

## FY 2005 Carryover Certification Instructions

The Carryover Certification Form is used to calculate and certify the final carryover amount for a reimbursable project. It should be completed and submitted to the Budget Office as soon as the final year-end project balances are available. Initial carryover allotment amounts will be adjusted based on the Carryover Certification. Each unique combination of reimbursable agreement and modification should be identified.

The following table describes the information that should be entered for each field on the Form.

<b><u>Field Name</u></b>	<b><u>Description</u></b>
<b><i>NOAA Line Office</i></b>	Name of the NOAA Line Office.
<b><i>Reimbursable Agreement Number(s)</i></b>	The Reimbursable Agreement Number(s) identifying the agreement(s) that extends into the next fiscal year. If there are multiple agreements, list all agreements here. Individual agreement/modification combinations should be listed in the table below.
<b><i>CAMS Project Code</i></b>	The CAMS project code supported by the reimbursable agreement. A separate sheet should be used for each project if there is more than one project supported by the reimbursable agreement.
<b><i>CAMS Project Name</i></b>	The name associated with the CAMS Project Code cited above.
<b><i>Sponsoring Agency</i></b>	The Federal agency or other organization that is transferring the funds to NOAA.
<b><i>Type of Funds</i></b>	Indicate how long the funds are available for use (2 years, 3 years, no year money).
<b><i>Year</i></b>	Fiscal year of the agreement/modification.
<b><i>Agreement No.</i></b>	List the reimbursable agreement/modification applicable for each line of funding.
<b><i>New Funding</i></b>	Amount of funding provided in that year for the reimbursable agreement/modification.
<b><i>Prior Year Carryover</i></b>	Amount of any funds that were carried over from the previous fiscal year.
<b><i>Accrued Costs</i></b>	Costs incurred for the fiscal year.
<b><i>Undelivered Orders</i></b>	Amount of undelivered orders remaining at the end of the fiscal year.

<b><i>Carryover</i></b>	Calculate (New Funding + Prior Year Carryover - Accrued Costs - Undelivered Orders) and the result is your carryover amount to be entered here.
<b><i>Direct project to be charged if FY 2005 costs exceed actual carryover</i></b>	FY 2005 costs that are in excess of the actual carryover will be charged to this project. <b><i>Carryover Certification forms that do not cite a direct project will be returned by the Budget Office.</i></b>
<b><i>Allotment Distribution</i></b>	For each quarter, the amount the Budget Office should establish as the allotment for the project. The total of the four quarters should not exceed the total carryover. (The allotment for any new funding will be entered from the data on the RA/TWA Acceptance Data Sheet.)
<b><i>Name, Title, and Date</i></b>	Signature and typed or printed name and title of preparer and the date signed.
<b><i>Email Address</i></b>	Email address of the preparer.
<b><i>NOAA Budget Office section: Estimated carryover</i></b>	The NOAA Budget Analyst should enter the estimated carryover amount that was entered as the allotment for the beginning of the fiscal year.
<b><i>Carryover computed above</i></b>	The carryover amount computed by the Line Office should be entered on this line.
<b><i>Adjusted allotment amount</i></b>	The difference between the two amounts should be entered as the adjusted allotment amount.
<b><i>Budget Analyst Name and Date</i></b>	Signature and typed or printed name of the Budget Analyst and the date signed.