

Reclamation Manual Transmittal Sheet

Effective Date: _____

Release No. _____

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Reclamation Manual Release Number and Subject

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Reclamation Manual

Directives and Standards

Subject:	Development and Maintenance Process for the Bureau of Reclamation Finance and Accounting Reclamation Manual (RM) Releases and Other Guidance.
Purpose:	Establishes the collaborative process to be used to develop and update finance and accounting requirements and the formats. The benefits of this Directive and Standard (D&S) are improved internal and external communication, efficiency and transparency of RM and other discretionary guidance requirements.
Authority:	The Department of the Interior, Departmental Manual (DM), Series 09-Financial Management, Part 330, Chapter 1.4 (http://elips.doi.gov/ELIPS/browse.aspx).
Approving Official:	Director, Management Services Office.
Contact:	Business Analysis Division (BAD), Financial Policy, Compliance and Audit Team (FPCAT), 84-27410.

- 1. Introduction.** Increased emphasis continues on improving financial accountability for Federal departments and bureaus. In response to this demand, significant Congressional legislation has been passed and the Federal Accounting Standards Advisory Board (FASAB) was created to develop accounting policy for Federal Governmental entities. There is a hierarchy of generally accepted accounting principles (GAAP), which is outlined in Office of Management and Budget Circular A-136, *Financial Reporting Requirements*, Section II.4.2 Q&A (<http://www.whitehouse.gov/sites/default/files/omb/circulars/>) and FASAB Statements of Federal Financial Accounting Standards (SFFAS) 34, *The Hierarchy of Generally Accepted Accounting Principles, Including the Application of Standards Issued by the Financial Accounting Standards Board* (<http://www.fasab.gov/accounting-standards/other-sources-of-information/listing-of-documents/>). Reclamation will address finance and accounting requirements to clarify, enhance, or refine departmental or other Federal policies as they relate to Reclamation-specific financial requirements. Reclamation will use the process and formats discussed below to develop and publish finance and accounting guidance.
- 2. Applicability.** This D&S applies to all employees who participate in the development, review, and approval of RM releases and other discretionary guidance.
- 3. Definitions.** There are no terms that need defined for the purposes of this release.
- 4. Responsibilities.** See RM, D&S, FIN 01-01, *Roles and Responsibilities for Bureau of Reclamation Finance and Accounting Reclamation Manual (RM) Releases and Other Guidance* (<http://www.usbr.gov/recman/DandS.html#fin>).

Reclamation Manual

Directives and Standards

5. **Development Process.**

- A. A collaborative team approach will be used to prioritize, research, and develop finance and accounting RM releases and other discretionary guidance. Representatives from FPCAT and the regional finance community will comprise the teams. When the subject matter is program related, Reclamation program representatives will be consulted or incorporated into the development effort. When appropriate, the Department, departmental bureaus, the Department of the Treasury, and other external entities will be contacted as resource references.
- B. Finance and accounting issues will be researched, and RM releases developed or updated if Reclamation-specific requirements are needed. Refer to RM, FIN 01-01. The level of regional involvement in this process will depend upon the complexity, scope, and urgency of an issue and the availability of regional personnel and expertise. When the circumstances and subject matter warrant, a formal team will be established, and an issue or discussion paper developed for regional and BAD management review, recommendation, and final treatment determination. Not all issues researched will result in the development of a RM release. If it is determined that Reclamation-specific finance and accounting requirements are needed, priorities will be established, duties will be assigned, and due dates will be set.

6. **Development of RM Releases.** Finance and accounting guidance will be issued as an RM, Finance (FIN) Series, and is considered a supplement to the DM, FASAB SFFAS, etc. An RM, FIN Series generally will not contain discretionary detailed procedural directions.

7. **Development of Reclamation Accounting Procedures Memoranda (RAP).**

- A. RAP memoranda documents will be issued, in addition to an RM, FIN Series, to provide discretionary Reclamation finance and accounting procedural guidance. A unique sequential numbering system by fiscal year will be used to ensure that all RAP memorandums are clearly identified. All RAP memorandums will be developed by FPCAT. Whenever time and circumstances allow, a RAP memorandum will be submitted for regional comment and review before being finalized. FPCAT and Regional Finance Officers (RFO) will distribute RAP memorandums as directed in Paragraph 4 of RM, FIN 01-01. RAP memoranda may be used in the following applications:

- (1) A need for quick direction
- (2) Detailed procedural instructions
- (3) Direction which may change frequently

Reclamation Manual

Directives and Standards

- (4) Direction which is not Reclamation-wide (e.g., region-specific)
- B. As with any policy issue, the finance community may request to have a RAP revisited under the collaborative policy development process after it has been issued.
8. **Development of other discretionary guidance documents.** Generally, document types other than RM releases or RAPs will be used when clarifying or providing detailed procedural information such as how to perform certain operations or how to implement departmental requirements. Document types may include, but are not limited to, memoranda, handbooks, or guidebooks.
9. **Quality Assurance Review.** All finance and accounting RM releases will be reviewed by an independent party in BAD or from the regional finance community to ensure that all substantive content and references are correct. Detailed records will be maintained for all research references and supporting documentation to provide the basis for the quality assurance review. Support documentation shall be retained in accordance with filing and archiving requirements set forth in the *Bureau of Reclamation Information Management Handbook* located on the Reclamation Intranet site under Information Management, Information Management Handbook.
10. **Review Period.** Each draft RM, FIN Series, and most other finance and accounting requirements documents, will have at least a 30-day review and comment period. FPCAT and RFO will distribute draft documents as directed in RM, FIN 01-01, Paragraph 4 to ensure adequate review. At the end of the review period, a collaborative meeting will be set to discuss recommended changes and to finalize each document. RAP memoranda will be subject to a review period as circumstances allow. Minor revisions as a result of the biennial review may have a shorter review period.
11. **Policy Maintenance.** FPCAT will review the RM, FIN Series, biennially, following the requirements of RM, RCD 03-01(<http://www.usbr.gov/recman/DandS.html#rcd>). Notification of changes to other guidance documents, such as handbooks or guidebooks, will be done through the appropriate official communication process.