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PART II

BUDGET AND FINANCE

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5 501.01

CHAPTER 5

ACCOUNTS

Section 501. General Introduction.

.01 Purpose of the Accounts. The accounts prescribed in this Manual are intended to disclose the financial condition and results of operations of the different funds and activities of the Bureau of Indian Affairs, by showing (1) the assets, liabilities, and the net equity of the United States at the close of an accounting period, (2) the operating income and expenses pertaining to such periods, and (3) a comparison of the budget program with the results of operations.

The Bureau of Indian Affairs is engaged in many diverse activities in carrying out its responsibilities. Such activities include programs usually administered by Federal and local governments such as Community Services, Resources Management, Construction, and Loan Programs as well as the management of the resources of Indians; and other activities, such as the operation and maintenance of power and irrigation systems.

To the extent applicable, the system of accounts prescribed in this Manual follows the principles adopted for private business and generally serves the same purposes. However, the procedures covered by this Manual do differ in certain fundamental respects from those suitable for private concerns. Accounting for the activities of the Bureau of Indian Affairs covers several specialized fields, and the system has been developed with full regard for the conditions, nature of operations, and the need for information about the different funds and activities.

As a governmental agency, the Bureau of Indian Affairs is required to keep accounts to meet the accounting and reporting requirements of the Department of the Interior, the Congress, the General Accounting Office, the Treasury Department, and the Bureau of the Budget. As a producer and distributor of electric power, it is also required to keep accounts to meet the accounting and reporting requirements of the Federal Power Commission.

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As distinguished from the purpose of providing a means of compliance with statutory and regulatory requirements, the system is intended to provide:

- A. Control of expenditures and the application of funds for all activities through a coordinated system of accounting, programming, and budgetary reporting.
- B. Standard and uniform financial statements and reports to summarize the information which is required regularly by the Bureau for managerial purposes.
- C. Uniformity in the recording of financial transactions to facilitate analysis of information for comparative accounting periods, and to provide financial and budget reports which will be consistent and comparable in form and content with the different accounting entities of the Bureau operating the same type of activity.
- D. Accounting support for budget estimates of the Bureau.
- E. A basis for verification of the accountability of persons administering public funds and property.

.02 Basic Accounting Principles. The system of accounts is based on recognized principles of accounting which are applicable to the various activities or funds of the Bureau. In the adoption and application of such principles substantial use has been made of commercial practices. At the same time application has been made of fund and budgetary methods necessary for Government use. Certain activities of the Bureau have peculiar characteristics with respect to their financial structure and operations. It has been necessary and essential to determine the effect of these conditions upon the accounting system. These conditions make the accounting differ in several important respects from those followed in commercial accounting.

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Some of the basic concepts and principles of the accounting system are as follows:

- A. The accounts are classified in balanced fund groups. Three basic fund groups of accounts are provided which are:
  - (1) General, Special and Revolving.
  - (2) Power and Irrigation.
  - (3) Trust.
- B. ~~A decentralized system of accounting has been established whereby the Area Offices generally will maintain the basic accounting records. The control of funds is provided by means of branch office accounts maintained in the Central Office in Washington, D.C.~~
- C. A system of budgetary control is integrated with the General Ledger Accounts of the Area Offices by the use of subaccounts and special accounting procedures. The budgetary accounts reflect the unliquidated obligations, expenditures, and the unobligated balances of appropriated funds. These accounts are designed to provide a basis for the preparation of the Report on the Status of Appropriation Accounts (BT Form F33), and are integrated with the allotment pattern established by the Interior Department for the control of funds. (The budgetary accounts are not used in connection with the deposit funds and certain trust funds where the Bureau acts as banker and trustee for the Indians).
- D. The classification of accounts is uniform for programming, budgeting, accounting, and reporting.

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- E. The accrual principle of accounting is followed to the extent applicable, modified to take into consideration the objectives and needs of management. The full application of accounting on the accrual basis would correspond to that followed in commercial practices. Under such conditions, elements of cost are assigned to the accounting period in which applied or consumed, regardless of the time when the expenditures for the cost are made. Likewise all income is recorded in the period earned regardless of whether or not it is due or has been received. In commercial practices these procedures are followed largely for the purpose of determining profit or loss, which purpose does not generally exist in the Bureau of Indian Affairs except in the power and irrigation activities, and certain other business type enterprises. In general, the accounting system provides that receipts and revenues will be recorded when due and billed, and expenditures will be accounted for and reported on a basis that will include as expenditures all items for materials received and services performed during the fiscal year. A more exact accrual basis will be used for the power and irrigation projects and the business activities than for the regular governmental activities.
- F. Plants, properties, and equipment are accounted for on the basis of original cost, or the estimated cost if the original cost is not available, or in the case of donations, the appraised value at the time received.
- G. The system of accounts distinguishes between capital and expense expenditures. The capital expenditures are recorded in the asset accounts, that is, "Capitalized" even though the amounts are considered as expended in the budgetary accounts.

