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Volume I

# TREASURY FINANCIAL MANUAL

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I TFM 2-3300

CHAPTER 3300 - REPORTS OF AGENCIES FOR WHICH THE  
TREASURY DISBURSES (SF 224)

Section 3310 - SCOPE AND APPLICABILITY

The regulations set forth in this chapter apply only to those departments and agencies for which the Department of the Treasury, Financial Management Service (Financial Management Service) disburses at any of its Treasury disbursing centers. This chapter contains the procedures to be followed by such departments and agencies in the monthly preparation and submission of the SF 224 "Statement of Transactions" (Appendix No. 1) and related supporting documents.

Appendix No. 1 also prescribes the format to be used by reporting departments and agencies which desire to use a computer generated SF 224 in lieu of the prescribed standard form. Approval must be obtained from Financial Management Service prior to submission of machine reports (I TFM 2-1040.10).

Section 3315 - AUTHORITY

The procedures in this chapter are issued in accordance with 31 U.S.C. 66b which requires the Secretary of the Treasury to prepare reports on the financial operations of the U.S. Government. 31 U.S.C. further provides that each executive agency furnish the Secretary of the Treasury such reports and information relating to its financial condition and operations as the Secretary may require.

Section 3320 - USE AND ASSIGNMENT OF  
AGENCY LOCATION CODES (ALC)

3320.10 - Use of Agency Location Codes. Each reporting office which prepares SF 224 will be identified by an Agency Location Code (ALC). The first two digits of the symbol identify the department or agency, the third and fourth digits identify the particular bureau within that department, and the remaining four digits identify the particular agency accounting station within that bureau. The ALC must be shown on all documentation forwarded to Treasury disbursing centers, and on all SF 215 "Deposit Ticket" and related SF 5515 "Debit Voucher" documents.

3320.20 - Assignment of Agency Location Codes. Financial Management Service is responsible for the establishment and assignment

of ALC's. Announcements of codes assigned, amended, or discontinued are issued currently and sent to the department or agency concerned on TFS Form 6601 "Advice Regarding Agency Location Codes (3, 4, or 8 digits)" (Appendix No. 1). Financial Management Service will establish or discontinue codes, as needed, upon written request of the agency or department concerned. Such requests will be addressed to:

Director, Financial Reports Division  
Accounting Group  
Financial Management Service  
Department of the Treasury  
Treasury Annex No. 1,  
Attn: GAO Bldg., Room 3011  
Washington, DC 20226

Section 3325 - MONTHLY REPORTING RE-  
QUIREMENTS

The validity of the classified receipt and disbursement data taken up in the central accounts and published in the financial reports of Financial Management Service depends on the accuracy of the monthly statements of transactions submitted by all departments and agencies. The timeliness of Financial Management Service's financial reports depends upon strict compliance by agencies with the reporting deadlines established herein. All departments and agencies are requested to have their accounting stations prepare the monthly SF 224 on a priority basis.

Section 3330 - PREPARATION OF SF 224

Promptly at the close of each accounting month, each reporting office will prepare the SF 224 directly from their accounts. The SF 224 will be dated and signed by a responsible official. A column-by-column description of the information to be reported on the SF 224 is contained in Appendix No. 1. Agencies will submit an SF 224 for accounting periods in which no transactions occur. The words "NO TRANSACTIONS" will be written in the body of such reports.

3330.10 - Source Data Used to Prepare Monthly SF 224. The monthly SF 224 will be prepared on the basis of vouchers paid or accomplished by Treasury disbursing centers, and on the basis of cash collections received for deposit on SF

215 "Deposit Ticket" (Confirmed deposits continue to be the basis for special operations involving the determination of amounts available for investment, or amounts of interest earned with respect to certain trust funds.) Agencies are authorized to include vouchers with fixed payment dates (e.g., payrolls), in their monthly reports even though the paid voucher has not been received from the Treasury disbursing center prior to preparation of the SF 224.

