

## **REGISTRY OF APPROPRIATIONS AND ALLOTMENTS (RAPAL)**

### *INSTRUCTIONS*

- A. This Registry shall be maintained by fund cluster by the Budget Division/Unit of each government entity to ensure that allotment releases are within the authorized appropriation. Separate registry shall be maintained for prior year's appropriations.
- B. This registry shall be accomplished as follows:
1. **For the year** – the year covered by the registry
  2. **Entity Name** – name of the agency/entity
  3. **Fund Cluster** – the fund cluster name/code in accordance with the UACS:
    - 01 Regular Agency Fund
    - 02 Foreign Assisted Projects Fund
    - 03 Special Account-Locally Funded/Domestic Grants Fund
    - 04 Special Account-Foreign Assisted/Foreign Grants Fund
  4. **Sheet No.** – sheet number which shall be one series per year
  5. **Date** – date of recording/posting
  6. **Reference-Date** – the date/year of the appropriations law/other authority and the allotment release documents such as: General Appropriations Act as a Release Document (GAARD), Supplemental Appropriation (SA), Special Allotment Release Order (SARO) and General Allotment Release Order (GARO), etc.
  7. **Reference-GAA/SA/GARO/SARO No.** – the serial number of the GAARD, SA, SARO, GARO
  8. **MFO/PAP** – the code for Major Final Output (MFO) and Program/Activity/Project (PAP) of the entity per GAA/SA/SARO/GARO
  9. **Appropriations-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – amounts of approved appropriations for Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), Financial Expense (FE) and Capital Outlays (CO)
  10. **Total Appropriations** – the sum of the 'Appropriations' columns
  11. **Adjustment/s on Appropriations-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – amount of the adjustment/son the appropriations like realignment, transfers (to and from), withdrawals, and other adjustments based on SARO, and other authorities.
  12. **Total Adjustment/s on Appropriations** – the sum of the 'Adjustment/s on Appropriation/s' columns
  13. **Adjusted Appropriations-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – amount of appropriations by allotment class after the adjustments
  14. **Total Adjusted Appropriations** – the sum of the 'Adjusted Appropriations' columns
  15. **Allotments-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – amount of allotment released per GAA/SARO/GARO for each allotment class
  16. **Total Allotments** – the sum of the 'Allotments' columns
  17. **Adjustment/s on Allotments-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – amount of adjustments on allotments for each allotment class based on SARO, and other authorities.
  18. **Total Adjustment/s on Allotments** – the sum of the 'Adjustment/s on Allotments' columns
  19. **Adjusted-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – amount of allotments after the adjustments for each allotment class
  20. **Total Adjusted Allotments** – the sum of the 'Adjusted Allotments' columns
  21. **Unreleased Appropriations-Personnel Services, Maintenance and Other Operating Expenses, Financial Expenses and Capital Outlays** – running balance of appropriations or the unallotted appropriation balance (Adjusted Appropriation Less Adjusted Allotment)
  22. **Total Unreleased Appropriations** – the sum of the 'Unreleased Appropriations' columns