

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); Department of the Interior Cash Management Handbook , Chapter 3.5.14 - <i>How do Bureaus/Offices Analyze the Cost of Collections?</i> ; and Interior Credit and Debt Management Handbook , Chapter 5.2 - <i>How Do Bureaus/Offices Determine the Cost-Effectiveness of Collection Procedures?</i>
Approving Official:	Director, Management Services Office
Contact:	Finance and Accounting Division (FAD), Fiscal Services and Accounts Receivable (84-27712)

1. **Introduction.** FAD will calculate the minimum bill amount annually, and update the Reclamation Finance Intranet site accordingly. [See Reclamation Finance Intranet site under “Quick List,” “Billing and Collections (Accounts Receivable),” “Guidance and Policy.”]
 - A. Generally speaking, a bill for collection is not necessary for debts equal to or less than the minimum bill amount. There are, however, exceptions to this rule. For example, Reclamation will issue a bill on any debt of a current Reclamation employee, regardless of the amount. Similarly, Reclamation may issue a bill for collection less than the minimum bill amount 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 Reclamation does not issue a bill 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 not issuing the bill. Reclamation must retain the supporting documentation.
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.** This release includes no terms requiring definition.
4. **Responsibilities.**
 - A. **FAD Fiscal Services and Accounts Receivable.** FAD, Fiscal Services and Accounts Receivable, is responsible for:

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- (1) calculating the minimum bill amount on an annual basis, and
- (2) updating the minimum bill amount with supporting documentation (i.e., the cost study) 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 on the FAD Intranet site as necessary,
- (2) notifying FAD with any comments they have regarding the calculation, and
- (3) retaining the supporting documentation when a bill is not issued because the debt falls below the minimum bill amount.

5. **Related References.** Comptroller General Decisions: [B-190462](#), 58 CG 372 (1979) and [B-217181](#), 65 CG 893 (1986).

Reclamation Manual Transmittal Sheet

Effective Date: _____

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