

Volume V

***Administrative Practice
Handbook***

Field Service

Book IV



HOUSING AND HOME FINANCE AGENCY
Office of the Administrator

INTRODUCTION

SCOPE

Volume V of the Manual series is the medium by which administrative policies, standards, and procedures applicable to the field service are promulgated.

Each release in this Volume will be approved before publication by the Administrator or Assistant Administrator (Administration).

ORGANIZATION AND NUMBERING

This Volume consists of four books.

Books I and II contain Part 1, General Administrative Practice; Part 2, Personnel Administration; Part 3, Budget and Fiscal Controls; Part 4, Travel and Transportation; Part 5, Communications; and Part 6, General Administrative Services.

Books III and IV which are distributed on a separate distribution list, contain Part 7, Accounting and Fiscal Procedures.

Each Part is divided normally into Chapters and Sections, although in some instances the Chapter breakdown is omitted.

Sections are numbered in relationship to the rest of the Volume. Where a three digit number is used (e.g., 4-3-2), the first digit indicates the Part, the second the Chapter, and the third the Section. Where a two digit number is used (e.g., 4-2), there is no Chapter breakdown, the first digit indicating the Part and the second indicating the Section.

Pages are numbered consecutively within Sections. The date through which the material has been revised before issuance is shown at the bottom of each page.

MAINTENANCE

Revised pages are sent out under cover of a Transmittal Letter. When changes have been made in accordance with the Transmittal Letter instructions, the check list at the back of Book IV should be initialled. This serves automatically to call attention to missing releases.

Notices of rescissions of other instructions will be published in the transmittal letters for this Volume.

Books I and II of Volume V are distributed on a separate distribution list from Books III and IV. The Transmittal letters for these distribution lists will, therefore, be separately identified and numbered. Those for Books I and II will be numbered FS-1, FS-2, FS-3, etc. Those for Books III and IV will be numbered FA-1, FA-2, FA-3, etc.

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Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements for the Program of Advances for Public Works Planning which was authorized by Section 702 of the Housing Act of 1954, as amended. Program policies and procedures are contained in Volume VI and in other releases.

Generally accepted commercial principles of accounting have been employed in the system which provides for decentralized accounts on the branch office principle. Control accounts with each Regional Office are maintained in the Division of Finance and Accounts and contra-control accounts are maintained on the Regional Office books.

The procedure includes specific instructions for processing and recording program transactions. The General Ledger accounts and the subsidiary *Project Records*, Forms H-200.16, shall be established and maintained in accordance with the detailed instructions contained in Section 7-14-11. Cash receipts and disbursements journals have not been provided, since it appears that the number of transactions to be handled monthly by each Regional Office will not warrant the use of such books of original entry.

Section 2

PROJECT RESERVATIONS, PROJECT SUMMARIES, AND EXECUTED AGREEMENTS

Applications for projects are approved by the Community Facilities Commissioner or by Regional Administrators pursuant to authority delegated to those officials by the Administrator. However, prior to approval of applications, the Community Facilities Commissioner will arrange for the reservation of funds for the project by forwarding for prevalidation Form CFA-11, *Fund Reservation Order*, to the Division of Finance and Accounts, which maintains the Program and State reservation controls. After prevalidation, a copy of the Form CFA-11 will be forwarded to the Regional Director of Administration by the Division of Finance and Accounts. CFA will transmit the original CFA-11 to the Regional Director of CF as evidence of availability of funds. Upon receipt of the CFA-11, Form CFA-419, *Project Summary and Approval*, will be prepared. When signed by the Regional Administrator Form CFA-419 is the authority for preparation of Form CFA-420, *Agreement for Public Works Plan Preparation*.

A Form H-200.16, *Project Record*, shall be established for each project upon receipt of a prevalidated copy of Form CFA-11 for the project.

An increase in the amount of the reservation for a project will be authorized only by a prevalidated CFA-11.

Prior to approval of Form CFA-419 for a project, all decreases in the amount of the reservation for that project will be authorized by a prevalidated Form CFA-11.

After approval of Form CFA-419 for a project, a decrease in reservation will be authorized by a revised *Project Summary and Approval*. However, if a Form CFA-420 has already been executed for the project, the decrease in the amount of the reservation shall not be recorded in the *Project Record* until an executed amendment to the Agreement is received for recording on the *Project Record*. Also, if the total amount disbursed to an Applicant, as shown on Form CFA-432, *Approval of Planning Report and Payment*, is less than the amount of the executed CFA-420, the CFA-432 shall be the basis for reducing the amount of the reservation, approval and agreement on the *Project Record* by the amount of such difference. The effective date of the reduction shall be the approval date of the Form CFA-432.

Amounts of reservations will be canceled together with the amounts of approvals and agreements, whenever applicable, on the basis of

letters to the Applicant from HHFA canceling the Government's offer or concurring in withdrawals or terminations. A Form CFA-11, CFA-419 or CFA-420 will not be issued in these circumstances. One copy of the Regional Administrator's letter to the Applicant shall be forwarded promptly to the Division of Finance and Accounts in order that appropriate cancellation entries may be made in the control records.

Section 3

TRANSACTIONS BETWEEN OFFICES

Transactions between the Division of Finance and Accounts and Regional Offices shall be supported in each instance by a Form H-219, *Inter Office Transfer Voucher*, prepared in duplicate by the originating office. The original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. Except as provided in the second paragraph, Section 7-14-4, *Inter Office Transfer Vouchers* shall be prepared and forwarded in sufficient time to permit entry in the accounts of the receiving office prior to the end of the month in which the transactions occurred. Such documents prepared by the Regional Office shall be addressed to the Division of Finance and Accounts. Regional Offices located west of the Mississippi River shall forward the documents by airmail.

Section 4

FUNDS

The following symbol and title have been assigned by the Treasury Department to the Revolving Fund for the Program of Advances for Public Works Planning:

Symbol	Title
86X4113	Public Works Planning Fund, Office of the Administrator, Housing and Home Finance Agency

On the first business day of each month, Regional Offices shall estimate disbursing requirements for public works planning advances during the ensuing 45-day period. Where the estimate indicates that the cash balance of available funds requires replenishment, the Regional Office shall prepare an *Inter Office Transfer Voucher*, in duplicate, and complete the Transfer Voucher No. and Date Issued blocks on the form. (See Exhibit A.) The copy shall be mailed to the Division of Finance and Accounts on the same date as that shown in the Date Issued block. The Regional Office shall post the transfer in its accounts on the basis of the retained original, which shall be considered as accomplished. Such *Inter Office Transfer Vouchers* when received by the Division of Finance and Accounts will serve both as requests for disbursing funds and as the actual documents by which required transfers of funds are effected.

If the cash balance in a Regional Office as of the beginning of a month, because of repayments or overestimates of cash requirements, exceeds the estimated disbursement requirements for the ensuing 45 days, the Regional Office shall prepare an *Inter Office Transfer Voucher* in accordance with Exhibit B to transfer the excess to the Division of Finance and Accounts. Such *Inter Office Transfer Vouchers* shall be prepared in duplicate in the usual manner.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (9-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE			MONTH RECORDED		
Washington, D. C. (Prepared by Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS PROGRAM OF ADVANCES FOR PUBLIC WORKS PLANNING <u>86X4113</u>					
To transfer funds to the Regional Office for the purpose of making advances for public works planning, as estimated below:					
Estimated disbursements through October 15, 19__ \$200,000.00					
Cash balance Account 101.12 as of September 1, 19__ <u>50,000.00</u>					
Amount of funds to be transferred <u>\$150,000.00</u>					
* To be assigned by the Regional Office					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.--	101.12	\$150,000.00	101.12	331.51	\$150,000.00
(See Transaction No. 1, Section 7-14-15)					
SIGNATURE			SIGNATURE		

FHBB-Washington, D. C.

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			M-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED November 1, 19__		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED November 19__		
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS PROGRAM OF ADVANCES FOR PUBLIC WORKS PLANNING <u>86X4113</u>					
To transfer to the Division of Finance and Accounts Funds in excess of estimated disbursement requirements for the 45-day period ended December 15, 19___.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	\$ xxxx			
(See Transaction No. 8, Section 7-14-15)					
SIGNATURE			SIGNATURE		

FILED-Washington, D. C.

Section 5

DISBURSEMENTS

Each disbursement representing an advance for public works planning must be supported by a fully executed *Agreement for Public Works Plan Preparation* with the Applicant. No disbursement shall be made until such a contract is on file in the Regional Office and until the balance in the Regional Office cash account is sufficient to cover the transaction. The requirements for the disbursement of planning advances are summarized as follows:

(1) The original and memorandum copies of each completed basic document, SF-1034-Revised, *Public Voucher for Purchases and Services Other Than Personal*, approved by the Regional Administrator, or his designee, together with all required supporting attachments as described in program procedures, will be received in the Administrative Division.

(2) The basic voucher and attachments shall be examined in the Administrative Division against the related *Agreement for Public Works Plan Preparation* to ascertain if all requirements are fulfilled and whether the disbursement is proper. It shall be determined (a) that the amount of the undisbursed commitment as shown by the applicable *Project Record* is not less than the proposed disbursement; (b) that all applicable terms and conditions of the contract have been met; (c) that all required approvals have been indicated; (d) that the requirements with respect to interim payments have been fulfilled; (e) that an audit, if required before disbursement, have been made; (f) that no adjustments are required as the result of such audit or that the amount being requisitioned for disbursement has been adjusted for any exceptions contained in the audit report and (g) that the transaction is proper and correct in every respect.

(3) After determining that the proposed disbursement is in order, a *Voucher and Schedule of Payments*, SF 1166, shall be prepared, certified and submitted to the Treasury Regional Office requesting that a check be drawn and delivered in accordance with the instructions thereon. The instructions in Section 7-1-5 with respect to the processing, numbering and filing of disbursement documents (basic documents and *Vouchers and Schedules of Payments*) shall be followed except that the posting copies of such documents shall be filed in accordance with Section 7-1-3.

Disbursements for public works planning advances shall be recorded in the General Ledger in accordance with Transaction No. 2, Section 7-14-15. For the postings to be made to the *Project Record* refer to the instructions under the caption Subsidiary Ledger—Project Record, Section 7-14-11.

Section 6

BILLINGS AND WRITE OFFS

In accordance with Section 702(c) of the Housing Act of 1954 as amended, the *Agreements for Public Works Plan Preparation* executed by Applicants and the Regional Office for advances for the preparation of plans provide that amounts advanced shall be repaid promptly when the construction of the public works planned is undertaken; provided, if construction of only a portion of the public work is undertaken, a proportionate amount of the advances shall be repaid as determined to be equitable by the Administrator. However, the Housing Act of 1954 was further amended by Section 6 of the Public Works Acceleration Act, P.L. 87-658, to provide that no advance or portion thereof made under Section 702 for the planning of any public works project shall be required to be repaid if construction of such project is initiated as a result of a grant-in-aid made under the Public Works Acceleration Act.

When it has been determined that the repayment of a planning advance is not required the Regional Administrator will issue a letter notifying the Applicant that since construction was started as a result of an Accelerated Public Works grant it is relieved of liability for repaying the planning advance (or portion). A copy of the letter will be furnished to the Administrative Division and to the Division of Finance and Accounts.

Upon receipt in the Administrative Division of a copy of the Regional Administrator's letter, the planning advance, or applicable portion thereof, shall be written off on the basis of a *Journal Voucher*, S. F. 1017G, prepared in accordance with Exhibit A. See also Transaction No. 12, Section 7-14-15. For the postings to be made to the *Project Record* refer to the instructions in Section 7-14-11 under the heading *Subsidiary Ledger—Project Record*.

In those instances where the Applicant has not been relieved of liability for repayment of the advance, or where repayment of only a portion of the advance has been waived, the Administrative Division shall bill the Applicant for the repayment due when notice is received that construction has started.

For each billing, an original and four copies of Form H-216, *Invoice*, shall be prepared and distributed as follows:

- (1) The original and duplicate shall be mailed to the Applicant.
- (2) The triplicate shall be used to establish the receivable, then placed in the appropriate Fiscal Project File (see Section 7-1-3).

- (3) The quadruplicate shall be furnished the Regional Director of Community Facilities.
- (4) The quintuplicate shall be retained in a pending file for follow-up purposes, for matching with the remittance when received, then marked Paid and placed in the appropriate Fiscal Project File as evidence that the collection was received.

The bill shall cite the date and amount of each advance and shall indicate that repayment is due the Government under the provisions of Section 702(c) of the Housing Act of 1954 as amended, and the Agreement between the Applicant and the Government. Each billing shall be recorded in the General Ledger in accordance with Transaction No. 3, Section 7-14-15, and in the Subsidiary Ledger as provided in the instructions in Section 7-14-11 under the caption Subsidiary Ledger—Project Record.

EXHIBIT A

Stock Form No. 1017G
9 GAO 1030
1017-805

JOURNAL VOUCHER

J. V. No.

Date

REFERENCE	EXPLANATION	DEBIT	CREDIT
Program of Advances for Public Works Planning 86X4113			
Name of Applicant _____ Address _____ Project No. _____ Agreement No. _____			
<u>General Ledger Posting</u>			
321.41	Cumulative Planning Advances Written Off - Public Works Acceleration Act	\$ xxxx	
191.12	Planning Advances		\$ xxxx
<u>Subsidiary Ledger - Project Record Posting</u>			
Column 18		\$ xxxx	
To write off planning advance for Public Works Planning, as supported by copy of Regional Administrator's letter to Applicant dated _____, 19__, in accordance with the provisions of the Public Works Acceleration Act.			
TOTAL,			

Prepared by (Signature)
 Approved by (Signature)
 (Title) (Title)

Section 7

INTEREST ON DELINQUENT ACCOUNTS

Interest shall be accrued as of the end of each quarterly period (March 31, June 30, September 30 and December 31) in accordance with Section 7-1-4, at 4 per cent per annum on each past due account receivable. Interest normally shall be accrued quarterly, however, it will often be necessary to accrue interest on an individual account in connection with collection of the account by payment.

A *Journal Voucher*, SF 1017G, shall be prepared in accordance with Exhibit A for the purpose of recording accrued interest on past due accounts for which formal demands have been issued. The beginning date for the initial interest accrual on each account is the date of the Formal Demand for Repayment as prescribed in program procedures and interest shall be accrued on each such account up to but not including the date on which repayment is mailed by the Applicant. The date of repayment is further described in Section 7-14-8. The amounts accrued on each project shall be listed and the entries posted to the General Ledger and the *Project Records* in the manner indicated on Exhibit A.

An *Inter Office Transfer Voucher* shall be prepared at the close of each fiscal year transferring the amount of interest earned on past due accounts receivable to the Division of Finance and Accounts in accordance with Exhibit B.

