

Reclamation Manual Transmittal Sheet

Effective Date: _____

Release No. _____

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

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Filed by: _____

Date: _____

Reclamation Manual

Directives and Standards

Subject:	Minimum Bill Amount.
Purpose:	Establishes a minimum bill amount and the application thereof for the Bureau of Reclamation. The benefits of this Directive and Standard (D&S) are increased cost effectiveness and efficiency in debt collection.
Authority:	Code of Federal Regulations (CFR) , Title 4 - <i>Accounts</i> , Chapter II - <i>Federal Claims Collection Standards</i> (4 CFR 102.14) (http://www.gpo.gov/fdsys/pkg/CFR-2000-title4-vol1); Department of the Interior Cash Management Handbook, Chapter 3.5.14- <i>Cost of Collections</i> (http://www.doi.gov/pfm/handbooks/cashmgmt.html); and Interior Credit and Debt Management Handbook, Chapter 5.2- <i>Effectiveness of Collection Procedures</i> (http://www.doi.gov/pfm/handbooks/credit_debt.html).
Approving Official:	Director, Management Services Office.
Contact:	Finance and Accounting Division (FAD), Fiscal Services and Accounts Receivable, 84-27712.

- 1. Introduction.** The minimum bill amount effective with the issuance of this D&S will be posted on the Reclamation Finance Intranet site under Quick List, Billing and Collections (Accounts Receivable), Guidance and Policy. This amount will be recalculated annually, with the Intranet site being updated accordingly.
 - A.** 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 that 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.
 - B.** When a bill is not issued because the debt falls below the minimum bill amount, the documentation related to the debt must reference the minimum bill amount as the justification for a bill not being issued, and this documentation must be retained.
- 2. Applicability.** This D&S applies to all regional finance offices and addresses the criteria and process for establishing and applying a minimum bill amount for debt collection.
- 3. Definitions.** There are no terms that need to be defined for the purposes of this release.

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Directives and Standards

4. Responsibilities.

A. **FAD Fiscal Services and Accounts Receivable.** FAD Fiscal Services and Accounts Receivable is responsible for:

- (1) calculating the minimum bill amount on an annual basis; and
- (2) ensuring that the updated minimum bill amount and supporting documentation (i.e., the cost study) are posted on the Reclamation Finance Intranet site, and notifying the regions of this update.

B. **Regional Finance Officers.** The regional finance officers are responsible for:

- (1) reviewing the documentation related to the calculation of the minimum bill amount, as posted on the FAD Intranet site, as necessary; and
- (2) notifying FAD with any comments they have regarding the calculation.

5. **Related References.** Comptroller General Decisions: B-190462, 58 CG 372 (1979) and B-217181, 65 CG 893 (1986). (<http://www.gao.gov/products>)