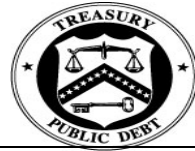


# Trust Funds Management Financial Reports User Guide



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## Document Purpose

The Bureau of the Public Debt's (BPD) Trust Funds Management Branch (TFMB) provides investment and limited accounting services to 16 Treasury managed Trust Funds. The purpose of this document is to provide information concerning the monthly financial reports prepared for the managed trust funds.

## Introduction

TFMB's services fulfill a portion of the Secretary of the Treasury's statutory requirement to manage the trust fund investments. Because Treasury's involvement in the investment process does not meet the criteria outlined in FASAB Concept 2, Entity and Display, general purpose financial reporting of trust fund activity remains the responsibility of the program agency. As such, the monthly financial reports prepared by TFMB are designed to assist the respective agency in the preparation of general purpose financial reporting (including Performance and Accountability Reports and Agency Financial Reports) to include trust fund information.

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## Accounting Segment Structure

TFMB utilizes the Oracle Federal Financials System to compile the monthly financial reports for the trust funds (for all trust funds excluding the Unemployment Trust Fund). Accounting structure segments critical to the financial report process are as follows:

**Fund** – used to identify the Treasury Account Symbol (TAS), account type, and years of availability.

Example: TFM8004TFXXXX  
Naming convention: 3 digit customer code (TFM – Trust Funds Management)  
+ 4 digit TAS  
+ 2 character budget authority type (TF – Trust Fund)  
+ 4 digit beginning and ending fiscal year of availability  
(XXXX denotes no-year funding)

**Standard General Ledger/USSGL** – 4 digit USSGL account number (see <http://www.fms.treas.gov/ussgl/index.html> for a complete listing of current USSGL values)

**Cost Center** – used to identify the type/nature of transactions (revenue/receipt types, transfer recipient entity, etc.).

Example: TFM5800420 Excise Taxes  
Naming convention: 3 digit customer code (TFM – Trust Funds Management)  
+ 7 digit sub code

**Project Code** – used to identify sub-accounts associated with individual trust funds.

Example: TFM810202 Highway Trust Fund – Mass Transit Account  
Naming convention: 3 digit customer code (TFM – Trust Funds Management)  
+ 4 digit TAS  
+ 2 digit sub code

**Accounting Period** – used to identify time period to which transactions/financial statements apply.

Example: JUL/11-11  
Naming convention: 3 digit month indicator  
/ 2 digit calendar year  
- 2 digit fiscal year



## Monthly Financial Report Components

### Trial Balance Report

The trial balance report displays all summary proprietary USSGL account activity and balances for the specified period based on transactions processed.

TFMB's monthly trial balance reports are structured to provide the following data for the specified Accounting Period, Fund, and Project Code:

1. USSGL – Sorted sequentially
2. Cost Center
3. USSGL/Cost Center Description
4. Beginning Balance – as of the beginning of the specified accounting period, NOT the beginning of the fiscal or calendar year.
5. Period Net DR – total debits for current month
6. Period Net CR – total credits for current month
7. Ending Balance = beginning balance + current period activity

### Balance Sheet

The balance sheet summarizes assets, liabilities, and equity at a specified period in time.

TFMB's monthly balance sheets are structured to provide the following data for the specified Accounting Period, Fund, and Project Code:

1. Account Type (Assets, Liabilities, and Equity)
2. Account Description – detailed description of individual balances outlined within the Account Type summary category
3. Ending Balance – cumulative fiscal year to date (YTD) as of the end of the specified Accounting Period

### Income Statement

The income statement summarizes financial performance over a specified period of time.

TFMB's monthly income statements are structured to provide the following data for the specified Accounting Period, Fund, and Project Code:

1. Activity Type – Revenue / Expenses
2. USSGL
3. USSGL Description
4. Cost Center
5. Cost Center Description
6. Activity – summary transaction balances for the specified Accounting Period
7. Ending Balance – cumulative fiscal year to date (YTD) as of the end of the specified Accounting Period

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## Budgetary Trial Balance

The budgetary trial balance report displays all summary budgetary and cash equivalent USSGL account activity and balances for the specified period based on transaction activities processed.

TFMB's monthly budgetary trial balance reports are structured to provide the following data for the specified Accounting Period and Fund:

1. USSGL
2. BEA Category – D= Discretionary, M=Mandatory
3. Year of Budget Authority – N=New, B=Balance
4. Cost Center
5. USSGL/Cost Center Description
6. FY Beginning Balance
7. FY Activity
8. FY Ending Balance

## FACTS II Trial Balance

The FACTS II trial balance report displays all summary budgetary and cash equivalent USSGL account activity and balances for the specified period based on transaction activities processed. Unlike the budgetary trial balance, the FACTS II trial balance does not include the Cost Center or USSGL/Cost Center Description Values.

TFMB's monthly FACTS II trial balance reports are structured to provide the following data for the specified Accounting Period and Fund:

1. USSGL
2. BEA Category – D= Discretionary, M=Mandatory (see [http://www.fms.treas.gov/ussgl/selection\\_page.html](http://www.fms.treas.gov/ussgl/selection_page.html) for a complete listing of applicable FACTS II attributes, including BEA Category)
3. Year of Budget Authority – N=New, B=Balance
4. FY Beginning Balance
5. FY Activity
6. FY Ending Balance