



---

# Treasury Financial Manual

---

Bulletin No. 2009-04

Volume I

Retention: July 31, 2010

**To: Heads of Government Departments, Agencies, and Others Concerned**

**Subject: Yearend Closing**

## 1. Purpose

This bulletin provides agencies with the procedures for preparing yearend closing reports and other financial reports. It also contains the deadlines by which agencies must submit fiscal 2009 financial data to the Department of the Treasury (Treasury) for timely certification and reporting. (See Attachments 1 and 2.)

## 2. Rescission

This bulletin rescinds Treasury Financial Manual (TFM) Volume I, Bulletin No. 2008-06: Yearend Closing.

## 3. Submitting Budgetary Yearend Closing Data

Agencies submit preclosing adjusted trial-balance (ATB) data for fiscal yearend 2009 through the Federal Agencies' Centralized Trial-Balance System (FACTS) II. Agencies will use FACTS II to submit one set of data in the form of U.S. Government Standard General Ledger (USSGL) account balances. See TFM Volume I, Part 2, Chapter 4200, subsection 4250.20, as well as the Office of Management and Budget (OMB) Circular No. A-11, for data agreement requirements. From the FACTS II output, users may print from one set of budgetary data both the Financial Management Service (FMS) 2108: Year-End Closing Statement, and the Standard Form (SF) 133: Report on Budget Execution and Budgetary Resources, reports.

## 4. Final Fiscal 2009 Monthly Treasury Statement (MTS)

To guarantee the accuracy of budgetary results in the final MTS, agencies must include all previously unreported receipt and expenditure activity on the September 2009:

- FMS 224: Statement of Transactions;
- FMS 1220: Statement of Transactions According to Appropriation, Fund, and Receipt Accounts;

AND

- SF 1221: Statement of Transactions According to Appropriation, Fund, and Receipt Accounts (Foreign Service Account);

AND/OR

- SF 1218: Statement of Accountability (Foreign Service Account);

AND

- FMS 1219: Statement of Accountability.

If an agency has no transactions, it must submit a “zero report.” To ensure consistency between the MTS as well as receipt and outlay data furnished to OMB, Treasury will allow agencies to request adjustments for significant amounts.

## **5. Verifying Agency Location Code (ALC) Information**

The ALC information in Treasury’s central accounting system (STAR) is the official agency contact data. Current ALC information is imperative. Agencies with eight-digit ALCs must submit in writing changes to addresses, telephone numbers, or points of contact. Submission must be on agency letterhead and signed by an appropriate agency official; mail or fax these changes to:

Cash Analysis Branch  
Cash Accounting Division  
Cash Accounting and Reporting Directorate  
Governmentwide Accounting  
Financial Management Service  
3700 East-West Highway, Room 500E  
Hyattsville, MD 20782  
Telephone: 202-874-7980  
Fax: 202-874-8887

Agencies with three- or four-digit ALCs also must submit in writing changes to addresses, telephone numbers, or points of contact. Mail these changes, submitted on agency letterhead with an original signature, to:

Check Reconciliation Branch  
Check Resolution Division  
Payment Management  
Financial Management Service  
3700 East-West Highway, Room 709A  
Hyattsville, MD 20782  
Telephone: 202-874-8150

## 6. Verifying Accounts Monthly

Agencies must verify their records each month by comparing them to Treasury-reported transactions, as shown on their Governmentwide Accounting (GWA) Account Statement (Account Summary, Support Listings, Expenditure Activity, Transactions) reports. To gain access to the GWA Account Statement, see paragraph 30. Each agency reconciles these reports with the agency's USSGL account 1010, "Fund Balance With Treasury," and immediately reports questions or differences to the Cash Analysis Branch at 202-874-7980.

The short reporting periods require agencies to minimize errors. Failure to compare agency and Treasury recorded amounts may result in the discovery of errors during budget preparation and Treasury yearend certifications. If OMB, Treasury, or agencies find significant errors, Treasury will attempt to make corrections before publishing the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*.

## 7. Verifying Accounts Daily via the GWA Account Statement Version 4.0 – Provisional View

Release 4.0 of the GWA Account Statement Module will be deployed in July 2009. This release has been dubbed the "Provisional Account Statement." It provides a new balance type option for all available reports, permitting official GWA Reporters to see a daily updated (albeit provisional) view of their Fund Balance With Treasury (FBWT). This information is labeled as provisional because at the time of presentation within the GWA Account Statement online reports, the transactions are not posted yet in the current Treasury system of record (STAR).