If a paid or accomplished document is received too late for inclusion in the report for the month in which paid or accomplished (except as noted in this paragraph for vouchers with fixed payment dates), the transaction will be classified in Section I of the SF 224 for the subsequent month (i.e., the month in which the paid or accomplished document was received) and identified in Section II as to the paid or accomplished month. Since receipts are reported on a collections received basis, late receipt of an SF 215 or SF 5515 "Debit Voucher" need only be identified in Section III as to the "Date Presented or Mailed to Bank" month in the subsequent month's SF 224.

3330.20 - Classification of Special Transactions Reported on SF 224. In most cases, classification of transactions at the level of appropriation, fund, and receipt accounts will suffice for purposes of Financial Management Service's central accounts and reports. However, a segregation of investment and certain other transactions from normal receipt and expenditure transactions is required for Financial Management Service central reporting purposes. When transactions are required to be classified below the account level, Financial Management Service will notify the agency involved on TFS Form 7103 "Sub-Classification Authorization" (transactions below appropriation, fund, or receipt account levels). The segregation by type of transaction will be made by using the appropriate sub-class code assigned as a parenthetical prefix to the account symbol opposite the amount for each type of transaction reported. When agencies purchase, or otherwise acquire, Federal securities and no sub-class codes have been assigned to the accounts for such purposes, the agencies must contact Financial Management Service for the assignment of the proper code(s) (I TFM 2-1500).

3330.30 - Special SF 224 for Letter-of-Credit Transactions. The requirements for submission of a separate SF 224 for letter-of-credit payment voucher transactions are contained in I TFM 6-2000. Such transactions will not be included in the regular SF 224.

### Section 3335 - DISTRIBUTION OF SF 224

3335.10 - Original SF 224 for Financial Management Service. The dated and signed original of the SF 224 will be transmitted by each reporting office as promptly as possible, but no later than the third working day following the close of the accounting month to the Government Reports Branch (I TFM 2-3395).

Since mail handling will be a factor in meeting Financial Management Service time schedules, the reporting office should type the legend "Priority Report - SF 224" in the lower left-hand corner of each addressed envelope. Agencies should use the most expeditious delivery service including courier service when such use will result in more prompt receipt of the reports by Financial Management Service.

3335.20 - Copy of SF 224 for General Accounting Office (GAO). A signed copy of the SF 224 will be retained at the reporting office for use by GAO in its site audit. However, if the financial transactions of the reporting office are audited centrally by GAO, it will be forwarded to the centralized audit location of GAO.

### Section 3340 - CORRECTION OF ERRORS IN SF 224

After preparation and submission in accordance with the procedures prescribed in this chapter, the monthly SF 224 will not be subject to recall for correction, nor will a "corrected" or "amended" SF 224 be accepted unless specifically requested by Financial Management Service. Adjustments to correct any discrepancies in disbursement or collection transactions will be included in the SF 224 for the following accounting month, appropriately classified in Section I and identified in Section II or III.

The net total of Section II (Control Totals of Disbursements and Collections Classified in Section I) of the SF 224 must be in agreement with the net total of classified transactions shown in Section I (Classification of Disbursements and Collections by Appropriation, Fund, and Receipt Account). In those cases where the net totals of Section I and Section II are not in agreement, Financial Management Service, in processing the report, will accept the net total of Section I and increase or decrease, as appropriate, Line 1 (Payment Transactions (Net) Classified in Section I, Accomplished by Disbursing Office, This Month) of Section II. The reporting office will be advised to adjust its records accordingly, and if appropriate, include the proper adjustment in its subsequent report (i.e., reverse the adjustment made by Financial Management Service in Section

II, Line 1, and adjust Section I or other line items of Section II).

### Section 3345 - FISCAL YEAR-END REPORTING AND CUTOFF

3345.10 - Schedule of Reporting Deadlines. A schedule for the preparation and submission of SF 224's is transmitted by separate TFM bulletin.

3345.20 - Year-End Cutoff for Expenditure Transfer and Adjustment Documents. All expenditure transfer and adjustment documents, such as SF 1081 "Voucher and Schedule of Withdrawals and Credits," GSA Form 789, "Statement, Voucher and Schedule of Withdrawals and Credits" and other similar forms, received in Treasury disbursing centers through September 30, will be processed as September payments. Thereafter, all such documents received for payment will be "paid" as transactions for the subsequent fiscal year.