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H. The system provides for depreciation accounting of plant, property, and equipment, on certain activities such as power and irrigation and other business activities, where the element of profit and loss is involved or where actual cost records are necessary. Depreciation is not generally applied to assets used in the regular governmental activities of the Bureau.

.03 Fund and Accounting Entities. As indicated under the basic principles, the system of accounts recognizes funds and different accounting entities. The appropriations and receipts of the United States Government are classified under the following fund accounts:

A. Funds which belong to the U. S. Government:

- (1) General.
- (2) Special.
- (3) Revolving.

B. Funds which the Government holds for others:

- (1) Deposit Funds.
- (2) Trust Funds.

Accounting by funds is one of the most distinctive features in governmental financial procedures. This results from the fact that many activities are financed from specific revenues which are earmarked for a particular purpose, or are financed from appropriations limiting the use of the funds. A fund is considered as a sum of money or other resources (gross or net) set aside for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, agreements, or limitations and constitutes an independent fiscal and accounting entity.

The general classification of funds by the Government is as to ownership. The Government operates in the capacity of both owner and trustee. Two charts of accounts are provided for the Bureau of Indian Affairs to accomplish this distinction. In addition, a separate chart of accounts is prescribed for the power and irrigation activities.

Within each of the above group of funds and under the three charts of accounts, various accounting entities are established. For example, each power, irrigation, and building and utility project is considered as an accounting entity, and a self-balancing group of accounts is maintained which shows the assets, liabilities, income and expense of the project. In the same manner, a separate accounting entity will be established for tribal or individual Indian trusts, such as saw mill operations.

Variations in the accounting procedures followed for the different operations and funds indicate to what extent each fund (or operation) has been considered as an independent entity. Some operations are accounted for in the same manner as commercial enterprises carrying on similar activities. Other operations are regular governmental activities and the purpose of accounting is different. By establishing the accounts by funds and for different entities greater flexibility is allowed in the procedures, and the accounts can be adapted to the circumstances.

.04 General Ledger Accounts. The general ledger is the heart of the accounting system. It includes all the control accounts required for the preparation of the balance sheets and the supporting schedules. ~~In the general ledger, every account is kept or controlled, and every transaction recorded individually or in summary.~~ The following is a description of the different general ledger accounts:

A. Central Office Control Accounts. ~~These accounts control the distribution of funds to the accounting offices. The accounts also provide the controls.~~

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which are necessary with the Treasury Department and the Chief Disbursing Officer. The Central Office allots funds to the Area Offices and amounts are transferred to Treasury Regional Disbursing Offices for disbursements. These accounts reflect the total amount allotted to the Area Offices, as well as the amounts due the areas on the allotments and are reciprocal to fund accounts in the Area Offices.

B. Area Office Accounts. The Area or Field Office accounts comprise the most important groups of general ledger accounts in the system. In these accounts the transactions relating to the assets, liabilities, receipts, and expenditures will be recorded, and controls over subsidiary accounts will be established. The charts of accounts maintained in the Area Offices are explained, as follows:

- (1) Chart of Accounts for General, Special, and Revolving Fund Activities (Other Than Irrigation and Power). This chart of accounts is provided to account for all funds and other assets belonging to the United States Government (other than those relating to irrigation and power). The funds under this chart of accounts relate to the current operations and activities of the Bureau, and also to continuing activities, such as, construction activities. These accounts include, (1) the general fund appropriation, (2) special funds, including the funds arising from revenues designated for specific use only, and (3) revolving fund activities. In this chart of accounts different operations require separate accounting. (See Section 502.03B of this Chapter for lists of accounts under this chart).

- (2) Chart of Accounts for Irrigation and Power Activities. This chart of accounts is provided to account for all funds and other assets relating to the irrigation and power projects, regardless of whether the project is financed from general, special, or trust fund receipts. In some cases the projects are or have been financed from different funds. The title to the assets of power and irrigation projects is with the U. S. Government. However, the accounting for the assets, and the operations are so different from the other assets which belong to the Government, it is desirable to prepare separate accounts and procedures for irrigation and power activities. Each project is considered as an accounting entity, since each has its own repayment obligations and any unpaid assessments for operation and maintenance charges become a lien on the property benefited by the construction; and likewise, proceeds from one project can not be used to apply against the charges of another project, except where authorized by law. (See Section 502.04 of this Chapter for list of accounts under this chart).
- (3) Chart of Accounts for Trust Activities (Other Than Irrigation and Power). This chart of accounts is provided to account for all funds and other assets held by the Government for others, except those that relate to the irrigation and power activities. The Bureau acts in the capacity of banker for certain Indians and Indian tribes. It holds investments and other income producing assets of the Indians. In other cases the Bureau exercises supervision of Indian activities. (See Section 502.05 of this Chapter for list of accounts under this chart).

(4) Agency Office Accounts. This chart of accounts is provided to account for transactions which originate at agency or project offices, such as the deposit accounts of individual Indians or Indian groups, and accounts receivable where the billing and collecting is performed at the agency level. The transactions in these accounts will be transmitted periodically during the month or at the end of the month to the Area Office. At the end of the month the Agency will transmit to the Area Office a statement showing the transactions and balances in the agency accounts for reconciliation with the books of the Area Office. (See Section 502.06 of this Chapter for list of accounts under this chart).

.05 Subsidiary Accounts. Several groups of subsidiary accounts are prescribed, such as those reflecting the original cost of electric plants and the construction work in progress accounts (work orders). The subsidiary income and expense accounts are grouped according to functions and activities. To the extent applicable, these income and expense accounts are classified according to accounts recognized for similar activities, such as the accounts prescribed by the Federal Power Commission for power plants.

.06 Relationship of Budget to Accounts. The accounts of the Bureau have a direct relationship to the budget, and are only a part of the control of the program. The system recognizes three essential instruments in management and financial control which are: (1) the budget; (2) the accounts, and (3) the reports.

The budget is the program for a specific period for construction, operation, and maintenance and other authorized activities, expressed in financial terms and expected accomplishments.

The accounts are a means of recording the execution of the program and budget in terms of financial transactions. They reveal the progress and show the status of all factors entering into the financial operations. The allotment pattern and the cost accounts are records through which the program and budget are controlled.

Since the budgets, accounts, and reports follow the same classifications, the reports provide the means whereby the information reflected in the accounts is made available for use. The reports will show a comparison of what has been accomplished with what was contemplated.

- .07 Relationship of Cost Accounts to Allotment Accounts. One of the major differences between the allotment accounting and the cost accounting is with respect to the classification of expenditures. The allotment accounts are designed and maintained to make certain that the Bureau conforms with the Anti-Deficiency Act and to reflect currently the unobligated or free balance by main categories. All obligations including expenditures are charged against the allotments and the unexpended balance is reduced accordingly. The reports on allotments shall show the allotments, the expenditures, the unliquidated obligations and the unobligated balance. The cost accounts focus attention upon the general character and relative importance of the work to be done or upon the service to be rendered rather than upon the things to be acquired, such as personal services, supplies, equipment, etc. The classification of the cost accounts is used as the basis for building up the budget by allotment (or activity) classifications. In this way the detailed budget is based upon the work or the services to be accomplished and what that work or services will cost. Cost accounts recognizes charges only as the articles are used or the services performed and are readily reconciled with funds by taking into consideration such adjustments as inventory accounts, clearing accounts, and depreciation.

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- .08 Changes and Revisions. It is realized that minor changes and revisions will be required from time to time owing to unforeseen legislative actions and to continual improvements in accounting concepts. Such changes of a minor nature will be made by this Bureau without approval from higher authority. Copies of the changes will be forwarded to each individual or office charged with a copy of the Manual.

In the event a revision is required which materially changes the accounting principles or procedures set forth herein, such proposed change will be submitted to the Division of Budget and Finance, Office of the Secretary, for approval prior to making the change. In each instance the Division of Budget and Finance will obtain clearance from the General Accounting Office prior to giving such approval.

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Section 502. General Ledger and Subsidiary Ledger Accounts.

.01 Relationship of Accounts.

A. Purpose. The purpose of this section is to explain the:

- (1) General classifications of the accounts.
- (2) Ledgers to be maintained.
- (3) Arrangement of ledgers and accounts.
- (4) Relationship between the various ledgers and groups.

B. General Classification of Accounts. The accounts are divided into two general classes or groups, namely: (1) balance sheet accounts, and (2) income and expense accounts. A brief description of each class follows:

- (1) Balance Sheet Accounts. These accounts may be classified as asset, liability, and net worth or equity accounts. Within each of these groups the accounts are further classified. In general, the asset accounts are grouped as to: (1) Plant, Properties and Equipment, (2) Long Term Receivables, (3) Current and Accrued Assets, and (4) Deferred Debits. The liability accounts are grouped as to: (1) Investment of the United States Government, (2) Results from Operations, (3) Current and Accrued Liabilities, (4) Deferred Credits, and (5) Reserves.
- (2) Income and Expense Accounts. These accounts are grouped according to the operating functions of the Bureau, that is: General, Special, and Revolving Fund Operations, Irrigation and Power Operations, and Trust Fund Operations. The results from operations of the various functions

are reflected in the income and expense accounts and the operating statements. Separate sections in the income and expense accounts are shown for different activities or functions. The income and expense accounts are directly related to and tie in with the balance sheet through their effect on the "Results from Operations."