EXHIBIT A

Stock Form No. 1017G
9 GAO 1039
1017-805

JOURNAL VOUCHER

J. V. No.

Date

REFERENCE	EXPLANATION	DEBIT	CREDIT
	Program of Advances for Public Works Planning 86X4113		
<u>General Ledger Posting</u>			
121.48	Accrued Interest Receivable - Accounts Receivable	\$ XXXX	
411.48	Interest Earned - Accounts Receivable		\$ XXXX
<u>Subsidiary Ledger - Project Record Posting</u>			
<u>Project No.</u>	<u>Principal</u> <u>Days</u> <u>Rate</u> <u>Accrual</u>		
			\$
	(List)		
	Total		<u>\$ XXXX</u>
To record the accrued interest and interest earned during the quarter ended _____, 19__ on past due Accounts Receivable.			
	TOTAL,		

Prepared by (Signature) Approved by (Signature)
..... (Title) (Title)

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			NOT RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			NOT RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS Program of Advances for Public Works Planning <u>86x4113</u> To transfer the amount of interest earned on past due accounts receivable during the fiscal year ended June 30, 19__ to the Division of Finance and Accounts.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
411.48	331.51	\$ xxxx			
(See Transaction No. 13, Section 7-14-15)					
SIGNATURE			SIGNATURE		

FHLEB-Washington, D. C.

Section 8

COLLECTIONS

All amounts collected (usually in the form of checks from Applicants in payment of accounts and interest thereon) shall be deposited in the nearest Federal Reserve Bank or Branch for credit to the revolving fund symbol 86X4113. For the procedure to be followed in depositing collections and for the preparation and distribution of related *Certificates of Deposit*, refer to Section 7-1-2.

The effective date of a collection (date of repayment) shall be the date on which a check is mailed by an Applicant in payment of an account, as evidenced by the postmark on the envelope in which the check is mailed to the Regional Office, irrespective of the date when the check is received in the Regional Office. Such envelopes shall be retained and attached to the posting copies of related *Certificates of Deposit*.

Whenever a partial payment is received, the amount of the payment shall be applied first to the interest due and any balance remaining shall then be applied against the principal amount outstanding.

All collections, including those received during the closing business hours of the accounting period (month), shall be recorded in the month in which received.

Collections of billed and unbilled accounts and accrued interest thereon, if any, shall be recorded in the General Ledger in accordance with Transaction No. 4, 5 or 7, Section 7-14-15, as appropriate. The subsidiary *Project Records* shall be posted on the basis of information shown on the reverse of *Certificates of Deposit*, fully identifying the transactions. (Refer to the instructions in Section 7-14-11 under the caption Subsidiary Ledger—Project Record.)

Section 9

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust Account 101.12 Cash by removing therefrom those transactions which have not been accomplished. Such adjustments shall be made on the basis of journal entries and shall be recorded as follows :

- (1) Adjustments for the amount of collections in transit, including collections received during the closing business hours of the month, shall be recorded in the General Ledger in accordance with Transaction No. 9, Section 7-14-15 and such entries shall be reversed at the beginning of the following month in accordance with Transaction No. 10.
- (2) Adjustments for the amount of unaccomplished disbursements shall be recorded in the General Ledger and the subsidiary *Project Record* by reversing the original entries made in the accounts on the basis of the certified disbursement documents. At the beginning of the following month, adjustments shall be made restoring the original entries.

Section 10

UNCOLLECTIBLE ACCOUNTS RECEIVABLE

If an account receivable is not paid in full within 60 days of the date of the bill, the Regional Director of Administration shall refer the account to the Regional Counsel for action in accordance with applicable program procedures. Except in special cases, such procedures require issuance of a formal demand letter and referral of the account to the Central Office if payment is not received within 60 days after issuance of the demand letter.

The Regional Office will be advised of the action taken by the Community Facilities Commissioner. Upon receipt of notification that the uncollected account has been submitted to the Comptroller General, the Regional Office shall prepare an *Inter Office Transfer Voucher* in accordance with Exhibit A transferring the account to the Division of Finance and Accounts, together with related interest accrued through the quarterly period ended prior to submission to the Comptroller General. (Refer to Transaction No. 11, Section 7-14-15, for the entries to be made in the General Ledger. Also see the instructions in Section 7-14-11 under the caption Subsidiary Ledger—Project Record, for the entries to be made in such record.) Each *Inter Office Transfer Voucher* transferring an account to the Division of Finance and Accounts shall be supported and accompanied by an original and two copies of Form H-239, *Record of Receivable Transferred to Central Office*. A chronological file of Forms H-239 shall be maintained in the Regional Office.

In the event a payment is received by the Regional Office of a receivable which has been transferred to the Division of Finance and Accounts, the Regional Office shall forward such remittance to the Division of Finance and Accounts for deposit.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (9-51) TRANS. VOUCHER NO. DATE ISSUED			
ISSUING OFFICE			MONTH RECORDED			
(Location of Regional Office)						
RECEIVING OFFICE			MONTH RECORDED			
Washington, D. C.						
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS PROGRAM OF ADVANCES FOR PUBLIC WORKS PLANNING <u>86X4113</u>						
To transfer to the Division of Finance and Accounts uncollectible account(s) receivable and related interest accounts as supported by Forms H-239 and as detailed below in accordance with advice that the account(s) were submitted to the Comptroller General on _____, 19____.						
<u>Project Number</u>	<u>Amount of Receivable</u>	<u>Amount of Accrued Interest Receivable</u>	<u>Interest Accrued through (date)</u>	<u>Current Fiscal Year Interest Earnings</u>		
\$	\$	\$	\$	\$		
(List)						
Total	<u>\$ xxxxx</u>	<u>\$ xxxxx</u>	<u>\$ xxxxx</u>	<u>\$ xxxxx</u>		
ISSUING OFFICE			RECEIVING OFFICE			
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER			
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT	
331.51 411.48	131.11 121.48	\$ xxxxx xxxxx xxxxx xxxxx				
(See Transaction No. 11, Section 7-14-15)						
SIGNATURE			SIGNATURE			

FHBB-Washington, D. C.

8/13/64



Section 11

BOOKS AND RECORDS

A General Ledger and individual project records shall be established and maintained. The posting media for General Ledger entries are identified in Section 7-14-15, Typical Transactions with Appropriate Entries, and for the project record entries in the instructions that follow for the maintenance of Form H-200.16, *Project Record*. After each document has been posted, a notation to that effect shall be made thereon. Such notation shall show the posting date and be initialed by the employee who posted the transaction. In the case of documents, such as an executed Form CFA-420, *Agreement for Public Works Plan Preparation*, and executed amendments thereof, the notation in each case shall be made on a small slip of paper which shall be stapled to the face sheet or the first page of the document. In the case of all other posting media, the notation may be made on the face of the document.

GENERAL LEDGER

SF 1014-Revised shall be used for the General Ledger. General Ledger accounts shall be established and maintained in accordance with the Chart and Description of General Ledger Accounts contained in Section 7-14-13 and 7-14-14, respectively. Refer to Typical Transactions with Appropriate Entries (Section 7-14-15) for the documents which support General Ledger entries.

SUBSIDIARY LEDGER—ADVANCE PLANNING PROJECT RECORD

A separate *Project Record* (Exhibit A) shall be established upon receipt in the Regional Office of a fully executed Form CFA-11, *Fund Reservation Order*. Each individual *Project Record* established shall show the Region number, the Project number, the name and address of the Applicant and Agreement number when assigned. The information to be recorded on each *Project Record* shall be in accordance with the following instructions which have been numbered to correspond with the parenthetical numbers on Exhibit A:

- (1) Record entry date.
- (2) Enter effective date of:
 - (a) Form CFA-11, *Fund Reservation Order*.
 - (b) Form CFA-419, *Project Summary* (for revisions decreasing the reservation).

- (c) Form CFA-420, *Agreement for Public Works Plan Preparation.*
 - (d) Form CFA-432, *Approval of Planning Report and Payment.*
 - (e) Form SF 1166, *Voucher and Schedule of Payments.*
 - (f) Form SF 219, *Certificate of Deposit.*
 - (g) Form H-216, *Invoice.*
 - (h) Form H-219, *Inter Office Transfer Voucher.*
 - (i) Form SF 1017G, *Journal Voucher.*
 - (j) Letters from the Regional Director of Community Facilities to the Applicants canceling previously established reservations and, if applicable, canceling the approval and/or the agreement.
- (3) Enter the form number or otherwise identify the document which is the basis for the entry.

BLOCK A—RESERVATION

- (4) Enter the amount of an original reservation and increases in reservation as shown on Forms CFA-11.
- (5) Enter the amounts of decreases in reservation as shown on :
- (a) Forms CFA-11.
 - (b) Forms CFA-419 (revisions only). If an Agreement was previously executed do not record the decrease until the revised Agreement is executed and received.
 - (c) CFA-432 when amount disbursed is less than the amount of the executed Agreement.
 - (d) Letters from the Regional Director of Community Facilities to the Applicant:
 1. Concurring in the withdrawal of the application prior to execution of an Agreement.
 2. Agreeing to the termination of an executed Agreement.
 3. Terminating the Offer if an Agreement is not signed and returned by a specific date.
- (6) Entries in column (4) increase and entries in column (5) decrease the previous balance in this column.

BLOCK B—APPROVAL

- (4) Enter the amount of the planning advance approved as shown on Form CFA-419 or increases in the amount approved as shown on a revised CFA-419.

- (5) Enter the amount of decrease in the amount of the planning advance approved as shown on:
 - (a) Forms CFA-419 (revisions only). If an Agreement was previously executed do not record the decrease until the revised Agreement is executed and received.
 - (b) Form CFA-432 when the amount disbursed is less than the amount of the executed Agreement.
 - (c) Letters from the Regional Director of Community Facilities to the Applicant:
 1. Concurring in the withdrawal of the application prior to execution of an Agreement.
 2. Agreeing to the termination of an executed Agreement.
 3. Terminating the Offer if an Agreement is not signed and returned by a specific date.
- (6) Entries in column (4) increase and entries in column (5) decrease the previous balance in this column.

BLOCK C—AGREEMENT

- (4) Enter the amount of an original Agreement and increases in such amount as shown on Form CFA-420.
- (5) Enter the amount of decrease in the amount of an Agreement as shown on:
 - (a) Form CFA-420.
 - (b) Form CFA-432 when the amount disbursed is less than the amount of the executed Agreement.
 - (c) Letters from the Regional Director of Community Facilities to the Applicant agreeing to the termination of an executed Agreement.
- (6) Entries in column (4) increase and entries in column (5) decrease the previous balance in this column.

BLOCK D—INTEREST ON ACCOUNT RECEIVABLE

For interest on delinquent accounts see Section 7-14-7. Record the Rate, Factor, and Date of Formal Demand in the space provided in Block D.

- (7) Record entry date.
- (8) Enter the form number or otherwise identify the document which is the basis for the entry.
- (9) Enter date of Formal Demand as the beginning date of the interest period. (See Section 7-14-7.)
- (10) Enter the date through which the interest accrual is computed. (See Section 7-14-7.)

- (11) Enter the number of days covered by the interest accrual period.
- (12) Enter the amount of interest accrued for the accrual period as shown on the *Journal Voucher*.
- (13) Enter the amount of interest collected as shown on the *Certificate of Deposit*.
- (14) Enter the amount of accrued interest receivable transferred to the Division of Finance and Accounts as shown on the *Inter Office Transfer Voucher* and supporting *Record of Receivable Transferred to Central Office*.
- (15) Entries in column (12) increase and entries in columns (13) and (14) decrease the previous balance in this column.

BLOCK E—PLANNING ADVANCE—PRINCIPAL

Record in Block C, columns (1), (2) and (3) the Entry Date, Effective Date, and Reference to support the dollar amounts recorded in Block E, columns (16) through (20).

- (16) Enter the amount of planning advance disbursed as shown on the *Voucher and Schedule of Payments*.
- (17) Enter the amount of planning advance repaid as shown on the *Certificate of Deposit*.
- (18) Enter the amount of planning advance written off as shown on the *Journal Voucher* prepared on the basis of a letter to the Applicant from the Regional Director of Community Facilities relieving the Applicant of liability for the repayment of the advance or portion thereof.
- (19) Enter without parentheses the amount of planning advance transferred to the Division of Finance and Accounts as shown on the *Inter Office Transfer Voucher* and supporting *Record of Receivable Transferred to Central Office*.
- (20) Enter without parentheses the amount of planning advance billed as shown on the *Invoice*. If a billing has been made and there is a subsequent entry made in column (17), (18) or (19) the entry in such column decreases the previous balance in this column.
- (21) Entries in column (16) increase the previous balance in this column and if there has not been a billing indicated by an entry in column (20) and an entry is made in column (17), (18) or (19) the entry in such column decreases the previous balance in this column. The previous balance is also decreased when the amount in this column is billed and entered in column (20).
- (22) Entries in column C(4) increase and entries in column C(5) and column E(16) decrease the previous balance in this column.

EXHIBIT A

H-200.16
(5-64)

HOUSING AND HOME FINANCE AGENCY
PUBLIC WORKS PLANNING PROGRAM

PROJECT RECORD

Region No. _____ Project No. _____
Agreement No. _____

ENTRY DATE (1)	EFFECTIVE DATE (2)	REFERENCE (3)	INCREASE (4)	DECREASE (5)	NET TOTAL (6)	D. INTEREST ON ACCOUNT RECEIVABLE		NAME ADDRESS	COLLECTIONS (13)	TRANSFER TO CENTRAL OFFICE (14)	BALANCE (15)								
						RATE	FACTOR												
A. RESERVATION						DATE OF FORMAL DEMAND													
		REFERENCE (8)	FROM (9)	THRU (10)	ACCURAL DAYS (11)	AMOUNT (12)													
B. APPROVAL																			
C. AGREEMENT																			
E. PLANNING ADVANCE-PRINCIPAL						DISBURSEMENTS (16)		REPAYMENTS (17)		APM WRITE-OFF (18)		TRANSFER TO CENTRAL OFFICE (19)		BALANCE BILLED (20)		UNBILLED (21)		UNFINISHED COMMITMENT (22)	

FD-302 (Rev. 5-64)

Section 12

REPORTS

The reports described below shall be forwarded to the Division of Finance and Accounts in accordance with the instructions contained in Section 7-1-8, which specify the number of copies of each report required.

STATEMENT OF GENERAL LEDGER BALANCES

As of the end of each calendar quarter and after all entries for the quarter have been posted to the General Ledger the following reconciliations shall be made:

- (1) Reconcile Account 191.12 Planning Advances with the total of the balances in column (21) of all the *Project Record* cards.
- (2) Reconcile Account 131.11 Accounts Receivable with the total of the balances in column (20) of all the *Project Record* cards.
- (3) Reconcile Account 121.48 Accrued Interest Receivable—Accounts Receivable with the total of the balances in column (15) of all the *Project Record* cards.

A trial balance of General Ledger accounts shall then be taken and reported in the appropriate column of Form H-200.60, *Statement of General Ledger Balances*. As of June 30 of each year, a post-closing trial balance shall be submitted after fiscal year-end closing entries have been made.

MONTHLY ACTIVITY REPORTS

A photocopy shall be made at the end of each month of each *Project Record* on which an action document has been recorded during the month.

MONTHLY SUMMARY OF TRANSACTIONS

A *Monthly Summary of Transactions*, Form H-200.16A, Exhibit A, shall be prepared at the close of each month. The information to be entered thereon shall be in accordance with the following instructions and shall be obtained from a summarization by State of the current month's activity as shown on the photocopies of Forms H-200.16, *Project Record*, prepared at the end of the month. Transmit the *Monthly Summary of Transactions* to the Division of Finance and Accounts with the photocopies of the *Project Record* cards.

Pending revision of Form H-200.39, *Transmittal Check Sheet—Reports*, delete Form H-200.17, *Project Transcript*, and insert H-200.16 to the left of the box. Indicate the number of photocopies submitted. Also indicate that a Form H-200.16A, *Monthly Summary of Transactions*, is submitted.

