially decrease grand jury activity.
 - (3) Unless meeting a payment exception (**see:** [§ 230.50.40 \(d\)\(1\)\(A\)\(i\)-\(ii\) \(Certification and Disbursement of Judiciary Integrated Financial Management System \(JIFMS\) Payments\)](#)), juror payments will not be made until Congress enacts legislation funding judiciary operations.

§ 230.50.40 Judiciary Operations During Phase 2

- (a) Human Resources
- (1) Supervisors will notify employees whether they are expected to report to perform excepted activities or will be furloughed.
 - (2) With the exception of employees on extended leave without pay, employees are either furloughed and not working, or performing excepted activities according to the judiciary entity's shutdown plan.
 - (3) Judiciary entities may rotate employees in and out of furlough status to ensure excepted activities are performed to the extent required by law.
 - (4) Judiciary entities may situationally furlough employees who are designated to perform excepted activities but who are unable to report to work. If employees cannot be situationally furloughed, under the Government Employee Fair Treatment Act of 2019 (to be codified at 31 U.S.C. § 1341(c)), employees performing excepted activities have the option of requesting leave. Any leave requests should be assessed and approved according to [Guide, Vol. 12, Ch. 9 \(Leave and Attendance\)](#).
 - (5) Furloughed employees may not be charged leave, except where an employee is on extended leave without pay before the shutdown furlough (e.g., a one-year period of leave without pay for military duty).
 - (A) If an employee is on extended leave without pay before the shutdown furlough, the employee will generally remain in that status during the shutdown.
 - (B) If the employee is scheduled to return from leave without pay during the furlough period, the employee should be placed in a furlough status at the end of the leave without pay period (unless the employee is deemed excepted).
 - (6) Furloughed employees (i.e., not performing excepted activities) are not permitted to work or volunteer to perform non-excepted activities for the judiciary during the shutdown.
 - (7) Employees will not receive regular salary payments. Once Congress enacts an appropriation ending the appropriations lapse, all employees (whether furloughed or excepted) will be paid at the

earliest date possible as required by the Government Employee Fair Treatment Act of 2019.

- (b) Procurement and Interagency Agreements
 - (1) Contracts Funded Before Phase 2
 - (A) Performance under any funded contract supporting excepted activities as well as those supporting non-excepted activities, may continue during a lapse in appropriations.
 - (B) The contracting officer should, however, stop work for non-excepted activities if the contractor's performance is dependent on support from judiciary employees who have been furloughed or occurs in judiciary facilities that cannot remain open to accommodate work performed under those contracts.
 - (2) New Procurement Actions
 - (A) Contracts, task orders, interagency agreements, and contract options must be deferred unless they are required to perform an excepted activity, and then only to the minimum extent necessary to perform that excepted activity.
 - (B) Contracting officers must use Clause 7-123, Performance and Obligation in Advance of Funds (Class Deviation) (for text, **see:** [Shutdown Guidance 2019: Contracting FAQ](#) page), when entering into new or modifying existing contracts, issuing task and delivery orders, issuing blanket purchase agreement calls, or exercising options.
 - (i) This clause does not apply to procurement actions that are fully funded prior to Phase 2.
 - (ii) Contracting officers must ensure that any contract action using this clause is bilateral, reflecting the mutual agreement of the parties.

(c) Facilities and Security

- (1) Current and ongoing major construction projects that have already been funded may continue. Judiciary entities should contact their local building manager for the status of their projects.
- (2) New RWAs and modifications to RWAs may only be issued for work necessary to perform excepted activities. This includes RWAs for overtime utilities. The amount obligated on an RWA or modification must be limited to amounts necessary to perform the minimal level of work for an excepted activity.

(d) Financial Matters

- (1) Certification and Disbursement of Judiciary Integrated Financial Management System (JIFMS) Payments
 - (A) Most payment processes, including approving, certifying, and disbursing, do not qualify as excepted activities.
 - (i) Exceptions exist for situations where payments relate to activities necessary for the exercise of the judiciary's constitutional functions or are otherwise authorized by law. These exceptions include the issuance of payments for:
 - registry;
 - restitution; and
 - entitlement programs for which an appropriation provides funding (e.g., Judicial Officers Retirement Fund).
 - (ii) There may be extremely rare instances where making a payment during Phase 2 is necessary for the protection of life or property from imminent threat. **See:** [§ 230.50.20\(b\) \(Activities During Phase 2\)](#).
 - (iii) All other payments not qualifying as excepted activity, including payments to liquidate obligations made prior to Phase 2 or for performance of excepted activity during Phase 2, will be delayed. These include the issuance of payments to:
 - CJA panel attorneys;
 - CJA-related service providers;

- grand and petit jurors for attendance fees and routine travel-related allowances;
 - bankruptcy trustees;
 - contract court reporters and interpreters;
 - commercial vendors for goods and services procured;
 - unclaimed fund payees;
 - judiciary personnel for travel-related or miscellaneous reimbursements; and
 - attorney admissions fund commercial accounts (i.e., from fund 6855##).
- (B) A payment that is in violation of the Antideficiency Act cannot be certified as a legal payment. Court unit and FPDO certifying officers, as well as AO certifying officers for payments originating at the AO, when applying Level 2 approval (i.e., certifying a payment), must ensure that the payments are legal, proper, and correct.
- (C) AO certifying officers, when certifying and transmitting court unit and FPDO payment data to Treasury (i.e., when performing Secured Payment System (SPS) certification), rely on the second-level approvals performed by court unit and FPDO certifying officers to determine that the payment is legal and in compliance with the Antideficiency Act.
- (D) Once legislation is enacted funding judiciary operations, the approval, certification, and disbursement processes for all payments will resume.
- (2) Receipting and Depositing
- Judiciary personnel should continue to receipt and deposit funds collected for filing fees and registry deposits as authorized by court order.
- (3) Reporting
- (A) Clerks of court should complete the month-end reconciliation process, including preparation of the monthly AO 274 and AO 183 reports. This activity is authorized, as it supports excepted activities.

(B) The AO 274-S is not excepted activity for CUEs, including those of probation and pretrial services offices and FPDs, and will be delayed until funding is available from Congress.

(4) Cyclical Financial Audits

Cyclical financial audits will be suspended but will resume when the lapse in appropriations has ended. Audits will include all activities performed during the lapse in appropriations.

(e) Travel

(1) Judiciary personnel may only travel to perform excepted activities (e.g., case-related travel).

(2) Judiciary personnel performing excepted activities may utilize government travel cards — centrally billed accounts as well as individually billed accounts — to charge travel-related expenditures while on official travel.

(3) Travel reimbursements for judiciary personnel performing excepted activities will be delayed until Congress enacts legislation funding judiciary operations. **See:** [§ 230.50.40\(d\)\(1\)\(A\)\(iii\) \(Certification and Disbursement of Judiciary Integrated Financial Management System \(JIFMS\) Payments\)](#).

(4) GSA Fleet Vehicles

Judiciary personnel performing excepted activities may continue to use GSA fleet vehicles, as well as each leased vehicle's GSA Fleet Services Card for the purchase of fuel and maintenance.

(f) Mail Processing

Judiciary personnel should continue processing incoming mail and accepting packages from couriers, which may include case filings, filing fees, and property in need of safeguarding.

(g) Internal Controls

(1) During a lapse in appropriations, the potential for errors under modified operations can increase.

(2) Judiciary entities will need to rely more heavily on internal controls to help address the increased risk of errors. Managers must ensure adequate controls to achieve the same internal control

environment expected during normal operations. **See:** [Guide, Vol. 11, §§ 140\(a\) \(Responsibility\)](#) and [180.50 \(Assessing Risk\)](#).

- (3) Judiciary entities should consider compensating controls to address higher risk situations or transactions. **See:** [Guide, Vol. 11, § 160.70 \(Compensating Controls\)](#).
 - (4) Any changes to internal control procedures, including the institution of temporary compensating controls, need to be documented (e.g., memorandum to the file or email to relevant staff). Any required update to documentation is an excepted activity. **See:** [Guide, Vol. 11, § 140\(a\)\(3\) \(Responsibility\)](#).
- (h) Information Technology
- (1) IT systems necessary to perform excepted activities will continue to operate uninterrupted (e.g., CM/ECF, eVoucher, PACTS, JIFMS, HRMIS, email).
 - (2) The DCN and supported services will continue to operate uninterrupted, along with hosting services and the National Support Desk.
 - (3) The PACER Service Center will remain staffed.
 - (4) The Security Operations Center will continue to operate.
 - (5) Other IT infrastructure services (e.g., DCN change management, implementation of new infrastructure tools, and independent IT security assessments) will be suspended until after appropriations have been enacted.

