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# Treasury Financial Manual

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Transmittal Letter No. 626

Volume I

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

## 1. Purpose

This transmittal letter releases revised I TFM 1-1000: Purpose and Plan of the Treasury Financial Manual (TFM). This chapter explains the purpose, design, and composition of the TFM. It discusses transmittal letters, bulletins, announcements, and supplements. Appendix 1 includes a list of TFM supplements.

## 2. Page Changes

### Remove

Table of Contents for Volume I (T/L 619)

Table of Contents for Part 1 (T/L 617)

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### Insert

Table of Contents for Volume I

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## 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

Date: January 31, 2006

Richard L. Gregg  
Commissioner

## Part 1 – Chapter 1000

# PURPOSE AND PLAN OF THE TREASURY FINANCIAL MANUAL (TFM)

**This chapter explains the purpose, design, and composition of the TFM. It also discusses transmittal letters, bulletins, announcements, and supplements. Appendix 1 includes a list of TFM supplements.**

### Section 1010—Introduction

The TFM is the Department of the Treasury's (Treasury's) official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. Treasury's Financial Management Service (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.

### Section 1015—Authority

The Secretary of the Treasury has reporting responsibility as set forth in 31 United States Code (U.S.C.) 331 and 3513. Other statutes and Executive Orders specifically place regulatory responsibility with Treasury for other subject matter covered in the TFM.

### 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—Arrangement of the TFM

#### 1025.10—Description of Volumes

The TFM is comprised of six volumes. Each volume covers different subject matter and is directed to particular audiences. The volumes are:

- Volume I—Instructs and guides the Federal Government's departments and agencies, and

other concerned parties, in areas of central accounting and reporting; payrolls, deductions, and withholdings; disbursing; deposit regulations; and other fiscal matters.

- Volume II—Instructs and guides FRBs and their branches in areas of deposit documents, Treasury's account, Federal tax deposits, Treasury tax and loan accounts, letters of credit, Treasury checks, food stamp coupons, FedLine®, and other fiscal agency matters.
- Volume III—Reserved.
- Volume IV—Instructs and guides institutions that qualify as Treasury tax and loan depositories.
- Volume V—Instructs and guides depositories within the 50 United States and the District of Columbia (domestic depositories).
- Volume VI—Instructs and guides depositories outside the United States, U.S. Territories, and insular possessions (overseas depositories).

#### 1025.20—Composition of Volume I

Volume I applies to all Federal agencies. It is divided into the following six parts:

- Part 1: Introduction—Includes the scope, application, and general organization of the TFM.

- Part 2: Central Accounting and Reporting—Includes requirements for the form, content, and submission of financial data required by FMS to fulfill its central accounting and reporting obligations for the financial operations of the Federal Government.
- Part 3: Payrolls, Deductions, and Withholdings—Includes requirements and standard voucher forms pertaining to payrolls; Federal, State, and local income tax withholdings; U.S. savings bonds purchases; health benefits; insurance; other classes of deductions or allotments; and other matters pertinent to payrolls.
- Part 4: Disbursing—Includes requirements for vouchering payments made by check and cash, FedLine® payment, and checking accounts with Treasury or general depositories; and cancellation, claims, and other matters pertaining to Treasury checks.
- Part 5: Deposit Regulations—Includes requirements and standard forms for the deposit of public moneys through the depository system of the Federal Government, including FedLine® deposits.
- Part 6: Other Fiscal Matters—Includes procedures and forms that Federal agencies use for fiscal matters that require special instructions not covered in other parts of the TFM.

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### Section 1030—Types of TFM Releases

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

### 1030.10—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.

#### 1030.10a—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.

#### 1030.10b—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, I TFM, Part 1, Chapter 2000, Section 2050).

#### 1030.10c—Appendices

TFM chapters may include appendices. These appendices generally

contain forms, instructions, regulatory material, and other information helpful in implementing chapter procedures.

### 1030.20—Bulletins

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

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.

#### 1030.20a—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, I TFM Bulletin No. 2005-01).

#### 1030.20b—Attachments

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

### 1030.30—Announcements

TFM announcements convey information covering a temporary period of time or of an emergency nature and include a point of contact. 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.

### **1030.40—Supplements**

TFM supplements are extensions of the TFM and include detailed instructions, worksheets, and guidelines for financial reporting and accounting procedures. They provide a 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. See Appendix 1 for a listing of the TFM supplements.

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### **Section 1035—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

**TFM SUPPLEMENTS**

*Cash Management Made Easy* (<http://www.fms.treas.gov/efr/regulations/cashmanagementmadeeasy.html>)

*Managing Federal Receivables* ([http://www.fms.treas.gov/debt/guidance\\_mfr.html](http://www.fms.treas.gov/debt/guidance_mfr.html))

*Federal Account Symbols and Titles (FAST) Book* (<http://www.fms.treas.gov/fastbook/index.html>)

*Manual of Procedures and Instructions for Cashiers (Cashier's Manual)*  
([http://www.fms.treas.gov/imprest/cashiers\\_manual.pdf](http://www.fms.treas.gov/imprest/cashiers_manual.pdf))

*The Greenbook* (<http://www.fms.treas.gov/greenbook/index.html>)

*U.S. Government Standard General Ledger* (<http://www.fms.treas.gov/ussgl/index.html>)

*CASH-LINK Operating Instructions for Domestic Treasury's General Account Depository Banks*  
(<http://www.fms.treas.gov/tfm/vol1/cashlink.pdf>)

*Guide to the Federal Credit Bureau Program*  
(<http://www.fms.treas.gov/fedreg/guidance/fedcreditbureauguide.pdf>)

*Fund Balance With Treasury Reconciliation Procedures*  
(<http://www.fms.treas.gov/tfm/vol1/supplements/supp-v1p2c510.html>)

*Treasury Report on Receivables Due From the Public* (<http://www.fms.treas.gov/debt/dmrpts.html>)

*Now That You Are a Certifying Officer* ([http://www.fms.treas.gov/tfm/vol1/certifying\\_officer.pdf](http://www.fms.treas.gov/tfm/vol1/certifying_officer.pdf))

*Agency Self-Certification Guide* ([http://www.fms.treas.gov/tfm/vol1/guide10v3\\_rev.pdf](http://www.fms.treas.gov/tfm/vol1/guide10v3_rev.pdf))

# TREASURY FINANCIAL MANUAL

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## PART 1 - INTRODUCTION

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