### Section 3350 - VERIFICATION/ RECONCILIATION OF DISBURSEMENTS

3350.10 - Financial Management Service Verification of Section II of SF 224. Section II, Line 1 of the monthly SF 224 requires a separation of disbursing office transactions according to accomplished month. This data reported by each reporting office is compared by Financial Management Service with control totals for each reporting office reported by Treasury disbursing centers at the ALC level. (I TFM 2-3165).

3350.20 - Differences in Disbursing Center Transactions. Differences disclosed in the comparison with respect to disbursing center transactions will be furnished the reporting office on TFS Form 6652 "Statement of Differences Disbursing Office Transactions" (Appendix No. 1) for the purpose of resolving the difference in cooperation with the appropriate Treasury disbursing center(s). A listing of accomplished expenditure transfer and adjustment documents processed under D.O. symbol 999, Washington, D.C. will accompany each TFS Form 6652 to assist the reporting office in reconciliation (I TFM 2-2540.60).

The reporting station may not be able to localize the difference on the basis of its own records, the listing furnished with the TFS Form 6652, and the accomplished documents received from the Treasury disbursing center(s) involved. In such cases the reporting office will request that the appropriate Treasury disbursing

center(s) furnish a list of the documents to support its control total for the payment month as shown on the reporting office's TFS Form 6652. In doing so, the total difference amount will be isolated by the reporting office, by amounts, to each "Reporting D.O. Symbol," to the extent that there were disbursing center transactions for the reporting office processed by more than one Treasury disbursing center.

The reporting office's request for a detailed listing of documents processed by a Treasury disbursing center will be in the form of a letter or memorandum and will contain the following information: (1) the accomplished payment month involved; (2) the amount reported for the Treasury disbursing center as shown on the TFS Form 6652; (3) the amount included on the SF 224 for which accomplished copies of documents were received from the particular Treasury disbursing center; and (4) the amount of the difference as it relates to the particular Treasury disbursing center.

Any discrepancies in the Treasury disbursing center records shall be adjusted by the Treasury disbursing center. Discrepancies in reporting office records shall be adjusted by the reporting office on the SF 224 for the current month.

### Section 3355 - INTEGRATION OF ACCOUNTING RESULTS

The central accounting and reporting of the Government as a whole is based on statements of accountability and statements of transactions submitted to Financial Management Service, and on certain documentation processed centrally such as appropriation warrants. This accounting data is consolidated into various ledgers and reported back to the reporting office.

Reporting offices are responsible for verification of these accounting results and reconciliation with their accounts. (I TFM 2-3355, 3360 and 3900).

### 3360 - DEPOSITS IN TRANSIT SYSTEM.

The deposits in transit (DIT) system is an automated method used to compare total net deposits entered by reporting offices on SF 224 to reporting of similar transaction data received daily by Financial Management Service through the banking system. This monthly comparison is made on a month presented/mailed to bank basis as shown in block (2) of the SF 215 and SF 5515 documents. The bank reporting consists of the total deposits reporting offices have entered in block (4) on the SF 215 documents less any SF 5515 documents and is com-

pared with reporting office summary level reports of these same transactions.

3360.10 - Deposits in Transit Audit. An audit is performed under the DIT System in order to insure the accuracy and timeliness of deposits made to the credit of the General Account of the U.S. Treasury. The new DIT audit, effective January 1983, is based upon the date entered in block (2) on the SF 215 and SF 5515 documents. The new DIT audit basis is referred to as the "Date Presented or Mailed to Bank" audit basis. The old DIT audit basis which encompasses DIT audits for December 1982 and prior months has been and will continue to be based on the date entered on the SF 215 and SF 5515 documents by the accepting bank. The old audit basis is referred to as the "Confirmed Date" audit basis. Under the new DIT audit basis, a chargeback provision permits Treasury to adjust a summary accounting month difference to the agency budget clearing account -F3878, for ultimate disposition by the agency to the proper appropriation, fund or receipt account.