§ 230.60 Appropriations Act Restrictions

§ 230.60.10 Reprogramming and Transfers – In General

- (a) Appropriations acts vary in the level of detail they provide regarding how funds should be spent. They generally state that funds appropriated may not be reprogrammed between programs, projects, or activities to which they are appropriated by more than a specified amount or percentage.
 - (1) Within the scope of the appropriations acts, the judiciary has some flexibility to make necessary budgetary adjustments throughout the fiscal year due to changing or unforeseen circumstances.

- (2) When funds are shifted from one purpose to another within an appropriations account, this practice is referred to as “reprogramming” and is subject to statutorily imposed limitations and applicable notice requirements.
- (b) Typically, judiciary reprogrammings involve shifting funds between programs, projects, or activities, for specific purposes described in the appropriations language, or making changes beyond specified dollar amounts or percentages.
- (c) The judiciary’s national financial plan provides Congress with a breakdown of judiciary funds by activity for each appropriation, which in turn establishes the baseline for application of reprogramming and transfer authorities for the current fiscal year.
- (d) Reprogramming requests that are subject to any limitations or conditions require advance notification to, and approval by, the House and Senate Appropriations Committees. The AO is responsible for providing notifications, as necessary.

§ 230.60.20 Other Limits

The House, Senate, or a conference committee (i.e., a committee of Congress appointed by the House and Senate) may provide specific guidance for an appropriations bill, detailing how funds must be used. All judiciary entities are required to follow this specific guidance, which is often found in the accompanying reporting language.

§ 230.70 Budget Amendments and Supplemental Appropriations

When there are not sufficient appropriated funds to meet the judiciary’s needs, the AO Director may need to submit a revised funding request to Congress. This can occur if there is new legislation requiring additional resources or, in rare instances, if workload significantly exceeds the projection in the original budget submission.

- (a) **Budget Amendment**

A budget amendment is a revision to a pending budget request, which is submitted to Congress before it completes an appropriations action.

- (b) **Supplemental Appropriations Request**

A supplemental appropriations request is a revision to a fiscal year appropriation. It is generally made when additional funds are required to

address unforeseeable circumstances (e.g., natural disaster, new legislation authorizing a program initiative).

- (1) The Executive Committee of the Judicial Conference approves the supplemental appropriations amount requested, with input from the Budget Committee and the AO Director.
- (2) The AO Director submits the request to Congress, where it may be considered as a separate appropriations bill for enactment.
- (3) If enacted, the supplemental appropriation will increase the appropriated amount available for the fiscal year.

§ 240 National Budget Execution Process

- (a) Based on the recommendations of the AO Director, the Executive Committee of the Judicial Conference approves financial plans for the following accounts of the Courts of Appeals, District Courts, and other Judicial Services appropriation:
 - Salaries and Expenses,
 - Defender Services,
 - Court Security, and
 - Fees of Jurors and Commissioners.
- (b) The financial plan is designed to allocate available resources, including appropriated and non-appropriated funding.
 - (1) The financial plan supports the operations of the courts and FPDOs and funds the judiciary's priorities. It also implements actions of the Judicial Conference and directives from Congress.
 - (2) Each fiscal year's financial plan categorizes available funds by expense according to priorities established by the Judicial Conference and its program committees, the Executive Committee, and the AO Director, with input from other judiciary entities.

§ 240.10 Apportionment and Allocation of Funds

- (a) Once the Executive Committee has approved the financial plan, it serves as the basis for the AO Director's apportionment and allocation of funds.
- (b) Allocations give judiciary entities the authority to incur obligations and expenses for particular programs and purposes. For example, the

allocations to the AO's Facilities and Security Office include funding for space rental, furniture, and tenant alterations projects in the courts.

- (c) The AO's Court Services Office (CSO) provides Electronic Public Access (EPA) allotments to appellate, district, and bankruptcy courts. These allotments are to be spent solely to make court information and services more accessible to the public. **See:** JNet's [EPA](#) page.

§ 240.20 Types of Funding Available to Court Units and FPDOs

- (a) AO program office managers allocate funding for:
 - (1) Centrally managed accounts for specific initiatives and projects;
 - (2) General authorization BOCs; and
 - (3) Court Units and FPDOs. **See:** [§ 260 \(Decentralized Allotments \(Local Funds\)\)](#).
- (b) For further guidance about program-related allotments for court units, **see:** [CBOM](#), Ch. 3 (Court and Unit Allotments).
- (c) For guidance on FPDO allotments, **see:** Federal Defender Organization Operations Memo on dWeb, or contact the DSO budget team.

§ 240.30 Centrally Managed Funds

- (a) Centrally managed funds are essential to the judiciary's operation and are independent from any AO office's core activities. These funds are held, obligated, and expended by the AO on behalf of the court units and FPDOs. For example, chambers staff salaries, the judiciary's national telecommunications contract, and General Service Administration (GSA) space rental costs are centrally managed funds for the judiciary.
- (b) Court units and FPDOs are not permitted to obligate or expend decentralized funds to supplement centrally funded activities.

§ 240.40 General Authorizations

- (a) General authorizations are centrally managed accounts that can be used by court units and FPDOs to charge obligations and expenses without prior approval.
 - (1) There is no specified monetary limitation for obligating general authorizations. However, there are certain limitations related to training enrollments and the training-related travel expenses of

chambers staff. **See:** [Guide, Vol. 12, § 1115.40 \(Chief Judge Approval\)](#), [Chambers Training Fund Fact Sheet](#) and [BOC Reference Sheet for General Authorizations](#).

- (2) For a list of general authorizations and the BOCs against which courts can commit, obligate, and spend funds, **see:** [BOC Reference Sheet for General Authorizations](#).
- (b) Court units and FPDOs are prohibited from committing or obligating funds under a general authorization for any purpose other than the authorized purposes. Some examples of accounts and their authorized purposes are provided below.
- (1) Salaries and Expenses Account (**see:** [BOC Reference Sheet for General Authorizations](#))
 - official travel, training-related travel, and training expenses (in administrative, managerial, or operational matters) of judges and chambers staff;
 - court-ordered psychiatric and psychological/presentence services of defendants (under [18 U.S.C. § 3552\(c\)](#));
 - payments for transcripts required by the court for a judge's use;
 - professional liability insurance reimbursements;
 - financial disclosure report filing assistance; and
 - contract court interpreters.
 - (2) Defender Services Account
 - (A) Payments authorized under the CJA for:
 - court-appointed panel attorneys; and
 - investigative, expert, and other services.
 - (B) Case Budgeting Attorneys:
 - compensation and benefits; and
 - travel.

(3) Fees of Jurors and Commissioners Account

- fees and expenses of petit jurors;
- fees and expenses of grand jurors; and
- expenses for land commissioners

§ 240.50 Specific Allotments and Authorizations

Specific allotments and authorizations are provided in limited circumstances for purposes such as:

- Temporary emergency employment of personnel by judges;
- Circuit judicial council needs — to further distribute to courts within the circuit; and
- Court staff travel to specific meetings or training events sponsored by the AO or the FJC.

§ 250 Budget Decentralization

- (a) Under [28 U.S.C. § 602\(d\)](#), the AO Director may delegate any functions, powers, duties, and authority to such officers and employees of the judiciary, subject to such terms and conditions as the AO Director may consider appropriate.
- (b) The AO Director, under the direction of the Judicial Conference, has delegated the authority to manage decentralized funds to chief judges and FPDs to provide them with greater autonomy in long-range planning and to improve cost control and flexibility in meeting local needs ([JCUS-MAR 91](#), pp. 13-14). **See:** [§ 250.10 \(Delegation of Director's Authorities\)](#).
- (c) Court units and FPDOs are allotted funds for salaries, information technology, and other operating expenses, providing significant latitude in how such funds are expended.
- (d) Budget management at the local court unit or FPDO level can involve many stakeholders, such as:
- chief judges,
 - committees of judges,
 - FPDs,
 - court unit executives,
 - chief deputies and deputy chiefs,

- divisional office managers,
 - administrative managers,
 - financial deputies, and
 - budget analysts.
- (e) The authorities, responsibilities, and levels of fiscal involvement undertaken by these individuals vary depending on the local organizational structure and business processes adopted to manage allotted funds. **See:** [§ 270 \(Budget Organization Plan\)](#).
- (f) Decentralized budget management depends on reliable fiscal oversight from the individuals responsible for managing it locally, who must follow:
- (1) statutes governing the use of the judiciary's appropriated funds;
 - (2) rules governing the use of the judiciary's appropriated funds (e.g., Federal Rules of Criminal Procedure, Federal Rules of Civil Procedure, and Federal Rules of Evidence);
 - (3) *Principles of Federal Appropriations Law*, promulgated by the U.S. Government Accountability Office (also known as the *Red Book*);
 - (4) judiciary policies established by the AO Director and Judicial Conference, as compiled in the *Guide to Judiciary Policy*;
 - (5) operating and procedural guidance administered by AO program offices published on the judiciary's internal network (JNet);
 - (6) operating and procedural guidance specific to FDOs administered by DSO published on the defender's internal network (dWeb); and
 - (7) further guidance and instructions issued by the AO Director.
- (g) Unless specifically excluded, these obligation and expenditure regulations apply to appropriations and funds allotted to or held by all judiciary entities listed in [§ 210.20 \(Applicability\)](#).

