



Treasury Financial Manual

Transmittal Letter No. 9

Volume V

To: Domestic Depositories

1. Purpose

This transmittal letter releases revised V TFM 1-1000: Purpose and Plan of Volume V of the Treasury Financial Manual (TFM). Volume V is the official publication through which the Department of the Treasury's Financial Management Service issues codified instructions for depositories within the 50 United States and the District of Columbia (domestic depositories).

2. Page Changes

Remove

Table of Contents for Volume V (T/L 8)

V TFM 1-1000 (T/L 7)

Insert

Table of Contents for Volume V

Table of Contents for Part 1

V TFM 1-1000

3. Effective Date

This transmittal letter is effective immediately.

4. Inquiries

Direct questions concerning this transmittal letter to:

U.S. Standard General Ledger Division
Accounting Systems and Standards Directorate
Governmentwide Accounting
Financial Management Service
Department of the Treasury
3700 East-West Highway, Room 213A
Hyattsville, MD 20782
Telephone: 202-874-6121/6135

Richard L. Gregg
Commissioner

Date: February 13, 2006

Part 1—Chapter 1000

**PURPOSE AND PLAN OF VOLUME V OF THE
TREASURY FINANCIAL MANUAL (TFM)**

Volume V is the official publication through which the Department of the Treasury's (Treasury's) Financial Management Service (FMS) issues codified instructions for depositaries within the 50 United States and the District of Columbia (domestic depositaries).

Section 1010—Introduction

The TFM is Treasury's official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. FMS issues the TFM to provide policies, procedures, and instructions for Federal departments and agencies, Federal Reserve Banks (FRBs), and other concerned parties to follow in carrying out their fiscal responsibilities.

Volume V instructs and guides depositaries within the 50 United States and the District of Columbia (domestic depositaries).

Section 1015—Authority

Title 31 of the Code of Federal Regulations, Part 202, authorizes the Secretary of the Treasury to designate depositaries of public moneys, as necessary, for transacting Government business.

Section 1020—Compliance With Executive Order 13224, Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism

Executive Order 13224 prohibits transactions with persons who commit, threaten to commit, or support terrorism. The Department of the Treasury's Office of Foreign Assets Control (OFAC) maintains the Specially Designated Nationals (SDN) and Blocked Persons list, which provides a list of individuals and entities covered by Executive Order 13224. The SDN and Blocked Persons list also includes the additional restrictions found in the Foreign Assets Control regulations at 31 CFR Chapter V.

Agencies must not make or certify payments, or draw checks or warrants, payable to an individual or organization listed on the SDN and Blocked Persons list. Agencies should consult the SDN and Blocked Persons list at <http://www.ustreas.gov/offices/enforcement/ofac/sdn/index.html> before making payments.

Direct questions concerning Executive Order 13224 or the SDN and Blocked Persons list to OFAC. See the contact information at <http://www.ustreas.gov/offices/enforcement/ofac/contacts.html> or call 202-622-2490.

Section 1025—Types and Purposes of TFM Releases

The TFM publishes several types of releases: chapters (often accompanied by appendices), bulletins, announcements, and supplements.

1025.10—Chapters

TFM chapters cover a specific subject. Each chapter contains a summary paragraph explaining its purpose. Chapters update existing procedures or provide new instructions based on changes to systems or applicable laws. The first chapter of each volume describes the makeup of that volume, the procedures covered, and other included material. Transmittal letters accompany chapter releases.

1025.10a—Transmittal Letters

Sequentially numbered transmittal letters, signed by the FMS Commissioner, accompany TFM chapter releases. These letters:

- Release new and revised chapters.
- Summarize the new/revised material.

- Provide instructions for the addition or substitution of material.
- List regulations or published instructions that are superseded or rescinded.

1025.10b—Contacts Page

Each chapter has a Contacts page that lists the office name, address, and telephone number for inquiries concerning the included material. The first contact listed is the office primarily responsible for the chapter. If the chapter contains specific or technical material relating to other areas of responsibility, the Contacts page also lists sources for that information.

When making inquiries about a specific item, TFM users should cite the pertinent volume, part, chapter, and section numbers (for example, V TFM, Part 1, Chapter 1000, Section 1020).

1025.10c—Appendices

TFM chapters may include appendices. These appendices generally contain forms, instructions, regulatory material, and other information helpful in implementing chapter procedures.

1025.20—Bulletins

TFM bulletins provide notice of immediately effective changes to instructions or requirements that, usually, are codified into a TFM.

Bulletins list superseded or rescinded material. They are numbered sequentially by the fiscal year of issue, signed by the FMS Commissioner, and filed with the pertinent volume.

