



Title: Create Non-Trust Funds Receivable <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	Process Number FO.1.1b
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1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Complete a commitment of non-trust funds.
1.2 Process Overview	An entry is created in the funds receivable system when a commitment of non-trust funds, or trust-related funds, is invoiced. Non-trust funds are funds related to a trust transaction or pending trust transaction, such as administrative fees. Some, such as bid deposits, contract advance payments or performance bonds, have the potential to become trust funds. The payor will receive a consolidated bill and remittance advice, documenting both trust and non-trust monies due.
1.3 Stops With	A non-trust funds receivable is created or updated and ready to accept receipt information.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Deposit and post funds to the appropriate accounts in a timely and accurate manner within applicable standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
No direct beneficiary involvement. However, beneficiaries hold the accounts to which receipts are posted.

4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process. DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others. Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc. All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BIA	Agency/Field Office		Enter land use contract terms and conditions and payor information in the leasing system so that the funds receivable system will update. Direct payors to send money due to the lockbox.



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Organization	Office	Role	Contribution
OST	Trust Services, OTFM		Generate and deliver invoices and remittance advice to payors.

4.2 Non-DOI Organizations. *Identify the non-DOI organizations that support the execution or control of this process.*

External Organization	Contribution
Payors, such as, ranchers and farmers who lease trust land	Receive invoice and remittance advice (payment coupon).

5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
A commitment of non-trust funds is made	A land use contract is completed and approved and associated non-trust fees and other charges have been computed.	Daily

6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
A commitment of non-trust funds	Non-trust funds due that are related to a trust transaction, such as bid deposits or administrative fees.
Funds receivable account	Payor accounts created to record payments due and money received.

6.2 Outputs

Output	Description
Funds receivable entry	The documentation of non-trust funds due from commitments that is created in the funds receivable system. For monies related to land use contracts, terms and payor information is entered when the contract is finalized and the receivable entry is booked when a payor invoice is generated.



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Output	Description
Payor invoice and remittance advice	Bill and payment coupon for money due on commitments.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations *Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

Obligation	Source	Business Impact
Regulations for carrying out the duties to manage and administer trust assets	25 CFR 115	Guidelines for management of trust funds for tribes and individual Indians.
Leasing on trust assets related to bonuses, damages and fees	25 CFR 211.24	Regulation concerning deposit of funds.
Rights of Way: compensation for granting of easements and deposits for survey damages	25 CFR 169.14	Regulation concerning deposit of funds.
Freedom of Information Act (FOIA)	5 USC 552	Provides specifically that "any person" can make requests for government information. Citizens who make requests are not required to identify themselves or explain why they want the information they have requested. All branches of the Federal government must adhere to the provisions of FOIA with certain restrictions for work in progress (early drafts), enforcement confidential information, classified documents, and national security information.
Privacy Act of 1974	5 USC 552 (a)	Protects information pertaining to individuals.

7.2 Controls *Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

Control	Reason	Description
Generally Accepted Accounting Principles (GAAP)	Ensure that financial records meet industry standards and are auditable.	Accounting industry standards.



U.S. Department of the Interior
"To-Be" Trust Business Model
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Control	Reason	Description
Federal Financial Accounting Standards	Ensure that financial records meet federal standards and are auditable.	Financial standards issued by the Federal Accounting Standards Advisory Board.
Federal Manager's Financial Integrity Act 1982 (FMFIA)	Ensure compliance with the requirements of internal accounting and administrative controls.	Federal financial standards.
DOI Accounting Handbook	Ensure standard department accounting practices.	Detailed desk procedures that include identified service standards and management overview to ensure service standards are met.
Interagency Handbook	Ensure that the distinctions between the BIA and OST responsibilities are defined, understood and followed.	Define roles and responsibilities of OST and BIA.
Risk assessments	Ensure that risks are understood and mitigated as much as possible.	Measurement of quality assurance.
Reconciliation of accounts	Ensure that accounts are in balance.	Analysis of account balances.
Service levels	Performance management.	Agreed upon allowable time limits for performing tasks, such as funds deposit and posting.
Audits	Ensure adherence to policies and procedures and that an audit trail is intact.	Analysis, adjustment of accounts. May include a certification of accuracy from a non-prejudiced accounting professional.
An internal audit control function is in place following OCC requirements to monitor processes	DOI consults with OCC to develop trust standards and regulations to ensure compliance with stated objectives.	Office of Controller of the Currency (OCC) - Regulation 9. Government financial standards.
Month-end unit reconciliation includes an aging process	Identify and clear exceptions within specified timeframes. Exceptions older than the stated standard are reviewed by a senior manager.	Internal control procedure.



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Control	Reason	Description
Peer review, sampling, management control review and quality assurance	Ensure consistent adherence to financial procedures and accuracy of accounting entries.	Internal audits and checks.

8. Mechanisms (Systems of Record) *Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
Trust Financial Accounting System (TFAS)	Technology that applies receipts, distributions and disbursements to the appropriate beneficiary and escrow accounts. An escrow tracking module is also included.
Funds receivable system	Technology that tracks payor commitments of funds, such as leases, judgment awards, sales, probate settlements, and receipts against those commitments. A cash management module that allocates projected and actual receipts to and from beneficiary accounts is also included.
Leasing system	Technology, such as TAAMS Realty, that maintains land use contracts.

9. Inter-Process Relationships *Identify other Trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
UM 2.6	Approve Land Use Contract	Perfect a land use contract.
UM 2.7	Administer Land Use Contract	Modify a land use contract.
FO.1.4	Impose Penalties and Generate Notices	Funds receivable and beneficiary account is updated with penalties and interest due on under and late receipts. Deficient and delinquent payors are sent remittance coupon for penalties and interest due.



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9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
FO.1.2b	Receive and Post Non-Trust Funds	Monies are received against a commitment of non-trust funds documented in the funds receivable system.
FO.2.1	Review Accounts and Investment Options	Project receipts are available for cash management review.
FO.3.3	Reconcile Pre-Disbursement Exceptions	Non-trust funds that are projected to be received before the scheduled disbursement date but have not been received yet.
FO.5	Reporting and Statements	Funds receivable information is available for inclusion in the beneficiary account statements.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Issue	How do we ensure the performance bonds remain valid after the guarantee expires? In the past, many bonds were invalid when the collateral needed to be collected.