§ 250.10 Delegation of Director's Authorities

- (a) Under the judiciary's budget decentralization program, the AO Director has delegated to chief judges and FPDs general management and oversight responsibilities for budget planning and execution. Specifically, the Director has delegated program oversight and procurement authority to chief judges and FPDs to obtain goods and services for the court units and FPDOs within their allotments. **See:** [Guide, Vol. 1, Ch. 6](#)

[\(Delegations of the Director's Authorities\)](#) and [Vol. 14, § 120.20.10 \(Director Delegations\)](#). **See also:** [28 U.S.C. § 602\(d\)](#); [28 U.S.C. §§ 604\(a\)\(6\), \(a\)\(8\), \(a\)\(10\), \(a\)\(17\)\(B\), and \(g\)](#).

- (b) Chief judges, CUEs, and FPDs may successively delegate certain authorities:
- to procurement liaison officers and contracting officers, under [Guide, Vol. 14, §§ 120.10.10 \(Authority to Contract and Delegate\), 120.20.10 \(Director Delegations\)](#), and [120.20.40 \(Chief Judges and Other Judiciary Officials\)](#), and
 - to disbursing and certifying officers, under [28 U.S.C. § 613](#).

§ 250.20 Court Unit and FPDO Funds Control Responsibilities

- (a) Chief judges, CUEs, and FPDs are responsible for instituting local policies and procedures (internal controls) that are consistent with the fund control regulations issued by the AO Director to ensure that proper administrative controls are in place to restrict obligations and expenditures:
- to the total allotment level,
 - within specified time periods, and
 - for designated purposes consistent with the purpose of the judiciary's appropriation.
- (b) Courts units and FPDOs must record all accounting and budget transactions in JIFMS, according to [Guide, Vol. 13 \(Finance and Budget\)](#). By recording these transactions:
- (1) CUEs and FPDs ensures that they and their staff restrict obligations and expenditures against each appropriation or fund account to the amount available; and
 - (2) The AO Director determines responsibility for over-obligation and over-disbursement of appropriations, apportionments, statutory limitations, allotments and other subdivisions, as well as other violations of limitations imposed by the AO.
- (c) The judiciary's administrative funds control provides fiscal guidelines to ensure that court units and FPDOs comply with the Antideficiency Act as well as the spending limitations imposed by the AO Director, including reporting requirements. In addition, these fiscal guidelines provide the policy for submitting reports required for local budget execution and

oversight of funds made available through centralized and decentralized funds.

§ 250.20.10 Control Measures

- (a) Financial management staff must implement internal controls to ensure that allotments are not exceeded, as specified in [Guide, Vol. 11, Ch. 7 \(Budget Management\)](#).
 - (1) The primary control measure is periodic and systematic reconciliation of the obligation data posted in the financial system.
 - (2) When proper controls are set in the financial system, funds control is maintained at each fund level, 092000 (Salaries and Expenses), 092700 (Defender Services), 51140E (Electronic Public Access), and 51140X (JITF). Having proper system controls in place helps to prevent system users from obligating or disbursing funds in an amount greater than the fund total.
 - (3) During the fiscal year, decentralized funds can be reprogrammed between 092000 and 51140X. **See:** [§ 280.45 \(Reprogramming Authorities within Decentralized Budgets\)](#).
 - (4) The AO manages administrative control over appropriated funds at the total allotment level for each fund.
- (b) CUEs and FPDs must take steps to prevent an over-obligation of funds, including the internal controls in [Guide, Vol. 11, Ch. 7 \(Budget Management\)](#).
- (c) A court unit or FPDO must not continue to obligate or expend funds if it has exhausted its total allotment for that fiscal year.

§ 250.20.20 Protocols for Over-Obligation Activity

- (a) The AO monitors total court unit and FPDO obligation activity periodically based on the financial data in the judiciary's accounting system.
- (b) If an over-obligation or unexplained shortage is detected, the burden will be on the individual court unit or FPDO to explain the potential violation.
 - (1) If a technical review does not resolve the shortage, the Associate Director of the AO's Department of Administrative Services (DAS) will notify the following individuals, in writing, of the potential overage of total allotment authority.

- (A) For court units, the chief judge and the CUE.
 - (B) For FPDOs, the FPD and the chief of AO's Defender Services Office (DSO).
- (2) The letter will state the potential finding and offer the CUE or FPD the opportunity to:
- resolve the finding,
 - refute the finding, or
 - identify mitigating circumstances resulting in the over-obligation.
- (3) In coordination with the AO, the court unit or FPDO will have 30 days to examine the accounting records to determine if the records are accurate and up-to-date.
- (A) If necessary, AO auditors and staff will make a site visit to assist the court or unit during the local review phase.
 - (B) An additional 30-day extension to examine the records and refute any findings may be granted:
 - by the DAS Associate Director upon request by a CUE, or
 - by the DSO chief upon request by an FPD.

§ 250.20.30 Remedy Phase and Possible Administrative Consequences

- (a) If the review of local records shows a court unit or FPDO exceeded its total allotment or failed to comply with written financial management policies, and this overage was not justified by any identified mitigating circumstances, the administrative remedies will be applied as appropriate by the following.
 - (1) For court units, the DAS Associate Director in consultation with the AO Director and the chief judge of the court unit.
 - (2) For FPDOs, the DSO chief in consultation with the AO Director.
- (b) Administrative remedies that could be applied include an advisory letter — by the DAS Associate Director to the chief judge or CUE, or by the DSO chief to the FPD — to initiate corrective action, increase reporting requirements, and restrict reprogramming and other budget decentralization authorities.

- (c) The court unit or FPDO might also be required to prepare a corrective action plan, and the AO may provide assistance and training as needed.
- (d) After an appropriate period, as determined by the DAS Associate Director or DSO chief, the court unit or FPDO is eligible to apply for relief from the administrative remedies or complete reinstatement of all decentralized budget authorities. However, the court unit or FPDO will be required to explain the steps taken to prevent over-obligations or other financial management policy violations from reoccurring. After review, the DAS Associate Director or DSO chief will determine whether reinstatement is approved.

§ 250.20.40 Adverse Action

Any adverse action resulting from a violation of the judiciary's administrative funds control system (e.g., noncompliance with written financial management policies) will be resolved at the local level at the discretion of:

- (a) For court units, the chief judge or CUE, with advice from the DAS Associate Director;
- (b) For FPDOs, by the FPD, with advice from the DSO chief.

§ 250.30 Stewardship Roles and Responsibilities Overview

- (a) Stewardship is the safeguarding and responsible use of the financial, human, and physical resources entrusted to judges, CUEs, FPDs, and heads of other judiciary entities.
- (b) Chief judges, CUEs, and FPDs should ensure that guidance is provided to all employees regarding their responsibilities to protect judiciary assets, exercise due diligence to avoid mistakes, implement internal controls, and adhere to high ethical standards.

§ 260 Decentralized Allotments (Local Funds)

- (a) Decentralized allotments are allotted annually to court units in three fund baskets (salaries, operating expenses, and information technology expenses) and to FPDOs in two baskets (salary and benefits, and all operating expenses). **See:** JNet's [Budget Decentralization](#) page.
 - (1) Allotments for salaries, recurring operating expenses, information technology expenses, and legal resources are generally determined by formulas. **See:** [§ 280.25.10 \(Allotment Funding Formulas and Allotment Categories\)](#), [§ 280.50 \(Supplemental](#)

[Allotments](#)) and, for FPDOs, the annual Federal Defender Organization Operations Memo on dWeb.

- (2) The allotment formulas for court units are developed with the input of court unit staff through the AO advisory process and are approved by the program committees of the Judicial Conference.
- (3) Decentralized allotments may be supplemented during the fiscal year and provided to court units and FPDOs for qualified and approved needs (e.g., furniture funds for new and replacement judges).