- C. Ledgers to be Maintained. For the purpose of describing the different accounts in the system, the ledger is defined as a group of accounts, such as the General Ledger, or the Plant in Service Ledger. However, in some cases certain individual documents will be referred to as the Subsidiary Ledger; for example, the approved vouchers, for accrued expenditures which are outstanding, may constitute the Subsidiary Accounts Payable Ledger. The ledgers are divided between two general groups; namely, principal accounts and subsidiary accounts. The principal accounts are referred to as the General Ledger Accounts, the others are the Subsidiary Accounts. These are discussed in the following paragraphs.
- D. The General Ledger. The General Ledger is the most important record in the accounting system. It is the record in which all the transactions are summarized. It contains all the principal accounts which form the basis for the balance sheet, and includes the control accounts for income and expenses. Since the basic financial statements are prepared from the General Ledger, it constitutes the main control point of the accounting system. Accounts are maintained at two levels of operations, namely, the Central Office in Washington, D. C., and the Area accounting offices. The Central Office accounts, and those at the Area accounting offices, are interlocked by means of reciprocal accounts established on the principle of branch office accounting. In general, all detailed accounting is decentralized to the Area accounting offices. However, certain

subsidiary accounts, such as the accounts receivable and deposit accounts, may be kept at agency or project offices.

- E. Subsidiary Ledgers. The detailed accounts supporting a particular General Ledger account are called subsidiary accounts, while the account which they support is called a control account. The total of the balances of the accounts in the subsidiary ledger must agree with the balance of the control account in the general ledger. The groups of subsidiary ledgers prescribed in this Manual will be used where applicable. The use of additional subsidiary ledgers will depend on the number of accounts in the general ledger about which further information is desired. It may, in turn, control accounts subsidiary to them. For example, the fixed asset accounts for irrigation and power will be supported by plant ledger accounts, each of which will be supported by detail property cards. Where the detailed accounts and records are maintained at the agency or project office, the subsidiary accounts of the Area Office general ledger will be maintained at the agencies and projects. This will apply to such accounts as receivables, inventories, equipment, loans, investments, and deposit accounts. The Area Office subsidiary ledgers will constitute the control accounts over these detailed accounts and records.
- F. Arrangement of Ledgers and Accounts. All financial statements are prepared from the general and subsidiary ledgers. The accounts are arranged in the order in which the control accounts appear in the balance sheet and income statement. This arrangement facilitates the preparation of the financial statements. All subsidiary accounts should be grouped or arranged by the related control accounts so as to permit ready reconciliation, and facilitate the preparation of the financial statements.
- G. Charts Showing Relationship of Accounts. Following are charts which show the general ledger accounts of the system that are supported by subsidiary ledgers.

**GENERAL LEDGER CONTROL ACCOUNTS**

Supported by Subsidiary Ledgers

GENERAL, SPECIAL, AND REVOLVING FUNDS

General Ledger Control Accounts		Subsidiary Ledger	
No.	Name	Name	Subordinate Accounts Included
1001	Fixed Properties		Individual property cards
1003	Equipment		Individual property cards
1007	Construction Work in Progress	Work Order Ledger	Individual Work Orders
1026	Loans Receivable		Individual Loan Cards Supported by Notes
1032	Securities on Deposit		Individual Cards on or register listing each depositor and description of deposit
1036	Accounts Receivable		File of Individual uncollected invoices
1038	Stores	Stores Ledger	Individual Stores Card
1040	Work in Process	Work Order Ledger	Individual Work Order
1200.2	Unobligated Allotments	Allotment Ledger	By Appropriation and Activity
1200.3	Unliquidated Obligations	Allotment Ledger	By Appropriation and Activity supported by file of unliquidated obligations
1200.5	Expended Appropriation	Allotment Ledger	By Appropriation and Activity

