Treasury Financial Manual

Bulletin No. 2007-09 **Volume I**

Retention: September 30, 2008

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

Subject: Format for Submission of Waiver Request Forms Resulting From F3875 and/or F3885 Suspense Account Activity

1. Purpose

This bulletin provides guidance to Federal Program Agencies (FPAs) that:

- Have analyzed their use of F3875 and/or F3885 suspense account(s);

AND

- Are submitting waiver request forms to the Department of the Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB) to justify the continued use of the F3875 and/or F3885 suspense account(s).

In addition, this bulletin provides FPAs with the recommended format and required information for submitting waiver requests.

2. Background

As a result of the new policy for using suspense accounts, FMS and OMB have agreed that FPAs with justifiable business needs for using F3875 and/or F3885 suspense account(s) may submit a waiver request to continue using these account(s) for specific business purposes. FPAs must submit a written waiver request to FMS and OMB by January 31, 2008. The waiver request must:

- Be submitted by the Chief Financial Officer (CFO), or CFO designee, at the department level for only the bureaus that have a justifiable business need. Therefore, the CFO should not submit a global waiver request for all existing suspense accounts within the department.

- Clearly state the specific business purposes for which the waiver is requested. The suspense accounts can be used only for the specific purposes listed in the waiver. (See Attachment 1.)

- Provide a documented history of the past 6 accounting months that demonstrates the reclassification of accounts within 60 business days, with noted explanations of exceptions. **Note:** FPAs may submit waivers at any time up to the deadline of January 31, 2008. FPAs must submit with the waiver request 6 months of historical data from the date of the waiver request. For example, if an FPA submits a waiver

Department of the Treasury
Financial Management Service **fms**

request on January 31, 2008, it must submit historical data for 6 accounting months prior to January 2008, that is, from July 2007 through December 2007. However, if the historical data from the month prior to the waiver request submission date is not readily available, agencies may exclude an additional accounting month. That is, if an agency submits a waiver request on January 31, 2008, it may submit historical data for the 6-month period from June 2007 to November 2007. (See Attachments 2 and 3.)

- Provide the amounts the FPA deposited into the F3875 and/or F3885 suspense account(s) for the past year. These deposit amounts will provide historical data to FMS and OMB and will support any trends and explanations for possible recurrences in future years. FPAs must certify that the balance(s) in the F3875 and/or F3885 suspense account(s) for the preceding yearend do not include any items or transactions more than 60 days old. They must provide a clear explanation of any items or transactions more than 60 days old that are included in the balances. (See Attachments 4, 5, and 6.)

- State that the CFO agrees to annually certify that the balance(s) in the F3875 and/or F3885 suspense account(s) for the preceding yearend do not include any items or transactions more than 60 days old and to provide a clear explanation of any items or transactions that are more than 60 days old. The certification is expected to be electronic. (See Attachment 6.)

- Provide an e-mail address and contact information for the person who will be submitting the electronic certification referenced above. (See Attachment 6.)

For more detailed guidance on waiver requests, refer to Treasury Financial Manual (TFM), Volume I, Bulletin No. 2007-07 at **http://fms.treas.gov/tfm/vol1/07-07.pdf**.

3. Waiver Request Format

The attachments to this bulletin provide the recommended format for submitting required information. FPAs may submit the waiver request in similar formats, as long as the required information is included. Examples used in the recommended formats assume a waiver request based on available information as of November 2007.
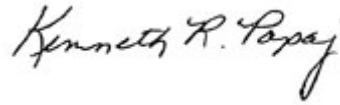
4. Effective Date

This bulletin is effective immediately.

5. Inquiries and Waiver Request Submissions

Direct questions concerning this bulletin and waiver request forms to the contacts below (e-mail or fax is preferred over a mailed request):

Budget Reports Division
Financial and Budget Reports Directorate
Governmentwide Accounting
Financial Management Service
Department of the Treasury
3700 East-West Highway, Room 518D
Hyattsville, MD 20782
Telephone: 202-874-8668
Fax: 202-874-9966
E-mail: budget.reports@fms.treas.gov

Budget Concepts Branch
Office of Management and Budget
Telephone: 202-395-4672
Fax: 202-395-5177
E-mail: Joseph_Crilley@omb.eop.gov

Date: September 24, 2007

Kenneth R. Papaj
Commissioner

Attachments

SUSPENSE "F"ACCOUNT WAIVER FORMAT

DATE OF THE REQUEST: _____

AGENCY NAME: _____

BUREAU(S): _____

_____

List specific business justification for which the waiver is requested.

