



Treasury Financial Manual

Transmittal Letter No. 655

Volume I

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

1. Purpose

This transmittal letter releases revised TFM Volume I, Part 1, Chapter 1000: Purpose and Plan of the Treasury Financial Manual (TFM). This chapter explains the purpose, design, and composition of the TFM. It discusses chapters, transmittal letters, bulletins, announcements, and supplements. Appendix 1 includes a list of TFM supplements.

2. Page Changes

Remove

I TFM 1-1000 (T/L 626)

Insert

I TFM 1-1000

3. Effective Date

This transmittal letter is effective immediately.

4. Inquiries

Direct questions concerning this transmittal letter to:

TFM Staff
U.S. Standard General Ledger Division
Accounting Systems and Standards Directorate
Governmentwide Accounting
Financial Management Service
Department of the Treasury
3700 East-West Highway, Room 213A
Hyattsville, MD 20782
Telephone: 202-874-6121/6135

Date: December 2, 2009

David A. Lebryk
Commissioner

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Part 1 – Chapter 1000

PURPOSE AND PLAN OF THE TREASURY FINANCIAL MANUAL (TFM)

This chapter explains the purpose, design, and composition of the TFM. It also discusses transmittal letters, bulletins, announcements, and supplements. Appendix 1 includes a list of TFM supplements.

Section 1010—Introduction

The TFM is the Department of the Treasury's (Treasury's) official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. Treasury's Financial Management Service (FMS) issues the TFM to provide policies, procedures, and instructions for Federal departments and agencies, Federal Reserve Banks (FRBs), and other concerned parties to follow in carrying out their fiscal responsibilities.

Section 1015—Authority

The Secretary of the Treasury has reporting responsibility as set forth in 31 United States Code (U.S.C.) 331 and 3513. Other statutes and Executive Orders specifically place regulatory responsibility with Treasury for other subject matter covered in the TFM.

Section 1020—Compliance With Executive Order 13224, Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism

Executive Order 13224 prohibits transactions with persons who commit, threaten to commit, or support terrorism. The Department of the Treasury's Office of Foreign Assets Control (OFAC)

maintains the Specially Designated Nationals (SDN) and Blocked Persons list, which provides a list of individuals and entities covered by Executive Order 13224. The SDN and Blocked Persons list also includes the additional restrictions found in the Foreign Assets Control regulations at 31 CFR Chapter V.

Agencies must not make or certify payments, or draw checks or warrants, payable to an individual or organization listed on the SDN and Blocked Persons list. Agencies should consult the SDN and Blocked Persons list at <http://www.ustreas.gov/offices/enforcement/ofac/sdn/index.html> before making payments.

Direct questions concerning Executive Order 13224 or the SDN and Blocked Persons list to OFAC. See the contact information at <http://www.ustreas.gov/offices/enforcement/ofac/contacts.html> or call 202-622-2490.

Section 1025—Arrangement of the TFM

1025.10—Description of Volumes

The TFM is comprised of six volumes. Each volume covers different subject matter and is directed to particular audiences. The volumes are:

- Volume I—Instructs and guides the Federal Government's departments and agencies, and

other concerned parties, in areas of central accounting and reporting; payrolls, deductions, and withholdings; disbursing; deposit regulations; and other fiscal matters.

- Volume II—Instructs and guides FRBs and their branches in areas of deposit documents, Treasury's account, Federal tax deposits, Treasury tax and loan accounts, letters of credit, Treasury checks, food stamp coupons, FedLine®, and other fiscal agency matters.
- Volume III—Reserved.
- Volume IV—Instructs and guides institutions that qualify as Treasury tax and loan depositories.
- Volume V—Instructs and guides depositories within the 50 United States and the District of Columbia (domestic depositories).
- Volume VI—Instructs and guides depositories outside the United States, U.S. Territories, and insular possessions (overseas depositories).

1025.20—Composition of Volume I

Volume I applies to all Federal agencies. It is divided into the following six parts:

- Part 1: Introduction—Includes the scope, application, and general organization of the TFM.