State

Enter the name of each State in the Region.

Reservations

Increase (A4)

Summarize the increases in Reservations made during the month for the projects in each State and enter each State total in this column.

Decrease (A5)

Summarize the decreases in Reservations made during the month for the projects in each State and enter each State total in this column.

Net (A6)

Summarize the net increase and net decrease in Reservations in each State during the month. Enter a net increase without parentheses and a net decrease with parentheses. This amount should agree with the difference between the amounts entered in the Increase and Decrease columns for that State.

Approvals

Increase (B4)

Summarize the increases in Approvals made during the month for the projects in each State and enter each State total in this column.

Decrease (B5)

Summarize the decreases in Approvals made during the month for the projects in each State and enter each State total in this column.

Net (B6)

Summarize the net increase or net decrease in Approvals in each State during the month. Enter a net increase without parentheses and a net decrease with parentheses. This amount should agree with the difference between the amounts entered in the Increase and Decrease columns for that State.

Agreements

Increase (C4)

Summarize the increases in the Agreements made during the month

for the projects in each State and enter each State total in this column.

Decrease (C5)

Summarize the decreases in the Agreements made during the month for the projects in each State and enter each State total in this column.

Net (C6)

Summarize the net increase or net decrease in the Agreements in each State during the month. Enter a net increase without parentheses and a net decrease with parentheses. This amount should agree with the difference between the amounts entered in the Increase and Decrease columns.

Interest Collected (D13)

Summarize by State the total interest collected during the month on advances and enter each State total in this column.

Advances Disbursed (E16)

Summarize by State the total advances disbursed during the month and enter each State total in this column.

Advances Repaid (E17)

Summarize by State the total advances repaid during the month and enter each State total in this column.

APW Writeoff (E18)

Summarize by State the total advances which were written off during the month and enter each State total in this column.

Transfers to Central Office (E19)

Summarize by State the total advances which were transferred to the Division of Finance and Accounts during the month and enter each State total in this column.

Principal Balance**Billed (E20)**

Determine the increase or decrease in the billed balance applicable to each project in a State by deducting the prior month balance from the current month balance.

Summarize these increases and decreases and enter each State total in this column. Enter a net increase without parentheses and a net decrease with parentheses.

Unbilled (E21)

Determine the increase or decrease in the unbilled balance applicable to each project in a State by deducting the prior month balance from the current month balance.

Summarize these increases and decreases and enter each State total in this column. Enter a net increase without parentheses and a net decrease with parentheses.

Undisbursed Commitment (E22)

Determine the increase or decrease in the undisbursed commitment for each project in a State by deducting the prior month balance from the current month balance.

Summarize these increases and decreases by State and enter each State total in this column. Enter a net increase without parentheses and a net decrease with parentheses.

A net increase in this column should agree with :

- (1) The difference between the net increase in column (C6) and the increase in column (E16) whenever the net increase in column (C6) exceeds the increase in column (E16).

A net decrease in this column should agree with :

- (1) The difference between the increase in column (E16) and the net increase in column (C6) whenever the increase in column (E16) exceeds the net increase in column (C6), or
- (2) The sum of a net decrease in column (C6) and the net increase in column (E16).

Totals

Enter the totals for all columns. The total Net columns for Reservations, Approvals and Agreements should agree with the difference between the amounts entered in the increase and decrease totals for each of these respective sections. The total of column (E16) minus the sum of the totals in columns (E17), (E18), (E19) and (E20) should agree with the total in column (E21).

Monthly Reconciliation

- (1) Add the net increase or subtract the net decrease in column (E20) from the previous month balance in Account 131.11. The resulting amount should agree with the current month balance in that account.
- (2) Add the net increase or subtract the net decrease in column (E21) from the previous month balance in Account 191.12. The resulting amount should agree with the current month balance in that account.

Section 13

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
		ASSETS
101 Cash :		
	101.11	Cash in Transit
	101.12	Cash
121 Accrued Receivables :		
	121.48	Accrued Interest Receivable — Accounts Re- ceivable
131 Accounts and Notes Receivable :		
	131.11	Accounts Receivable
191 Other Assets :		
	191.12	Planning Advances
		CAPITAL
321 Unreserved Surplus (or Deficit) :		
	321.41	Cumulative Planning Advances Written Off— Public Works Acceleration Act
		INTEROFFICE CONTROL ACCOUNT
331 Real and Nominal Accounts :		
	331.51	Regional Office Books — Account with Central Office
		INCOME
411 Interest :		
	411.48	Interest Earned—Accounts Receivable

Section 14

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

This is a debit balance (asset) account maintained to show the amount of cash collections in transit at the end of each month.

Debit this account with:

9. Amount of cash collections in transit at the end of each month.

Credit this account with:

10. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

101.12 Cash

This is a debit balance (asset) account maintained to show the cash balance available for planning advance disbursements.

Debit this account with:

1. Amounts transferred from the Division of Finance and Accounts cash account.
4. Amounts of accounts receivable collected.
5. Amounts collected representing repayments of planning advances, not previously billed.
7. Amounts of accrued interest collected.
10. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

Credit this account with:

2. Amounts disbursed for planning advances.
8. Amounts of excess balance in Account 101.12 transferred to the Division of Finance and Accounts.
9. Amount of cash collections in transit at the end of each month.

121.48 Accrued Interest Receivable—Accounts Receivable

This is a debit balance (asset) account maintained to show the amount of accrued interest due the Government in connection with delinquent accounts receivable. Each Form H-200.16, *Project Record*, is a subsidiary record to this account.

Debit this account with:

6. Amounts of interest accrued on past due accounts receivable.

Credit this account with:

7. Amounts of accrued interest collected.
11. Amounts of uncollectible accrued interest receivable transferred to the Division of Finance and Accounts upon receipt of notice of submission to the Comptroller General.

131.11 Accounts Receivable

This is a debit balance (asset) account maintained to show the outstanding balance of amounts advanced for public works planning due the Government because construction has been undertaken and in connection with which bills have been rendered. Each Form H-200.16, *Project Record*, is a subsidiary record to this account.

Debit this account with:

3. Amounts of bills rendered for repayments due.

Credit this account with:

4. Amounts of accounts receivable collected.
11. Amounts of uncollectible accounts receivable transferred to the Division of Finance and Accounts upon receipt of notice of submission to the Comptroller General.

191.12 Planning Advances

This is a debit balance (asset) account maintained to show transactions applicable to advances for public works planning. The debit balance of this account represents the total outstanding amount of advances not yet repayable to the Government because construction has not been undertaken. Each Form H-200.16, *Project Record*, is a subsidiary record to this account.

Debit this account with:

2. Amounts disbursed for planning advances.

Credit this account with:

3. Amounts of bills rendered covering repayments due.
5. Amounts collected representing repayments of planning advances not previously billed.
12. Amounts of advances written off in accordance with the provisions of the Public Works Acceleration Act.

321.41 Cumulative Planning Advances Written Off—Public Work Acceleration Act

This is a debit balance (capital) account maintained to show the cumulative amount of advances for public works planning which have

been written off because construction of the related projects has been initiated as a result of a grant-in-aid made under the Public Works Acceleration Act.

Debit this account with :

12. Amounts of advances written off in accordance with the provisions of the Public Works Acceleration Act.

Credit this account with :

331.51 Regional Office Books—Account With Central Office

This is a Regional interoffice control account maintained to show transfer transactions between the Division of Finance and Accounts and the Regional Office.

Debit this account with :

8. Amounts of excess balance in Account 101.12 transferred to the Division of Finance and Accounts.
11. Amounts of uncollectible accounts receivable and accrued interest receivable and related current fiscal year interest earnings transferred to the Division of Finance and Accounts upon receipt of notice of submission to the Comptroller General.

Credit this account with :

1. Amounts transferred from the Division of Finance and Accounts cash account.
13. Amount of interest earned transferred to the Division of Finance and Accounts at the close of each fiscal year.

411.48 Interest Earned—Accounts Receivable

This is a credit balance (income) account maintained to show the amount of interest earned on past due accounts receivable.

Debit this account with :

11. Amounts of current fiscal year interest earnings transferred to the Division of Finance and Accounts upon receipt of notice of submission to the Comptroller General.
13. Amount of interest earned transferred to the Division of Finance and Accounts at the close of each fiscal year.

Credit this account with :

6. Amounts of interest accrued on past due accounts receivable.

Section 15

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Transaction Number	Description	Dr.	Cr.	Title of Account
1.	Amounts transferred from the Division of Finance and Accounts cash account. Posting media: <i>Inter Office Transfer Vouchers.</i>	101.12	331.51	Cash. Regional Office Books—Account with Central Office.
2.	Amounts disbursed for planning advances. Posting media: <i>Vouchers and Schedules of Payments.</i>	191.12	101.12	Planning Advances. Cash.
3.	Amounts of bills rendered covering repayments due. Posting media: <i>Invoices.</i>	131.11	191.12	Accounts Receivable. Planning Advances.
4.	Amounts of accounts receivable collected. Posting media: <i>Certificates of Deposit.</i>	101.12	131.11	Cash. Accounts Receivable.
5.	Amounts collected representing repayments of planning advances, not previously billed. Posting media: <i>Certificates of Deposit.</i>	101.12	191.12	Cash. Planning Advances.
6.	Amounts of interest accrued on past due accounts receivable. Posting media: <i>Journal Vouchers.</i>	121.48	411.48	Accrued Interest Receivable—Accounts Receivable. Interest Earned—Accounts Receivable.
7.	Amounts of accrued interest collected. Posting media: <i>Certificates of Deposit.</i>	101.12	121.48	Cash. Accrued Interest Receivable—Accounts Receivable
8.	Amounts of excess balance in Account 101.12 transferred to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	101.12	Regional Office Books—Account with Central Office. Cash.

Transaction Number	Description	Dr.	Cr.	Title of Account
9.	Amount of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11	101.12	Cash in Transit. Cash.
10.	Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month. Posting media: <i>Journal Vouchers</i> .	101.12	101.11	Cash. Cash in Transit.
11.	Amounts of uncollectible accounts receivable and accrued interest receivable and related current fiscal year interest earnings transferred to the Division of Finance and Accounts upon receipt of notice of submission to the Comptroller General. Posting media: <i>Inter Office Transfer Vouchers</i> .	331.51 411.48	131.11 121.48	Regional Office Books —Account with Central Office. Interest Earned—Accounts Receivable. Accounts Receivable. Accrued Interest Receivable—Accounts Receivable.
12.	Amounts of advances written off in accordance with the provisions of the Public Works Acceleration Act. Posting media: <i>Journal Vouchers</i> .	321.41	191.12	Cumulative Planning Advances Written Off —Public Works Acceleration Act. Planning Advances.
13.	Amount of interest earned transferred to the Division of Finance and Accounts at the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers</i> .	411.48	331.51	Interest Earned—Accounts Receivable. Regional Office Books —Account with Central Office.

7-15
FEDERAL SCHOOL
CONSTRUCTION



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements applicable to the program for the construction of schools under Public Law 815, 81st Congress, as amended. Program policies and procedures are contained in other releases.

The General Ledger accounts, the Project Allotment Ledger, and the Regional Allotment Ledger and Project Record for nonadministrative staff expenses shall be established and maintained in accordance with the detailed instructions contained in Section 7-15-9. The accounting system provides for decentralized accounts on the branch office principle. Controlling accounts with each Regional Office are maintained in the Central Office Division of Finance and Accounts, and contra-controlling accounts are maintained on the Regional Office books.

The Allotment Ledger for program funds by account symbol will be maintained on a project basis to record the allotments made for a project, the obligations incurred thereagainst as shown by executed contracts and contract amendments, obligations liquidated, and net disbursement vouchers. For nonadministrative staff expenses, a separate Allotment Ledger by account symbol will be maintained on a Regional basis rather than on a project basis to record the Regional allotments made for nonadministrative staff expenses, the obligations incurred thereagainst for Government field inspection, obligations liquidated, and net disbursement vouchers. A project ledger will be maintained by account symbol for nonadministrative staff expenses to record obligations incurred, obligations liquidated, and net disbursement vouchers for each individual project.

Section 2

TRANSACTIONS BETWEEN OFFICES

All transactions between the Division of Finance and Accounts and the Regional Offices shall be supported by Forms H-219, *Inter Office Transfer Voucher*, which shall be prepared in duplicate by the originating office and shall be forwarded in sufficient time to permit entry in the accounts of the receiving office on or before the end of the month. Except as provided in Section 7-15-4 the original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. Forms H-219 transmitted to the Central Office shall be addressed to the Division of Finance and Accounts. Regional Offices located west of the Mississippi River shall forward such documents by airmail.

Section 3

ALLOTMENTS

All allotments and revisions thereof will be issued on Form H-158, *Advice of Allotment*, over the signature of the Director, Division of Budget and Management, or his designee. Original allotment advices are forwarded to Regional Offices through the Division of Finance and Accounts, for recording in the appropriate Project Allotment Ledger or Regional Allotment Ledger—Nonadministrative Staff Expenses.

Allotments of program funds (as distinguished from funds available for nonadministrative staff expenses), will be made for each individual project, in the amount of the approved project cost estimate, less the amount included in such estimate for nonadministrative staff expenses. (See Exhibit A.)

Allotments of funds for nonadministrative staff expenses will be made quarterly or as needed on a Regional and program basis without regard to individual projects. (See Exhibit B.)

When a school is completed and is ready to be transferred to the Office of Education, the Division of Budget and Management will issue a revised *Advice of Allotment* rescinding the unused portion of the allotment for that project. (See Exhibit C.)

EXHIBIT A

H-158 (10-51)				HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			
ADVICE OF ALLOTMENT							
ALLOTMENT TO (Name and Location) M. L. Crawford Regional Administrator, Region X			ADVICE NUMBER DATE PERIOD COVERED				
DESCRIPTION			CURRENT ALLOTMENT	CHANGE AUTHORIZED	NEW ALLOTMENT		
86-75X0284 Assistance for School Construction, Office of Education (Transfer to Housing and Home Finance Agency) <u>Program Funds</u> Project No. Project Name			\$106,000	\$106,000	\$106,000		
REMARKS: The above allotment is for contracts only and excludes \$5,000.00 withheld for nonadministrative supervision.							
APPROVED BY:							
_____ (Signature)			_____ (Title)				

8971-128, Washington, D. C.

EXHIBIT B

H-158 (10-51)				HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			
ADVICE OF ALLOTMENT							
ALLOTMENT TO (Name and Location)			ADVICE NUMBER				
M. L. Crawford Regional Administrator, Region X			DATE				
			PERIOD COVERED				
DESCRIPTION		CURRENT ALLOTMENT	CHANGE AUTHORIZED	NEW ALLOTMENT			
86-75X0284 Assistance for School Construction, Office of Education (Transfer to Housing and Home Finance Agency)							
Nonadministrative Supervision			\$35,000	\$35,000			
REMARKS:							
APPROVED BY:							
_____ (Signature)			_____ (Title)				

8072-1020, Washington, D. C.

