

**Smithsonian Institution Emergency Supplemental Appropriation for Terrorist Attacks FY 2002
Federal S&E No-Year Funds**

	BTR	BTR	
NZP inc approp by \$4M per PL 107-117 #78	4,429,000	(675,000)	(11,000)
OPS inc approp by \$17,182K per PL 107-117 #71	17,182,000	(4,000,000)	(55,000)
NMAI inc approp by \$96K per PL 107-117 #80	96,000	(78,000)	25,000
			16,913,000
BTRs			
Unallocated fr OPS #81	4,000,000		
Unallocated fr NZP #82	675,000		
Unallocated fr OPS #114	55,000		
Unallocated fr NZP	11,000		
Unallocated fr NMAI #125	78,000		
Unallocated to NMAI for blue light fileter syst # 732	(25,000)		
	4,794,000		
			21,707,000

2003

BTR #: 2003-F-09-001



Smithsonian Institution Budget Transfer Request (BTR) Form for Allocated Funds

APPROVAL

Prepared By	John C. Clark								
Source Dept Fund Mgr	N/A								
Source Under Sec/Director	N/A								
Destination Dept Fund Mgr	N/A								
Destination Under Sec/Dir	N/A								
OPMB Analyst	John C. Clark	Yes	03/28/2003					786-2372	
OPMB Director	Bruce Dauer	Yes	04/10/2003					357-2917	
Dept Fund Mgr	N/A								
Under Sec/Director	N/A								

Reason Budget Transfer Request Disapproved:

TRANSFER EXCEEDS AVAILABLE FUNDING. TRANSFER REQUEST RETURNED WITHOUT ACTION. PLEASE RESUBMIT WITH NEW FUNDING SOURCE.

INSTRUCTIONS:

- The department providing the source of funds prepares the budget transfer request form. Budget transfers within the same department, designated code and project code (construction) do not require a Budget Transfer Request Form.
- Federal and trust fund budget transfer requests must be submitted on separate forms.
- Submit the budget transfer request form, via email, to the next approving official. Attach backup documentation.
- OPMB will assign a Budget Transfer Request (BTR) number for approved transfers (BTR-2003-X-YY-ZZZ)

BUDGET TRANSFER REQUEST TYPE [X]:

- Federal Budget Transfer
- Trust Budget Transfer

- Permanent Base Transfer - complete sections A, B and C
- Temporary One-Time Transfer - complete sections A (except annual amount column) and B



Smithsonian Institution Budget Transfer Request (BTR) Form for Allocated Funds

SECTION A

DECREASE BUDGET - Complete levels from Top > Down

FUNDMASTER Budget Distribution

Bud Per	Fund	BudRef	Desg Code	Major Dept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$
1	100	2002	017011	09xxxx	6000					0	(4,055,000)	
2										0	(\$4,055,000)	
Total (rounded)										0		\$0

FUNDDetail Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$
1											
2											
Total (rounded)										0	\$0

FUNDTRACK Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (All Funds)	Activity ID	FTE	Amount \$
1											
2											
3											
4											
5											
Total (rounded)										0	\$0

INCREASE BUDGET - Complete levels from Top > Down

FUNDMASTER Budget Distribution

Bud Per	Fund	BudRef	Desg Code	Major Dept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$
1	100	2002	017011	738xxx	6000					0	4,055,000	
2					6000					0	\$4,055,000	
Total (rounded)										0	\$4,055,000	\$0

FUNDDetail Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$
1											
2											
Total (rounded)										0	\$0

FUNDTRACK Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (All Funds)	Activity ID	FTE	Amount \$
1											
2											
3											
4											
5											
Total (rounded)										0	\$0

FUNDMASTER BALANCE CHECK 0 \$0



**Smithsonian Institution
Budget Transfer Request (BTR) Form for Allocated Funds**

SECTION B

Reason for Budget Transfer [x]

- Transfer of funds to another major department
- Transfer of funds to another fund code
- Transfer of funds to another designated code
- Other: _____

Detailed Description/Purpose - ENTRY REQUIRED

Temporary one-time budget transfer to return Federal No-Year Anti-Terrorism Supplemental funding (placed on hold in FY 2002 in the SI Unallocated (09xxxx) department) from SI Unallocated to OPS (738xxx, 017011). Bruce Dauer released the funding based upon the spending plan submitted by OPS on 3/26/2003. John C. Clark

SECTION C

Budget Transfer Personnel Data

	Position Title	Grade/ Step	Vice/Name Last	First	Annual Salary	Annual Benefits	Date of Effective Pay Period
1							
2							
3							
4							
5							
6							
7							
8							

FOR OPMB ENTRY

ERP Journal ID: 0000011557
 Date Entered: April 10, 2003
 Preparer: John C. Clark



