



Treasury Financial Manual

Transmittal Letter No. 685

Volume I

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

1. Purpose

This transmittal letter releases new TFM Volume I, Part 5, Chapter 6500: Voucher Date, Deposit Date, and Funds Availability Date. This chapter sets out provisions regarding the voucher date, deposit date, and funds availability date, as these terms apply to the deposit of public monies.

2. Page Change

Remove

Table of Contents for Volume I
(Announcement No. A-2012-04)

Table of Contents for Part 5 (T/L 678)

Insert

Table of Contents for Volume I

Table of Contents for Part 5

I TFM 5-6500

3. Effective Date

This transmittal letter is effective immediately.

4. Inquiries

Direct questions regarding this transmittal letter to:

Director, Modernization Planning Office
Federal Finance
Financial Management Service
Department of the Treasury
401 14th Street, SW., Room 402
Washington, DC 20227
Telephone: 202-874-6935

David A. Lebryk
Commissioner

Date: May 15, 2012

This page was intentionally left blank.

Part 5—Chapter 6500

Voucher Date, Deposit Date, and Funds Availability Date

This Treasury Financial Manual (TFM) chapter sets out provisions regarding the voucher date, deposit date, and funds availability date, as these terms apply to the deposit of public monies.

Section 6510—Authority

31 U.S.C. § 321

Section 6515—Definitions of Voucher Date, Deposit Date, and Funds Availability Date

As provided by law, the Financial Management Service (FMS) can designate commercial financial institutions and Federal Reserve Banks to serve as depositories and agents of the Government and to provide collection services to Federal agencies. This chapter refers to “depositories” and “agents” interchangeably. Financial institutions that have been designated as depositories or agents of the Government deposit all revenue that FMS collects. All revenue collected through a depository or an agent has a voucher date, a deposit date, and a funds availability date.

6515.10—Voucher Date

The voucher date is the date that a Federal agency can consider funds to have been credited to or to have been debited from a Treasury account. A Federal agency uses this date for reconciliation with FMS. Federal agencies are expected to treat this date as if it were the deposit date. The difference between the voucher date and the deposit date is that, in some cases, FMS allows an agency to consider funds as deposited

on a given date (the voucher date) even though a depository or an agent may not actually deposit the funds until the next day (the deposit date). FMS may allow this for a number of reasons, such as to encourage agency use of particular collection mechanisms.

6515.20—Deposit Date

The deposit date is the banking date that a depository or an agent credits funds to a Treasury account. A depository or an agent uses this date for reconciliation with FMS.

6515.30—Funds Availability Date

The funds availability date is the banking date that deposited funds can be disbursed or otherwise withdrawn or transferred from a Treasury account at a depository or an agent. The funds availability date can be as early as the deposit date, but no earlier.

Section 6520—Definitions of Banking Date, Processing Date, and Bank Posting Date

The focus of this chapter is on voucher dates, deposit dates, and funds availability dates, but these dates are often expressed as banking dates and can be associated with processing dates and bank posting dates as well.

6520.10—Banking Date

The banking date is that part of any calendar day that an office of a bank is open to the public for carrying on substantially all of its banking functions. The banking date excludes:

- Saturdays and Sundays;
- January 1;
- The third Monday in January;
- The third Monday in February;
- The last Monday in May;
- July 4;
- The first Monday in September;
- The second Monday in October;
- November 11;
- The fourth Thursday in November;

AND

- December 25.

If January 1, July 4, November 11, or December 25 fall on a Sunday, the banking date also excludes the following Monday.

6520.20—Processing Date

The processing date is the banking date that deposit processing occurs. For instance, if a bank processes a transaction on a given Monday after the banking date cutoff time, the processing date of the transaction is considered to be Tuesday.

6520.30—Bank Posting Date

The bank posting date is the banking date that a depository or an agent credits funds to or debits funds from a Treasury account. A depository or an agent uses this date for reconciliation with FMS. The deposit date is a type of bank posting date.

