

Reclamation Manual

Directives and Standards

SUPPLEMENT TO THE DEPARTMENT OF THE INTERIOR DEPARTMENTAL ACCOUNTING MANUAL

FILE: 08 ACCOUNTS RECEIVABLE

20 Collection

Subject(B): Minimum Bill Amount

Purpose: Establishes a minimum bill amount and the application thereof for Reclamation.

Authority: Department of the Interior, Departmental Accounting Manual (Section 8-20); Code of Federal Regulations, Title 4 - Accounts, Chapter II - Federal Claims Collection Standards (4 CFR 102.14).

Contact: Finance and Accounting Division (FAD), Accounts Receivable and Travel Team, by calling (303) 445-3453

1. **Scope.** The minimum bill amount effective with the issuance of this supplement will be posted on the FAD Intranet Site. This amount will be recalculated annually, with the Intranet Site being updated accordingly.

Generally speaking, a bill for collection will not be required for debts equal to or less than the minimum bill amount. There are, however, exceptions to this rule. For example, a bill for collection will be issued on a debt which is owed by a current Reclamation employee, regardless of the amount. Similarly, a bill for collection that is less than the minimum bill amount may be issued to set an example or precedent on a particular issue, to comply with contractual agreements, or to carry out decisions by boards of survey on losses or damages to Government property.

When a bill is not issued because the debt falls below the minimum bill amount, the documentation related to the debt should reference the minimum bill amount as the justification for a bill not being issued, and this documentation should be retained.

2. **Responsibilities.**

- A. The **FAD Accounts Receivable and Travel Team** is responsible for the following:

- (1) Calculating the minimum bill amount on an annual basis.

Reclamation Manual

Directives and Standards

- (2) Ensuring that the updated minimum bill amount and supporting documentation (i.e., the cost study) are posted on the FAD Intranet Site, and notifying the Regions of this update.
 - B. The **Regional Finance Offices** are responsible for reviewing the documentation related to the calculation of the minimum bill amount, as posted on the FAD Intranet Site, and notifying FAD with any comments they may have regarding the calculation.
3. **Related Reference.** Comptroller General Decision: 58 CG 372 (1979) and 65 CG 893 (1986).