**Smithsonian Institution
Budget Transfer Request (BTR) Form for Allocated Funds**

BTR #: **2003-F-09-002**

APPROVAL

Prepared By	John C. Clark							
Source Dept Fund Mgr	N/A							786-2372
Source Under Sec/Director	N/A							
Destination Dept Fund Mgr	N/A							
Destination Under Sec/Dir	N/A							
OPMB Analyst	John C. Clark							786-2372
OPMB Director	Bruce Dauer							357-2917
CONCURRENCE (to be used when transfer affects another SI organization)								
Dept Fund Mgr	N/A							
Under Sec/Director	N/A							

Reason Budget Transfer Request Disapproved:

Name	Approved (Yes/No)	Date	Phone

TRANSFER EXCEEDS AVAILABLE FUNDING. TRANSFER REQUEST RETURNED WITHOUT ACTION. PLEASE RESUBMIT WITH NEW FUNDING SOURCE.

INSTRUCTIONS:

- The department providing the source of funds prepares the budget transfer request form. **Budget transfers within the same department, designated code and project code (construction) do not require a Budget Transfer Request Form.**
- Federal and trust fund budget transfer requests must be submitted on separate forms.
- Submit the budget transfer request form, via email, to the next approving official. Attach backup documentation.
- OPMB will assign a Budget Transfer Request (BTR) number for approved transfers (BTR-2003-X-YY-ZZZ)

BUDGET TRANSFER REQUEST TYPE [x]:

- Federal Budget Transfer
 Trust Budget Transfer

- Permanent Base Transfer - complete sections A, B and C
 Temporary One-Time Transfer - complete sections A (except annual amount column) and B



Smithsonian Institution Budget Transfer Request (BTR) Form for Allocated Funds

SECTION A

DECREASE BUDGET - Complete levels from Top > Down

FUNDMASTER Budget Distribution

Bud Per	Fund	BudRef	Desg Code	Major Dept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$
1	100	2003	017012	09xxxx	6000					0	(2,100,000)	
2									Total (rounded)	0	(\$2,100,000)	\$0

FUNDETAIL Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	
1												
2												
Total (rounded)											0	\$0

FUNDTRACK Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (All Funds)	Activity ID	FTE	Amount \$	
1												
2												
3												
4												
5												
Total (rounded)											0	\$0

INCREASE BUDGET - Complete levels from Top > Down

FUNDMASTER Budget Distribution

Bud Per	Fund	BudRef	Desg Code	Major Dept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$
1	100	2003	017012	738xxx	6000					0	2,100,000	
2					6000				Total (rounded)	0	\$2,100,000	\$0

FUNDETAIL Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	
1												
2												
Total (rounded)											0	\$0

FUNDTRACK Budget Distribution

Bud Per	Fund	BudRef	Desg Code	SubDept	Acct	Class	Pgm	Proj (All Funds)	Activity ID	FTE	Amount \$	
1												
2												
3												
4												
5												
Total (rounded)											0	\$0

FUNDMASTER BALANCE CHECK	0	\$0
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Budget Transfer Request (BTR) Form for Allocated Funds
Smithsonian Institution

DECREASE BUDGET - C. (Specify levels from Top's Down)

Account	Original Budget	Requested Budget	Change	Justification	Account	Original Budget	Requested Budget	Change	Justification
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel

Account	Original Budget	Requested Budget	Change	Justification	Account	Original Budget	Requested Budget	Change	Justification
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel
100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel	100-100-100-100-100	100,000	50,000	-50,000	Reduction in personnel



**Smithsonian Institution
Budget Transfer Request (BTR) Form for Allocated Funds**

SECTION B

Reason for Budget Transfer [X]

- Transfer of funds to another major department
- Transfer of funds to another fund code
- Transfer of funds to another designated code
- Other: _____

Detailed Description/Purpose - ENTRY REQUIRED

Temporary one-time budget transfer to return Federal No-Year Anti-Terrorism Security Improvements funding (placed on hold in FY 2003 Initial Budget Allocation in the SI Unallocated (09xxxx) department) from SI Unallocated to OPS (738xxx, 017012). Bruce Dauer released the funding based upon the spending plan submitted by OPS on 3/26/2003. John C. Clark

SECTION C

Budget Transfer Personnel Data		Grade/ Step	Vice/Name		Annual Salary	Annual Benefits	Date of Effective Pay Period
Position Title			Last	First			
1							
2							
3							
4							
5							
6							
7							
8							

FOR OPMB ENTRY

ERP Journal ID: 0000011570
 Date Entered: April 10, 2003
 Preparer: John C. Clark