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Continued --

GENERAL LEDGER CONTROL ACCOUNTS  
Supported by Subsidiary Ledgers

GENERAL, SPECIAL, AND REVOLVING FUNDS

General Ledger Control Accounts		Subsidiary Ledger	
No.	Name	Name	Subordinate Accounts Included
1201.2	Unobligated Contract Authorizations	Allotment Ledger	By Appropriation and Activity
1201.3	Unliquidated Obligations of Contract Authorization	Allotment Ledger	By Appropriation and Activity supported by unliquidated obligations
1222	Accounts Payable		Open items on Accrued Expenditure Register supported by unpaid Vouchers
1224	Liabilities for Deposit Funds		Individual Record for each depositor
1550	General Administrative Expense	Expense Ledger	Accounts 1600 to 1699
1555	Health, Education and Welfare	Expense Ledger	Accounts 1700 to 1799
1560	Resources Management	Expense Ledger	Accounts 1800 to 1899
1565	Payments to Indians	Expense Ledger	Accounts 1900 to 1949
1570	Other Expense	Expense Ledger	Accounts 1950 to 1999

GENERAL LEDGER CONTROL ACCOUNTS

Supported by Subsidiary Ledgers

IRRIGATION AND POWER

General Ledger Control Accounts		Subsidiary Ledger	
No.	Name	Name	Subordinate Accounts Included
101.1	Irrigation Plant	Plant in Service	Accounts 400 to 459
101.2	Electric Plant	Plant in Service	Accounts 320 to 399
101.3	Multipurpose Plant	Plant in Service	Accounts 460 to 499
107	Construction Work in Progress	Work Order Ledger	Individual Work Orders
126	Repayment Contracts	Water Users' Ledger	Individual Water Users
128	Deferred Receivables	Water Users' Ledger	Individual Water Users
136	Accounts Receivable		File of individual uncollected invoices
138	Materials and Supplies	Stores Ledger	Individual Stores Card
200.2	Unobligated Allotments	Allotment Ledger	By Appropriation Activity and Project
200.3	Unliquidated Obligations	Allotment Ledger	By Appropriation Activity and Project Supported by file of unliquidated obligations

Continued --

GENERAL LEDGER CONTROL ACCOUNTS

Supported by Subsidiary Ledgers

IRRIGATION AND POWER

General Ledger Control Accounts		Subsidiary Ledger	
No.	Name	Name	Subordinate Accounts Included
200.5	Expended Appropriations Current Year	Allotment Ledger	By Appropriation Activity and Project
201.2	Unobligated Contract Authorizations	Allotment Ledger	By Appropriation Activity and Project
201.3	Unliquidated Obligations of Contract Authorizations	Allotment Ledger	By Appropriation Activity and Project supported by file of unliquidated obligations
222	Accounts Payable		Open items on Accrued Expenditure Register supported by unpaid vouchers
501	Operating Revenues-Electric	Electric Income Ledger	Accounts 600 to 615
502	Operation & Maintenance Expense-Electric	Electric Expense Ledger	Accounts 715 to 799
550.1	Operating Revenues-Irrigation	Irrigation Income Ledger	Accounts 650 to 657
550.2	Operating Expense-Irrigation	Irrigation Expense Ledger	Accounts 800 to 849

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GENERAL LEDGER CONTROL ACCOUNTS

Supported by Subsidiary Ledgers

TRUST ACTIVITIES

General Ledger Control Accounts		Subsidiary Ledger	
No.	Name	Name	Subordinate Accounts Included
2001	Fixed Properties		Individual Property Cards
2003	Equipment		Individual Property Cards
2007	Construction Work in Progress	Work Order Ledger	Individual Work Order
2021	Investments and Securities - Group Indians		Card records for each individual or group showing description & cost of securities
2022	Investments and Securities - Individual Indians		Card records for each individual or group showing description & cost of securities
2026	Long Term Receivables and Loans		Individual Card for each debtor
2036	Accounts Receivable		File of individual uncollected invoices
2038.1	Stores	Stores Ledger	Individual stores card
2038.3	Finished Goods		Individual card for each type of goods
2038.4	Work in process	Work Order Ledger	Individual Work Order

Continued --

GENERAL LEDGER CONTROL ACCOUNTS

Supported by Subsidiary Ledgers

TRUST ACTIVITIES

General Ledger Control Accounts		Subsidiary Ledger	
No.	Name	Name	Subordinate Accounts Included
2222	Accounts Payable		Open items on Accrued Expenditure Register supported by unpaid vouchers
2224	Liabilities for Deposit Funds		Individual Record for each depositor
2501	Income - Trust Operations	Income Ledger (Where Volume Warrants)	Necessary individual accounts to show type of income - Range of accounts 2500 to 2549
2550	Expenses - Trust Operations	Expense Ledger	Accounts 2650 to 2670

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*See Section 502.02 thru 502.06 for more details & refer to memo dated 7/2/54 per deletions & insertions*  
.02 Washington-Central-Office-Accounts.

