

## Allotments Data Management – Best Practices

The Department of Financial Services, Division of Accounting and Auditing (A&A) has combined efforts with the Florida PALM Agency Advisory Council to collect information to develop guidance and best practices for agencies to analyze and manage legacy data in preparation for implementation into Florida PALM. The information contained in this list discusses the best practices identified by multiple agency subject matter experts for allotments and data management.

### Things to consider:

- To ensure effective reconciliation and control, create an internal monitoring plan for budget tracking and changes so that it aligns with your agency's structure (L1-L5) for allotting funds throughout the agency.
- Compare Departmental FLAIR budget GLs (9XXXX series) to Central FLAIR State Accounts Appropriations and Released balances and to the Appropriation Ledger (LAS/PBS) to ensure allotments do not exceed appropriations or released budget. If any agency business systems are used for budgetary controls, those should be included as well.
- Use agency Trial Balance reports and Schedule of Allotment Balance reports to monitor budget balances at the Trust Fund, Budget Entity, and Category levels, ensuring agency balances match LAS/PBS Appropriation Ledger.
- Changes made by OPB to the Appropriation Ledger should be accounted for in Departmental FLAIR as soon as possible.
- Depending on agency structure, it may be helpful to allot all approved budget to support reconciliation and monitoring activities.
- Periodically monitor organizational codes and expansion options to ensure the funding source and data combinations are active and still correct.