



Department of Energy

Washington, DC 20585

July 6, 2005

MEMORANDUM FOR DISTRIBUTION

FROM: WENDY L. MILLER, DIRECTOR
ENERGY FINANCE AND ACCOUNTING
SERVICE CENTER

SUBJECT: Standard Summary of Collections Report

In order to facilitate the reconciliation of cash activities, we are requesting that field offices require their integrated contractors to submit monthly summary of collection activity in the attached standard formats. These standard formats will ensure that the Energy Finance and Accounting Service Center (EFASC) has timely access to all necessary information required to successfully reconcile integrated contractor deposit and disbursement information to the Standard Accounting and Reporting System (STARS) and to the Department of the Treasury (Treasury).

Contractors should utilize the format of Attachment 1 to complete deposit and disbursement information for each fund code. Attachments 2 through 4 should be used to document detailed listings of deposit tickets, debit vouchers, and incoming IPACS. Detailed deposit information by fund code on Attachments 2 through 4 should tie to the summary fund code amounts included on Attachment 1. Contractors may submit the Summary of Collections directly to EFASC at the following e-mail addresses: 1) IPAC@hq.doe.gov, 2) AR@hq.doe.gov, and 3) Debbie.Kemp@hq.doe.gov. All three e-mail addresses should be included on the distribution each month. Submissions should be received at EFASC by first workday, noon local time, beginning with July data submitted in August.

Some field offices prefer to submit the Summary of Collections for their contractors. If this submission method is used, field offices should submit the Summary of Collections as soon as they are received from the contractors. Field offices should not hold submissions in order to forward all Summary of Collections at the same time. Contractors are also required to ensure that the cash information on the Summary of Collections matches the monthly data file submitted to STARS. EFASC reconciles the deposit detail from the Summary of Collections to Treasury's CashLink system. EFASC also reconciles the totals from the Summary of Collections to standard general ledger account 101002, "Fund Balance with Treasury-SF224 Collections." Any discrepancies between the Summary of Collections and the data file will cause delays in finalizing monthly data, which impacts the timeliness of the monthly cash reconciliation process.

If you have any questions on the standard Summary of Collections report, please contact Deanna Ammons on (301) 903-5374 or Teresa Baldwin on (301) 903-5074. If you would like electronic copies of the Attachments, you may request them from Debbie.Kemp@hq.doe.gov.



cc:

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Office of the Deputy Assistant Secretary for
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Office of Budget and Financial Management, FE-3
Office of the Deputy Assistant Secretary
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Chief, Accounting Branch, ME-142.2
Director, Financial Services Department, (OFFM/NNSA)
Director, Financial Services Support Division (OFFM/NNSA)
Director, Financial Reporting and Liaison Division (OFFM/NNSA)

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Thru: Deputy Administrator, Office of Naval Reactors, NR-1,
Chief Financial Officer, SNR
Thru: Deputy Administrator, Office of Naval Reactors, NR-1,
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Chief Financial Officer, NETL (Pittsburgh)

STARS Financial Reporting Contacts

**NNSA Service Center
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