EXHIBIT C

H-158 (10-51)		HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		
ADVICE OF ALLOTMENT				
ALLOTMENT TO (Name and Location) M. L. Crawford Regional Administrator, Region X		ADVICE NUMBER DATE PERIOD COVERED		
DESCRIPTION	CURRENT ALLOTMENT	CHANGE AUTHORIZED	NEW ALLOTMENT	
86-75X0284 Assistance for School Construction, Office of Education (Transfer to Housing and Home Finance Agency) <u>Program Funds</u> Project No. Project Name	\$297,250.00	- \$14,609.89	\$282,640.11	
REMARKS: Recission of unused portion of allotment in accordance with final report on the above project.				
APPROVED BY:				
_____ (Signature)		_____ (Title)		
<small>HOFF-1120, Washington, D. C.</small>				

Section 4

FUNDS

The following symbol and title have been assigned by the Treasury Department to the transfer appropriation account under which funds are made available to this Agency for the School Construction Program:

Symbol	Title	Activity
86-75X0284	Assistance for School Construction, Office of Education (Transfer to Housing and Home Finance Agency)	

Amounts will be transferred from the Division of Finance and Accounts cash account to Regional Office cash accounts on a program, rather than a project basis, to cover anticipated Regional Office disbursements for a 60-day period. When funds are needed for disbursement, the Regional Office shall prepare the original and one copy of an *Inter Office Transfer Voucher* in accordance with Exhibit A, complete with the voucher number and the date issued. The copy shall be mailed to the Division of Finance and Accounts on the same date as that shown in the Date Issued block on the form. The retained original shall be considered as accomplished and shall serve as the basis for recording the transfer in the General Ledger in accordance with Transaction No. 1, Section 7-15-13.

If excess amounts of cash balance are returned to the Division of Finance and Accounts, such transfers shall be effected by *Inter Office Transfer Vouchers* prepared by the Regional Office in the usual manner. The entries thereon shall be recorded in the General Ledger in accordance with Transaction No. 2, Section 7-15-13.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. X - 62 - 97 DATE ISSUED April 2, 19__		
ISSUING OFFICE Washington, D. C. (Prepared by Regional Office)			MONTH RECORDED		
RECEIVING OFFICE (Location of Regional Office)			MONTH RECORDED April		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
FEDERAL SCHOOL CONSTRUCTION PROGRAM <u>86-75X0284</u>					
To transfer disbursing funds as follows:					
			Estimated disbursements through May 31, 19__	\$200,000.00	
			Cash balance, Account 101.12 as of the close of business March 31, 19__	<u>50,000.00</u>	
			Amount to be transferred	<u>\$150,000.00</u>	
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
			(See Transaction No. 1, Section 7-15-13).		
SIGNATURE			SIGNATURE		

Section 5

OBLIGATIONS

Program Fund Obligations

An executed architectural, engineering, construction, or equipment contract, or a *Contract Change Order*, Form CFA-202, which involves an increase in project costs, all create obligations against an allotment of program funds made for a specific project. Also *Purchase Orders*, Form H-35, or other documents which impose liabilities upon the Government for future payments, represent obligations against such allotment.

Prior to the execution of any contract, or the issuance of a *Contract Change Order* involving an increase in project costs, a prevalidation of funds will be secured on Form CFA-811 or by teletype¹ in accordance with program procedures. All such prevalidations of funds shall be recorded promptly in the Obligations Incurred column of the appropriate Project Allotment Ledger (see Section 7-15-9). The word *Prevalidated* shall be shown in pencil above the prevalidated amount. Such prevalidated amount shall be reviewed at least monthly to assure that an executed contract or other confirming document is received. The word *Prevalidated* shall be erased when the executed contract or change order is received and the number and date of execution of the contract or change order shall be shown on the same line in the Description column of the Project Allotment Ledger.

Prevalidations shall be excluded from all reports submitted.

With respect to obligations created by the issuance of *Purchase Orders* or other administratively approved documents, it must be determined that funds are available within the project allotment of program funds prior to the release thereof. Such obligations shall also be recorded promptly in the appropriate Project Allotment Ledger.

Nonadministrative Expense Obligations

For a discussion of engineering supervision and inspection at the site of school projects see Section 3-4-2.² Obligations covering such costs shall be recorded to the appropriate Regional Allotment Ledger-Nonadministrative Staff Expenses and to the subsidiary Project Ledger-Nonadministrative Staff Expenses, currently as such obligations are incurred. As a safeguard against incurring obligations for a particular project in excess of the amount included in the approved project cost

¹ Applies to Region VI (Seattle Area Office) and Region VII, in urgent cases.

² Section 3-4-2 attached to Regional Circular No. 524.

estimate for nonadministrative supervision, the Community Facilities Commissioner shall be advised whenever it appears that such amount will not be sufficient to cover all nonadministrative supervision cost applicable to the project. Such advice shall include information as to amounts in other budgeted line-items available for transfer to non-administrative supervision, or whether additional funds are required from the Office of Education.

Section 6

DISBURSEMENTS

Each disbursement must be supported by a fully executed contract on file in the Regional Office. No disbursement shall be made until the amount of such contract has been established as an obligation against the allotment received for the project and unless the balance in Account 101.12 Cash is sufficient to cover the transaction. The requirements for disbursements under the program are summarized as follows:

- (1) Basic documents (original and copies) ; such as, S.F. 1034, *Public Voucher for Purchases and Services Other than Personal*, supported by Form CFA-208, *Periodic Estimate for Partial Payment*, or other similar forms and supporting attachments, will be received in the Administrative Branch.
- (2) The basic document and attachments shall be examined in the Administrative Branch against the related contract to ascertain if all requirements are fulfilled and whether the disbursement is proper. It shall be determined (a) that the amount of the undisbursed commitment under the contract is not less than the proposed disbursement, (b) that all terms and conditions of the contract have been met, (c) that all required approvals by Regional Office personnel have been indicated, and (d) that the transaction is proper and correct in every respect.
- (3) After determining that the proposed disbursement is in order, a *Voucher and Schedule of Payments*, S.F. 1166, shall be prepared, certified, and submitted to the Treasury Regional Office, requesting that a check be drawn and delivered in accordance with the instructions thereon. The instructions in Section 7-1-5 with respect to the processing, numbering and filing of disbursement documents shall be followed.

Contract disbursements and disbursements covering nonadministrative supervision costs shall be recorded in the General Ledger in accordance with Transaction No. 3, Section 7-15-13. Such disbursements shall also be recorded in the allotment and subsidiary ledgers as follows:

- (1) Program disbursements shall be recorded in the appropriate Project Allotment Ledger.
- (2) Disbursements covering nonadministrative supervision costs shall be recorded in the Regional Allotment Ledger—Nonadministrative Staff Expenses and in the appropriate Project Ledger—Non-administrative Staff Expenses.

Section 7

TRANSFER OF COMPLETED PROJECTS

Upon completion, custody of a project is transferred to the Office of Education, as described in Part 5 of Volume VI. Prior to such transfer, action on the part of the Regional Office is required as outlined below:

- (1) When all obligations applicable to a project have been paid and when the unused portion of the allotment for that project has been rescinded (see Section 7-15-3), the amount of costs, including the related amount of nonadministrative staff expenses, shall be transferred on the basis of a *Journal Voucher* prepared in the Regional Office (see Exhibit A) from Account 151.11 Land, Structures and Equipment—Construction in Progress to Account 151.12 Land, Structures and Equipment—Completed Construction Projects, in accordance with Transaction No. 4, Section 7-15-13.
- (2) The total cost value of the completed project shall then be transferred to the Division of Finance and Accounts in accordance with Transaction No. 5. Such transfer shall be accomplished by *Inter Office Transfer Voucher* prepared by the Regional Office (see Exhibit B).

EXHIBIT A

Standard Form No. 1017G
9 XAO 100
1017-804

JOURNAL VOUCHER

J. V. No.

Date

REFERENCE	EXPLANATION	DEBIT	CREDIT
	<u>Federal School Construction Program</u> <u>86-75X0284</u>		
	<u>General Ledger Posting</u>		
151.12	Land, Structures and Equipment - Completed Construction Projects	\$535,534.68	
151.11	Land, Structures and Equipment - Construction in Progress		\$535,534.68
	To transfer the total cost value (including nonadministrative staff expenses) of completed Project No. _____ (name) to Account 151.12. All obligations with respect to the project have been paid and the unused portion of the allotment has been rescinded.		
	TOTAL,		

Prepared by (Signature) Approved by (Signature)

..... (Title) (Title)

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS Federal School Construction Program <u>86-75X0284</u>					
To transfer the total cost value of completed Project No. _____ Name _____ to the Division of Finance and Accounts:					
		Costs paid from program funds	\$532,535.69		
		Nonadministrative staff expenses	<u>2,998.99</u>		
		Total cost of completed project	<u>\$535,534.68</u>		
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	151.12	\$535,534.68			
(See Transaction No. 5, Section 7-15-13)					
SIGNATURE			SIGNATURE		

Section 8

ADJUSTMENT OF CASH ACCOUNT

At the end of each month, Regional Offices shall adjust Account 101.12 Cash, by removing therefrom those disbursement transactions which have not been accomplished by the Treasury Regional Office. Such adjustment shall be made on the basis of a journal entry in accordance with Transaction No. 6, Section 7-15-13. At the beginning of the following month, such adjustment shall be reversed by journal entry, in accordance with Transaction No. 7.

Section 9

BOOKS AND RECORDS

General Ledger

A General Ledger for each fund shall be maintained on S.F. 1014 in accordance with the Chart and Description of General Ledger Accounts contained in Sections 7-15-11 and 7-15-12, respectively. Refer to Typical Transactions with Appropriate Entries (Section 7-15-13) for the documents which support General Ledger entries.

Allotment and Project Ledgers

Project Allotment Ledgers, Regional Allotment Ledgers—Nonadministrative Staff Expenses and Project Ledgers—Nonadministrative Staff Expenses, shall be maintained on S.F. 1015, as described below:

- (1) A separate Project Allotment Ledger (see Exhibit A) shall be maintained for each fund for the purpose of recording by project each allotment, obligation, liquidation, and net disbursement voucher applicable to that project, with the exception of those transactions pertaining to nonadministrative supervision. The columns of each individual project record therein shall be totaled at the end of each month and the balance in the column, Unobligated Balance of Allotment, brought down to arrive at cumulative figures to date for the project. If all entries and computations are correct, the cumulative totals of Obligations Liquidated and Allotments, minus cumulative totals of Net Disbursement Vouchers and Obligations Incurred will equal the Unobligated Balance of Allotment at the end of the month.
- (2) A separate Regional Allotment Ledger—Nonadministrative Staff Expenses (see Exhibit B), shall be maintained for each fund for the purpose of recording for the Region as a whole (without reference to individual project) allotments, obligations, liquidations, and net disbursement vouchers. At the end of each month, the Regional Allotment Ledger shall be totaled and reconciled in the same manner as indicated in (1) above to arrive at cumulative figures to date for the Region.
- (3) A separate Project Ledger—Nonadministrative Staff Expenses (see Exhibit C), shall be maintained for each fund for the purpose of recording obligations, liquidations, and net disbursement vouchers for each individual project. Since allotments for non-administrative supervision are made on a Regional basis, allotments for individual projects cannot be recorded therein. This

ledger serves as a subsidiary record to the related Regional Allotment Ledger—Nonadministrative Staff Expenses. The columns of each individual project record shall be totaled at the end of each month and such totals added to arrive at cumulative figures for the Region. The cumulative figures for the Region shall then be reconciled with the corresponding columnar totals in the related Regional Allotment Ledger—Nonadministrative Staff Expenses.

Section 10

REPORTS

The reports described below shall be forwarded to the Division of Finance and Accounts in accordance with Section 7-1-8, which specifies the number of copies of each report required.

STATEMENT OF GENERAL LEDGER BALANCES

As of the end of each month, after all postings for the month have been made, a trial balance of General Ledger accounts shall be taken and reported on Form H-200.60, *Statement of General Ledger Balances*.

ALLOTMENT LEDGER SUMMARIES

An Allotment Ledger Summary shall be prepared as of the end of each month in accordance with Exhibit A. Data for these summaries shall be obtained from the individual Project Allotment Ledgers.

An Allotment Ledger Summary shall also be prepared as of the end of each month for nonadministrative staff expenses in accordance with Exhibit B. Detailed information for each individual project shall be obtained from the Project Ledgers—Nonadministrative Staff Expenses. Summarization data shall be obtained from the Regional Allotment Ledger—Nonadministrative Staff Expenses.

EXHIBIT B

ALLOTMENT LEDGER
Standard Form No. 1013
5010-103

FEDERAL SCHOOL CONSTRUCTION PROGRAM
56-TX023L

Sheet No. _____

Region No. _____ Allotment Ledger Summary - Nonadministrative Staff Expenses

Location _____

Period ending _____

DATE OF ENTRY	REFERENCE NO.	SUBSCRIPTION	NET DISBURSEMENT VOUCHERS (1)	COLLECTIONS		ALLOTMENTS (4)	UNAPPORTIONED ALLOTMENT (5)
				Levied (2)	Received (3)		
a		Totals Completed Projects Previously Reported (Totals for completed projects as shown on line c, prior report)					
b		Projects Completed During Month (list): Project No.					
c		Totals Projects Completed End of Month (Line a, plus amounts for Projects listed under line b)					
d		Projects Not Completed (list): Project No. Project No. Project No.					
e		Totals Projects Not Completed (Totals for Projects listed under line d)					
f		Cumulative Totals to Date (All Projects) (Line c, plus line e)					
		SUMMARY					
g		Cumulative Totals to Date (From Regional Allotment Ledger - Nonadministrative Staff Expenses)					
h		Less: Previous Cumulative Totals (Cumulative Totals end of prior month from line g, prior report)					
i		Current Month Totals (Line g, minus line h)					
		1/ The totals shown on line f in columns (1), (2) and (3) must agree with the amounts shown in these columns on line g.					
		2/ Columns (4) and (5) can be used only for the purpose of the SUMMARY since such information is not available on a Project Basis.					
							19
							Date submitted
							Certified correct

Section 11

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
ASSETS		
101 Cash :	101.12	Cash
151 Land, Structures and Equipment :	151.11	Land, Structures and Equipment—Construction in Progress
	151.12	Land, Structures and Equipment—Completed Construction Projects
LIABILITIES		
201 Accounts Payable :	201.11	Accounts Payable
INTEROFFICE CONTROL ACCOUNTS		
331 Real and Nominal Accounts :	331.51	Regional Office Books—Account with Central Office

Section 12

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.12 Cash

This is a debit balance (asset) account maintained to show the unexpended cash balance available to the Regional Office for disbursing purposes.

Debit this account with:

Credit this account with:

- | | |
|--|---|
| 1. Amounts transferred from the Division of Finance and Accounts cash account. | 2. Amounts of excess cash balance returned to the Division of Finance and Accounts. |
| 6. Amounts of unaccomplished disbursing documents at the end of each month. | 3. Amounts of vouchers scheduled for payment. |
| | 7. Amount of balance in Account 201.11 at the beginning of each month. |

151.11 Land, Structures and Equipment—Construction in Progress

This is a debit balance (asset) account maintained to record project progress payments. The debit balance of this account represents the total cost value of projects not completed.

Debit this account with:

Credit this account with:

- | | |
|---|---|
| 3. Amounts of vouchers scheduled for payment. | 4. Cost value of projects when completed. |
|---|---|

151.12 Land, Structures and Equipment—Completed Construction Projects

This is a debit balance (asset) account maintained to record the cost value of completed projects and the transfer of such costs to the Division of Finance and Accounts.