A. Introduction. The accounts described in this section of the General Ledger are an integral part of the accounting system for the Bureau of Indian Affairs, and are applicable only to the Central Office fund control accounts. These accounts are used for: (1) the distribution of appropriated general and revolving funds to accounting offices by allotments and the funding of such allotments and (2) the recording and funding of unavailable trust fund appropriations. Reciprocal accounts in the Area Offices are coordinated with the Central Office accounts and are eliminated on consolidated financial reports. The Central Office will control the transfer of funds from and to the Chief Disbursing Officer and Regional Disbursing Officers, within the amount of the allotment and appropriated trust fund receipts. The illustrative entries for the Central Office define more clearly the financial transactions between the Central Office and the Area Office.

Reimbursements to appropriations and available special and trust fund receipts will not be accounted for through these accounts, but will be accounted for by the Area Office making the collections. These transactions will be consolidated by the Central Office from Area Office reports.

B. Chart and Definitions of Accounts.

(1) Chart of Accounts.

ASSETS AND OTHER DEBITS

1. Appropriated Funds with <sup>Funding @</sup> ~~Chief Disbursing Officer~~ - Holding.
3. Appropriated Funds with the Treasury.
5. Authority to Incur Obligations in Advance of Appropriation

LIABILITIES AND OTHER CREDITS

7. *Unallotted Contract authorizations*
8. Unallotted Appropriations.
  - 8.1 Unallotted Appropriations - Held by Central Office.
  - 8.2 Unallotted Appropriations - Held by Area Offices.
9. ~~Allotments to Area Offices~~ *charges & credits to Area Offices*

(2) Definitions of Accounts.

1. Appropriated Funds with Chief Disbursing Officer - Holding. These accounts shall serve as holding accounts for general, special, revolving, and trust fund appropriations with the Chief Disbursing Officer. Separate accounts shall be maintained for each appropriation.
3. Appropriated Funds with the Treasury. This account shall include the unrequisioned balances of funds which have been appropriated by warrant action of the Treasury. The accounts shall be maintained to show separately the amounts applicable to each fund.
5. Authority to Incur Obligations in Advance of Appropriation. These accounts shall be maintained to control the obligation authority prior to the enactment of the appropriations by the United States Congress. ~~This account is provided for the program activities in the Alaska Area Office.~~
7. *See memo dated 7/2/54 Wash. D.C.*
8. Unallotted Appropriations. There shall be summarized under this caption for balance sheet purposes, the balances in accounts 8.1 and 8.2.
  - 8.1 Unallotted Appropriations - Held by Central Office. These accounts are maintained to show the unallotted balance of funds held by the Central Office and not accounted for by the Area Office until allotted. Separate accounts shall be maintained for each appropriation or fund and will apply generally to general and revolving fund appropriations.
  - 8.2 Unallotted Appropriations - Held by Area Offices. These accounts are maintained to show the unallotted balance of appropriations held by Area Offices. The balances in these accounts represent amounts collected and accounted for by the Area Offices prior to being allotted. In general, these accounts will apply only to collections of unavailable trust fund appropriations. Separate accounts shall be maintained for each appropriated trust fund and when necessary subdivided by the authorized and the unauthorized amounts and will be reciprocal to account 2030, "Central Office Fund Control" in the Area Office.

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*\* See memo  
7/2/54*

9.\* Allotments to Area Offices. These accounts shall be maintained to show the amounts of unfunded allotments made to each Area Office. The amounts of these accounts will be included in the reciprocal accounts of the Area Offices. Separate accounts shall be maintained by Area Offices for each appropriation.

C. Pro Forma Entries for the Central Office. The following entries illustrate the posting of financial transactions to the Central Office control accounts. It is not intended that the entries are complete or exhaustive.

(1) Trust Funds Appropriated.

(a) If accounted for by Central Office:

Debit: 3 Appropriated Funds with the Treasury

Credit: 8.1 Unallotted Appropriations Held by Central Office.

(b) If accounted for by Area Office:

Debit: 3 Appropriated Funds with the Treasury

Credit: 8.2 Unallotted Appropriations Held by Area Office

Posting media: Appropriation Warrant.

(2) Advance of Trust Fund Appropriations to <sup>Funding</sup> Chief Disbursing Officer.

Debit: 1 Appropriated Funds with <sup>Funding</sup> Chief Disbursing Officer - Holding.

Credit: 3 Appropriated Funds with Treasury.

Posting media: Requisition for Disbursing Funds and Accountable Warrant.

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(3) Allotment of Unavailable Trust Fund Appropriations to Area Offices.

Debit: 8.1 Unallotted Appropriations Held by Central Office.

8.2 Unallotted Appropriations Held by Area Offices.

Credit: 9 ~~Allotments to Area Offices.~~

*Appropriated funds w/holding office, holding*

Posting media: Allotment Advice, Form No. 5-750.