Bulletins generally have retention dates of no more than one year. The

retention date prescribes the bulletin expiration date. FMS issues a Retention Bulletin at the beginning of each fiscal year that lists the TFM bulletins remaining in effect beyond their original retention date.

1025.20a—Inquiries

Each bulletin includes an inquiries section. This section provides the address and telephone number of the office users should contact for questions about the bulletin. When making inquiries about a specific item, TFM users should cite the pertinent bulletin number (for example, V TFM Bulletin No. 2006-01).

1025.20b—Attachments

Bulletins may include attachments. These attachments generally contain forms, charts, or additional instructions.

1025.30—Announcements

TFM announcements convey information covering a temporary period of time or of an emergency nature. Readers use announcements as guidelines for one-time events, such as procedures to be used during a Government shutdown or dates for reporting requirements. Announcements generally are not codified into a TFM chapter.

The TFM identifies announcements with an “A” followed by the year and number. For example, A-2005-01 refers to the first announcement released in fiscal 2005.

1025.40—Supplements

TFM supplements are extensions of the TFM and include detailed instructions, worksheets, and guidelines for financial reporting and accounting

procedures. They provide a ready reference for specific subject matter and contain tables and graphics to illustrate specific data.

Supplements cover such areas as cash management, credit administration, the U.S. Government Standard General Ledger, and CASH-LINK operating instructions. For a listing of the TFM supplements, see Appendix 1 to I TFM, Part 1, Chapter 1000, at <http://www.fms.treas.gov/tfm/vol1/v1p1c100.pdf>.

Section 1030—Standard and Prescribed Forms

FMS is increasing its efforts to create electronic options for information submittals to and transactions with Treasury. The efforts reflect a changing business environment where electronic processes are becoming more common because of increased efficiency and convenience. These efforts also are the direct result of the Government Paperwork Elimination Act, which requires Federal agencies to provide electronic options for transactions with Government.

Treasury has developed a Web site at <http://www.fms.treas.gov/forms.html> that includes some of the forms produced by FMS or that support FMS products and services. All departments and agencies should use standard accounting and reporting forms and related procedures, including those prescribed by the Government Accountability Office, unless exempted by law or FMS.

CONTACTS

Direct inquiries concerning this chapter to:

U.S. Standard General Ledger Division
Accounting Systems and Standards Directorate
Governmentwide Accounting
Financial Management Service
Department of the Treasury
3700 East-West Highway, Room 213A
Washington, DC 20782
Telephone: 202-874-6121/6135

TREASURY FINANCIAL MANUAL

TABLE OF CONTENTS

Part	Chapter	Title
1		INTRODUCTION
	1000	Purpose and Plan of Volume V of the Treasury Financial Manual (TFM)
	2000	Deposits for Credit to Treasury's General Account
	3000	Deposits in Lockbox Accounts at Authorized Domestic Depositories

PART 1

TABLE OF CONTENTS

Chapter	Section	Title
1000		PURPOSE AND PLAN OF VOLUME V OF THE TREASURY FINANCIAL MANUAL (TFM)
	1010	Introduction
	1015	Authority
	1020	Compliance With Executive Order 13224, Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism
	1025	Types and Purposes of TFM Releases
	1030	Standard and Prescribed Forms Contacts
2000		DEPOSITS FOR CREDIT TO TREASURY'S GENERAL ACCOUNT
	2010	Scope and Applicability
	2015	Authority
	2020	Definition of Terms
	2025	Background
	2030	Operational Requirements
	2035	Compensation
	2040	Forms
	2045	Document Retention
	2050	Resolving Differences
	2055	Value of Funds
	2060	Processing Treasury Checks Contacts
3000		DEPOSITS IN LOCKBOX ACCOUNTS AT AUTHORIZED DOMESTIC DEPOSITARIES
	3010	Scope and Applicability
	3015	Authority
	3020	Lockbox Depository Qualifications
	3025	Governing Documents
	3030	Definition of Terms
	3035	Establishing a Lockbox Arrangement
	3040	Lockbox Depository Operations
	3045	Internal Controls and Communications
	3050	Lockbox Deposit Reporting and Funds Transfer
	3055	Lockbox Bank Management Reporting
	3060	Lockbox Depository Reporting Requirements
	3065	Lockbox Interest Assessment Program
	3070	Compensation
	3075	Collateral Requirements
	3080	TTB Placement and Withdrawal Procedures
	3085	Security Requirements and Contingency Planning
	3090	Exception Processing
	3095	Address Requirements and Records Retention Contacts

Volume V

Chapter

Section

Title

Appendices

1. Model Statement of Income and Expense
2. Instructions for Posting and Transferring Electronic Funds Received into a Federal Lockbox