Debit this account with:

Credit this account with:

- | | |
|---|--|
| 4. Cost value of projects when completed. | 5. Cost value of completed projects transferred to the Division of Finance and Accounts. |
|---|--|

201.11 Accounts Payable

This is a credit balance (liability) account maintained to show at the end of each month the amount of cash disbursements which have not been accomplished by the Treasury Regional Office.

Debit this account with:

Credit this account with:

- | | |
|--|---|
| 7. Amount of balance in Account 201.11 at the beginning of each month. | 6. Amounts of unaccomplished disbursing documents at the end of each month. |
|--|---|

331.51 Regional Office Books—Account with Central Office

This is a Regional Interoffice control account maintained to record transfer transactions between the Division of Finance and Accounts and the Regional Office.

Debit this account with:

2. Amounts of excess cash balance returned to the Division of Finance and Accounts.
5. Cost value of completed projects transferred to the Division of Finance and Accounts.

Credit this account with:

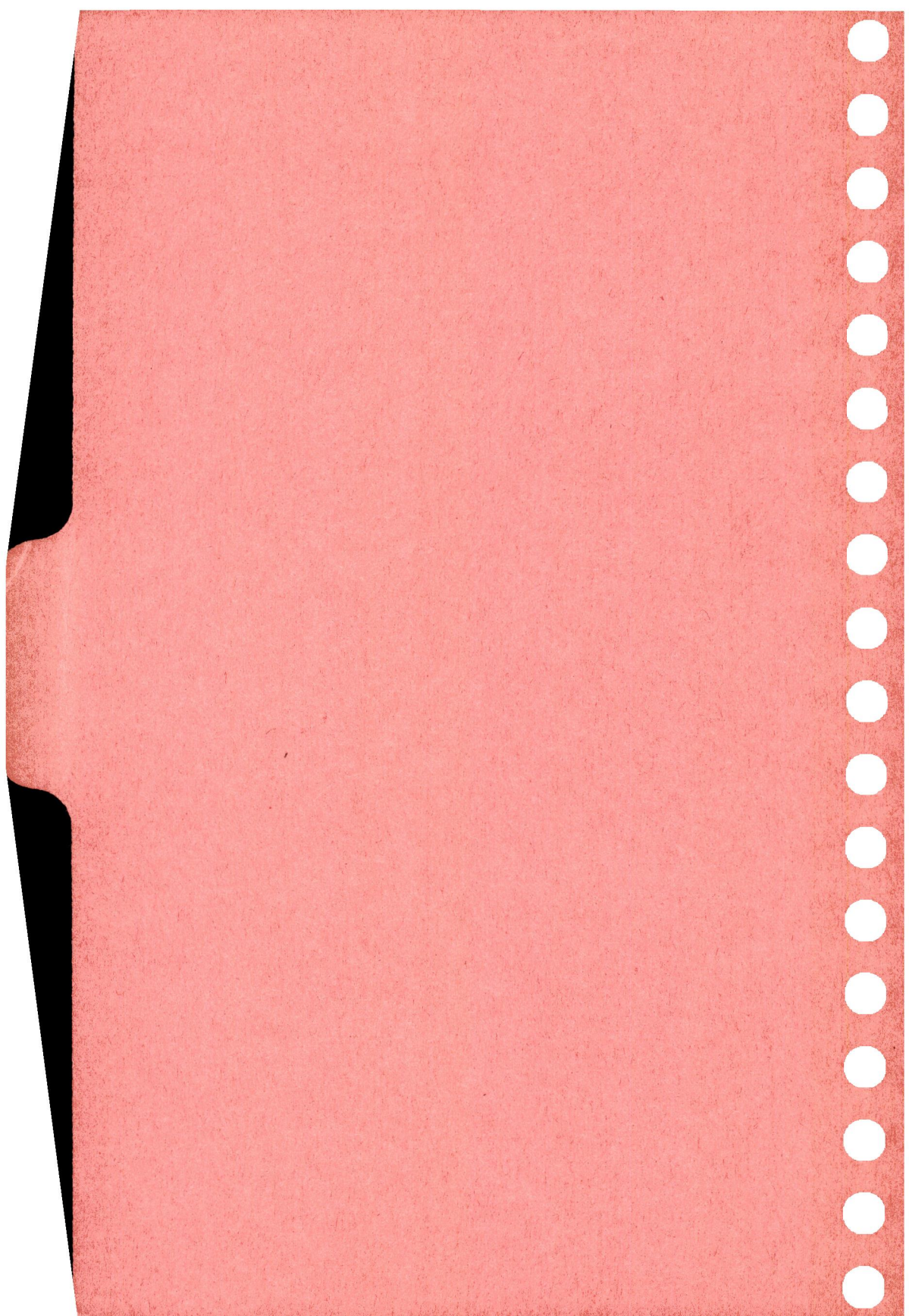
1. Amounts transferred from the Division of Finance and Accounts cash account.

Section 13

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts transferred from the Division of Finance and Accounts cash account. Posting media: <i>Inter Office Transfer Vouchers.</i>	101.12	331.51	Cash Regional Office Books —Account with Central Office.
2.	Amounts of excess cash balance returned to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	101.12	Regional Office Books —Account with Central Office. Cash.
3.	Amounts of vouchers scheduled for payment. Posting media: <i>Vouchers and Schedules of Payments.</i>	151.11	101.12	Land, Structures and Equipment — Construction in Progress. Cash.
4.	Cost value of projects when completed. Posting media: <i>Journal Vouchers.</i>	151.12	151.11	Land, Structures and Equipment—Completed Construction Projects. Land, Structures and Equipment — Construction in Progress.
5.	Cost value of completed projects transferred to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	151.12	Regional Office Books —Account with Central Office. Land, Structures and Equipment—Completed Construction Projects.
6.	Amounts of unaccomplished disbursing documents at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.12	201.11	Cash. Accounts Payable.
7.	Amount of balance in Account 201.11 at the beginning of each month. Posting media: <i>Journal Vouchers.</i>	201.11	101.12	Accounts Payable. Cash.

7-16 REVOLVING FUND-
LIQUIDATING PROGRAMS



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements with respect to the Agency's contribution and amounts withheld from employees' salaries for Federal Insurance Contributions Act (FICA) taxes; amounts withheld from employees' salaries for Federal, State or Territorial income taxes; amounts withheld from employees' salaries for the purchase of United States Savings Bonds; and collections which are to be held in suspense pending final disposition.

Section 2

ACCOUNT SYMBOLS AND TITLES

Separate books of account shall be maintained for each of the following account symbols which have been assigned by the Treasury Department:

Symbol	Title
Clearing Account:	
86F0101(01)	Withheld Individual Income and F.I.C.A. Taxes, Office of the Administrator, Housing and Home Finance Agency.
Deposit Fund Accounts:	
86X6050(01)	Employees' Pay Roll Allotment Account, United States Savings Bonds, Office of the Administrator, Housing and Home Finance Agency.
86X6070(01)	Withheld State and Territorial Income Taxes, Office of the Administrator, Housing and Home Finance Agency.
86X6875(01)	Suspense, Office of the Administrator, Housing and Home Finance Agency.

Section 3

DEPOSITS

Amounts representing (1) the Agency's FICA tax contributions and salary withholdings for Federal income and FICA taxes; (2) salary withholdings for State and Territorial income taxes; and (3) salary withholdings for the purchase of United States Savings Bonds, shall be summarized on *Vouchers and Schedules of Payments*, S.F. 1166, as illustrated in 6 GAO 6020.20, for deposit to Symbols 86F0101(01), 86X6070(01) and 86X6050(01), respectively. Such withholdings and contributions shall be recorded in the applicable General Ledgers in accordance with Transactions Nos. 1, 2, and 3, Section 7-30-10.

Amounts received which are to be held in suspense pending identification, subsequent disposition or transfer to the proper appropriation, fund or receipt account and proceeds from the sale of administrative property and equipment (7 GAO 3520) shall be documented on *Certificates of Deposit*, S.F. 219, and processed in accordance with Section 7-1-2 for deposit to Symbol 86X6875(01). Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 4, Section 7-30-10.

Amounts received from employees for the purpose of completing purchases of United States Savings Bonds shall be documented on *Certificates of Deposit* and processed in accordance with Section 7-1-2 for deposit to Symbol 86X6050(01). Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 5, Section 7-30-10.

Section 4

DISBURSEMENTS AND TRANSFERS

DISBURSEMENTS

The aggregate amount of withholdings for Federal income and FICA taxes and the Agency's FICA tax contributions which are payable to the District Director of Internal Revenue; the aggregate amount of withholdings for State or Territorial income taxes which are payable to the appropriate taxing authorities; and funds accumulated in employees' United States Savings Bond accounts which are payable to the appropriate Federal Reserve Bank, shall be processed on *Vouchers and Schedules of Payments*, S.F. 1166, (Section 7-1-5) for disbursement from Symbols 86F0101(01), 86X6070(01) and 86X6050(01), respectively, in accordance with 6 GAO 5000. Such disbursements shall be recorded in the applicable General Ledgers in accordance with Transactions Nos. 6, 7 and 8, Section 7-30-10, as appropriate.

Refunds of amounts withheld from employees' salaries for the purchase of United States Savings Bonds shall be made to employees, as required, by processing *Vouchers and Schedules of Payments* in accordance with Section 7-1-5 for payment from Symbol 86X6050(01). Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 9, Section 7-30-10.

Where proper, refunds and payments of amounts of suspense items shall be made from Symbol 86X6875(01) by processing *Vouchers and Schedules of Payments* in accordance with Section 7-1-5. Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 10, Section 7-30-10.

TRANSFERS

When proper, the amounts of suspense items shall be transferred from Symbol 86X6875(01) to the applicable appropriation, fund or receipt account by processing *Vouchers and Schedules of Withdrawals and Credits*, S.F. 1081-Revised, in accordance with Section 7-1-5. The amounts of such transfers shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 11, Section 7-30-10.

Section 5

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust the individual accounts maintained for 101.12 Cash, by removing therefrom those transactions which have not been accomplished. Such adjustments shall be made on the basis of journal entries and shall be recorded in accordance with Transactions Nos. 12 and 13, Section 7-30-10. At the beginning of the following month, the adjustments shall be reversed on the basis of journal entries in accordance with Transactions Nos. 14 and 15.

Section 6

BOOKS AND RECORDS

GENERAL LEDGERS

S.F. 1014-Revised, shall be used for the General Ledgers prescribed herein. A separate General Ledger shall be established and maintained for the Clearing Account symbol and for each Deposit Fund Account symbol, in accordance with the Chart and Description of General Ledger Accounts, Sections 7-30-8 and 7-30-9, respectively. Refer to Typical Transactions with Appropriate Entries, Section 7-30-10, for the accounting documents which support entries in these General Ledgers.

RELATED RECORDS

Procedure covering Salaries and Expenses (Chapter 20) provides for the maintenance of Subsidiary Records (Distribution by Object Class Accounts) for each applicable object class. The contributions made by this Agency for FICA taxes are recorded in the subsidiary distribution account maintained for Object Class 12, Personnel Benefits.

Deductions from employees' compensation and adjustments thereof for Federal, State or Territorial income taxes, FICA taxes, and purchase of United States Savings Bonds, are recorded in the appropriate columns provided for these purposes on S.F. 1127-Revised, *Individual Pay Card*.

Section 7

REPORTS

The reports referred to in this Section shall be forwarded to the Division of Finance and Accounts in accordance with Section 7-1-8 of this Volume which specifies the number of copies of each report required.

Statement of General Ledger Balances

As of the close of each month, trial balances shall be taken and reported in the appropriate columns of Form H-200.53, *Statement of General Ledger Balances—Clearing and Deposit Fund Accounts*.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY
Office of the Administrator
QUARTERLY REPORT OF UNAPPLIED SUSPENSE ITEMS
86X687(01)

Region _____ Location _____ For period ended _____, 19 _____

Date Deposited	Name of Remitter	Amount	Remarks
		\$ xxx	
		xxx	
		xxx	

(List)

TOTAL \$ xxx

Date submitted _____, 19 _____

Certified correct _____

Section 8

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
		ASSETS
101 Cash:		
	101.11	Cash in Transit
	101.12	Cash
		LIABILITIES
201 Accounts Payable:		
	201.11	Accounts Payable
221 Trust and Deposit Liabilities:		
	221.14	Unapplied Deposits
	221.15	Unapplied Deposits—Employees' Fed- eral Income Tax Deductions
	221.16	Unapplied Deposits — Employees' FICA Deductions
	221.17	Unapplied Deposits — Employer's Share of FICA

Section 9

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

These are debit balance (asset) accounts maintained to record the amounts of collections in transit at the end of each month.

Debit these accounts with:

12. Amounts of collections in transit at the end of each month.

Credit these accounts with:

14. Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month.

101.12 Cash

These are debit balance (asset) accounts maintained to show the balances on deposit in Clearing and Deposit Fund Accounts.

Debit these accounts with:

1. Amounts withheld from employees' salaries for Federal income and FICA taxes and amounts contributed by this Agency for FICA taxes.
2. Amounts withheld from employees' salaries for State or Territorial income taxes.
3. Amounts withheld from employees' salaries for purchases of United States Savings Bonds.
4. Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement of similar personal property.

Credit these accounts with:

6. Amounts of Federal income and FICA tax withholdings and the Agency's FICA tax contributions, paid to the District Director of Internal Revenue.
7. Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities.
8. Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank.
9. Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees.

Debit these accounts with :

- 5. Amounts of collections from employees in order to complete purchases of United States Savings Bonds.
- 13. Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month.
- 14. Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month.

Credit these accounts with :

- 10. Amounts of refunds and payments of suspense items or portions thereof.
- 11. Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account.
- 12. Amounts of collections in transit at the end of each month.
- 15. Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month.

201.11 Accounts Payable

These are credit balance (liability) accounts maintained to record the amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month.

Debit these accounts with :

- 15. Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month.

Credit these accounts with :

- 13. Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month.

221.14 Unapplied Deposits

These are credit balance (liability) accounts maintained to show the liability with respect to balances on deposit in Deposit Fund Accounts.

Debit these accounts with :

- 7. Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities.
- 8. Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank.

Credit these accounts with :

- 2. Amounts withheld from employees' salaries for State or Territorial income taxes.
- 3. Amounts withheld from employees' salaries for purchases of United States Savings Bonds.

Debit these accounts with :

9. Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees.
10. Amounts of refunds and payments of suspense items or portions thereof.
11. Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account.

Credit these accounts with :

4. Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement of similar personal property.
5. Amounts of collections from employees in order to complete purchases of United States Savings Bonds.

221.15 Unapplied Deposits—Employees' Federal Income Tax Deductions

This is a credit balance (liability) account maintained in connection with the Clearing Account to show the balance on deposit representing amounts withheld from employees' salaries for Federal income taxes.

Debit this account with :

6. Amounts of Federal income tax withholdings paid to the District Director of Internal Revenue.

Credit this account with :

1. Amounts withheld from employees' salaries for Federal income taxes.

221.16 Unapplied Deposits—Employees' FICA Deductions

This is a credit balance (liability) account maintained in connection with the Clearing Account to show the balance on deposit representing amounts withheld from employees' salaries for FICA taxes.