(b) Local Reprogramming

All court units and FPDOs operate under local budget management guidelines that allow them to reprogram their allotments within Judicial Conference policy and statutory restrictions. **See:** [§ 280.45 \(Reprogramming Authorities within Decentralized Budgets\)](#).

- (c) A court unit or FPDO may not commit, obligate, or spend in anticipation of future allotments. **See:** [31 U.S.C. § 1341\(a\)](#) and [31 U.S.C. § 1517\(a\)](#). Each court unit and FPDO must implement internal controls to avoid obligating or making improper payments. **See:** [Guide, Vol. 13, § 1310.40 \(Types of Fiscal Irregularities\)](#).

(d) Budget managers may not use allotments for the following purposes:

- (1) To commit, obligate, or expend funds for any purpose other than to facilitate the local court unit's or FPDO's daily operations.
- (2) To commit, obligate, or expend local funds for purposes covered by other appropriations accounts.
- (3) To augment non-appropriated funds (e.g., attorney admission fees or circuit conference fees). **See:** [Guide, Vol. 4, § 670.30.10 \(Rule Against Augmenting Appropriations\)](#). **Note:** Court units may not use non-appropriated funds to augment appropriated funds (e.g., decentralized allotments) or to augment either non-appropriated or appropriated funds with imprest funds (i.e., petty cash or change-making money).
- (4) To commit, obligate, or expend funds to make donations or to provide personal gifts to members of the public or employees, except in conjunction with a local employee performance

recognition program. **See:** [Guide, Vol. 12, § 830 \(Employee Recognition Awards\)](#).

- (5) To commit or obligate funds beyond the current fiscal year, unless authorized by the AO. **See:** [§ 280\(a\) \(Budget Cycle\)](#) and [§ 280.55 \(Capital Investment Fund Program\)](#).

§ 270 Budget Organization Plan

§ 270.10 Submission Requirements for Court Unit Budget Organization Plan

- (a) Decentralized budget authority requires each court unit to adopt procedures governing its financial approval and budget reprogramming processes through the development of a Court Unit Budget Organization Plan (CUBOP).
- (b) Court units must submit a CUBOP, or a consolidated unit CUBOP, to the AO via InfoWeb.
- (c) Each CUBOP must:
- (A) be certified annually that it reflects current operations, and
 - (B) be provided to the AO via InfoWeb.
- (d) Changes in delegations of authority arising from the appointment of a new chief judge or a new CUE require the CUBOP to be amended and re-signed by the chief judge and CUE. The amended copy should be resubmitted via InfoWeb. **See:** [Guide, Vol. 11, § 740 \(Budget Organization Plans\)](#).
- (e) For guidance on CUBOP development, modification, and model plans, **see:** [CBOM](#), 4.3 (Court Unit Budget Organization Plan) and JNet's [Budget Decentralization](#) page. For CUBOP development procedures and internal controls, **see:** [Guide, Vol. 11, § 740 \(Budget Organization Plans\)](#).
- (f) The CUBOP, which must include relevant delegations of authorities and assignments, should be included in the court unit's internal controls manual. **See also:** [Guide, Vol. 11, § 740.30 \(Appropriate Records and Documentation\)](#).

§ 270.20 Plans for Other Judiciary Entities

Other judiciary entities, including the FJC, USSC, and FPDOs, are not required to submit a CUBOP to the AO. These entities should have internal control manuals that document their financial procedures, delegations of authorities, and assignments.

§ 270.30 Decentralized Budget Management Roles and Responsibilities**§ 270.30.10 Chief Judge's Role**

- (a) The chief judge may choose to:
- (1) retain certain budget authorities;
 - (2) delegate, in writing, specific authorities to another judge or a local court budget committee; or
 - (3) delegate, in writing, all or specific authorities to CUEs.
- (b) Examples of these authorities include:
- reviewing and approving budget requests;
 - reviewing and approving annual spending plans for courts;
 - reviewing and approving inter-unit and inter-fund reprogramming requests;
 - reviewing and approving funding priorities;
 - reviewing projected spending for the remainder of the fiscal year; and
 - consulting with local CUEs to develop court-wide budget plans with short- and long-term goals that may include sharing budget resources through inter-unit reprogramming to achieve those goals and maximize resources.

§ 270.30.20 Identification of Officials Involved in Budget Management

The primary officials involved in budget management include chief judges, CUEs, and FPDs. All staff involved in budget actions and obligating funds must be identified in local written delegations of authority that include their specific authorities.

§ 270.30.30 Court Unit Executive's Role

Central to the internal controls manual and the CUBOP's operational structure are the responsibilities delegated in writing to court unit executives, which include oversight of the following activities (see: [Guide, Vol. 1, § 620 \(Finance and Budget\)](#)):

- (a) Preparation and submission of the court unit's annual budget call request;
- (b) Management of the court unit's allotted funds;
- (c) Submission of budget and financial reports to the AO; and
- (d) Communication with other court units within the district or circuit about financial requirements and spending priorities, as appropriate.

§ 270.30.40 Federal Public Defender's Role

- (a) The FPD may choose to:
 - (1) retain some budget authorities;
 - (2) delegate, in writing, specific authorities to other members of their staffs; or
 - (3) delegate, in writing, all or specific authorities to other members of their staffs.
- (b) Examples of these authorities include:
 - reviewing and approving budget requests;
 - reviewing and approving annual spending plans for FPDOs;
 - reviewing and approving funding priorities; and
 - reviewing projected spending for the remainder of the fiscal year.

§ 270.30.50 Assignment of Responsibility by CUEs and FPDs

CUEs and FPDs may delegate to members of their staff the following budget-related duties, as appropriate:

- coordinating budget development;
- reviewing allotments;
- reviewing the status of operating budgets;
- approving obligations;
- recording obligations;
- approving payment vouchers;

- executing reprogramming transactions; and
- generating analytical reports.

§ 280 Budget Cycle

- (a) All decentralized allotments are designated as one-year funds, and as such, obligations of these funds are generally limited to the fiscal year in which they are allotted. The fiscal year begins October 1 and ends September 30. For purchases with product or service requirements exceeding one year, **see:** [Guide, Vol. 14, § 410.75 \(Multi-Year Contracts\)](#).
- (b) Within the one-year budget cycle, predictable budget events occur every year for court units and FPDOs, such as:
 - transmission of initial or interim allotments;
 - transmission of full-year or final allotments;
 - supplemental allotment requests window; and
 - annual budget call for the next fiscal year.
- (c) A process related to the annual budget cycle is the annual allocation of authorized work units (AWUs) to each court unit and the allocation of Full Time Equivalent (FTEs) to each FPDO, resulting from the application of the Judicial Conference-approved staffing formulas.

§ 280.10 Budget Call

- (a) The AO's Budget Division electronically releases an annual budget call in early summer, which offers court units an opportunity to request non-formula-based funding for:
 - nonrecurring operating expenses,
 - one-time events, and
 - special projects expected to occur in the upcoming fiscal year.

Funding for such events is requested through the budget call module on InfoWeb. For instructions, **see:** [Budget Call Manual](#).

- (b) For FPDOs, DSO electronically releases preliminary budgets in the summer. FPDOs may request adjustments to their preliminary budgets by notifying DSO. For further guidance on the FPDO annual budget call, contact DSO.

§ 280.15 Budget Planning

- (a) Budget planning is an ongoing process that occurs throughout the fiscal year. **See:** [§ 280.20 \(Local Spending Plans\)](#). The planning process generally includes the following tasks:
- (1) Analyzing prior year expenditures;
 - (2) Estimating future costs for achieving short- and long-term goals;
 - (3) Identifying alternative ways to achieve spending goals in the event of budget shortfalls;
 - (4) Prioritizing spending plans and goals;
 - (5) Performing cost/benefit analyses to determine the most cost-effective means of achieving specific objectives;
 - (6) Developing plans for sharing financial, human, and physical resources between units and across districts or circuits (where applicable);
 - (7) Projecting the future costs of recurring expenses (e.g., maintenance, supplies, parts, repair, training, or replacement) associated with discretionary funding decisions made in the current or previous fiscal years;
 - (8) Estimating staffing requirements; and
 - (9) Estimating salary requirements (**see:** [iPPS User Guide](#)).
- (b) Since funding for decentralized operating budgets is predominantly formula driven (**see:** [§ 280.25 \(Allotment Process\)](#)), CUEs and FPDs can develop a reasonably accurate estimate of the next year's funding allotment.
- (1) The formula-driven budget process makes budget planning of paramount importance to financial management because fluctuations in any one of the formula variables will increase or decrease allotment amounts.
 - (2) Formula variables for court units include AWUs, authorized judgeships, and the number of divisional offices. CUEs and FPDs must plan for any fluctuation that would affect recurring operating expenses.