(4) Appropriations of General Fund, Revolving Loan Fund, and Interest on Trust Fund.

Debit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Credit: 8.1 Unallotted Appropriations Held by Central Office.

Posting media: Appropriation Warrant and Advice of Credit to Checking Account, Treasury Form 520.

(5) Allotment of General Fund, Revolving Loan Fund and Interest on Trust Fund Appropriations to Area Offices.

Debit: 8.1 Unallotted Appropriations Held by Central Office.

\* Credit: 9 Allotments to Area Offices.

Posting media: Allotment Advice, Form No. 5-750.

\* (6) Authority to Incur Obligations in Advance of Appropriation (Alaska Area Office).

Debit: 5 Authority to Incur Obligations in Advance of Appropriations.

Credit: 9 Allotments to Area Offices.

Posting media: Allotment Advice, Form 5-750.

Note: When the appropriation has been enacted by the United States Congress this entry shall be reversed and the regular entries established. This shall be accomplished by an allotment advice and should carry a complete explanation for cross reference purposes.

<sup>7</sup>  
(~~5~~) Disbursing Funds Transferred to Regional Disbursing Officers and to the Disbursing Account of the Chief Disbursing Officer for Use by the Central Office (operating accounts) and the Area Offices.

Debit: 9 Allotments to Area Offices.

Credit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Posting media: Request for Transfer of Funds,  
Treasury Form 1669.

<sup>8</sup>  
(~~10~~) Allotments Reduced or Cash Withdrawn from Area Offices.

Debit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Credit: 9 Allotments to Area Offices.

Posting media: Request for Transfer of Funds,  
Treasury Form 1669.

also

Debit: 9 Allotments to Area Offices.

Credit: 8.1 Unallotted Appropriations Held by Central Office.

Posting media: Allotment Advice, Form No. 5-750.

Note: This transaction is illustrated as two entries to present the necessity of the two posting media documents.

<sup>9</sup>  
(~~11~~) Central Office Payments for Benefit of Accounting Offices:

Debit: 9 Allotments to Area Offices.

Credit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Posting media: Voucher and Schedule of Payments,  
Standard Forms 1166 and 1167.

Note: Advice of Charge, Form 5-790, shall be forwarded to the applicable accounting office.

<sup>10</sup>  
(22) Non-expenditure Transactions of Appropriations.

(a) To Record Transfers Out:

Debit: 8.1 Unallotted Appropriations Held by  
Central Office.

Credit: 1 Appropriated Funds with Chief  
Disbursing Officer - Holding.

(b) To Record Transfers In:

Debit: 1 Appropriated Funds with Chief Disbursing  
Officer - Holding.

Credit: 8.1 Unallotted Appropriations Held by  
Central Office.

Posting media: Appropriation Transfer Authoriza-  
tion, Standard Form 1151.

<sup>11</sup>  
(23) Lapsing Appropriations Transactions - Allotments  
and Funds.

(a) Funds transferred from Regional Disbursing Officer  
to Chief Disbursing Officer:

Debit: 1 Appropriated Funds with Chief Disbursing  
Officer - Holding.

Credit: 9 Allotment to Area Offices.

Posting media: Request for transfer of funds,  
Treasury Form 1669 or Journal  
Voucher, Standard Form 1017G.

(b) Allotments returned to Central Office:

Debit: 9 Allotment to Area Offices.

Credit: 8.1 Unallotted Appropriations Held by  
Central Office.

Posting media: Advice of Allotment, Form 5-750 or  
Journal Voucher, Standard  
Form 1017G.

<sup>7</sup> \*  
(5) Disbursing Funds Transferred to Regional Disbursing Officers and to the Disbursing Account of the Chief Disbursing Officer for Use by the Central Office (operating accounts) and the Area Offices.

Debit: 9 Allotments to Area Offices.

Credit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Posting media: Request for Transfer of Funds,  
Treasury Form 1669.

<sup>8</sup> \*  
(10) Allotments Reduced or Cash Withdrawn from Area Offices.

Debit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Credit: 9 Allotments to Area Offices.

Posting media: Request for Transfer of Funds,  
Treasury Form 1669.

also

Debit: 9 Allotments to Area Offices.

Credit: 8.1 Unallotted Appropriations Held by  
Central Office.

Posting media: Allotment Advice, Form No. 5-750.

Note: This transaction is illustrated as two entries to present the necessity of the two posting media documents.

<sup>9</sup> \*  
(11) Central Office Payments for Benefit of Accounting Offices

Debit: 9 Allotments to Area Offices.

Credit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Posting media: Voucher and Schedule of Payments,  
Standard Forms 1166 and 1167.

Note: Advice of Charge, Form 5-790, shall be forwarded to the applicable accounting office.

