## 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 unalloted appropriation balance (Adjusted Appropriation Less Adjusted Allotment)
  - 22. Total Unreleased Appropriations the sum of the 'Unreleased Appropriations' columns