- (c) Generally, court units cannot expect increased funding beyond the amounts the formulas provide, except for approved funding requests for one-time events and special projects. **See:** [§ 280.10 \(Budget Call\)](#).

§ 280.20 Local Spending Plans

- (a) CUEs and FPDs must prepare interim and final decentralized spending plans, which:
 - (1) give decision-makers a tool to reassess methodologies for estimating annual expenses;
 - (2) aid in budget planning and estimate projections; and
 - (3) ensure compliance with internal controls requirements that mitigate the risk of over-obligating funds (**see:** [Guide, Vol. 11, § 750.40 \(Verification and Review\)](#)).
- (b) Under budget decentralization guidelines, every court unit and FPDO is required to have an annual spending plan as a part of the judiciary's funds control mechanism.
- (c) Initial Spending Plan
 - (1) CUEs and FPDs should develop an initial spending plan to prepare for the next fiscal year. For CUE guidance, **see:** [CBOM](#), 5.4.1 (Local Budget Call and Spending Plan).
 - (A) The plan should include requirements for operating expenses, one-time events, and special projects.
 - (B) In addition to an initial spending plan, CUEs and FPDs should also develop alternative spending plans in case funding for all requirements is not available.
 - (2) When initial, or interim, allotments are received, the initial spending plan should be used as a guide to distribute funds from the basket level to the BOC level, reflecting how the funds will be spent. Allotments received from the Budget Division and DSO must be distributed to the BOC level before the Electronic Status of Funds Report (ESFR) submission. For further guidance on ESFR submissions, **see:** [§ 280.65 \(Status of Funds Report\)](#).
- (d) Final Spending Plan

- (1) Court units and FPDOs should have a final spending plan in place either:
 - (1) by the end of the first quarter of the fiscal year, or
 - (2) by the end of the month following receipt of final allotments.
- (2) The final spending plan reflects how the court units or FPDOs plan to spend their allotments for each BOC during the full current fiscal year.
- (3) Changes in circumstances and funding requirements at the local level may require changes in funding priorities. Each court unit and FPDO should adjust its spending plan throughout the fiscal year to reflect the actual budget execution and changes that occur during the fiscal year.

§ 280.25 Allotment Process

- (a) The Budget Division and DSO transmit initial, or interim, allotments at the beginning of each fiscal year, on or about October 1.
- (b) Court units and FPDOs receive notice by email of an allotment's availability and may view details on all allotment transactions on the Allotment Query in InfoWeb.

§ 280.25.10 Allotment Funding Formulas and Allotment Categories

- (a) Allotments are distributed using several funding formulas. For detailed descriptions and actual formulas, **see:** [CBOM](#), Ch. 3 (Court and Unit Allotments). For further guidance on FDO formulas, contact your DSO budget analyst.
- (b) The allotment funding formulas were developed to promote a fair and equitable distribution of available resources to all court units and FPDOs. These formulas are program-specific.
- (c) At a national level, the results of all the allotment funding formula calculations may be adjusted to ensure that allotments align with the available resources under the financial plan. The Executive Committee determines what, if any, adjustments are required to the allotments before approving the plan.

- (d) A formula is not used to determine nonrecurring funding for:
 - a specific, limited purpose, or
 - a specific one-time event (e.g., furniture for a new judicial appointment).
- (e) Each court unit's current funding level for formula-driven allotments, including an explanation of how those amounts were derived, can be viewed in InfoWeb under Finance and Budget, Allotment Calculations.
- (f) Where a formula allotment provides funds under a single fund basket in the InfoWeb allotment report, local budget managers must reprogram the funds, as appropriate, to other BOCs within the available fund baskets. For BOC descriptions, **see:** [BOC Reference Sheets](#) and [CBOM](#), 2.2.4 (Budget Object Codes (BOCs) and Classification).
- (g) The salary, aggregate, and capital goods funding formulas for court units are generally updated every three years.

§ 280.25.20 Cost Control Monitoring System (CCMS)

The CCMS is a formula-based, dollar-driven system designed to distribute salary resources equitably across all court units operating under the Court Personnel System (CPS). **Note:** CCMS is not used for FPDOs, but FPDO salary funding is also determined by formula.

- (a) CCMS Salary Base
 - (1) CCMS establishes a salary base for each court unit and creates incentives for achieving greater efficiencies in conducting court operations with available funding.
 - (2) The CCMS salary base is the portion of a court unit's salary allotment associated with non-Judiciary Salary Plan (JSP) positions.
- (b) CCMS Second-Year Ceiling
 - (1) A second-year ceiling provides CUEs with a not-to-exceed benchmark in InfoWeb to ensure that the future cost of current-year personnel decisions does not exceed anticipated future resources.
 - (2) The dollar amount of the second-year ceiling is provided with the annual salary allotment. For further guidance on the criteria for

determining the second-year ceiling, **see:** [CBOM](#), 3.3.1 (CCMS Second-Year Ceiling).

- (c) Relationship of CCMS to the Staffing Formula
 - (1) The primary variable used in the CCMS formula is authorized work units (AWUs), which is a budgetary tool used to fund authorized staffing levels for court units.
 - (2) AWU levels are determined by staffing formulas endorsed by the Judicial Resources Committee and approved by the Judicial Conference.
 - (3) A number of workload factors are considered under the staffing formulas with predominant weight given to each court unit's actual workload.
 - (4) Before each fiscal year begins, the AO's CSO and Probation and Pretrial Services Office calculate the number of authorized staff for each court unit based on Judicial Conference workload formulas.
- (d) Funding for New or Lost AWUs
 - (1) CCMS provides additional funding for new AWUs, or decreases funding for declining AWUs, using the appropriate national average tiered salary.
 - (2) The funding provided for changes in AWUs may vary each fiscal year based on the final approved financial plan. **See:** [CBOM](#), 3.3 (Salary Funding).

§ 280.30 Managing the Local Budget

- (a) Local budget management is an ongoing process involving continued budget development, execution, and monitoring after a court unit or FPDO receives its allotments. Primary budget management functions include planning and reporting, estimating and projecting costs, and monitoring and reviewing obligations and spending.
- (b) Local budget managers must continually evaluate their court unit's or FPDO's financial position to ensure that:
 - (1) the judiciary's fiscal policies and procedures are followed;
 - (2) short- and long-term spending goals are achieved;

- (3) resources are available to meet unforeseen circumstances and changing requirements; and
 - (4) any projected deficits are addressed promptly.
- (c) Local budget managers are encouraged to work together to develop a financial plan with both short- and long-term goals to coordinate bulk purchases and to share available resources as appropriate through inter-unit reprogramming mechanisms. **See:** [§ 280.45.30 \(Shared Administrative Services Arrangements for Court Units\)](#).

§ 280.30.10 Budget Estimating and Projecting

Sound financial management practices include estimating annual expenses (including both recurring costs and costs associated with short- and long-term spending goals) by recording commitments and obligations in JIFMS and projecting obligations throughout the fiscal year.

(a) Estimating Annual Expenses

Court units and FPDOs should estimate annual expenses for each decentralized account using methodologies that reasonably support the estimated amounts. **See:** [§ 280.20 \(Local Spending Plans\)](#).

(b) Projecting Obligations

- (1) Local budget managers must enter projected additional obligations on their monthly ESFR indicating how budget spending plans will be locally executed.
- (2) Projecting additional obligations is a managerial necessity that helps ensure that any projected deficits are addressed, or surpluses are identified, promptly. However, no projected additional obligations may be entered on the final ESFR submitted for the fiscal year.

§ 280.30.20 Budget Monitoring and Review

- (a) Review of the court unit's or FPDO's financial position is a key component of sound financial management. While many day-to-day budget activities may be delegated, CUEs and FPDs must regularly review their local budgets.
- (b) Each month, CUEs and FPDs should monitor and review current-year allotments, commitments, and obligation activities. Reports from InfoWeb,

iPPS, HRMIS, EDW, and JIFMS are available to assist budget managers with monitoring commitments, obligations, and spending activities.