Debit this account with :

6. Amounts of FICA tax withholdings paid to the District Director of Internal Revenue.

Credit this account with :

1. Amounts withheld from employees' salaries for FICA taxes.

221.17 Unapplied Deposits—Employer's Share of FICA

This is a credit balance (liability) account maintained in connection with the Clearing Account to show the balance on deposit representing contributions made by this Agency for FICA taxes.

Debit this account with :

6. Amounts of Agency FICA tax contributions paid to the District Director of Internal Revenue.

Credit this account with :

1. Amounts contributed by this Agency for FICA taxes.

Section 10

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts withheld from employees' salaries for Federal income and FICA taxes and amounts contributed by this Agency for FICA taxes. Posting media: Summaries on <i>Vouchers and Schedules of payments.</i>	101.12	221.15 221.16 221.17	Cash. Unapplied Deposits— Employees' Federal Income Tax Deduc- tions. Unapplied Deposits— Employees' FICA De- ductions. Unapplied Deposits— Employer's Share of FICA.
2.	Amounts withheld from employees' salaries for State or Territorial income taxes. Posting media: Summaries on <i>Vouchers and Schedules of Payments.</i>	101.12	221.14	Cash. Unapplied Deposits.
3.	Amounts withheld from employees' salaries for purchases of United States Savings Bonds. Posting media: Summaries on <i>Vouchers and Schedules of Payments.</i>			
4.	Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement			

Trans- action Number	Description	Dr.	Cr.	Title
	of similar personal property. Posting media: <i>Certificates of Deposit</i> .			
5.	Amounts of collections from employees in order to complete purchases of United States Savings Bonds. Posting media: <i>Certificates of Deposit</i> .			
6.	Amounts of Federal income and FICA tax withholdings and the Agency's FICA tax contributions, paid to the District Director of Internal Revenue. Posting media: <i>Vouchers and Schedules of Payments</i> .	221.15		Unapplied Deposits—Employees' Federal Income Tax Deductions.
		221.16		Unapplied Deposits—Employees' FICA Deductions.
		221.17		Unapplied Deposits—Employer's Share of FICA.
			101.12	Cash.
7.	Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities. Posting media: <i>Vouchers and Schedules of Payments</i> .	221.14	101.12	Unapplied Deposits. Cash.
8.	Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank. Posting media. <i>Vouchers and Schedules of Payments</i> .			
9.	Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees. Posting media: <i>Vouchers and Schedules of Payments</i> .			

Trans- action Number	Description	Dr.	Cr.	Title
10.	Amounts of refunds and payments of suspense items or portions thereof. Posting media: <i>Vouchers and Schedules of Payments.</i>			
11.	Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account. Posting media: <i>Vouchers and Schedules of Withdrawals and Credits.</i>			
12.	Amounts of collections in transit at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.11		Cash in Transit
			101.12	Cash.
13.	Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.12		Cash
			201.11	Accounts Payable
14.	Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers.</i>	101.12		Cash
			101.11	Cash in Transit
15.	Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers.</i>	201.11		Accounts Payable
			101.12	Cash.

SENIOR CITIZENS
HOUSING LOAN
PROGRAM

7-17



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements for the Senior Citizens Housing Loan Program authorized by Section 202 of the Housing Act of 1959, as amended. Program policies and procedures are contained in Volume VI.

Generally accepted commercial principles of accounting have been employed in the system which provides for decentralized accounts on the branch office principle. Control accounts with each Regional Office are maintained in the Central Office Division of Finance and Accounts and contra-controlling accounts are maintained on the Regional Office books.

The procedure includes specific instructions for processing and recording program transactions. The General Ledger accounts and the *Subsidiary Loan Records* shall be established and maintained in accordance with the detailed instructions contained in Section 7-17-9. Cash receipts and disbursements journals have not been provided, since it appears that the number of transactions to be handled monthly by each Regional Office will not warrant the use of such books of original entry.

Applications for loans will be approved by the Community Facilities Commissioner pursuant to authority delegated by the Administrator. Prior to approval of applications for loans, the Community Facilities Commissioner will arrange for the reservation of funds for such applications and increases thereto.

The Division of Finance and Accounts maintains an overall control record of allocations and contracts (agreements). Regional offices shall establish a *Subsidiary Loan Record* for each project upon receipt of a Project Summary (loan approval).

It is anticipated that collections of amounts to be held in escrow for payment of taxes and insurance will not be made until loans are fully disbursed and transferred to the Central Office. The Administrative Branch shall take no action with respect to the collection of such items until specific instructions are issued by the Division of Finance and Accounts.

Section 2

TRANSACTIONS BETWEEN OFFICES

All transactions between the Division of Finance and Accounts and Regional Offices shall be supported in each instance by a Form H-219, *Inter Office Transfer Voucher*, prepared in duplicate by the originating office. The original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. Except as provided in the second paragraph, Section 7-17-3, *Inter Office Transfer Vouchers* shall be prepared and forwarded in sufficient time to permit entry in the accounts of the receiving office on or before the end of the month in which transactions occur. Such documents prepared by Regional Offices shall be addressed to the Division of Finance and Accounts. Regional Offices located west of the Mississippi River shall forward the documents by airmail.

Section 3

FUNDS

The following symbol and title have been assigned by the Treasury Department to the revolving fund for the Senior Citizens Housing Loan Program:¹

Symbol	Title
86X4115	Housing for the Elderly, Revolving Fund, Office of the Administrator, Housing and Home Finance Agency

Disbursing authority will be transferred to Regional Offices entirely on a project basis. When funds are needed for a disbursement in connection with a particular project, the Regional Office shall prepare an *Inter Office Transfer Voucher*, in duplicate, and complete the Transfer Voucher No. and Date Issued blocks on the form. (See Exhibit A.) Insofar as possible the *Inter Office Transfer Voucher* should be prepared and a copy mailed to the Division of Finance and Accounts at least two days prior to the date of disbursement. The date shown in the Date Issued block shall be the date that the copy of the Voucher is mailed. The Regional Office shall post the transfer in its accounts on the basis of the retained original, which shall be considered as accomplished. Such *Inter Office Transfer Vouchers* when received in the Division of Finance and Accounts will serve both as requests for lending fund disbursing authority and as the actual documents by which required transfers of funds are effected.

In any case where the amount of funds transferred to a Regional Office exceeds the amount actually disbursed to a borrower, such excess amount, identified by the project number, shall be returned to the Division of Finance and Accounts in accordance with Exhibit B. Also an amount collected from a borrower and deposited, representing a repayment of a loan disbursement and/or accrued interest thereon, shall be transferred promptly to the Division of Finance and Accounts in accordance with Exhibit C. The *Inter Office Transfer Voucher* shall indicate for each collection transferred the project number, the total amount collected and a breakdown between principal and interest. Such *Inter Office Transfer Vouchers* shall be prepared in duplicate in the usual manner.

¹ Although administratively this program has been designated as the *Senior Citizens Housing Loan Program*, the term used in the Housing Act of 1959 and the appropriations acts is *Housing for the Elderly Loan Program*. The latter term must therefore be used in the accounting system.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE			MONTH RECORDED		
Washington, D. C. (Prepared by Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS ELDERLY HOUSING LOAN PROGRAM <u>86x4115</u>					
To transfer funds for lending purposes as follows:					
<u>Project No.</u>		<u>Amount</u>			
		\$			
These funds are scheduled for disbursement on _____, 19__					
* To be assigned by the Regional Office					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
			101.12	331.51	\$ xxxx.xx
			(See Transaction No. 1, Section 7-17-13)		
SIGNATURE			SIGNATURE		

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			M-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			NOTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			NOTH RECORDED		
Washington, D.C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS <u>ELDERLY HOUSING LOAN PROGRAM</u> <u>0674115</u> To transfer to the Central Office the amount of funds transferred in excess of the actual disbursement(s) as follows:					
<u>Project No.</u>		<u>Amount</u>			
		‡			
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	‡ xxxx.xx			
(See Transaction No. 7, Section 7-17-13)					
SIGNATURE			SIGNATURE		

EXHIBIT C

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			M-219 (3-51)										
INTER OFFICE TRANSFER VOUCHER			TRANS. VOUCHER NO.										
			DATE ISSUED										
ISSUING OFFICE (Location of Regional Office)		MONTH RECORDED											
RECEIVING OFFICE Washington, D.C.		MONTH RECORDED											
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS													
<p><u>ELDERLY HOUSING LOAN PROGRAM</u> <u>86x4115</u></p> <p>To transfer to the Central Office collection(s) representing repayment(s) of loan disbursements and/or accrued interest receivable thereon, as listed below:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Project No.</u></th> <th style="text-align: left;"><u>Principal</u></th> <th style="text-align: left;"><u>Interest</u></th> <th style="text-align: left;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>						<u>Project No.</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>		\$	\$	\$
<u>Project No.</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>										
	\$	\$	\$										
ISSUING OFFICE			RECEIVING OFFICE										
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER										
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT								
331.51	101.12	\$ XXXX.XX											
(See Transaction No. 7, Section 7-17-13)													
SIGNATURE			SIGNATURE										

Section 4

DISBURSEMENTS

No disbursement of loan funds shall be made until a fully executed Loan Agreement between the Government and the borrower is on file in the Regional Office and the balance in the Regional Office cash account is sufficient to cover the transaction. The requirements for loan disbursements are summarized below:

- (1) The original and memorandum copies of each completed requisition (basic document), signed by the borrower as payee, signed by the authorized Regional Office personnel, and approved by the Regional Administrator, or his designee, together with all required supporting attachments, will be received in the Administrative Branch.
- (2) The basic document and supporting attachments shall be examined in the Administrative Branch against the related Loan Agreement. It shall be determined (a) that all required recommendations and approvals by authorized Regional Office personnel have been supplied; (b) that the amount of the undisbursed commitment as shown by the applicable *Subsidiary Loan Record* is not less than the proposed disbursement; and (c) that the transaction is proper and correct in all other respects.
- (3) After determining that the proposed disbursement is in order, a *Voucher and Schedule of Payments*, S.F. 1166, shall be prepared, certified and submitted to the Treasury Regional Office requesting that a check be drawn and delivered in accordance with the instructions thereon. The instructions in Section 7-1-5 with respect to the processing, numbering and filing of disbursement documents (basic documents and *Vouchers and Schedules of Payments*) shall be followed, except that posting copies of such documents shall be filed in accordance with the instructions in Section 7-1-3.

Loan disbursements shall be recorded in the General Ledger in accordance with Transaction No. 2, Section 7-17-13 and in the appropriate *Subsidiary Loan Record* in accordance with the instructions in Section 7-17-9 under that heading.

Section 5

TRANSFER OF LOAN ACCOUNTS

After final disbursement has been recorded in the accounts of the Regional Office, an *Inter Office Transfer Voucher* shall be prepared in accordance with Exhibit A, for the purpose of transferring the principal amount of the loan to the Division of Finance and Accounts, together with the amount of accrued interest receivable thereon, if any, computed through the day prior to the date of transfer. A photocopy of the completed *Subsidiary Loan Record*, Form H-213, for the project shall be attached to the *Inter Office Transfer Voucher*. At the same time the *Inter Office Transfer Voucher* is sent to the Division of Finance and Accounts, but under separate cover, the following documents shall be mailed to this Division by registered mail, return receipt requested:

Original Note

Recorded Mortgage and/or Deed of Trust including fully executed counterparts of the recorded Loan Agreement and recorded Regulatory Agreement

Original title guaranty policy

Such documents shall also include any loan modifications which would be set forth in supplemental mortgages, loan agreement amendments, regulatory agreement amendments, and waivers.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED Feb. 24, 1965										
ISSUING OFFICE			MONTH RECORDED										
(Location of Regional Office)													
RECEIVING OFFICE			MONTH RECORDED										
Washington, D. C.													
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS ELDERLY HOUSING LOAN PROGRAM <u>86X4115</u> To transfer the principal amount of loan and the related amount of accrued interest receivable to the Division of Finance and Accounts as shown below: Project No. _____ Mortgage Note dated _____ _____ (Name of borrower) _____ <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Loan Principal</td> <td style="text-align: right;">\$500,000.00</td> </tr> <tr> <td>Accrued Interest Receivable</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">(5 days @ 3-5/8% from 2-19-65 through 2-23-65)</td> <td style="text-align: right;">248.29</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$500,248.29</td> </tr> </table>						Loan Principal	\$500,000.00	Accrued Interest Receivable		(5 days @ 3-5/8% from 2-19-65 through 2-23-65)	248.29		\$500,248.29
Loan Principal	\$500,000.00												
Accrued Interest Receivable													
(5 days @ 3-5/8% from 2-19-65 through 2-23-65)	248.29												
	\$500,248.29												
ISSUING OFFICE			RECEIVING OFFICE										
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER										
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT								
331.51	111.11 121.11	500,248.29 500,000.00 248.29											
(See Transaction No. 6, Section 7-17-13)													
SIGNATURE			SIGNATURE										

Section 6

INTEREST

Interest receivable on loans shall be computed in accordance with Section 7-1-4.

Interest on loan disbursements shall be accrued at the end of each quarterly period (March 31, June 30, September 30 and December 31) on a 365 day basis at the rate specified in the Loan Agreement. A *Journal Voucher*, S.F. 1017G-Revised, shall be prepared as of the end of each quarter in accordance with Exhibit A of this Section and the entries thereon shall be posted in the General Ledger (see Transaction No. 3, Section 7-17-13) and in the *Subsidiary Loan Records* (see Section 7-17-9). As of the close of each fiscal year, an *Inter Office Transfer Voucher* shall be prepared in accordance with Exhibit B of this Section, transferring the amount of current fiscal year interest earned on loans to the Central Office.

Interest normally shall be accrued quarterly, however, it may be necessary to accrue interest on an individual loan account prior to transfer of the loan to the Central Office (see Section 7-17-5), or in the event that a borrower desires to repay the amount of a loan disbursement.

The initial accrual of interest receivable on a loan disbursement shall begin on the effective date of the disbursement, i.e., the date of the check issued therefor and such interest shall be accrued through the day prior to the date on which a fully disbursed loan is transferred to the Central Office. The effective dates of disbursements and collections are described in detail under the heading *Subsidiary Loan Record*, Section 7-17-9).

EXHIBIT A

Standard Form No. 1017-G
9 GAO 10-60
1017-809

J. V. No.

JOURNAL VOUCHER

Date

REFERENCE	EXPLANATION	DEBIT	CREDIT
	<u>ELDERLY HOUSING LOAN PROGRAM</u> 8674115		
<u>GENERAL LEDGER</u>			
121.11	Accrued Interest Receivable - Loans	\$ XXXX	
411.11	Interest Earned - Loans		\$ XXXX
<u>SUBSIDIARY LOAN RECORD</u>			
<u>Project No.</u>	<u>Principal</u>	<u>Days</u>	<u>Rate</u> <u>Accrual</u>
			\$ XXX XXX XX XXXX
(List individual accounts)			
	Total		\$ XXXX
To record the accrued interest receivable and interest earned during the quarter ended _____, 19____, on loan disbursements made in connection with projects under the above program.			
		TOTAL,	

Prepared by (Signature) Approved by (Signature)

..... (Title) (Title)

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			M-219 (3-51)		
INTER OFFICE TRANSFER VOUCHER			TRANS. VOUCHER NO.		
			DATE ISSUED		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED		
RECEIVING OFFICE Washington, D.C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
<p><u>ELDERLY HOUSING LOAN PROGRAM</u> <u>86x4115</u></p> <p>Amount of interest earned on loans during the fiscal year ended June 30, 19__ transferred to the Central Office.</p>					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
411.11	331.51	\$ xxxxx			
(See Transaction No. 10, Section 7-17-13)					
SIGNATURE			SIGNATURE		

Section 7

BILLINGS AND COLLECTIONS

Billings

Interest accrued on loan disbursements shall be billed on Form H-216, *Invoice*, fifteen calendar days prior to the due date for payment thereof as specified in the contract (loan agreement). For example, accrued interest to be collected for the period ending December 31 shall be billed on December 16. If a loan disbursement is made after a billing has been rendered, but prior to the due date for the collection of interest, an amended billing including the additional amount due shall be prepared and forwarded to the borrower.