Section 6525—Resolution When Transactions Are Not Processed in a Timely Manner

If FMS or its depositories and agents are unable to process transactions in a timely manner, FMS works with the affected Federal agency or agencies to address the problem. Among other

things, this may include changing the voucher date associated with the transaction.

Contacts

Direct questions regarding this chapter to:

Director, Modernization Planning Office
Federal Finance
Financial Management Service
Department of the Treasury
401 14th Street, SW., Room 402
Washington, DC 20227
Phone: 202-874-6935

This page was intentionally left blank.

TREASURY FINANCIAL MANUAL

TABLE OF CONTENTS

Part	Chapter	Title
1		INTRODUCTION
	1000	Purpose and Plan of the Treasury Financial Manual (TFM)
	2000	Financial Operations Startup Procedures for New Federal Entities
2		CENTRAL ACCOUNTING AND REPORTING
	1000	Introduction
	1500	Description of Accounts Relating to Financial Operations
	2000	Warrant and Nonexpenditure Transfer (NET) Transactions
	3100	Instructions for Disbursing Officers' Reports
	3200	Foreign Currency Accounting and Reporting
	3300	Statement of Transactions (FMS 224) Reporting by Agencies for Which the Treasury Disburses
	3400	Accounting for and Reporting on Cash and Investments Held Outside of the U.S. Treasury
	4100	Debt Management Reports
	4200	Agency Reporting on Unexpended Balances of Appropriations and Funds (Federal Agencies' Centralized Trial-Balance System II, FMS Form 2108: Year-End Closing Statement)
	4300	Reporting Instructions for Accounts Invested in Department of the Treasury Securities
	4500	Grants, Loans, Credits, and Contingent Liabilities Involving Foreigners
	4600	Treasury Reporting Instructions for Credit Reform Legislation
	4700	Agency Reporting Requirements for the <i>Financial Report of the United States Government</i>
	5000	Accounting and Reporting on Monetary Assets (Non Operating Cash Items) Held by U.S. Treasury Offices
	5100	Reconciling Fund Balance With Treasury Accounts
3		PAYROLLS, DEDUCTIONS, AND WITHHOLDINGS
	1000	Introduction
	2000	Payroll Vouchers
	3000	Payments to the Office of Personnel Management for Health Benefits, Group Life Insurance, and Civil Service Retirement
	4000	Federal Income, Social Security, and Medicare Taxes
	5000	Withholding of District of Columbia, State, City, and County Income or Employment Taxes

Volume I

Part	Chapter	Title
4		DISBURSING
	1000	Introduction
	1100	Delegations and Designations of Authority for Disbursing-Related Functions
	1500	Treasury's Electronic Funds Transfer (EFT) Requirement
	2000	Payment Issue Disbursing Procedures
	2100	Submitting Required Improper Payments Information for Publication on the PaymentAccuracy.gov Web Site
	3000	Third-Party Draft Procedures for Imprest Fund Disbursing Activities
	4000	Debt Management Services Collection of Delinquent Nontax Debt
	4500	Government Purchase Cards
	5000	Requisitioning, Preparing, and Issuing Treasury Checks
	6000	Checking Accounts With the U.S. Treasury
	7000	Cancellations, Deposits, and Claims for Checks Drawn on the U.S. Treasury
	7100	Check Reclamations
	8000	Designated Depository Checking Accounts
	9000	Foreign Exchange
	10000	Delegation of Disbursing Authority
5		DEPOSIT REGULATIONS
	1000	Introduction
	1500	General Terms and Conditions Governing Collection Services
	2000	Checks and Cash Received in Collections
	4000	Making Deposits
	4100	Requirements for Using Depositories To Hold Public Money
	4500	Deposits to Treasury Through the Fedwire Deposit System
	4600	Treasury Automated Lockbox Network
	4700	Plastic Card Collection Network
	5000	Uncollected and Lost Checks
	6000	Disposition of Foreign Currency and Checks Drawn on Foreign Banks
	6500	Voucher Date, Deposit Date, and Funds Availability Date
	7000	Credit and Debit Card Collection Transactions
	7500	Fedwire and Automated Clearing House (ARC) Credit Deposits to the Account of the Financial Management Service (FMS)
6		OTHER FISCAL MATTERS
	1000	Introduction
	2000	Cash Advances Under Federal Grant and Other Programs
	3000	Payments of Unclaimed Moneys and Refund of Moneys Erroneously Received and Covered
	3100	Certifying Payments and Recording Corresponding Intragovernmental Receivables in the Federal Government's Judgment Fund
	3200	Policy for Providing Depository and Other Financial Services to Federal Agencies
	4000	Intra-Governmental Payment and Collection (IPAC) System
	5100	Recovering Unclaimed Federal Financial Assets
	6000	Payment Procedures Upon Expiration of an Appropriation or a Continuing Resolution
	7000	Reporting Integrated Funding Transactions of Federal Assistance Programs
	8000	Cash Management
	8500	Cash Forecasting Requirements
	9000	Securing Government Deposits in Federal Agency Accounts

PART 5 - DEPOSIT REGULATIONS

Table of Contents

Chapter	Section	Title
1000		INTRODUCTION
	1010	Scope and Applicability
	1015	Authority
	1020	Contacts Page
	1025	Forms
	1030	Distribution Contacts
1500		GENERAL TERMS AND CONDITIONS GOVERNING COLLECTION SERVICES
	1510	Authority
	1515	Need for This Chapter
	1520	Other Provisions
	1525	Conflict Between TFM and Agency Agreement
	1530	Depositories and Agents
	1535	Account Ownership
	1540	Required Use of FMS Services
	1545	Payment Network Rules
	1550	Voucher Numbers
	1555	Reversals, Returns, and Refunds
	1560	Electronic Data
	1565	Security Controls
	1570	Property
	1575	No Warrantly Contacts
2000		CHECKS AND CASH RECEIVED IN COLLECTIONS
	2010	Conditions Under Which Collecting Officers Will Accept Checks
	2015	Inscription on Checks
	2020	Record of Checks Deposited
	2025	Depositors' Endorsement and Legend on Checks Deposited
	2030	Sorting and Listing Deposits to General Depositories
	2035	Sorting and Listing Deposits to Federal Reserve Banks
	2040	Counterfeit Currency Contacts
		Appendices
		1. Endorsement and Legend for Deposits Made With a General Depository
		2. Endorsement and Legend for Deposits Made With an FRB
		3. CASH-LINK Identification Number (CIN)
		4. Federal Reserve Bank Addresses for Government Agencies To Use When Making Check Deposits

Chapter	Section	Title
3000		DEPOSIT TICKET
		<i>Rescinded by TFM Announcement No. A-2011-01, dated September 2011.</i>
4000		MAKING DEPOSITS
	4010	Where Deposits Should Be Made
	4015	Frequency of Deposits
	4020	Reporting Large Deposits
	4025	Postage, Registration, and Other Expenses
	4030	Coverage of Deposits Under Government Losses in Shipment Act Contacts
4100		REQUIREMENTS FOR USING DEPOSITARIES TO HOLD PUBLIC MONEY
	4110	Scope and Applicability
	4115	Authority
	4120	Guidance
	4125	Overseas Depositaries
	4130	Accounts of Agency Contractors
	4135	Assistance
	4140	Additional Guidance Contacts
4500		DEPOSITS TO TREASURY THROUGH THE FEDWIRE DEPOSIT SYSTEM
	4510	Scope and Applicability
	4515	Authority
	4520	Definition of Terms
	4525	Background and Concepts
	4530	Required Information for Funds Transfers
	4535	Agency Notification of Deposits and Deposit Adjustments
	4540	Erroneous Agency Reporting of Deposits Contacts
		Appendices
		1. Required Information for Funds Transfer Message to Treasury and Funds Transfer Message Format
		2. Daily Support Listing of FDS Deposits
		3. SF 215C: Deposit Ticket
4600		TREASURY AUTOMATED LOCKBOX NETWORK
	4610	Scope and Applicability
	4615	Authority
	4620	Definitions
	4630	Background and Concepts
	4640	Lockbox Description
	4650	Lockbox Implementation
	4660	Agency Monitoring Requirements
	4695	Inquiries