- (1) Spending goals may need to be reassessed or prioritized differently in response to changing local circumstances.
 - (2) Analysis of actual spending patterns may lead to changes in planned spending.
 - (3) Local budget managers should review unliquidated obligations to determine if funding may be deobligated and used for other requirements during the current fiscal year. **See:** [§ 280.60.50 \(Review of Outstanding Commitments and Unliquidated Obligations\)](#).
 - (4) At least annually, budget managers should evaluate increases in recurring operating expenses to assess the impact of current-year financial decisions on future budgets and spending plans.
- (c) CUEs and FPDs must conduct an annual self-assessment to review internal controls and evaluate compliance with those procedures. **See:** [Guide, Vol. 11, § 180 \(Internal Control Assessment\)](#).
 - (d) To ensure that total allotments are not exceeded, each court unit and FPDO must follow its approval chain and oversight system, as established in the CUBOP. **See:** [§ 250.20 \(Court Unit and FPDO Funds Control Responsibilities\)](#).
 - (e) Use of AO-developed [internal control tools](#) (e.g., Internal Controls Evaluation (ICE) software application, the audit Self-Assessment Tool) assists CUEs and FPDs in establishing and managing local financial operations and comply with funds control requirements.

§ 280.30.30 Allotment Review and Verification

- (a) CUEs should review their allotments when received to ensure that formula allotments were properly calculated. If there is a mathematical error in a formula allotment, the CUE may file a technical appeal. For the allotment formulas and the methods for verifying them, the court units should contact their AO budget analyst or the AO allocation holder. **See:** [CBOM, Ch. 3 \(Court and Unit Allotments\)](#).
- (b) Court units should also review the allocation holder responses to one-time (event driven) funding requests that are submitted under the annual budget call.

- (c) FPDs should review allotments and notify DSO of any errors in the application of the allotment formulas. DSO will adjust the allotment as appropriate.

§ 280.35 Court Unit Allotment Technical Appeals

- (a) A court unit may submit a technical appeal to address an error in a formula allotment calculation. Technical appeals from court units must be submitted electronically in InfoWeb to the Budget Division. **Note:** This technical appeals process does not apply to FPDOs (**see:** [§ 280.30.30\(c\) \(Allotment Review and Verification\)](#)).
- (b) The timetable for submitting an appeal is provided annually in the [Budget Updates and Planning Calendar](#).
- (c) Approved appeals to formula-based allotments are funded on an ongoing basis, until the annual deadline published in the [Budget Updates and Planning Calendar](#).
- (d) The schedule for releasing funds for approved allotment appeals will vary, depending on the funding category against which the appeal is submitted.

§ 280.40 Automatic Allotment Adjustments

- (a) Changes in Salary Allotments

Adjustments to the authorized court unit staffing level after the beginning of the fiscal year result in changes to the CCMS salary allotment. These adjustments may be made throughout the fiscal year. **Note:** Non-salary formula allotments are not adjusted for changes in staffing levels made after the final financial plan is approved.

- (b) Employment Cost Index and Locality Pay
 - (1) The Employment Cost Index (ECI) is an economic tool used to measure changes in employee compensation. It is an inflation rate upon which the salaries of most federal employees may be increased annually under [5 U.S.C. § 5303\(a\)](#).
 - (2) Locality pay is an adjustment to keep the salaries of federal employees competitive with private sector equivalents in the same geographic area. Locality pay rates are reviewed and determined under [5 U.S.C. § 5304](#).

- (3) For the executive branch, the President determines the ECI-based increase and can approve increases to locality pay rates. The judiciary applies the same rates.
 - (A) In times of a national emergency or serious economic hardship, the President may establish a different rate from the one based on the ECI and/or determine that no annual adjustment should be applied to federal employee pay rates. **See:** [5 U.S.C. § 5303\(b\)](#).
 - (B) Congress has the authority to overrule the President's ECI rates before the start of the new calendar year or deny ECI increases. However, if Congress takes no action, the President's ECI rates take effect.

§ 280.45 Reprogramming Authorities within Decentralized Budgets

- (a) Under budget decentralization, CUEs and FPDs have extensive authority to reprogram allotted funds. This authority provides CUEs and FPDs with a flexible mechanism to address local budget requirements and to enhance operations by meeting short- and long-term objectives.
- (b) After initial reprogramming from basket BOC allotments, an FPDO may only reprogram funds from one BOC to another BOC within that FPDO.
- (c) After initial reprogramming from basket BOC allotments, court units may reprogram funds:
 - (1) From any reprogrammable BOC to another BOC within the same fund, except as described in [§ 280.45.20 \(Reprogramming Restrictions for Decentralized Budgets\)](#);
 - (2) From the court unit's Salaries and Expenses Fund 092000 into the JITF 51140X, with the approval of the CUE and notice to the Budget Division;
 - (3) From the JITF 51140X into the court unit's Salaries and Expenses Fund 092000, with the approval of the CUE and the Budget Division;
 - (4) Between courts units within the same district, with the joint approval of both CUEs involved and the Budget Division;
 - (5) Between appellate court units within the same circuit, with approval of the CUEs involved and notice to the Budget Division;

- (6) Between probation offices — regardless of geographical location — for the expenses of shared probation officers, with the joint approval of both CUEs involved and the Budget Division;
 - (7) Between all court units — regardless of type, geographical location, or judicial district or circuit — for shared services arrangements, with joint approval of the chief judge and/or CUE, and the approval of the Budget Division (**see:** [§ 280.45.30 \(Shared Administrative Services Arrangements for Court Units\)](#)); and
 - (8) Between court units within the same district receiving EPA 51140E allotments, with the joint approval of both CUEs involved and the Budget Division.
- (d) Court unit reprogrammings require notification to and approval by the AO's Budget Division to ensure that all modified financial plans comply with the congressional reprogramming caps established in appropriations acts and/or meet the Judicial Conference limitations.
 - (e) Approval of court unit inter-fund and inter-unit reprogrammings must be documented locally.

§ 280.45.10 Other Reprogramming Authorities for Local Court Budgets

- (a) The local rules of court budget decentralization allow reprogramming funds between bankruptcy administrator units. **See:** [CBOM](#), 4.4.4.2 (Reprogramming for Bankruptcy Administrators).
- (b) Bankruptcy administrator units and bankruptcy courts also are authorized to reprogram funds between the two units within the same judicial district.
- (c) In some circumstances, funds may be reprogrammed between circuits or districts for cash awards. **See:** [CBOM](#), 4.5.1 (Cash Awards).
- (d) These inter-unit reprogrammings may only be done with the approval of the CUEs involved and Budget Division.

§ 280.45.20 Reprogramming Restrictions for Decentralized Budgets

Allotments may be reprogrammed to other BOCs but are subject to prohibitions and restrictions. For court unit guidance, **see:** [CBOM](#), 4.4.4.4 (Reprogramming Prohibitions and Restrictions). For FPDO guidance, **see:** annual Federal Defender Organization Operations Memo on dWeb.

§ 280.45.30 Shared Administrative Services Arrangements for Court Units

- (a) Many court units participate in voluntary shared administrative services (SAS) arrangements in which court units agree to share certain goods or services by combining fund and personnel management. Executing a shared administrative services arrangement requires reprogramming funds from the judiciary entity receiving the service to the judiciary entity providing the service. **See:** [CBOM](#), 4.4.4.3 (Reprogramming for Shared Administrative Services (SAS)).
 - (1) For SAS within a district or circuit, there must be a written agreement that specifies the purpose, affected funds, BOCs, and amounts, and is annually renewed and signed by all participating court units. Any renewal SAS agreement must be in place before the start of each fiscal year.
 - (2) All judiciary entities participating in an SAS arrangement outside of their respective district or circuit must also have in place a written agreement that specifies the purpose, affected funds, BOCs, and amounts.
 - (A) The agreement must be signed by the chief judges and/or authorized CUEs annually.
 - (B) The court unit initiating the reprogramming of funds under the agreement is responsible for emailing a copy of the signed agreement to its assigned Budget Division analyst before implementation.
 - (3) The donating court unit, which sends funds, is responsible for detailing the terms of the relationship between the court units, including the salary arrangements. Details related to shared salary funding should be entered in InfoWeb's SAS module at the time of reprogramming, so the shared court unit's budget organization code can be accessed to process the reprogramming request in InfoWeb.
 - (4) If the agreement involves sharing non-salary funding, and will not be entered in InfoWeb, the donating court unit should contact its assigned Budget Division analyst and provide the accounting details necessary for the reprogramming request.
- (b) Documenting the SAS agreement provides each participating judiciary entity with written assurance of the agreed terms and the funding that

each will contribute. It also ensures that each participating judiciary entity has sufficient resources to maintain its own operations.

- (1) Every year following the initial SAS agreement, the participating judiciary entities should reevaluate the funds required to maintain the SAS agreement and consider goods and services provided, equitability, and the availability of all resources.
- (2) If an agreement will continue into the next fiscal year, it must be renewed, re-signed, and resubmitted to the court's assigned Budget Division analyst before reprogramming funds between districts or circuits.