The level of detail presented for provisional transactions is more granular than that which is provided for the Accounting and Published Balance views in the GWA Account Statement. Provisional transaction and balance information is based on the daily activity files processed by the GWA Central Accounting Front End (CAFÉ) component. These files consist of the daily submitted Intra-governmental Payment and Collection (IPAC) System collection and payment transactions submitted by official GWA Reporters with Treasury Account Symbols and Business Event Type Codes (TAS/BETCs). Provisional transaction and balance displays are updated on a daily basis to give GWA Reporters the latest information available regarding their FBWT position. Prior to July 2009, daily submitted GWA Reporter transactions were stored, packaged, and transmitted to STAR for the reporting ALC by GWA during the monthend reporting cycle. Those packaged transaction submissions appeared on the GWA Account Statement as summarized items as if the GWA Reporter had submitted them on a regular FMS 224. Using the new provisional balance display option permits GWA Reporters to see the individual transactions that GWA will package at monthend and submit on their behalf. This affords GWA Reporters an opportunity to perform a daily reconciliation of transactions and balances. For more information, or to become a GWA Reporter, visit the GWA Web site at [http://www.fms.treas.gov/gwa/ref\\_guidance.html](http://www.fms.treas.gov/gwa/ref_guidance.html).

Additional download functionality has been introduced as part of Release 4.0. The new download options permit all GWA Account Statement users to customize the amount of information contained in the output files to suit their individual accounting, reconciliation, and reporting needs.

## **8. Agencies With Budget Clearing Accounts and Statements of Difference**

Agencies must reconcile budget clearing accounts (for example; F3875, F3880, and F3885) and Statements of Difference by the fiscal yearend. On the September 2009 Statement of Transactions (SOT) submission, transfer properly identified amounts contained in budget clearing accounts to the proper accounts. The undistributed and deposit reconciliation criterion for large differences for the current month and prior month for the accounting month of September is \$1 million, as outlined in TFM Volume I, Part 2, Chapters 3100 and 3300. Treasury may request classification of large differences and reclassification of amounts in the budget clearing accounts in advance or through additional reports.

### **Suspense Account Policy**

Refer to TFM Volume I, Bulletin Nos. 2007-07: Suspense "F" Account Discontinuance and Waiver Policy, and 2007-09: Format for Submission of Waiver Request Forms Resulting From F3875 and/or F3885 Suspense Account Activity, for special instructions.

### **Suspense Account Certification Policy**

Agency Chief Financial Officers (CFOs), or the CFOs' designees, must certify the balances of the approved F3875 and F3885 suspense accounts to FMS annually, at yearend. FMS will send an e-mail to CFOs or the CFOs' designees of the agencies with approved suspense accounts to complete an online survey for certification. The due date to submit the certification for the suspense account(s) is Thursday, October 22, 2009. Agencies' use of the continued suspense accounts will be reviewed on a regular basis.

## **9. Reporting Collections Credited to Appropriation, Revolving, or Nonrevolving Fund Accounts on FMS 224, FMS 1220, and FMS 1221**

Collections credited to appropriation, revolving, or nonrevolving fund accounts are reported in Section I, column 2, of FMS 224, FMS 1220, and FMS 1221. The following types of current fiscal year transactions are the only exceptions in which collections are to be netted against gross disbursements:

- Refunds of payments made in the current fiscal year;
- Canceled or returned checks originally issued in the current fiscal year;

AND

- Other corrections of errors made in the current fiscal year.

For instructions on preparing SOTs and/or Statements of Accountability (SOAs), refer to TFM Volume I, Part 2, Chapter 3300 (FMS 224) or Chapter 3100 (FMS 1220).

## **10. Reporting Special and Trust Fund Available Receipts**

Special and trust fund available receipt account symbols include a point designation to distinguish between expenditure and receipt accounts. Agencies must report collections (offsetting receipts) for special and trust fund accounts, using the point designation, in column 2 of the SOT. Record outlays in column 3.

Note that special and trust fund accounts involving **transfer partners** have point designations; these accounts are expenditure accounts.

Examples: Offsetting Receipts 20X8102.5 Expenditure with transfer department **69**-20X8102.7

Receipts and outlays are not netted and reported as a single figure. Agencies must include the point designation on the receipt account symbol when reporting receipts. If the agency fails to use the point designation in column 2, it erroneously reports reimbursements that decrease total outlays. Review SOTs to ensure that receipts for special and trust fund accounts appear in column 2 and are complete with the point designation.

## 11. Receipts by Department

Treasury's Receipts by Department listings for fiscal 2009, third and fourth quarters, will be available on the Internet to assist agencies with budgetary reconciliation. The listings are inclusive of all budgetary receipts and will be available at <http://www.fms.treas.gov/annualreport/receipts-by-dept.html> by the following dates:

- Third-quarter Receipts by Department – Monday, July 13, 2009, close of business;
- Fourth-quarter preliminary Receipts by Department – Thursday, October 15, 2009, close of business;
- Fourth-quarter final Receipts by Department – Tuesday, November 10, 2009, close of business.

Additionally, the *Quarterly Distributed Offsetting Receipts by Department Report* is available at <http://www.fms.treas.gov/mts/receipts-by-dept.html> to assist agencies with completing the Statement of Budgetary Resources, line 19C, Distributed Offsetting Receipts. Distributed offsetting receipts include the following categories:

- Proprietary receipts from the public;
- Intrabudgetary receipts deducted by agencies;

AND

- Offsetting governmental receipts.

