



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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FINANCIAL MANAGEMENT MEMORANDUM 2015-002 (Vol. IX.B)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Fiscal Year (FY) 2014 Treasury Report on Receivables and Debt Collection
Activities Combined Certification and Verification

This Financial Management Memorandum (FMM) requires that all areas within Bureaus/Offices with responsibility for reporting "Receivables Due from the Public" on the Treasury Report on Receivables (TROR) to:

- Certify that 4th quarter delinquent debt information reported on the TROR for cross servicing and offset in Part II, Section B, is correct and enforceable;
- Verify that the information presented in Part I, Section A, Ending Balance line of the "Report on Receivables Due from the Public", reconciles to the receivable balances in the Bureau's Form and Content – Audited Financial Statement (i.e., the Balance Sheet and GTAS); and
- Maintain financial statement reconciliation work papers and prepare a reconciliation worksheet to support the certification and verification statement.

The Department of the Treasury's Financial Management Service (FMS) acknowledges there will be differences among the balances reported since the Receivables Report presents the gross book value of receivables as opposed to the net present value presented on the Audited Financial Statements and in GTAS. Bureaus/Offices are required to define these differences and disclose any discrepancies in the reconciliation worksheet.

For FY 2014, Bureaus/Offices with TROR reporting responsibilities are required to complete the attached combined certification/verification form, with signature approval from the Bureau Chief Financial Officer (CFO) or his/her designee, and submit the form with the Bureaus 4th quarter TROR and Bureau reconciliation worksheet no later than **Monday, December 08, 2014**.

The Bureau/Office forms will then be consolidated by the Office of Financial Management (PFM) and a Departmental certification/verification form will be submitted to the FMS under the Department's CFO signature.

We appreciate your cooperation with this request. Signed forms, TRORs and Bureau reconciliation worksheets may either be faxed to Monica Taylor Lane at (202) 208-6940 or scanned and emailed to Monica_Lane@ios.doi.gov. The PFM will work closely with Bureaus/Offices to adhere to the Department of the Treasury's guidelines. If you have any questions, please contact Monica Taylor Lane at (202) 219-0213.

Attachment

cc: Bureau Finance Officers
PFM TROR Contacts

Replaces FMM 2014-002

Verification

All 4th quarter (year-end) reports must be **verified** by the submitting Agency/Department's Chief Financial Officer (CFO) or equivalent.

Verification of the Receivables Report means that the report has been reconciled to the agency's Audited Financial Statements to the Federal Agencies Centralized Trial-Balance System (FACTS).

Only one verification at the Agency or Department level is to be submitted. The verification is to be submitted by the Agency/Department CFO or equivalent.

The verification should state that **the information presented in Part I, Section A, Ending Balance line of the "Report on Receivables Due from the Public" was reviewed and is reconciled to the receivable balances in the agency's (a) Form and Content -Audited Financial Statements, i.e., the Balance Sheet and (b) FACTS.** If the report is not reconciled to the Balance Sheet and FACTS, the verification should so state, with an explanation as to why verification is not possible. Agencies should also disclose the audit opinion of the Financial Statements or any issues regarding the pertinent accounts.

FMS acknowledges that there will be differences among the balances reported since the Receivables Report presents the gross book value of receivables as opposed to the net present value presented on the Audited Financial Statements and in FACTS. **Agencies are requested to define these differences and disclose any discrepancies in a separate document to be returned with the signed Certification/Verification.**

Note: Report accrued interest on this report the same as it is reported in FACTS and the financial statements, up to 180 days of delinquency. If interest is accrued on debts over 180 days delinquent and is included in FACTS submissions and on the audited financial statements, report it in the TROR with a footnote.

Include in the TROR all receivables for programs that are administered by the agency. Receivables are reported with the program that first generated the receivables unless there was a transfer by book entry to another entity.