Invoices shall be prepared in an original and 4 copies which shall be distributed as follows:

- (1) The original and duplicate shall be mailed to the borrower.
- (2) The triplicate shall be placed in the appropriate Fiscal Project File.
- (3) The quadruplicate shall be furnished the Regional Director of Community Facilities Activities.
- (4) The quintuplicate shall be retained in a pending file for follow-up purposes, for matching with the remittance when received and then marked Paid and placed in the appropriate Fiscal Project File as evidence that the collection was received.

Collections

All amounts collected by each Regional Office shall be deposited in the nearest Federal Reserve Bank or Branch for credit to the revolving fund symbol 86X4115. For the procedure to be followed in depositing collections and for the preparation and distribution of related *Certificates of Deposit*, reference should be made to Section 7-1-2.

Collections which represent accrued interest receivable on loans shall be recorded in the General Ledger in accordance with Transaction No. 4, Section 7-17-13, and collections, if any, which represent repayments of loan principal, shall be recorded in accordance with Transaction No. 5. Such amounts of collections shall also be recorded in the appropriate *Subsidiary Loan Record* as provided in Section 7-17-9 under that heading.

All such amounts collected shall be transferred promptly to the Central Office as prescribed in Section 7-17-3.

If the Borrower fails to remit funds on due date to cover billing, the Regional Director of Community Facilities Activities should be notified promptly.

Section 8

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust Account 101.12, Cash, by removing therefrom those transactions which have not been accomplished. All such adjustments shall be recorded on the basis of journal entries as follows:

- (1) Adjustments for the amount of collections in transit shall be recorded in the General Ledger in accordance with Transaction No. 8, Section 7-17-13, and such entries shall be reversed at the beginning of the following month in accordance with Transaction No. 9.
- (2) Adjustments for the amounts of unaccomplished disbursements shall be recorded in the General Ledger and, when applicable, in the related *Subsidiary Loan Record(s)*, by reversing the original entries made in the accounts on the basis of the certified disbursement documents. At the beginning of the following month, adjustments shall be made restoring the original entries.

Section 9

BOOKS AND RECORDS

A General Ledger and individual *Subsidiary Loan Records* shall be established and maintained by each Regional Office. The posting media for General Ledger entries are identified in Section 7-17-13 and for *Subsidiary Loan Records* in the instructions in this Section under that heading. After each document has been posted, a notation to that effect shall be made thereon, or in the case of executed Loan Agreements and amendments thereto, the posting notation shall be made on a small slip of paper stapled to the face sheet or the first page of the document. Such notation shall show the posting date and shall be initialed by the employee who posted the transaction.

General Ledger

S.F. 1014-Revised shall be used for the General Ledger. General Ledger accounts shall be established and maintained in accordance with the Chart and Description of General Ledger Accounts contained in Sections 7-17-11 and 7-17-12, respectively. Reference should be made to Section 7-17-13 for the accounting documents which support entries in the General Ledger.

Subsidiary Loan Record

Form H-213, *Subsidiary Loan Record*, (Exhibit A of this Section), shall be maintained for each project. Promptly following receipt of a *Project Summary* (loan approval) in the Administrative Branch, Form H-213 shall be established for the project. The loan commitment or authorization shall be recorded upon receipt of a fully executed Loan Agreement for the project.

Subsidiary Loan Records shall be posted currently from *Vouchers and Schedules of Payments, Certificates of Deposit, Inter Office Transfer Vouchers, Journal Vouchers*, project summaries, etc.

Each loan disbursement shall be recorded in the appropriate *Subsidiary Loan Record* on the date the *Voucher and Schedule of Payments* is certified and submitted to the Treasury Regional Office for payment. The effective date of a disbursement shall be the date on which the check is drawn by the Treasury Regional Office as shown on the accomplished *Voucher and Schedule of Payments* returned to the Regional Office. If the effective date is different than the date of entry, the effective date of disbursement shall also be entered in the applicable *Subsidiary Loan Record*.

Each collection shall be recorded in the appropriate *Subsidiary Loan Record* on the date the *Certificate of Deposit* is forwarded to the Federal Reserve Bank or Branch with the remittance. The effective date of a collection shall be the date on which a remittance is mailed in payment of an account, as evidenced by the postmark on the envelope in which the remittance was mailed to the Regional Office, without regard to the date on which the check was received in the Regional Office. Such envelopes shall be retained and attached to the posting copies of the related *Certificates of Deposit*. If the effective date of collection is different than the date of entry, the effective date shall also be entered in the applicable *Subsidiary Loan Record*.

Extreme care should be exercised that effective dates are always recorded as indicated above to insure that interest accruals and collections are correct.

The information to be recorded on *Subsidiary Loan Record* cards shall be in accordance with the following instructions which correspond to the parenthetical numbers shown on Exhibit A :

- (1) Show the project number in the upper right-hand corner of the form.
- (2) Show the location and number of the Regional Office.
- (3) Enter the number assigned to the loan agreement.
- (4) Show the name and address of the borrower.
- (5) Enter the effective date of the loan agreement.
- (6) Enter the date of the final mortgage installment payment.
- (7) Enter the amount of approved loan as shown by the *Project Summary*. In case the amount of approved loan is subsequently revised, the revised amount shall be entered and the prior amount lined out. Include a brief description of disbursement and repayment provisions as contained in the loan agreement.
- (8) Enter the amount of loan specified in the loan agreement and increases thereof as shown by amendments thereto. The Division of Finance and Accounts shall be promptly notified if a loan agreement is executed in a different amount than that prescribed in the *Project Summary*.
- (9) Enter amounts cancelled as shown by signed documents which decrease the amount of the loan agreement.
- (10) Enter each amount disbursed for a particular loan as shown by *Vouchers and Schedules of Payments*.
- (11) Entries in column (8) increase the previous balance in this column and entries in columns (9) and (10) decrease the previous balance.
- (12) Show the interest rate specified on the loan agreement.
- (13) Show the 365 day basis for the computation of interest on loan disbursements.
- (14) Show entry date.
- (15) Show effective date if different from entry date.
- (16) Cite posting document or brief description of the transaction.
- (17) Enter amount of each individual loan disbursement.
- (18) Enter the amounts of principal repayments, if any, collected.

- (19) Entries in column (17) increase the previous balance in this column and entries in column (18) decrease the previous balance.
- (20) Show the number of days for which interest is accrued.
- (21) Enter the accruals of interest on loan disbursements.
- (22) Enter the amount of accrued interest collected.
- (23) Entries in column (21) increase the previous balance in this column and entries in column (22) decrease the previous balance.
- (24) After the final loan disbursement has been made and recorded, record the balances transferred to the Central Office in parentheses in columns (19) and (23) and include the notation as indicated on Exhibit A.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY - OA		SUBSIDIARY LOAN RECORD		PROJECT No.		LOAN NO.	
(2) OFFICE		TERMS OF NOTE		SAVED CONTROL ACCOUNT CODE WORD		(3)	
NAME AND ADDRESS OF BORROWER (4)		EFFECTIVE DATE (5)		Maturity DATE (6)		UNLITURATED (7)	
NAME AND ADDRESS OF PARTICIPATING BANK		(7)		CANCELED (8)		DISBURSED (9)	
PARTICIPANTS DATE OF INTEREST GUARANTY		AMOUNT OF GUARANTY		INTEREST RATE BASIS		COLLECTIVE (10)	
				DATE (11)		NOT COLLECTED (12)	
EFFECTIVE DATE (13)		REFERENCE (14)		PRINCIPAL		INTEREST TRANSACTIONS	
				DEBIT (17)		ACCORD (20)	
				CREDIT (18)		COLLECTIVE (21)	
				NUMBER		INTEREST BALANCES	
				DATE (19)		RECEIVED (22)	
				Balance (19)		NOT COLLECTED (23)	

(24) TRANSFERRED TO CENTRAL OFFICE

SEE I.O.T.V. No. DATED 19

Section 10

REPORTS

The reports referred to in this Section shall be forwarded to the Division of Finance and Accounts in accordance with Section 7-1-8, which specifies the number of copies of each report required.

STATEMENT OF GENERAL LEDGER BALANCES

As of the close of each month, after all entries for the month have been posted to the General Ledger, the balances in columns (19) and (23) of the *Subsidiary Loan Records* shall be totalled separately and each such total shall be reconciled with the balance in the applicable General Ledger Control Account. A trial balance of General Ledger accounts shall then be taken and reported on Form H-200.60, *Statement of General Ledger Balances*. In addition to the regular monthly report as of June 30 each year, a post closing trial balance shall be submitted promptly after fiscal year-end closing entries are made.

NET LOAN COMMITMENTS, LOAN DISBURSEMENTS, AND UNDISBURSED COMMITMENTS

Form H-245 (Exhibit A) shall be used for the report described below and shall be adapted as follows:

- (1) Loans to Educational Institutions, as printed on the form, shall be lined out and Elderly Housing Loan Program typed in.
- (2) The title of the form shall be changed to *Net Loan Commitments, Loan Disbursements, and Undisbursed Commitments*.
- (3) The heading Construction Advances and the total in column (7) shall be lined out. This column shall not be used.
- (4) The heading Bond Purchases in column (8) shall be changed to Loan Disbursements.

Only those projects with respect to which fully executed loan agreements are on file in the Regional Office shall be reported on Form H-245 as adapted.

“Completed projects previously reported” shall not be listed individually on the form. Projects which are required to be listed individually, or “Projects completed during month” and “Projects not completed” shall be arranged in alphabetical order by states and by projects within each state.

The information to be shown on Form H-245 shall be in accordance with the following instructions which correspond to the parenthetical letters and numbers in Exhibit A. Except for items (a) and (b) the

required information shall be obtained from Form H-213, *Subsidiary Loan Record*.

Item (a) Enter month-end date as of which the report is prepared.

Item (b) Enter Regional number and location of Regional Office.

Completed projects to be reported in columns (4), (6), and (8) opposite Item (c) are those on which the net commitments have been fully disbursed.

Item (c) Enter in column (4) of this line the total number of completed projects as of the previous month-end. Enter in column (6) of this line the total of net loan commitments (commitments less cancellations) for all projects reported completed as of the previous month-end. Enter in column (8) of this line the total loan disbursements for all projects reported completed as of the previous month-end.

Item (d) List under this heading information with respect to each project completed during the month, as indicated below: Enter in column (1) state in which borrowing agency is located.

Enter in column (2) town or city in which borrowing agency is located.

Enter in column (3) name of borrower.

Enter in column (5) project number.

Enter in column (6) net loan commitment (commitment less cancellations).

Enter in column (8) the total amount of loan disbursements for the project.

Item (e) Count the number of projects completed during month and to this add the number of completed projects previously reported. Enter such sum as a subtotal in column (4). Enter as subtotals in columns (6) and (8) the totals of such columns for completed projects previously reported and for projects completed during month.

Item (f) List under this heading information with respect to each project not completed as indicated below:

Enter in columns (1) through (6) and column (8) the information and amounts as indicated above under Item (d). Enter in column (9) the difference between the amount in column (6) and the amount in column (8).

Item (g) Count the number of projects not completed (Item (f)) and enter such sum as subtotal in column (4). Enter as subtotals in columns (6) and (8) the totals of such columns for projects not completed (Item (f)).

Item (h) Enter as cumulative totals of columns (4), (6), and (8) the sums of the subtotals of such columns. Enter as a cumulative total in column (9) the total of such column.

EXHIBIT A

H-285
(9-54)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

~~NET LOAN COMMITMENTS, DISBURSEMENTS AND UNDISBURSED COMMITMENTS~~
ELDERLY HOUSING LOAN PROGRAM

NET LOAN COMMITMENTS, ~~DISBURSEMENTS AND UNDISBURSED COMMITMENTS~~
LOAN DISBURSEMENTS
AND UNDISBURSED COMMITMENTS

(c) Period ended _____ 19__

(b) Region _____ Location _____

(1) STATE	(2) LOCALITY	(3) XXXXXXXXXX INSTITUTION	(4) NUMBER OF PROJECTS	(5) PROJECT NUMBER	(6) NET LOAN COMMITMENTS	(7) XXXXXXXXXX	(8) XXXXXXXXXX	(9) UNDISBURSED COMMITMENTS
		(c) Completed projects previously reported (from Item (c) of report for preceding month)			\$		\$	
		(d) Projects completed during month (List):			\$		\$	
		(e) Sub-totals for projects completed at end of month			\$		\$	
		(f) Projects not completed (List):			\$	\$	\$	\$
		(g) Sub-totals for projects not completed			\$		\$	
		(h) Cumulative totals			\$	\$ XXXXXXXXXX	\$	\$

HFA-6220, Washington, D. C.

Section 11

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
ASSETS		
101 Cash:		
	101.11	Cash in Transit
	101.12	Cash
111 Loans and Advances Receivable:		
	111.11	Loans
121 Accrued Receivables:		
	121.11	Accrued Interest Receivable—Loans
INTEROFFICE CONTROL ACCOUNTS		
331 Real and Nominal Accounts:		
	331.51	Regional Office Books—Account with Central Office
INCOME		
411 Interest:		
	411.11	Interest Earned—Loans

Section 12

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record the amount of cash collections in transit at the end of each month.

Debit this account with:

8. Amounts of cash collections in transit at the end of each month.

Credit this account with:

9. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

101.12 Cash

This is a debit balance (asset) account maintained to show the unexpended cash balance available to the Regional Office for the purpose of making loans in the Region.

Debit this account with:

1. Amounts transferred from the Central Office cash account.
4. Amounts collected representing interest accrued on loans.
5. Amounts collected representing repayments of loan principal.
9. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

Credit this account with:

2. Amounts disbursed representing loans.
7. Amounts of cash balance in excess of actual disbursements and amounts of collections representing repayments of loans and/or accrued interest thereon transferred to the Central Office.
8. Amounts of cash collections in transit at the end of each month.

111.11 Loans

This is a debit balance (asset) account maintained to show the principal amount of loans disbursed and subsequently transferred to the Central Office.

111.11 Loans (cont'd)

Debit this account with:

2. Amounts disbursed representing loans.

Credit this account with:

5. Amounts collected representing repayments of loan principal.
6. Principal value of loans transferred to the Central Office.

121.11 Accrued Interest Receivable—Loans

This is a debit balance (asset) account maintained to show the amount of accrued interest receivable on loans.

Debit this account with:

3. Amounts of interest accrued on loans.

Credit this account with:

4. Amounts collected representing interest accrued on loans.
6. Accrued interest receivable on loans transferred to the Central Office.