## 12. Agencies With Investments

Throughout the year, agencies with investment authority should anticipate upcoming expenses and should redeem investments accordingly. The balance of "Investments in Public Debt Securities" as reported on an agency's SOT must agree with the par value of its investments purchased through the Bureau of the Public Debt (BPD) plus additional Federal securities it acquired on the open market. Report corrections to investment balances on the SOT before yearend. For detailed instructions, see TFM Volume I, Part 2, Chapters 3100, 3300, and 4300.

### **13. Reporting Unrealized Discount on Investments**

The unrealized discount subclass (75) provides more accurate disclosure of agency investment holdings when securities are purchased at a discount. The balance of the unrealized discount account should be negative. Report any corrections to the unrealized discount balance on the SOT before the fiscal yearend. For detailed instructions, see TFM Volume I, Part 2, Chapters 3100, 3300, and 4300.

### **14. Audit of Unclaimed Moneys**

Agencies must review their balances in uninvested trust, deposit, and revolving fund accounts held for more than 1 year to determine if these balances contain moneys held for unknown owners. Agencies should transfer balances held for unknown owners to the unclaimed moneys account via the SOT and should maintain subsidiary records to support the transfers. Also, agencies must audit the unclaimed moneys account, which should be included in any internal audit program. For detailed instructions, refer to TFM Volume I, Part 6, Chapter 3000.

### **15. Agencies With Allocation (Formerly Transfer Appropriation) Accounts**

Allocation transfers are executed to receive, and subsequently obligate and disburse, funds that have a parent-child relationship. Nonexpenditure transfer (NET) transactions are processed at the time funds are allocated. The funds are transferred from the original (parent) account to the allocation (child) account. In adherence to the 5-year limitation, the agencies must transfer 2004 allocation funds to the parent account via the GWA NET application for disposition before Thursday, October 1, 2009. If additional NETs are needed, the agency may be contacted by a Budget Reports Division (BRD) representative. An authorized representative from the transferring agency must transmit the NET using the “balance transfer” transfer type in the GWA NET application. See paragraph 30 for instructions on gaining access to the GWA System. Address questions to BRD’s Budget and Appropriation Analysis Team at 202-874-9870.

### **16. Liquidating Accounts—Pre-Credit Reform**

Agencies should transfer any excess balance from liquidating accounts to the General Fund of the Treasury as a capital transfer. These are NETs accomplished by selecting the “capital transfer” transfer type in the GWA System. Each agency must use its two-digit department prefix for reporting. See paragraph 30 for instructions on gaining access to the GWA System. See TFM Volume I, Part 2, Chapter 4600, for additional information. Address questions to BRD’s Budget and Appropriation Analysis Team at 202-874-9870.

### **17. Credit Reform – Interest Paid on Uninvested Funds**

Federal agencies must electronically submit fiscal year information by processing an IPAC transaction charging 20X1880, “Credit Reform: Interest Paid on Uninvested Funds.” Agencies must process all payments by Wednesday, September 30, 2009. In addition, agencies must notify the Credit Accounting Branch in advance via the e-mail address below when the transaction amount is \$100,000 or greater. See TFM Volume I, Part 2, Chapter 4600. Address questions to:

Credit Accounting Branch  
Financial Accounting and Services Division

Management  
 Financial Management Service  
 3700 East-West Highway, Room 622D  
 Hyattsville, MD 20782  
 Telephone: 202-874-8740  
 E-mail address: credit.accounting@fms.treas.gov

## 18. Borrowing From Treasury (BPD)

Follow the guidelines below when processing either non-credit reform or credit reform transactions this fiscal yearend and note the cutoff dates. Contact the Federal Borrowings Branch at 304-480-7488 for further information.

### GWA Repayment and Borrowing Transactions

- **Normal Borrowings**—Borrowings due to normal operations for the fiscal year:
  - o Credit Reform Funds
    - Agencies must certify normal borrowings in the GWA System no later than 3 p.m. eastern standard time (EST) on Wednesday, September 30, 2009.
    - The normal borrowings must have a GWA System transaction date of no later than Wednesday, September 30, 2009, and an effective date of Wednesday, October 1, 2008.
  - o Non-Credit Reform Funds
    - Agencies must certify normal borrowings in the GWA System no later than 3 p.m. EST on Wednesday, September 30, 2009.
    - The normal borrowings must have a GWA System transaction date and effective date of no later than Wednesday, September 30, 2009.
- **Borrowings To Pay Interest**—The GWA System gives users future dating capabilities; these transactions can be entered prior to September 30:
  - o Credit Reform Funds
    - Agencies must certify borrowings to pay interest in the GWA System no later than 3 p.m. EST on Wednesday, September 30, 2009.
    - The borrowings must have a GWA System transaction date and effective date of no later than Wednesday, September 30, 2009.
- **Repayment of Principal**—Repayments that are due on Wednesday, September 30, 2009:
  - o Credit and Non-Credit Reform Funds
    - Agencies must certify repayments in the GWA System no later than 3 p.m. EST on Wednesday, September 30, 2009.
    - The repayments must have a GWA System transaction date and effective date of no later than Wednesday, September 30, 2009.