§ 280.50 Supplemental Allotments

- (a) CUEs and FPDOs may request supplemental allotments when extenuating circumstances affecting court unit or FPDO operations occur after the final allotments are issued. Supplemental allotments provide extraordinary relief when required by an unexpected change of conditions within a court unit or FPDO. There are three types of supplemental allotments.

- (1) Emergency Supplemental

Emergency supplemental allotment requests may be submitted at any time in InfoWeb (or, for FPDOs, to their assigned DSO budget analyst) for:

- (A) property damage or malfunction that results from *force majeure* (acts of God) or acts of terrorism;
- (B) complex or voluminous cases requiring additional staff to handle the associated workload; or
- (C) other unforeseen circumstances beyond the control of court units or FPDOs that result in increased workloads.

- (2) AO-Initiated Supplemental

The AO may increase (supplement) allotments during the fiscal year for:

- (A) adjustments made to initial allotments to correct an error;
- (B) additional salary funding, if a new position or AWU/FTE is approved; or

- (C) additional salary funding, to cover the costs of ECI/locality pay adjustments.
- (3) One-Time Events
- (A) A court unit may request supplemental allotments to deal with a one-time event within the annual time frame established in the [Budget Updates and Planning Calendar](#). FPDOs should contact their assigned DSO budget analyst to request supplemental allotments.
 - (B) For court unit supplementals, CUEs must certify that sufficient funds to cover the expense are not available in:
 - their own budgets,
 - the budgets of the other units in the district (for district court units), or
 - the budgets of circuit and appellate court units (for circuit court units).
- (b) All court unit supplemental allotment requests must be submitted in InfoWeb and must include a justification describing the impact on court unit operations if the request is not funded. For procedures on requesting supplemental allotments, **see:** [CBOM](#), 4.4.4.5 (Request Supplemental Funding).
- (c) FDO supplemental allotment requests must be submitted to DSO.

§ 280.55 Capital Investment Fund Program

The Capital Investment Fund (CIF) program provides court units the opportunity to return unobligated balances to the AO for use in subsequent fiscal years for capital investment projects. **See:** [JCUS-MAR 13](#), p. 8-9. By voluntarily returning these funds, court units may request the use of CIF funds for major acquisitions and project implementation. **See:** [Capital Investment Fund Deposit and Withdrawal Procedures](#). **Note:** This program is not available to FPDOs or other judiciary organizations.

§ 280.55.10 Program Participation

- (a) Court units may request the use of CIF funds after the Executive Committee has approved the judiciary's financial plan and until the [Budget Updates and Planning Calendar](#) deadline.

- (b) All deposited funds must be returned from either the 1100 or 2000 basket in Fund 092000. Withdrawals from the fund may be allotted back to the court unit and into either one of these two fund baskets.
- (c) Under the terms of the pilot program, \$50,000 was the maximum amount court units could deposit, or retain on deposit, at any given time. Since 2013, when the CIF was made a permanent budget program, the maximum amount that can be deposited or retained on deposit at any given time incrementally increases each fiscal year from the \$50,000 baseline by the rate of non-pay inflation. **Note:** Yearly maximum deposit/retention amounts are posted to the [Budget Updates and Planning Calendar](#) after the final financial plan for each fiscal year has been approved.

§ 280.55.20 Eligible CIF Projects

- (a) The CIF covers expenses for the following capital investment projects:
 - (1) Tenant alterations;
 - (2) Cyclical facilities maintenance (e.g., painting, wallpapering, millwork restoration);
 - (3) Capital assets:
 - (A) Capital goods (e.g., non-chambers staff furniture and copiers);
 - (B) Information technology infrastructure (e.g., cyclical replacement of computers/laptops and server upgrades) (**see:** [Guide, Vol. 15, § 210.20\(a\)-\(d\) \(Included Equipment and Services\)](#)); and
 - (C) Courtroom technology purchases (e.g., audio, video, and supporting equipment).
- (b) The CIF may also be used for multi-year contracts supporting the above eligible projects. **See:** [Guide, Vol. 14, § 410.75 \(Multi-Year Contracts\)](#).

§ 280.55.30 Roles and Responsibilities of Chief Judges and CUEs

- (a) The chief judge must review and approve the court unit's participation in the CIF program and may delegate, in writing, the day-to-day management of the CIF program to the CUE.

- (b) If delegated, the chief judge or designee must approve all CIF transactions, including proposals to repurpose the use of CIF funds requested for eligible capital investments, and those that are different from the purpose(s) identified when funds were initially deposited.
- (c) Participating court units must follow all circuit judicial council rules in conjunction with managing their CIF program locally.

§ 280.60 Recording and Monitoring Commitments and Obligations

§ 280.60.10 Statutory Authorities Permitting Obligations

- (a) Specific legal authorities and restrictions on obligations and expenditures are derived from [31 U.S.C. §§ 1341, 1501](#) and [1517\(a\)](#).
- (b) The conditions under which an amount is considered a legally binding obligation are set forth in [31 U.S.C. § 1501\(a\)](#). Specifically, an obligation should be recorded in JIFMS at the time when lawful documentation exists for the order and delivery of specific goods or rendering of services from a specific appropriation, including orders charged to purchase cards.
- (c) Obligations arise from the existence of a contractual relationship requiring a duty to pay for goods and services received from a transaction upon which a benefit is conferred during a given period requiring the disbursement of money. Court units and FPDOs create an obligation when they enter into a contract or similar transaction that will require payment in the same or future period. This obligation must be recorded promptly in JIFMS.
- (d) The authorization process for government travel and purchase card obligations should be documented in the court unit's or FPDO's Internal Controls Manual. The authorization process serves to verify that sufficient local funding exists before obligations are recorded in JIFMS.
- (e) Obligations entered into the financial system must be adjusted to agree with the amounts actually disbursed. **See:** [§ 280.60.30 \(Posting, Estimating, and Recording Commitments, Obligations and Accruals\)](#).

§ 280.60.20 Budget Object Code System

- (a) All commitments, obligations, and accruals against federal appropriation accounts are classified according to the nature of the expense.
 - (1) The budget object code (BOC) system provides a method of recording financial transactions to reflect the nature of the

associated goods or services (e.g., personnel compensation, supplies, equipment) rather than the agency involved or the purpose of the programs or activities for which funds are used.

- (2) For details on the coding structure for appropriation accounts, the BOC system, budget organization codes, and all of the BOCs used by court units and FPDOs, **see:** [CBOM](#), 2.2 (Judiciary Budget Structure), and the [BOC Reference Sheets](#).
- (b) Throughout the fiscal year, local budget managers must monitor commitments and obligations to ensure that spending goals are met and that the current rate of commitments and obligation will not cause the court unit or FPDO to exceed its budgeted levels or total allotment amount. CUEs and FPDs must review their local spending plans and certify the monthly status of funds reports before submission to the AO. **See:** [§ 280.65.10 \(Uses of the Status of Funds Report\)](#) and [§ 280.65.20 \(Submission of the Electronic Status of Funds Report\)](#).

§ 280.60.30 Posting, Estimating, and Recording Commitments, Obligations, and Accruals

- (a) Commitments are reservations for future obligations that require authorization by a CUE, FPD, or designee for a future purchase.
- (1) A commitment is not a legal requirement to pay or an obligation of the government.
 - (2) A commitment is processed when the need for future obligation is identified.
 - (3) Commitments must be funded with current-year allotments.
 - (4) When a contract is necessary to acquire goods or services, a requisition document is required to commit funds.
- (b) Under [31 U.S.C. § 1501\(a\)](#), an obligation must be recorded in JIFMS for any of the following:
- (1) An order issued under a binding written agreement between agencies or an agency and other parties for a purpose authorized by law and executed before the end of the period of availability for obligation of the appropriation or funds used for specific goods to be delivered, or work or service to be provided.
 - (2) An order issued under a law authorizing purchases without advertising:

- (A) when necessary because of a public exigency; and
 - (B) within specific monetary limits.
- (3) Employment or services of persons or expenses of travel.
- (4) Other legal liability of the government against an available appropriation or fund.
- (c) All obligations not covered by allotments or general authorization must be specifically authorized by an AO or FJC memorandum, as appropriate.
- (d) There are certain instances where an obligation is not recorded until after the services are rendered (e.g., unpaid juror expenses). In such instances, a monthly accrued expenditure is required. **Note:** The AO centrally manages the monthly accrual for payroll-related expenses.
 - (1) At the end of the month, an entry must be made in JIFMS to reflect the juror expenses that have accrued but have not yet been disbursed through the end of that month. Courts are responsible for entering their unpaid jury service expenses as an accrual.
 - (2) Accrued expenses must be processed before the close of business on the last day of the month of the current accounting period.
 - (3) Accrued expenses are automatically reversed in JIFMS at the beginning of the next accounting period when the automatic reversal flag is checked.
 - (4) For end-of-year expenses that have already occurred but are not recorded in JIFMS as of September 30, an accrual should be entered for the estimated amount of the expense.
- (e) At the end of the fiscal year, all expense categories must be accrued in JIFMS and reported in the year-end ESFR to correctly report obligations incurred during the fiscal year.
- (f) To effectively monitor financial status, local budget managers must ensure that all commitments, obligations, and accruals are recorded both promptly and accurately.
 - (1) All obligations must be recorded in JIFMS and supported by documentation, using purchase orders or other obligating documents.