Chapter	Section	Title
4700		PLASTIC CARD COLLECTION NETWORK
	4710	Authority
	4715	Definition of Terms
	4720	Plastic Card Services Offered Through the Network
	4725	Application/Implementation Process
	4730	Types of Credit and Debit Card Collections
	4735	Compensation/Agency Expenses
	4740	Deposit Regulations
	4745	Agency Monitoring Requirements
		Contacts
5000		UNCOLLECTED AND LOST CHECKS
	5010	Introduction
	5015	Authority
	5020	Depository and Agency Procedures for Unpaid Checks
	5030	Replacement of Lost, Destroyed, and Mutilated Checks
		Contacts
6000		DISPOSITION OF FOREIGN CURRENCY AND CHECKS DRAWN ON FOREIGN BANKS
	6010	Authority
	6015	Disposition of Checks
	6020	Disposition of Foreign Currencies
		Contacts
6500		VOUCHER DATE, DEPOSIT DATE, AND FUNDS AVAILABILTY DATE
	6510	Authority
	6515	Definitions of Voucher Date, Deposit Date, and Funds Availability Date
	6520	Definitions of Banking Date, Processing Date, and Bank Posting Date
	6525	Resolution When Transactions Are Not Processed in a Timely Manner
		Contacts
7000		CREDIT AND DEBIT CARD COLLECTION TRANSACTIONS
	7010	Scope, Applicability, and Network Rules
	7015	Authority
	7020	Application
	7025	Honoring of Cards and Surcharges
	7030	Use of Service Marks
	7035	Validation and Authorization
	7040	Settlement
	7045	Limitations on Card Collection Transactions
	7050	Dispute Processing: Retrieval Requests and Chargeback Processing
	7055	Audits
	7060	Disclosure and Display of Cardholder Information
	7065	Retention and Storage of Card Data/Payment Card Industry Data Security Standard
	7070	Training of Key Personnel

Chapter	Section	Title
	7075	Disability Compliance
	7080	Failure to Respond
	7085	Fines and Penalties
	7090	Processing Procedures for Signature Based Transactions
	7095	Processing Procedures for Mail Order, Telephone Order, Delayed Delivery, and E-Commerce Transactions
	70100	Processing Procedures for PIN-Based Transactions
	70105	Returned Merchandise
	70110	Cash Payment/Cash Disbursement/Cash Deposit
	70115	Multiple Sales Draft and Partial Consideration
	70120	Delivery of Sales Drafts
	70125	Credit Drafts
	70130	Delivery of Nonelectronic Sales Draft and Credit Drafts (Short Term Contingency Only)
	70135	Equipment, Supplies, and Third Party Software
	70140	Intragovernmental Card Transactions
		Contacts
7500		FEDWIRE AND AUTOMATED CLEARING HOUSE (ARC) CREDIT DEPOSITS TO THE ACCOUNT OF THE FINANCIAL MANAGEMENT SERVICE (FMS)
	7510	Scope and Applicability
	7515	Authority
	7520	Definition of Terms
	7525	Background and Concepts
	7530	General Guidelines
	7535	Agency Notification of Deposits and Deposit Adjustments
	7540	Erroneous Agency Reporting of Deposits
	7545	Fedwire Processing Guidelines
	7550	ACH Operational Guidelines
		Contacts
		Appendices
		1. Required Information for Funds Transfer Fedwire Message to FMS
		2. Required Information for Funds Transfer ARC Message to FMS