## IPAC Interest Payment Transactions

- **Interest Payments**—Interest payments due on loans from Treasury (BPD):
  - Credit and Non-Credit Reform
    - Agencies must submit interest payments in the IPAC System no later than 3 p.m. EST on Wednesday, September 30, 2009.
    - For fiscal 2009, agencies must submit all interest payments to new ALC 20550865, and all interest payments must include the TAS/BETC for both the sender and receiver.
- **Interest Verification**—Calculations that support the interest payment:
  - Credit Reform Funds
    - Agencies must submit the Credit Subsidy Calculator 2 (CSC2) output to BPD no later than 1 p.m. EST on Wednesday, September 30, 2009, via e-mail to borrowings@bpd.treas.gov.
  - Non-Credit Reform Funds
    - Agencies must submit documents supporting interest calculations to BPD no later than 1 p.m. EST on Wednesday, September 30, 2009, via e-mail to borrowings@bpd.treas.gov.

Refer to TFM Volume I, Part 2, Chapter 4600, Section 4635, for additional information regarding borrowings from Treasury.

## 19. Reconciliation of Obligations

Before the yearend closing, agencies that have not reviewed their unliquidated obligations during the year must do so. This ensures that agencies properly record transactions meeting the criteria of valid obligations set forth in 31 U.S.C. 1501. Retain work papers and records on verifications to facilitate future audits.

## 20. Agencies With Consolidated Working Fund Accounts

Agencies use consolidated working fund accounts to receive, and subsequently disburse, advance payments from other agencies or bureaus. They credit advances from more than one appropriation, used to procure goods and services from the performing agency using its own facilities within the same fiscal year, to consolidated working fund accounts. Therefore, an agency must not present an unobligated balance on these accounts. Also, to comply with TFM Volume I, Part 2, Chapter 4200, agencies should not withdraw or cancel amounts in consolidated working fund accounts.

## 21. Reporting Requirements for Closing Fiscal 2004 Accounts

Agencies must close appropriation accounts available for obligation during a definite period on September 30th of the fifth fiscal year after the account's obligation availability ends. Cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For fiscal yearend 2009, agencies must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of fiscal 2004. **The September GWA Account Statement must reflect a positive or zero balance for fiscal 2004 account balances that will be canceled.**

On the fourth-quarter FACTS II submission, before an account will be closed, agencies must present all unobligated and obligated balances, including receivables and payables, as canceled. For further accounting guidance, refer to the USSGL TFM, Section III, Account Transactions, Part F, Yearend Preclosing and Closing Entries (see the USSGL Web site at <http://www.fms.treas.gov/ussgl>).

**Note:** Cancellation removes budget authority and remaining FBWT; however, many times agencies still need to report financial information associated with a canceled Treasury Appropriation Fund Symbol (TAFS). For example, assets purchased by a TAFS are not relieved from financial reporting simply because a TAFS's budget authority is canceled. Also, agencies may have payables for which funding is canceled, but the liability is still valid and the agency needs to report these payables for financial reporting. Additionally, OMB expects agencies to track balances of canceled authority to ensure that future payments of canceled liabilities do not exceed the budget authority for the canceled TAFS.

If an agency must liquidate obligations after an account has been closed, it may use up to 1 percent of its current appropriation by reporting an SOT for the current TAFS using the 46 subclass. OMB provides guidance on liquidating obligations after an account has been closed in OMB Circular No. A-11, Section 130.14. Agencies deposit collections received after an account has been closed in miscellaneous receipts account 3200, "Collections of Receivables From Canceled Accounts."

## **22. Reporting Requirements for Fiscal 2003 and Prior Accounts When Balances Are Negative**

Fiscal 2003 and prior accounts have been canceled previously except in cases where negative balances existed. When clearing these negative balances, close the account on the SOT by bringing the account balance to zero and depositing any excess receipts to miscellaneous receipts account 3200, "Collections of Receivables from Canceled Accounts."

Each agency should use its department prefix for reporting. If necessary, request that BRD's Budget and Appropriation Analysis Team, at 202-874-9870, establish the account.

## **23. Reporting Requirements for Extended Authority To Liquidate Obligations**

By Thursday, October 1, 2009, agencies must notify BRD's Budget and Appropriation Analysis Team in writing of the specific legislation for the account to remain on Treasury's books. Refer to TFM Volume I, Part 2, Chapter 4200, Section 4230, for additional guidance.

For fiscal 2009, the unobligated balance for TAS with extended disbursing authority will **not** be canceled at the end of the fifth expired year. The unobligated balance remains in the expired phase until the TAFS is closed. Note that FMS will not restore the canceled balance if the unobligated balance was canceled in a prior year.

## **24. Closing TAFS With a Zero Balance**

Agencies must notify BRD's Budget and Appropriation Analysis Team in writing to close a TAFS with a zero balance. See TFM Volume I, Part 2, Chapter 2200, for additional information.

