

Certification of Income (COI) Form Instructions

DFA - Office of Budget maintains a record of certified funding sources for agency appropriations. Agencies must submit a Certification of Income form for appropriations funded from all sources including General Revenue. This certification is used as the basis for preparation of the Annual Operations Plan, with appropriation budgeted only if there is sufficient revenue anticipated to fund anticipated expenditures. Any changes made to funding or available appropriation subsequent to the original Annual Operations Plan requires submission of a revised Certification of Income form to insure deficit spending does not occur. Appropriations must remain blocked, in AASIS, to the extent they exceed certified income and/or available revenue. This form is the most critical component in meeting the statutory responsibilities of the office.

- 1) **Business Area** - Enter the four-digit agency code and name of the agency.
- 2) **Funds Center Title** - Enter the funds center code and name.
- 3) **Fund Title** - Enter the fund code and name.
- 4) **Funding Sources Description** - Enter a brief description for each funding source. The description should include source of fees, grant sources, code sites, or other details of the funding source. If American Recovery and Reinvestment Act of 2009 (ARRA) funds; the title and program funds are received under must be provided in the description (example of ARRA: Title VIII – School Improvement Programs).
- 5) **Funding Sources Estimated Amount** - Enter the amount of estimated funding the agency anticipates receiving for each funding source.
- 6) **Total Funding** – Enter the total of all estimated amounts for all funding sources. This total must be greater than or equal to the Annual Operations Plan.
- 7) **Annual Operations Plan** - Enter the total amount budgeted in the agency's Annual Operations Plan.
- 8) **Agency Fiscal Officer** – The Agency Fiscal Officer is responsible for the amounts budgeted and certified and therefore, is required to sign all Certification of Income Forms.
- 9) **Agency Director** – The Agency Director is responsible for the amounts budgeted and certified and therefore, is required to sign all Certification of Income Forms.

CERTIFICATION OF INCOME

2011 Fiscal Year

BUSINESS AREA 1 _____

FUNDS CENTER TITLE 2 _____

FUND TITLE 3 _____

We have reviewed and certify that our agency expects to receive the anticipated revenues reflected herein to fund this appropriation. The agency will monitor these funds during the course of the year and if at any time it appears that these funds will not be received or additional funds become available, we will file an amended form and make appropriate budgetary adjustments.

In the following section please detail by funding source the revenue components your agency expects to receive. If there are multiple sources for any category, please attach a worksheet that details each separate revenue source.

| Funding Sources | 4 Description | 5 Estimated Amount |
|-------------------------------|---|---|
| Fund Balance | _____ | _____ |
| Special Revenues | _____ | _____ |
| Federal Revenues | _____ | _____ |
| ARRA Revenues (***) | _____ | _____ |
| Revolving Funds | _____ | _____ |
| Cash Funds | _____ | _____ |
| General Revenue (*) | _____ | _____ |
| Merit Adjustment (**) | _____ | _____ |
| Other | _____ | _____ |
| TOTAL FUNDING | | 6 _____ |
| ANNUAL OPERATIONS PLAN | | 7 |

§ 19-1611. Civil penalty. If the public officer or employee is found by the court to have knowingly violated the fiscal responsibility and management laws, the court shall impose a civil penalty upon the public officer or employee of not less than one hundred dollars (\$100), nor more than one thousand dollars (\$1,000) for each violation, and may subject the public officer or employee to the payment of damages resulting as a direct consequence of any violation.

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AGENCY FISCAL OFFICER

DATE

9

AGENCY DIRECTOR

DATE

(*) General Revenue Funding in accordance with the Official Revenue Forecast of Net Available General Revenue for Distribution.

(**) Merit Adjustment Funding will be available in 4th Quarter only if salary savings are insufficient to cover allocations.

(***) If American Recovery & Reinvestment Act of 2009 (ARRA) funds please provide Title & Program in Description.