3360.20 - Agencies Reporting of Deposit Transactions. Reporting offices must report all deposit transactions on SF 224 in accordance with the date entered in block (2) on SF 215, and SF 5515. The SF 224 is submitted to the Government Reports Branch (I TFM 2-3395). Supporting, detailed deposit data is not required.

3360.30 - Financial Management Service Reporting to Agencies. Each month the following deposit data is recorded in Financial Management Service records according to month presented/mailed to bank:

- Total deposits that reporting offices recorded on SF 224
- Deposit data captured from the original copies of SF 215 and SF 5515 received through the banking system

An automated summary level total comparison is made between the two sets of deposit data. A TFS Form 6652 "Statement of Differences Deposit Transactions" (Appendix No. 2) is then generated for each accounting month for months presented/mailed to bank which shows the difference between the monthly total submitted by the reporting office and the totals submitted through the banking system. The TFS Form 6652 and a "Monthly Deposit Ticket/Debit Voucher Support List" (Appendix No. 2), listing the items that support the monthly total on the TFS Form 6652 and copies of TFS Form 5901 "Adjustment of Agency Depos-

its/Debit Voucher" (section 3360.40b) are forwarded to the reporting office the following month.

3360.40 - Agencies Reconciliation of Deposit Differences. Reporting offices are responsible for performing the detailed reconciliation of deposit differences. The differences are to be cleared out of Financial Management Service records by either (1) reporting adjusting entries on SF 224 for the current month or (2) providing Financial Management Service a signed confirmed copy of the missing SF 215 or SF 5515 document to verify non-reporting to Financial Management Service by the bank before the agency contacts the bank to verify bank reporting to Financial Management Service. Items not reported by the bank to Financial Management Service will be cleared with all other outstanding items on the TFS Form 5901 when aged six months. If agencies experience any problems with banks, the following office must be contacted for assistance:

Banking Management Branch  
Funds Flow Division  
Working Capital Group  
Financial Management Service  
Department of the Treasury  
Treasury Annex No. 1 - P.B.  
Washington, DC 20226  
(Telephone 202-634-5745)

3360.40a - Unreconciled Confirmed Deposit Differences, December 1982 and Prior Months. All adjustments affecting December 1982 and prior month confirmed deposit differences must be reported on a separate SF 224 from the current month reporting. These additional reports will be dated the 32nd of the current accounting month, i.e., January 32, 1983, February 32, 1983, March 32, 1983, until all December 1982 and prior confirmed month deposit differences are cleared. The closing accountability shown on the current report will be the opening accountability on the 32nd report to maintain the proper accountability sequence for each submission. The 32nd reports will be submitted with and attached to the current month report. Supporting, detailed deposit data will be required for December 1982 and prior confirmed month deposit adjustments.

3360.40b - Unreconciled Deposit Differences, January 1983 and Subsequent Months. If differences are not reconciled within six months after the month pres-

ented/mailed to bank as reported on TFS Form 6652. Financial Management Service will automatically chargeback the unreconciled difference to a newly assigned budget clearing account (-F3878). Financial Management Service will use TFS Form 5901 (Appendix No. 2) to transfer the unreconciled differences. This action will constitute transfer to the administrative accounts of the reporting office. Thereafter, Financial Management Service will monitor the -F3878 account for clearance by the reporting office. Reporting offices will clear the difference from -F3878 by preparing an internal journal voucher form to charge or credit the -F3878 account and offset the proper appropriation, fund or receipt account.

3360.50 - Inspector General Notification.  
Financial Management Service may notify the appropriate Office of Inspector General concerning unreconciled deposit differences.

### Section 3395 - INQUIRIES

Inquiries concerning this chapter should be directed to:

Budget Reports Branch  
Financial Reports Division  
Financial Management Service  
Department of the Treasury  
Treasury Annex No. 1  
Attn: GAO Building, Rm. 1662  
Washington, DC 20226  
(Telephone 202-566-6501)

Federal agencies that submit detail deposit data to Financial Management Service on magnetic tape must contact the following office:

Applications Development Branch  
Division of Data Processing  
Financial Management Service  
Department of the Treasury  
Treasury Annex No. 1,  
Attn: GAO Bldg., Room 1827  
Washington, DC 20226  
(Telephone 202-566-4834)