- Part 2: Central Accounting and Reporting—Includes requirements for the form, content, and submission of financial data required by FMS to fulfill its central accounting and reporting obligations for the financial operations of the Federal Government.
- Part 3: Payrolls, Deductions, and Withholdings—Includes requirements and standard voucher forms pertaining to payrolls; Federal, State, and local income tax withholdings; U.S. savings bonds purchases; health benefits; insurance; other classes of deductions or allotments; and other matters pertinent to payrolls.
- Part 4: Disbursing—Includes requirements for vouchering payments made by check and cash, FedLine® payment, and checking accounts with Treasury or general depositories; and cancellation, claims, and other matters pertaining to Treasury checks.
- Part 5: Deposit Regulations—Includes requirements and standard forms for the deposit of public moneys through the depository system of the Federal Government, including FedLine® deposits.
- Part 6: Other Fiscal Matters—Includes procedures and forms that Federal agencies use for fiscal matters that require special instructions not covered in other parts of the TFM.

Section 1030—Types of TFM Releases

The TFM publishes several types of releases:

- Chapters (often accompanied by appendices);
- Bulletins;

- Announcements;
- AND
- Supplements.

1030.10—Chapters

TFM chapters:

- Are released by transmittal letters that bear the FMS Commissioner’s signature;
- Cover a specific subject;
- Include a summary paragraph explaining the purpose of the chapter;

AND

- Update existing procedures and information or provide new procedures and instructions based on changes to systems or applicable laws.

The first chapter of each volume describes the makeup of that volume, the procedures covered, and other included material.

User may access TFM chapters on the following TFM Web sites:

- By part and chapter number at <http://www.fms.treas.gov/tfm/vol1/index.html>;

AND

- By transmittal letter number at <http://www.fms.treas.gov/tfm/vol1/tl.html>.

1030.10a—Transmittal Letters

Transmittal letters:

- Are sequentially numbered;
- Release new and revised chapters;
- Summarize new and/or revised material;

- Provide instructions for the addition or substitution of material;
- List regulations or published instructions that are superseded or rescinded;

AND

- Bear the FMS Commissioner’s signature.

See the TFM transmittal letter Web site at <http://www.fms.treas.gov/tfm/vol1/tl.html>.

1030.10b—Contacts Page

Each chapter has a Contacts page that lists the responsible office’s contact information. The first contact listed is the office primarily responsible for the chapter. If the chapter contains specific or technical material relating to other areas of responsibility, the Contacts page also lists sources for that information.

When making inquiries about a chapter, TFM users should refer to the chapter’s Contacts page for the responsible office’s contact information. They should cite the pertinent volume, part, chapter, and section number (for example, TFM Volume I, Part 1, Chapter 2000, Section 2050).

1030.10c—Appendices

TFM chapters may include appendices. These appendices generally contain forms, instructions, regulatory material, and other information helpful in implementing chapter procedures.

1030.20—Bulletins

TFM bulletins:

- Are numbered sequentially by the fiscal year of issue (for example, TFM Volume I, Bulletin No. 2010-01 refers to the first bulletin released in fiscal 2010);

- Have retention dates that prescribe the bulletin's anticipated retention period;
- Provide notice of immediately effective changes to instructions or requirements that, usually, are later codified into a TFM chapter;
- List superseded or rescinded material;

AND

- Bear the FMS Commissioner's signature.

At the beginning of each fiscal year, FMS issues a Retention Bulletin that lists the TFM bulletins that TFM users should retain beyond the bulletins' original retention dates.

Users may access TFM bulletins on the TFM Web site at <http://www.fms.treas.gov/tfm/vol1/bull.html>.

1030.20a—Inquiries

Each bulletin includes an inquiries paragraph. When making inquiries about a bulletin, TFM users should refer to the bulletin's inquiries paragraph for the responsible office's contact information. They should cite the pertinent bulletin number (for example, TFM Volume I, Bulletin No. 2010-01).