## 25. Adjustments, Cancellations, Reductions, and Rescissions of TAFS With Annual, Multiyear, or X-Year Periods of Availability

Refer to the USSGL Guide to Cancellations for information on adjusting, canceling, or rescinding TAFS with annual, multiyear, or X-year periods of availability. The guide, commonly referred to as the “cheat sheet,” is available on the USSGL Web site at [http://www.fms.treas.gov/ussgl/approved\\_scenarios/cancellation\\_cheat\\_sheet\\_june\\_07.pdf](http://www.fms.treas.gov/ussgl/approved_scenarios/cancellation_cheat_sheet_june_07.pdf). When referencing this guide, agencies must be aware of the period of availability as well as the type of TAFS in order to correctly determine the accounting mechanism for processing. Failure to comply with this guidance could cause problems at yearend. For assistance, contact a member of BRD’s Budget and Appropriation Analysis Team at 202-874-9870.

## 26. Classification Adjustments to Closed Accounts

Canceled appropriation account balances are not available for obligation or expenditure [31 U.S.C. 1552(a), 1555]. However, BRD accepts reporting to:

- Classify payments correctly to closed fiscal 2004 accounts previously reported to suspense/clearing accounts;

OR

- Correct classification errors between current and closed accounts when submitted by the Thursday, April 1, 2010, deadline.

The cumulative adjustment reported against the closed account cannot exceed the available balance remaining in the account at the time it closed.

Agencies must submit a written request and a paper copy of the SOT marked “Supplemental” with the report date of Wednesday, September 30, 2009, to:

Monthly Treasury Statement Team  
 Budget Reports Division  
 Financial and Budget Reports Directorate  
 Governmentwide Accounting  
 Financial Management Service  
 3700 East-West Highway, Room 518D  
 Hyattsville, MD 20782  
 Telephone: 202-874-9880

The agency will receive notification of the adjustment via the GWA Account Statement. Treasury will not consider requests pertaining to closed fiscal 2004 accounts received after Thursday, April 1, 2010.

## 27. Adjustments to Yearend Data

BRD will accept requests for adjustments between Wednesday, October 7, 2009, and Monday, October 19, 2009, for inclusion in the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*. For detailed instructions, refer to TFM Volume I, Part 2, Chapter 4200, subsection 4250.30.

## **28. Accessing Government On-Line Accounting Link System II (GOALS II)**

Users requesting access to any GOALS II application must submit a GOALS II Enterprise Security Access Administration System (ESAAS) request form to obtain a logon ID and password and/or SecurID card. Users can download the ESAAS request form from the GOALS II Web site at <http://www.fms.treas.gov/goals>. Contact the GWA Customer Assistance Group at 202-874-8270 for further information.

If a user misplaces or forgets the logon ID or password for the GOALS II applications housed on the Internet [Statement of Differences, FACTS I, Governmentwide Financial Report System (GFRS), or Intragovernmental Fiduciary Confirmation System (IFCS)], the user should contact the GWA Customer Assistance Group at 202-874-8270. For GWA system support, the user should contact the GWA Treasury Support Center at 877-440-9476. For assistance with FMS 1219/1220, FACTS II, and Secure ID cards, the user should contact the FMS Service Desk at 202-874-4357.

To return any SecurID card, send the card with a letter from management requesting revocation of the access to the FMS Security Office at:

Data Access Control Division  
IT Security Operations Directorate  
Information Resources  
Financial Management Service  
3700 East-West Highway, Room 269  
Hyattsville, MD 20782  
Telephone: 202-874-4357

To revoke GOALS II access, complete an ESAAS request form for revocation. Users can download the ESAAS request form from the GOALS II Web site at <http://www.fms.treas.gov/goals>.

## **29. Discontinuance of the Goals II/Information Access System (IAS), FMS 6655: Receipt Account Ledger Reports (Undisbursed Reporting Component)**

On January 9, 2009, FMS permanently discontinued the use of the GOALS II FMS 6655 Receipt Account Ledger Reports. The current GWA Account Statement ALC Statement Reports provide the receipt account information previously available via the FMS 6655 Reports. Users were instructed to begin accessing the GWA System and to transition their current accounting and reconciliation procedures that utilize the FMS 6655 Reports. A crosswalk reference document has been provided to assist users in understanding how the FMS 6655 Report information is displayed in the GWA Account Statement Module. It is available on the FMS Web site at [http://www.fms.treas.gov/gwa/ref\\_guidance.html](http://www.fms.treas.gov/gwa/ref_guidance.html).

The GOALS II/IAS System maintained historical FMS 6655 Reports during calendar year 2009 for reference purposes. However, as of December 31, 2009, the GOALS II/IAS System Undisbursed Reports Component will be permanently discontinued.

## **30. Accessing the GWA Account Statement, Authority Transaction Module, and Partial 224**

To enroll in the GWA Account Statement, Authority Transaction Module (which includes the Borrowing from Treasury, NET, Warrant Journal Voucher, and Appropriation Warrant applications), and the Partial 224

application, users should access the Web site at <https://www.gwa.gov> and click on the “Enroll” button. **Note that employees will not be able to enroll or make modifications to their access unless their supervisor is already enrolled.** For supervisor enrollment, the supervisor may obtain the required form from the Web site at <https://www.fms.treas.gov/gwa> and click on the enrollment link. Also, users enrolling through this process will complete the steps necessary to establish answers for authentication questions and shared secrets in the event of forgotten passwords. Once these authentication questions and shared secrets are initially established, users may reset their own passwords by clicking on the “Forgot Password” link on the GWA System logon page.