\* See memo  
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<sup>10</sup>  
~~(12)~~ Non-expenditure Transactions of Appropriations.

(a) To Record Transfers Out:

Debit: 8.1 Unallotted Appropriations Held by  
Central Office.

Credit: 1 Appropriated Funds with Chief  
Disbursing Officer - Holding.

(b) To Record Transfers In:

Debit: 1 Appropriated Funds with Chief Disbursing  
Officer - Holding.

Credit: 8.1 Unallotted Appropriations Held by  
Central Office.

Posting media: Appropriation Transfer Authoriza-  
tion, Standard Form 1151.

<sup>11</sup>  
~~(13)~~ Lapsing Appropriations Transactions - Allotments  
and Funds.

(a) Funds transferred from Regional Disbursing Officer  
to Chief Disbursing Officer:

Debit: 1 Appropriated Funds with Chief Disbursing  
Officer - Holding.

Credit: 9 Allotment to Area Offices.

Posting media: Request for transfer of funds,  
Treasury Form 1669 or Journal  
Voucher, Standard Form 1017G.

(b) Allotments returned to Central Office:

Debit: 9 Allotment to Area Offices.

Credit: 8.1 Unallotted Appropriations Held by  
Central Office.

Posting media: Advice of Allotment, Form 5-750 or  
Journal Voucher, Standard  
Form 1017G.

*\* See memo 7/2/54*  
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(c) Unexpended Balances transferred to the Certified Claims Fund.

Debit: 8.1 Unallotted Appropriations Held by Central Office.

Credit: 1 Appropriated Funds with Chief Disbursing Officer - Holding.

Posting media: Appropriation Transfer Authorization, Standard Form 1151.

.03 Chart A, General, Special, and Revolving Fund Activities.

A. Introduction. The accounts included in this section are established to account for all funds and other assets (other than for irrigation and power) belonging to the United States Government. These accounts include (1) the general fund appropriations, (2) special funds, including the funds arising from revenues designated for specific use only, and (3) revolving fund activities. The funds involved relate to the current operations and activities of the Bureau, and also include the Construction activities. In general, the accounts prescribed herein are to be maintained on an accrual basis under which receipts and revenues will be recorded when due and billed; and expenditures will be accounted for and reported on a basis that will include as expenditures all items for materials received and services performed during a fiscal year.

The accounts prescribed in this section are designed also to record in one place all withholdings or deductions from employees for bonds, income taxes, F. I. C. A., retirement, etc., without regard to the activity (irrigation, power, trust, or other) to which the employee is assigned.

The accounts listed in this section range from 1000 through 1299 for balance sheet purposes, and from 1500 through 1599 for operating purposes.

B. Chart and Definitions of Accounts.

(1) Chart of General Ledger Accounts.

BALANCE SHEET ACCOUNTS

ASSETS AND OTHER DEBITS

Plants, Properties and Equipment

1001. Fixed Properties

- 1001.1 Lands Purchased
- 1001.2 Structures and Improvements
- 1001.3 Roads and Trails
- 1001.4 Other

1002. Provision for Accrued Depreciation and Amortization - Fixed Properties (Cr)

1003. Equipment

1004. Provision for Accrued Depreciation and Amortization - Equipment (Cr)

1007. Construction Work in Progress

- 1007.1 General Construction
- 1007.2 Operation and Maintenance Construction

1010. Other Physical Properties

Long Term Receivables

1026. Loans Receivable

- 1026.1 Revolving Fund
- 1026.2 Other

1027. Provision for Bad Debts - Loans (Cr)

- 1027.1 Revolving Fund
- 1027.2 Other

1028. Irrigation Reimbursables

- 1028.1 Construction
- 1028.2 O & M

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Current and Accrued Assets

- 1030. Central Office Fund Control
- 1031. Appropriated Funds with Disbursing Officer
- 1032. Securities on Deposit
- 1033. Imprest Funds with Cashier
- 1034. Deposit Funds (Contra)
- 1036. Accounts Receivable
  - 1036.1 Repayments to Appropriations
  - 1036.2 Other
- 1038. Stores
  - 1038.1 Materials and Supplies
- 1039. Prepayments and Advances
  - 1039.1 Prepayments to Other Government Agencies
  - 1039.2 Travel Advances
- 1040. Work in Process
- 1045. Other Current and Accrued Assets

Deferred Debits

- 1050. Estimated Appropriation Receipts and Reimbursements
  - 1050.1 Estimated Receipts
  - 1050.2 Estimated Reimbursements
  - 1050.21 Non Federal Sources
  - 1050.22 Other Accounts
- 1053. Clearing Accounts
- 1055. Authority to Incur Obligations under Contract Authorizations