1030.20b—Attachments

Bulletins may include attachments. These attachments generally contain forms, charts, or additional instructions.

1030.30—Announcements

TFM announcements:

- Are identified with an "A" and are numbered sequentially by the fiscal year of issue (for example, A-2010-01 refers to the first announcement released in fiscal 2010);
- Convey information covering a temporary period of time or of an emergency nature, or release information regarding one-time events, such as procedures to be used during a Government shutdown or dates for reporting requirements;
- Generally are not codified into a TFM chapter;
- Include the contact information for the responsible office;

AND

- Do not bear the FMS Commissioner's signature.

When making inquiries regarding an announcement, TFM users should refer to the responsible office's contact information included in each TFM announcement.

Users may access TFM announcements on the TFM Web site at <http://www.fms.treas.gov/tfm/vol1/announcement.html>.

1030.40—Supplements

TFM supplements are extensions of the TFM and include detailed instructions,

worksheets, and guidelines for financial reporting and accounting procedures. They provide a reference for specific subject matter and contain tables and graphics to illustrate specific data. Supplements cover such areas as cash management, credit administration, the U.S. Government Standard General Ledger, and CA\$H-LINK operating instructions. See Appendix 1 for a listing of the TFM supplements.

Users may access TFM supplements on the TFM Web site at <http://www.fms.treas.gov/tfm/vol1/supp.html>.

Section 1035—Standard and Prescribed Forms

FMS is increasing its efforts to create electronic options for information submittals to and transactions with Treasury. The efforts reflect a changing business environment where electronic processes are becoming more common because of increased efficiency and convenience. These efforts also are the direct result of the Government Paperwork Elimination Act, which requires Federal agencies to provide electronic options for transactions with Government.

Treasury has developed a Web site at <http://www.fms.treas.gov/forms.html> that includes some of the forms produced by FMS or that support FMS products and services. All departments and agencies should use standard accounting and reporting forms and related procedures, including those prescribed by the Government Accountability Office, unless exempted by law or FMS.

CONTACTS

Direct inquiries concerning this chapter to:

TFM Staff
U.S. Standard General Ledger Division
Accounting Systems and Standards Directorate
Governmentwide Accounting
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Department of the Treasury
3700 East-West Highway, Room 213A
Washington, DC 20782
Telephone: 202-874-6121/6135

SUPPLEMENTS TO THE TFM

Cash Management Made Easy Guidebook (<http://www.fms.treas.gov/crm/cashmanagementmadeeasy.html>)

Managing Federal Receivables (http://www.fms.treas.gov/debt/guidance_mfr.html)

Federal Account Symbols and Titles (FAST) Book (<http://www.fms.treas.gov/fastbook/index.html>)

Manual of Procedures and Instructions for Cashiers (Cashier's Manual)
(http://www.fms.treas.gov/imprest/cashiers_manual.pdf)

The Greenbook (<http://www.fms.treas.gov/greenbook/index.html>)

U.S. Government Standard General Ledger (<http://www.fms.treas.gov/ussgl/index.html>)

CA\$H-LINK Operating Instructions for Domestic Treasury's General Account Depository Banks
(<http://www.fms.treas.gov/tfm/vol1/cashlink.pdf>)

Guide to the Federal Credit Bureau Program
(<http://www.fms.treas.gov/fedreg/guidance/fedcreditbureauguide.pdf>)

Fund Balance With Treasury Reconciliation Procedures
(<http://www.fms.treas.gov/tfm/vol1/supplements/supp-v1p2c510.html>)

Treasury Report on Receivables and Debt Collection Activities (<http://www.fms.treas.gov/debt/dmrpts.html>)

Now That You're a Certifying Officer (http://www.fms.treas.gov/tfm/vol1/CertifyingOfficer_29nov07.pdf)

Agency Self-Certification Guide (http://www.fms.treas.gov/tfm/vol1/agency_self-certification_guide_11-28-07.pdf)