### 31. Accessing FACTS II

Refer to TFM Volume I, Part 2, Chapter 4200, Section 4255.

### 32. FACTS II Revision Period

The primary purpose of the FACTS II revision period is to make FACTS II data consistent with amounts in the prior-year column of the Budget. Agencies should use the revision period to correct errors; they should not view the revision period as extra time to verify data. Agencies must provide revisions for both material and nonmaterial amounts. Agencies’ senior management and auditors will determine whether revisions will require a restatement of the agency Statement of Budgetary Resources (SBR) or require footnotes to explain the differences in the SBR and FACTS II submissions. The revision window opens tentatively on Monday, November 2, 2009, at 10 a.m. EST and closes tentatively on Friday, November 13, 2009, at 2 p.m. EST. There are no significant changes from last year’s revision window dates which were Monday, November 3, 2008, through Friday, November 14, 2008.

### 33. Agency Submission of the Treasury Report on Receivables and Debt Collection Activities (TROR)

Use the TROR to report accounts and loans receivable, including defaulted guaranteed loans due from the public. Submit separate reports for direct loans, defaulted guaranteed loans, and administrative receivables (receivables generated from activities other than direct or defaulted guaranteed loans). All entities with receivable activity must submit a TROR at fiscal yearend. These yearend reports are due to Treasury by Monday, November 16, 2009, which differs from Treasury’s normal quarterly reporting (first, second, and third quarter) for all TROR reporting entities. These quarterly reports are due to Treasury by the 30th day of the month following the close of the quarter.

Submit the TROR via the Debt Management Information System (DMIS). Contact the DMIS Administrator at 202-874-7359 for information on accessing the system and training. Refer to TFM Volume I, Part 2, Chapter 4100, for instructions on preparing the TROR, and access the TROR instructional workbook on the Debt Management Services Web site at [http://www.fms.treas.gov/debt/TROR\\_instructions\\_yr2007.pdf](http://www.fms.treas.gov/debt/TROR_instructions_yr2007.pdf).

The submitting agency’s CFO or equivalent must **verify and certify all** fourth-quarter (yearend) reports. The verification and certification of the TROR are due to Treasury by Monday, November 16, 2009.

**Verification** of the TROR means that the report has been reconciled to the agency’s audited financial statements or, if not to the audited financial statements, to FACTS I. The verification should state that the information presented in Part I, Section A, Ending Balance, line 7, of the TROR was reviewed and

reconciled to the receivable balances in the agency's Form and Content-Audited Financial Statements, that is, the Balance Sheet and FACTS I. If the report is not reconciled to the Balance Sheet or FACTS I, the verification should state so, with an explanation as to why verification is not possible. Agencies also should disclose the audit opinion of the financial statements or any issues regarding the pertinent accounts.

**Certification** means that the delinquent debt amounts reported on the TROR for referral to cross-servicing and offset are correct and legally enforceable.

FMS will issue additional instructions for the combined verification and certification process to agency CFOs before the fourth-quarter reporting. For questions regarding the verification and certification of the TROR, contact:

Accounting and Agency Services Division  
Debt Management Services  
Financial Management Service  
401 14<sup>th</sup> St. SW., Room 206  
Washington, DC 20227  
Telephone: 202-874-8580  
Fax: 202-874-7292

#### **34. Accounting for Treasury Judgment Fund Transactions**

*The Interpretation of Federal Financial Accounting Standards, Interpretation No. 2, Accounting for Treasury Judgment Fund Transactions: An Interpretation of SFFAS No. 4 and No. 5*, requires agencies to recognize liabilities and expenses when unfavorable litigation outcomes are probable and the agencies can estimate the amounts. For payments under noncontract dispute claims, the agency will record an imputed cost and imputed financing source at the time it learns the Judgment Fund will pay the settlement. The entry records both imputed costs and imputed financing sources as Federal transactions ("F" for FACTS purposes) and records the Judgment Fund as the trading partner (20). FMS will record a non-Federal expense ("N" for FACTS purposes). FMS will notify agencies via the Judgment Fund Web site at <http://www.fms.treas.gov/judgefund> of claims, at the transaction level, that have been approved as appropriate for payment from the Judgment Fund. Agencies should review the amounts approved for subsequent disbursement from the Judgment Fund monthly and especially at yearend.

For information concerning the status of a claim, contact:

Judgment Fund Branch  
Financial Accounting and Services Division  
Management  
Financial Management Service  
3700 East-West Highway, Room 6F03  
Hyattsville, MD 20782  
Telephone: 202-874-6664

For information concerning the accounting for the Judgment Fund, contact:

Credit Accounting Branch  
 Financial Accounting and Services Division  
 Management  
 Financial Management Service  
 3700 East-West Highway, Room 622D  
 Hyattsville, MD 20782  
 Telephone: 202-874-8740

### 35. Agency Submission of GFRS and FACTS I Data

GFRS and FACTS I are Internet applications on GOALS II. Any user requesting access to GFRS and FACTS I must submit a GOALS II ESAAS request form to obtain a logon ID and password. Users can download the ESAAS request form from the GOALS II Web site at <http://www.fms.treas.gov/goals>. Fax the completed form to the Financial Reports Division (FRD) at 202-874-9907. Processing the access request form and mailing the logon ID and password require significant lead time; therefore, request a logon ID and password for all users as soon as possible.