- (2) All financial documents should be maintained according to the judiciary's document retention policies. **See:** [Guide, Vol. 10 \(Public Access and Records\)](#).
- (g) In some cases, invoices will be received for a transaction before an obligation is recorded in JIFMS. Examples include judge-ordered transcripts from electronic sound recordings, contract court interpreters, contract court reporters, and professional liability insurance. For these types of transactions, a requisition for anticipated expenses should be recorded in JIFMS at the beginning of the fiscal year, for the funding period provided in the allotment guidance.
- (h) In some instances, direct payment of invoices (without a preceding obligation) is authorized and appropriate (e.g., local travel – incidental expenses, employee reimbursements of \$100 or less, and payment for records). For these types of transactions that occur regularly (e.g., payment for records in an FPDO), a requisition for anticipated expenses should be recorded in JIFMS at the beginning of each fiscal year, for the funding period provided in the allotment guidance.
- (i) For centrally managed funds, such as parking, a requisition should be entered in JIFMS to commit funds, through which the AO will obligate and make payments. The funds should be decommitted before the AO's annual parking withdrawal process each September. **See:** [CBOM, 4.4.4.6 \(Withdrawals of Court or Unit Funding\)](#).

§ 280.60.40 Prohibitions on Obligation Activity

Allotted funds can be obligated only according to the policies and guidelines published by the AO Director. Decentralized funds may not be used to do the following.

- (a) Supplement funding provided through any allotments for AO-administered, centrally managed activities or to supplement funding for sponsored travel authorizations issued by and charged to the FJC.
- (b) Pay for expenses provided through an AO-held general authorization.
- (c) Supplement chambers staff salaries or the judges' general authorization accounts. (**Note:** Circuit judicial councils receive funding for employment of short-term temporary secretaries and law clerks to support judges in emergency situations. The source of this funding is the Temporary Emergency Fund.)
- (d) Augment any other general or specific authorizations made by the AO or the FJC.

- (e) Obligate or pay for expenses funded with other judiciary appropriations (e.g., Court Security, Fees of Jurors).

§ 280.60.50 Review of Outstanding Commitments and Unliquidated Obligations

- (a) CUEs and FPDs must have a systematic plan in place for reviewing current-year commitment balances and unliquidated obligations.
- (b) Current-year funds should be decommitted or deobligated whenever orders for goods and services will not be fulfilled or where balances remain on fulfilled purchase orders or other activities. Decommited or deobligated funds can be used elsewhere in the court unit's or FPDO's budget or returned to the AO and used in the next fiscal year's national financial plan.

§ 280.60.60 Review of Prior Years' Unliquidated Obligations

- (a) CUEs and FPDs must monitor outstanding obligations from prior years, to ensure that valid obligations are paid before the relevant appropriation closes. An appropriation account closes on September 30 of the fifth fiscal year after the funds expire.
 - (1) Obligations for goods or services that have been canceled or are no longer needed must be deobligated as soon as possible.
 - (2) Remaining balances on purchase orders where full delivery of goods or services has been made also must be deobligated.
- (b) CUEs and FPDs must review and verify all unliquidated obligations for the past five fiscal years. For all unliquidated obligations, excess funds must be deobligated if:
 - (1) The court unit or FPDO acknowledges receipt of ordered goods and services and the vendor has presented a final billing;
 - (2) The vendor acknowledges that all goods and services will not or cannot be fulfilled; and
 - (3) The vendor verifies that all financial obligations incurred by the court unit's or FPDO's purchase order have been satisfied.
- (c) Once initiated, an obligation for goods or services remains available for expenditure and/or deobligation for the current year and five subsequent fiscal years.

- (1) Deobligation or liquidation must occur within those fiscal years, before the appropriation is officially closed.
- (2) Valid obligations may not be canceled and/or deobligated without notification to the supplier or service provider with which the obligation was made.
- (d) CUEs and FPDOs should verify the total amount of unliquidated obligations for each of the past five fiscal years to ensure that remaining unliquidated obligations remain valid. CUEs or FPDOs can confirm this verification by signing the status of funds report for all fiscal years that have valid unliquidated obligations.

§ 280.65 Status of Funds Report

- (a) The status of funds report is a financial planning tool used to detail and analyze the actual and projected spending activities for each court unit and FPDO, at both the local and national level.
- (b) Court units and FPDOs must provide accurate and timely status of funds reports, because the reports serve as:
 - the initial baseline for a court unit's or FPDO's overall spending plan, and
 - an official report for the AO to document the overall status of judiciary funding.

§ 280.65.10 Uses of the Status of Funds Report

- (a) CUEs and FPDOs, as well as other staff with budget responsibilities, should use the status of funds report to:
 - (1) Ensure that the court unit or FPDO does not spend more than it is allotted;
 - (2) Identify necessary budget modifications as early as possible;
 - (3) Minimize the need for drastic actions because funding problems were not addressed promptly;
 - (4) Assess progress toward short- and long-term goals; and
 - (5) Identify available discretionary funds.
- (b) The report includes local budget resources, expenses, net balances, and projected obligations through the end of the fiscal year. For further

guidance for court units on the specific elements of the status of funds report, **see:** [CBOM](#), 4.6.1 Electronic Status of Funds Report (ESFR). FPDOs can seek further guidance from their DSO budget analyst.

- (c) The creation and submission of the status of funds report is automated for court units in the judiciary's financial systems.
 - (1) The report is uploaded from JIFMS to InfoWeb using an extractor program.
 - (2) Once the report has been extracted from JIFMS, accurate projections of any additional obligations planned must be manually entered through the end of the fiscal year.
 - (3) The modified, extracted version of the report is referred to as the Electronic Status of Funds Report (ESFR) and is submitted electronically to the Budget Division and DSO.
- (d) This uniform reporting method facilitates a national level analysis of spending by court units and FPDOs.
- (e) To project full-year salary costs, HRMIS updates iPPS with recorded salary expenses for all court units and FPDOs, using an InfoWeb interface. The ESFR receives salary expense information from JIFMS.
- (f) Since the status of funds report may not meet all the analytical or record-keeping requirements, court units and FPDOs may decide to use other tools in addition the ESFR. Court units and FPDOs need not submit that information.

§ 280.65.20 Submission of the Electronic Status of Funds Report

- (a) The ESFR is submitted monthly to the Budget Division and DSO through InfoWeb.
- (b) For specific due dates for each fiscal year for court units, **see:** [Budget Updates and Planning Calendar](#).
- (c) FPDOs must submit an ESFR report monthly, by the 10th day of each month for the preceding month.
- (d) All budget personnel responsible for submitting the ESFR must, with prior CUE or FPD approval, certify in InfoWeb that the submission accurately reflects the financial condition of the court unit or FPDO through the month's end covered under each submission.

- (e) No additional projected obligations may be entered on the final ESFR submission of the fiscal year, which is due annually each October.

§ 280.70 End of the Local Budget Cycle

- (a) The judiciary's budget cycle ends with the expiration of the fiscal year on September 30. However, fiscal year appropriations remain available for five additional fiscal years for adjustments and expenditures against valid obligations incurred during the previous fiscal year.
- (b) Financial system processes associated with the close of the fiscal year should be incorporated into the court unit's spending plan.
- (c) Local budget staff must:
- (1) Decommit all commitments and deobligate funds for orders and services that will not be filled.
 - (2) Ensure that all accrued expenses are recorded for any obligations not formally recorded in the procurement module:
 - that cover estimated expenses in accounts for which services or goods have been rendered or received in the current fiscal year, but
 - for which the actual disbursement will be made in the next fiscal year, using current-year funds.
- See:** [§ 280.60.30\(d\) \(Posting, Estimating, and Recording Commitments, Obligations, and Accruals\)](#).
- (d) The final phase of the local budget cycle is management review. Management review should focus on the following:
- (1) Assessing progress toward achieving short- and long-term budget goals.
 - (2) Analyzing the effects of current-year spending decisions on next year's budget development.
 - (3) Ensuring compliance with local policies and procedures, including internal controls.