Account	Business Justification
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Example — Month of November 2007

Suspense "F" Account Waiver Format

F3875 Reclassification History

(Complete this form for each of the 6 accounting months being reported)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Item #	Suspense Account--F3875	Balance as of November 30th- ($ thousands)	Suspense Amount Deposited 1- 60 days ($ thousands)	Suspense Amount Classified 1 - 60 days ($ thousands)	Suspense Amount ----over 60 days ($ thousands)	Explanations/Exceptions
1	XXF3875		50	10	20	Provide an explanation for suspense items over 60 days old.
2	XXF3875.3		10	15	5	
3	XXF3875.5					
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Explanation of columns

Column 1--Item #: Number of suspense items listed on the page.

Column 2--Suspense Account: Include all bureaus that have suspense items for which waivers are being requested.

Column 3--Balance in the suspense account as of November 30, 2007.

Column 4--Suspense amount deposited within 60 days: Total amount deposited at the end of November that is 1 - 60 days old. This amount will include amounts deposited in October and November.

Column 5--Suspense amount classified in 1 - 60 days: Total amount at the end of November that is cleared in 1 - 60 days.

Column 6--Suspense amount over 60 days: Amount over 60 days old at the end of November.

Column 7--Explanations/Exceptions: Provide an explanation for all suspense items over 60 days.

Example — Month of November 2007

Suspense "F" Account Waiver Format

F3885 Reclassification History

(Complete this form for each of the 6 accounting months being reported)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Item #	Suspense Account -F3885	Balance as of November 30-- ($ thousands)	Suspense Amount Deposited 1-60 days ($ thousands)	Suspense Amount Classified 1-60 days ($ thousands)	Suspense Amount ----over 60 days ($ thousands)	Explanations/Exceptions
1	XXF3885		50	20	75	Provide an explanation for suspense items over 60 days old.
2	XXF3885.3		60	5	50	
3	XXF3885.5		10	25	15	
4						
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Explanation of columns

Column 1--Item #: Number of suspense items listed on the page.

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Column 3--Balance in the suspense account as of November 30, 2007.

Column 4--Suspense amount deposited within 60 days: Total amount deposited at the end of November that is 1 - 60 days old. This amount will include amounts deposited in October and November.

Column 5--Suspense amount classified in 1 - 60 days: Total amount at the end of November that is cleared in 1 - 60 days.

Column 6--Suspense amount over 60 days: Amount over 60 days old at the end of November.

Column 7--Explanations/Exceptions: Provide an explanation for all suspense items over 60 days.

Example — Amounts Deposited into F3875 for the Past Year

($ thousands)

Activity by Month	Collections
January 2007	
February 2007	
March 2007	35
April 2007	
May 2007	
June 2007	
July 2007	
August 2007	
September 2007	
October 2007	
November 2007	
December 2007	
January 2008	
TOTALS	35

Example — Amounts Deposited into F3885 for the Past Year

($ thousands)

Activity by Month	Collections
January 2007	
February 2007	
March 2007	35
April 2007	
May 2007	
June 2007	
July 2007	
August 2007	
September 2007	
October 2007	
November 2007	
December 2007	
January 2008	
TOTALS	35

Example — Agency Contact Information

Include the contact information of the person who will be submitting the electronic certification for the September balances.

AGENCY NAME: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL: _____

EXAMPLE
CERTIFICATION STATEMENT

I certify that balance(s) in the F3875 and/or F3885 suspense account(s) for the preceding yearend do not include items or transactions more than 60 days old. If the balances include items or transactions more than 60 days old, these items or transactions will be clearly explained below. I also agree to certify annually the September F3875 and/or F3885 suspense account balance(s). These balances will be 60 days old or less, and any exceptions will be clearly explained and noted.

_____

Chief Financial Officer (CFO) or CFO Designee   **Date**

Explanation(s):

_____

_____

_____

_____

_____

_____

_____

_____

_____

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