Contact FRD for information related to the GFRS and FACTS I roles listed on the ESAAS request form since FRD affords specific privileges to each role. Users requesting to switch GFRS and FACTS I roles must contact FRD for approval and must submit an ESAAS request form for processing. If a user misplaces or forgets the logon ID or password, he or she should contact the GWA Customer Assistance Group at 202-874-8270 to request that the ID or password be reset.

The schedule for agency reporting, via the GOALS II GFRS and FACTS I applications, is as follows:

<b>Deadline</b>	<b>Submission and Availability</b>
Aug. 27, 2009	FACTS I Master Appropriation File (MAF) window opens.
Sept. 9, 2009	GFRS Closing Package data submission window opens.
Sept. 18, 2009*	FACTS I MAF window closes.
Oct. 1, 2009	FACTS I reporting window opens for ATBs.
Nov. 16, 2009*	FACTS I reporting window closes for ATBs for nonverifying agencies by 6 p.m. EST.
Nov. 16, 2009*	GFRS Notes and Other Financial Report (FR) Data submissions are due for nonverifying agencies by 6 p.m. EST.
Nov. 16, 2009*	Inspector General (IG) opinion is due on the Closing Package, including the Trading Partner Note, for verifying agencies by 6 p.m. EST.
Dec. 1, 2009*	FACTS I reporting window closes for ATBs for verifying agencies by 6 p.m. EST.

\*Represents the "no later than date." Agencies should submit data as early as possible.

To access the GOALS II logon screen, see the GOALS II/IAS Web site at <http://www.fmsapps.treas.gov/ias>. For information relating to the GOALS II GFRS and FACTS I applications, contact FRD at 202-874-9910. For GOALS II training needs, call the GWA Customer Assistance Group at 202-874-8270.

### **36. Reporting on the Intragovernmental Fiduciary Confirmation System (IFCS)**

The IFCS, an Internet-based application, is the official confirmation system for Federal departments and agencies to confirm and reconcile, on a quarterly basis, their:

- Investment transactions with BPD;
- Borrowing transactions with BPD/Federal Financing Bank;
- Federal Employees' Compensation Act Transactions with the Department of Labor;

AND

- Employee Benefit Program transactions with the Office of Personnel Management.

The GOALS II/IAS Web site address to access the IFCS is <http://www.fmsapps.treas.gov/ias>. Agencies that have not signed up to use the IFCS should contact FRD at 202-874-9910. Agencies must perform the final fiscal yearend 2009 reconciliation by Friday, October 16, 2009.

### **37. Schedule for Finalizing Receipts, Outlays, and Financial Reports for Fiscal Year Ended Wednesday, September 30, 2009**

The dates in Attachment 1, unless otherwise indicated, represent the dates reports are due to Treasury. Coordinate reporting to permit agency books to remain open for as long as possible. If reporting by paper copy, allow for sufficient handling or mailing time to meet the prescribed deadlines. Agencies outside the Washington, DC, and metropolitan area use express mail to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

### **38. Cash Forecasting Requirements**

TFM Volume I, Part 6, Chapter 8500, provides the cash forecasting requirements for Federal Program Agencies (FPAs). This chapter includes special instructions for reporting deposits or disbursements of \$50 million or more in a single transaction or multiple transactions of a common nature for cash forecasting purposes. FMS requires 2 business days' advance notification for transactions of \$50 million or more and 5 business days' advance notification for transactions of \$500 million or more. When FPAs do not provide FMS with advance notice, they must notify FMS's Cash Forecasting Division by telephone as soon as possible but no later than 8:30 a.m. EST on the settlement date of the deposit or disbursement.

FPA's should report cash forecasting information to FMS's Cash Forecasting Division using the following Web site, e-mail address, telephone number, and/or fax:

Web site: <https://cashtrack.fms.treas.gov>  
E-mail address: [funds.control@fms.treas.gov](mailto:funds.control@fms.treas.gov)  
Telephone: 202-874-9789  
Fax: 202-874-9945

**39. Effective Date**

This bulletin is effective immediately.