**Smithsonian Institution
Budget Transfer Request (BTR) Form for Allocated Funds**

BTR #: 2003-F-09-035

Entered by OPMB Analyst

APPROVAL

Prepared By	John C. Clark						
Source Dept Fund Mgr							786-2372
Source Under Sec/Director							
Destination Dept Fund Mgr	David Voyles		Yes	7/24/2003			357-1520
Destination Under Sec/Dir	James J. McLaughlin		Yes	7/24/2003			357-3375
OPMB Analyst	John C. Clark		Yes	8/8/2003			786-2372
OPMB Director	Bruce Dauer		Yes	8/8/2003			357-2910

Detailed Description/Purpose - ENTRY REQUIRED	Name	Approved (Yes/No)	Date	Phone
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To release \$600,000 in FY 2002 Anti-terrorism Emergency Supplemental funds back to NZP as requested in James J. McLaughlin's memorandum of July 24, 2003 that included an obligation plan. A balance of \$86,000 remains in 09xxxx as a reserve for NZP. Bruce Dauer approved the return of funding on August 8, 2003.

Check Fund Availability in Peoplesoft - OPMB

TRANSFER EXCEEDS AVAILABLE FUNDING. TRANSFER REQUEST RETURNED WITHOUT ACTION. PLEASE RESUBMIT WITH NEW FUNDING SOURCE.

Check Congressional Reprogramming Impact- OPMB

IS TRANSFER SUBJECT TO CONGRESSIONAL REPROGRAMMING GUIDELINES? ENTER "X" IF YES AND GO TO NEXT QUESTION.

DOES TRANSFER EXCEED CONGRESSIONAL REPROGRAMMING FUNDING LEVELS? ENTER "X" IF YES. RETURN TRANSFER REQUEST WITHOUT ACTION.

Reason for Budget Transfer [X]

- Transfer of funds to another major department
- Transfer of funds to another fund code
- Transfer of funds to another designated code
- Other: _____

BUDGET TRANSFER REQUEST TYPE [X]:

- Federal Budget Transfer
- Trust Budget Transfer
- Permanent Base Transfer - complete sections A, B and C
- Temporary One-Time Transfer - complete sections A (except annual amount column) and B

SI FORM BTR-1

FOR OPMB ENTRY

ERP Journal ID: 0000020985

Date Entered: August 8, 2003

Preparer: John C. Clark



Smithsonian Institution Budget Transfer Request (BTR) Form for Allocated Funds

SECTION A

DECREASE BUDGET - Complete levels from Top > Down

FUNDMASTER Budget Distribution										PeopleSoft Entry by OPMB													
Bud Per	Fund	Bud Ref	Desg Code	Major Dept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$											
1	100	2002	017011	09xxxx	6000						(600,000)												
2										0	(\$600,000)		\$0										
Total (rounded)																							
FUNDDetail Budget Distribution										PeopleSoft Entry by Units													
Bud Per	Fund	Bud Ref	Desg Code	SubDept	Acct	Class	Pgm	Proj (All Funds)	Activity ID	FTE	Amount \$	Annual Amount \$											
1																							
2																							
Total (rounded)																							

INCREASE BUDGET - Complete levels from Top > Down

FUNDMASTER Budget Distribution										PeopleSoft Entry by OPMB													
Bud Per	Fund	Bud Ref	Desg Code	Major Dept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$											
1	100	2002	017011	35xxxx	6000						600,000												
2										0	\$600,000		\$0										
Total (rounded)																							
FUNDDetail Budget Distribution										PeopleSoft Entry by Units													
Bud Per	Fund	Bud Ref	Desg Code	SubDept	Acct	Class	Pgm	Proj (Constr Only)	Activity ID	FTE	Amount \$	Annual Amount \$											
1																							
2																							
Total (rounded)																							

FUNDMASTER BALANCE CHECK 0 \$0



**Smithsonian Institution
Budget Transfer Request (BTR) Form for Allocated Funds**

SECTION B

INSTRUCTIONS:

1. The department providing the funds prepares the budget transfer request form (BTR) and enters the Decrease Budget coding for FundMaster and FundTrack. **Budget transfers within the same department, designated code and project code (construction) do not require a Budget Transfer Request Form.**
2. The department receiving the funds must agree to the budget transfer request and assign the FundMaster and FundTrack codes at a minimum.
3. Submit the budget transfer request form, via email, to the next approving official. Attach backup documentation.
4. OPMB will assign a Budget Transfer Request (BTR) number for approved transfers (BTR-2003-X-YY-ZZZ)
2. Federal and trust fund budget transfer requests must be submitted on separate forms.
3. Submit the budget transfer request form, via email, to the next approving official. Attach backup documentation.
4. OPMB will assign a Budget Transfer Request (BTR) number for approved transfers (BTR-2003-X-YY-ZZZ)

SECTION C

Budget Transfer Personnel Data		Vice/Name		Annual Salary	Annual Benefits	Date of Effective Pay Period
Position Title	Grade/Step	Last	First			
1						
2						
3						
4						
5						
6						
7						
8						

Reason Budget Transfer Request Disapproved:

