



Treasury Financial Manual

A-2004-02

November 2003

ANNOUNCEMENT

Subject: Required Notification of Disbursements or Deposits of \$50 Million or More

This TFM announcement reminds Federal Program Agencies (FPAs) depositing or disbursing \$50 million or more in a single transaction or in multiple transactions of a common nature that, pursuant to I TFM Part 6, Chapter 8500: Cash Forecasting Requirements, they must notify the Financial Management Service (FMS) in advance of such transactions for cash forecasting purposes. FMS requires a minimum of 2-business days' notice in advance of the transaction settlement date. For a deposit or disbursement of \$500 million or more, FMS requires a minimum of 5-business days' notice. When an FPA does not provide FMS with advance notice, it must notify the Cash Forecasting Division by telephone as soon as possible but no later than 8:30 a.m., eastern time, on the next business day following the disbursement or deposit.

When providing notification, FPAs must report the following information:

- Name and address of the agency, department, bureau, or administration.
- Name and telephone number of the point of contact.
- Agency Location Code or Defense Station Symbol Number.
- Treasury account title and account symbol number.
- Description of the transaction.
- Transaction settlement date.
- Amount of the deposit or disbursement.
- Deposit or disbursement mechanism (Automated Clearing House, Fedwire, check, etc.)
- Name and location of the depository or payee.

Report cash forecasting information to FMS' Cash Forecasting Division using the following e-mail address, facsimile, and/or telephone number:

E-mail address: Funds.Control@FMS.treas.gov
Fax numbers: 202-874-9984 or 202-874-9945
Telephone number: 202-874-9789

Direct inquiries concerning this announcement to:

Cash Forecasting Division
Cash Accounting and Reporting Directorate
Governmentwide Accounting
Financial Management Service
3700 East-West Highway, Room 502A
Hyattsville, Md. 20782