**40. Inquiries**

Direct questions concerning this bulletin or requests for account balance confirmations to:

Budget Reports Division  
Financial and Budget Reports Directorate  
Governmentwide Accounting  
Financial Management Service  
3700 East-West Highway, Room 518D  
Hyattsville, MD 20782  
Telephone: 202-874-9870  
Fax: 202-874-9966



Date: June 17, 2009

David A. Lebryk (Acting)  
Commissioner

Attachments

<b>Items</b>	<b>Submission and Availability Instructions</b>	<b>Deadlines</b>
FACTS I MAF window opens.	Access via GOALS II.	Aug. 27, 2009
GFRS Closing Package data submission window opens.	Access via GOALS II.	Sept. 9 , 2009
FACTS I MAF window closes.	Access via GOALS II.	Sept. 18, 2009
Process IPAC transaction requesting interest payment on Credit Reform: Interest on Uninvested Funds.	Access via GOALS II.	Sept. 30, 2009
FACTS I reporting window opens for ATBs.	Access via GOALS II.	Oct. 1, 2009
Sept. 2009 new account symbol requests	Express mail/fax to the Budget and Appropriation Analysis Team.	Oct. 1, 2009
Sept. 2009 appropriation requests	Express mail/fax to the Budget and Appropriation Analysis Team.	Oct. 1, 2009
Sept. 2009 GWA NET Authorizations	Transmit via the GWA NET application to the Budget and Appropriation Analysis Team.	Oct. 1, 2009
Sept. 2009 automated Partial 224: Statement of Transactions	Transmit via GWA Partial 224 to the Cash Accounting Division.	Oct. 5, 2009
Sept. 2009 FMS 1219 and FMS 1220: Statement of Transactions and Accountability	Transmit via GOALS II to the Cash Accounting Division.	Oct. 5, 2009
Sept. 2009 FMS 1219 and FMS 1220: Statement of Transactions and Accountability (Military)	Transmit via Connect:Direct to the Cash Accounting Division.	Oct. 5, 2009
Sept. 2009 SF 1218 and SF 1221: Statement of Accountability and Transactions (Foreign Service Account)	Transmit via Connect:Direct to the Cash Accounting Division.	Oct. 5, 2009
FACTS II reporting window opens.	Access via FMS Intranet.	2 p.m. EST Oct. 7, 2009
IFCS window opens for confirmation users to input fiscal yearend 2009 reconciliation.	Access via GOALS II.	Oct. 8, 2009
Sept. 2009 GWA Account Statement	Access via GWA Internet.	No later than Oct. 12, 2009
FACTS II accounts and balances verified by agencies	Access via FMS Intranet.	Oct. 13, 2009
IFCS window closes for confirmation users to input final fiscal yearend 2009 reconciliation data.	Access via GOALS II.	Oct. 16, 2009
FACTS II reporting window closes.	Access via FMS Intranet.	2 p.m. EST Oct. 19 , 2009

**Attachment 1**  
**Page 2 of 2**

<b>Items</b>	<b>Submission and Availability Instructions</b>	<b>Deadlines</b>
FACTS II revision window opens.	Access via FMS Intranet.	Nov. 2, 2009  Tentative date
Annual Report on Unfunded Foreign Currency Reservation Accounts (I TFM 2-3200) for Oct. 1, 2008, through Sept. 30, 2009	Express mail to the Accounting and Data Management Division (ADM).	Nov. 13, 2009
Report of Estimated Foreign Currency Collections and Expenditures (I TFM 2-3200) for Oct. 1, 2008, through Sept. 30, 2009	Express mail to ADM.	Nov. 13, 2009
Currencies Purchased From Sources Outside the U.S. Government Cumulative (I TFM 2-3200) for Oct. 1, 2007, through Sept. 30, 2009	Express mail to ADM.	Nov. 13, 2009
FACTS I reporting window closes for ATBs for nonverifying agencies.	Access via GOALS II.	No later than 6 p.m. EST Nov. 16, 2009
GFRS Notes and Other FR Data submissions are due for nonverifying agencies.	Access via GOALS II.	No later than 6 p.m. EST Nov. 16, 2009
Inspector General (IG) opinion is due on the Closing Package, including the Trading Partner Note, for verifying agencies.	Access via GOALS II.	No later than 6 p.m. EST Nov. 16, 2009
Treasury Report on Receivables and Debt Collection Activities	Transmit via Internet between Oct. 15 and Nov. 16, 2009.	Nov. 16, 2009
Chapters of the <i>Combined Statement of Receipts, Outlays, and Balances of the United States Government</i>	The Combined Statement Team will deliver to OMB and agencies via the FMS Web site at <a href="http://www.fms.treas.gov/annualreport">http://www.fms.treas.gov/annualreport</a> .	No later than Nov. 24, 2009
FACTS I reporting window closes for ATBs for verifying agencies.	Access via GOALS II.	No later than 6 p.m. EST Dec. 1, 2009
Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail or fax to Budget Reports Division.	Apr. 1, 2010

Treasury will strictly enforce the above dates to permit timely closing of the books and publication of budget results.

## TREASURY ADDRESSES FOR PAPER COPY YEAREND FINANCIAL REPORTS

Agencies in the Washington, DC, and metropolitan area should hand carry their reports to Treasury. Agencies outside the Washington, DC, and metropolitan area should use express mail. Express mail is a U.S. Postal Service feature offering guaranteed overnight delivery. Specify the "Post Office to Addressee" option.

Deliver the *Annual Report on Unfunded Foreign Currency Reservation Accounts* and the *Report of Estimated Foreign Currency Collections and Expenditures* to:

Accounting and Data Management Division  
Federal Finance  
Financial Management Service  
401 14<sup>th</sup> Street, SW.  
Liberty Center Building, Room 523F  
Washington, DC 20227  
Telephone: 202-874-7994