331.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to record all transfers between the Central Office and the Regional Office.

Debit this account with:

6. Principal value of loans and accrued interest receivable thereon transferred to the Central Office.
7. Amounts of cash balance in excess of actual disbursements and amounts of collections representing repayments of loans and/or accrued interest thereon transferred to the Central Office.

Credit this account with:

1. Amounts transferred from the Central Office cash account.
10. Amount of interest earned on loans transferred to the Central Office as of the close of each fiscal year.

411.11 Interest Earned—Loans

This is a credit balance (income) account maintained to show the amount of interest earned on loans made to borrowers in the Region.

Debit this account with:

10. Amount of interest earned on loans transferred to the Central Office as of the close of each fiscal year.

Credit this account with:

3. Amounts of interest accrued on loans.

Section 13

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts transferred from the Central Office cash account. Posting media: <i>Inter Office Transfer Vouchers.</i>	101.12	331.51	Cash. Regional Office Books— Account with Central Office.
2.	Amounts disbursed representing loans. Posting media: <i>Vouchers and Schedules of Payments.</i>	111.11	101.12	Loans. Cash.
3.	Amounts of interest accrued on loans. Posting media: <i>Journal Vouchers.</i>	121.11	411.11	Accrued Interest Re- ceivable—Loans. Interest Earned—Loans.
4.	Amounts collected representing interest accrued on loans. Posting media: <i>Certificates of Deposit.</i>	101.12	121.11	Cash. Accrued Interest Re- ceivable—Loans.
5.	Amounts collected representing repayments of loan principal. Posting media: <i>Certificates of Deposit.</i>	101.12	111.11	Cash. Loans.
6.	Principal value of loans and accrued interest receivable thereon transferred to the Central Office. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	111.11 121.11	Regional Office Books— Account with Central Office. Loans. Accrued Interest Re- ceivable—Loans.
7.	Amounts of cash balance in excess of actual disbursements and amounts of collections representing repayments of loans	331.51	101.12	Regional Office Books— Account with Central Office. Cash.

Trans- action Number	Description	Dr.	Cr.	Title
	and/or accrued interest thereon transferred to the Central Office. Posting media: <i>Inter Office Transfer Vouchers.</i>			
8.	Amounts of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.11	101.12	Cash in Transit. Cash.
9.	Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month. Posting media: <i>Journal Vouchers.</i>	101.12	101.11	Cash. Cash in Transit.
10.	Amount of interest earned on loans transferred to the Central Office as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers.</i>	411.11	331.51	Interest Earned—Loans. Regional Office Books— Account with Central Office.



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements for the Area Redevelopment Program (authorized by the Area Redevelopment Act, Public Law 87-27, approved May 1, 1961) under which the Secretary of Commerce is authorized to make loans and grants and to employ the facilities of other Government departments and agencies as necessary to carry out the program. Appropriated funds for the program are included under the Supplemental Appropriation Act, 1962, Public Law 87-332, approved September 30, 1961. Sections 7 and 8 of the Area Redevelopment Act, cited above, authorize financial assistance in the form of loans and grants to States, their political subdivisions, Indian tribes, and private or public nonprofit organizations, for the provision of public facilities in approved redevelopment areas. This activity is performed by the Community Facilities Administration, under authority delegated by the Secretary of Commerce and redelegated by the Administrator. This program is entirely separate from the Public Facility Loans Program, for which procedure is provided in Chapter 13.

Generally accepted commercial principles of accounting have been employed in the system which provides for decentralized accounts on the branch office principle. Control accounts with each Regional Office are maintained in the Division of Finance and Accounts and contra control accounts are maintained on the Regional Office books.

The procedure includes specific instructions for processing and recording program transactions in connection with approved projects which involve construction advances, loans, grants, and the purchase of accrued interest on bonds acquired in connection with loans. The General Ledger accounts, subsidiary *Loan Records* and *Grant Records* shall be established and maintained in accordance with the detailed instructions contained in Section 7-18-9. Cash receipts and disbursements journals have not been provided, since it appears that the number of transactions to be handled monthly by each Regional Office will not warrant the use of such books of original entry.

The Regional Office will disburse funds for construction advances, loans and grants, acquire bonds in connection with approved loans, purchase accrued interest on such bonds, and account for and report these and related transactions. Regional Offices shall establish and maintain a subsidiary *Loan Record* and/or a *Grant Record*, as appropriate, upon receipt of a memorandum from the Community Facilities Commissioner advising that a loan, or a grant, or a combination loan and grant, has been approved. The date of such memorandum shall be considered the effective date of approval.

Section 2

TRANSACTIONS BETWEEN OFFICES

All transactions between the Division of Finance and Accounts and Regional Offices shall be supported by a Form H-219, *Inter Office Transfer Voucher* which shall be prepared in duplicate by the originating office. The original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. *Inter Office Transfer Vouchers* shall be prepared and forwarded immediately; however, vouchers which cannot be forwarded in sufficient time to permit entry in the accounts of the receiving office on or before the end of the month in which transactions occur shall be prepared and submitted as of the first working day of the following month. *Inter Office Transfer Vouchers* prepared by Regional Offices shall be forwarded to the Division of Finance and Accounts; Regional Offices located west of the Mississippi River shall forward the documents by airmail.

Section 3

DISBURSING AUTHORITY

Disbursing authority will be made available to this Agency by transfer from the Department of Commerce under the following account symbols and titles which have been assigned by the Treasury Department:

Symbol	Title
86-1322000	Area Redevelopment Assistance, Area Redevelopment Administration (Transfer to Housing and Home Finance Agency), 1962
86-13 2000	Area Redevelopment Loans, Area Redevelopment Administration (Transfer to Housing and Home Finance Agency), Fiscal Year
86-13 2002	Grants for Public Facilities, Area Redevelopment Administration (Transfer to Housing and Home Finance Agency), Fiscal Year

Disbursing authority for the purpose of making advances and loans as well as grants will be transferred to Regional Offices entirely on an individual project basis. When funds are needed for a disbursement in connection with a particular project, the Regional Office shall prepare an *Inter Office Transfer Voucher* in duplicate and complete the Transfer Voucher No. and Date Issued blocks on the form. (Exhibit A illustrates the type of *Inter Office Transfer Voucher* to be prepared when funds are requested for advances or grants, and Exhibits B and C illustrate the types of *Inter Office Transfer Vouchers* to be prepared when funds are requested for bond purchases.) The copy shall be mailed to the Division of Finance and Accounts on the same date as that shown in the Date Issued block of the voucher. The Regional Office shall post the transfer in its accounts on the basis of the retained original, which shall be considered as accomplished. Such *Inter Office Transfer Vouchers* when received in the Division of Finance and Accounts will serve both as requests for disbursing authority and as the actual documents by which required transfers are effected. Should an emergency arise, funds can be made available promptly upon receipt of a teletype request.

In any case where the amount of funds transferred to a Regional Office exceeds the amount actually disbursed, such excess amount, identified by the project number, shall be returned promptly to the Division of Finance and Accounts in accordance with Exhibit D. *Inter Office Transfer Vouchers* covering such transfers to the Division of Finance and Accounts shall be prepared in duplicate in the usual manner.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (9-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE			MONTH RECORDED		
Washington, D. C. (Prepared by Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS AREA REDEVELOPMENT (Appropriation Symbol)					
To transfer funds for project disbursements as follows:					
<u>Project No.</u>	<u>Purpose**</u>	<u>Amount</u>			
		\$			
These funds are scheduled for disbursement on _____, 19__					
* To be assigned by the Regional Office.					
** Show whether funds are to be disbursed for advance or grant (first appropriation projects only).					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
			(See Transaction No. 1, Sections 7-18-16 and 7-18-19)		
SIGNATURE			SIGNATURE		

FHLLB- Washington, D. C.

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE			MONTH RECORDED		
Washington, D. C. (Prepared by Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS AREA REDEVELOPMENT <u>86-13 2000</u>					
To transfer funds for disbursement. Project No. _____, Name _____. Scheduled for disbursement on _____, 19____.					
Bond purchase as detailed below:					
Principal value			\$175,000.00		
Accrued interest purchased on bonds			<u>320.83</u>		
Cash requirement			<u>\$175,320.83</u>		
Outstanding advance of <u>\$44,000.00</u> will be collected by exchange of checks.					
* To be assigned by the Regional Office.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
			(See Transaction No. 1, Sections 7-18-13 and 7-18-16)		
SIGNATURE			SIGNATURE		

PHLBD-Washington, D. C.

EXHIBIT C

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (5-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE Washington, D. C. (Prepared by Regional Office)			MONTH RECORDED		
RECEIVING OFFICE (Location of Regional Office)			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
AREA REDEVELOPMENT <u>86-13 2000</u>					
To transfer funds for disbursement. Project No. _____,					
Name _____ . Scheduled for disbursement					
on _____, 19___.					
Bond purchase as detailed below:					
Principal value			\$175,000.00		
Accrued interest purchased on bonds		<u>320.83</u>	\$175,320.83		
Outstanding advance collected by setoff			<u>44,000.00</u>		
Cash requirement			<u>\$131,320.83</u> ^{1/}		
^{1/} Disbursement to applicant		\$130,763.90			
Accrued interest on advance to be setoff for credit to 86-131/54405		<u>556.93</u>			
		<u>\$131,320.83</u>			
* To be completed by Regional Office					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
			(See Transaction No. 1, Sections 7-18-13 and 7-18-16)		
SIGNATURE			SIGNATURE		

EXHIBIT D

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS AREA REDEVELOPMENT (Appropriation Symbol)					
To transfer to the Division of Finance and Accounts the amount of funds transferred in excess of actual disbursement(s) as follows:					
<u>Project No.</u>	<u>Purpose*</u>	<u>Amount</u>			
		\$			
* Show whether funds were requested for loan or grant (first appropriation projects only).					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
(See Transaction No. 2 Sections 7-18-13, 7-18-16, and 7-18-19)					
SIGNATURE			SIGNATURE		

FD-350 (Washington, D. C.)

Section 4

DISBURSEMENTS—ADVANCES, LOANS AND GRANTS

Each disbursement representing a construction advance, a purchase of bonds and accrued interest thereon, or a grant, must be supported by a fully executed agreement between the Government and the applicant. Disbursement shall not be made until such a contract is on file in the Regional Office and until the balance in the Regional Office cash account is sufficient to cover the transaction. The requirements for disbursements are summarized as follows:

- (1) The original and memorandum copy of each completed basic document (Form CFA-1030, *Requisition and Voucher for Loan, Advance and/or Grant Payment*) signed by the borrower as payee, signed by the authorized Regional Office personnel, and approved by the Regional Director, CFA, or his designee, together with all required supporting attachments, will be received in the Administrative Division.
- (2) The basic document and attachments shall be examined in the Administrative Division against the related contract or agreement. It shall be determined (a) that all required recommendations and approvals by authorized Regional personnel have been supplied, (b) that the amount of the undisbursed commitment as shown by the applicable *Loan Record* or *Grant Record* is not less than the proposed disbursement, and (c) that the transaction is proper and correct in all other respects.
- (3) After determining that the proposed disbursement is in order, a *Voucher and Schedule of Payments*, S.F. 1166, shall be prepared, certified, and submitted to the Treasury Regional Office requesting that a check be drawn and delivered in accordance with the instructions thereon. The instructions in Section 7-1-5 relative to the processing, numbering and filing of disbursement documents (basic documents and S.F. 1166's) shall be followed, except that the posting copies of such documents shall be filed in accordance with Section 7-1-3.

Disbursements for construction advances shall be recorded in the General Ledger in accordance with Transaction No. 3, Section 7-18-13 or 7-18-16, and disbursements for the purchase of bonds and accrued interest thereon, shall be recorded in accordance with Transaction No. 5 or 6, Sections 7-18-13 and 7-18-16, as appropriate. Disbursements for grants shall be recorded in the General Ledger in accordance with Transaction No. 4, Section 7-18-13 or Transaction No. 3, Section 7-18-19.

In the case illustrated by Exhibits A and B, S.F. 1166 would be prepared showing separately thereon the net amount to be disbursed to the borrower (\$130,763.90) and the amount of accrued interest receivable on advances (\$556.93) collected by setoff. Such amount shall be documented on the S.F. 1166 for credit to the Revolving Fund Account, Symbol 86-131/54405 and shall be recorded in the General Ledger maintained for that account symbol. The total of the two amounts, \$131,320.83, is chargeable to the transfer appropriation account and shall be shown in the Appropriation Summary block of the certified S.F. 1166. Such amount is the amount of the credit entry to be recorded in the cash account required by Transaction No. 5, Section 7-18-13 or 7-18-16. If funds for a project are to be disbursed from more than one appropriation, the account symbols and the amount of the disbursement related thereto shall be shown in the Appropriation Summary block of the S.F. 1166.

For the postings to be made in the subsidiary *Loan Record* covering a construction advance or a bond purchase transaction, and for the posting of a grant transaction in the applicable *Grant Record*, refer to the instructions in Section 7-18-9 under those headings and to Exhibits A and B of that section.

EXHIBIT A

CFA-38; (10-60)																									
<p style="text-align: center;">HOUSING AND HOME FINANCE AGENCY UNITED STATES DEPARTMENT OF HOUSING AREA REDEVELOPMENT</p> <p style="text-align: center;">CALCULATION OF NET AMOUNT DUE FOR BOND PURCHASE</p>	<p>Project No. _____</p> <p>Related Requisition _____</p> <p>No. _____</p> <p>Dated _____</p>																								
<p>Calculation of amount due to _____ <i>(Name of borrower as it appears on the Loan Agreement)</i></p>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Principal amount of bonds being purchased</td> <td style="width: 20%; text-align: right;">\$ 175,000.00</td> <td style="width: 20%;"></td> </tr> <tr> <td>Add: Accrued interest being purchased. from <u>AUG. 1, 19</u> to <u>AUG. 25, 19</u> at <u>2.75</u> % (<u>365</u> day basis) (24 days)</td> <td style="text-align: right; border-top: 1px solid black;">320.83</td> <td></td> </tr> <tr> <td style="text-align: right;">Gross amount due borrower</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$ 175,320.83</td> </tr> <tr> <td colspan="3" style="padding-top: 10px;">Deduct amount due Government by borrower for loan advances made pursuant to Loan Agreement:</td> </tr> <tr> <td>Principal amount of loan advances</td> <td style="text-align: right; border-top: 1px solid black;">441,000.00</td> <td></td> </tr> <tr> <td>Add: Accrued interest being paid on loan advances to <u>AUGUST 25, 19</u> at <u>2.75</u> % (<u>365</u> day basis)</td> <td style="text-align: right; border-top: 1px solid black;">556.93*</td> <td></td> </tr> <tr> <td style="text-align: right;">Total amount due Government by borrower on loan advances</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">441,556.93</td> </tr> <tr> <td style="text-align: right;">Net amount due borrower by Government</td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 130,763.90</td> </tr> </table> <p style="margin-top: 10px;">* Interest on \$441,000.00 from March 10, 19<u> </u> to August 25, 19<u> </u> (168 days)</p>		Principal amount of bonds being purchased	\$ 175,000.00		Add: Accrued interest being purchased. from <u>AUG. 1, 19</u> to <u>AUG. 25, 19</u> at <u>2.75</u> % (<u>365</u> day basis) (24 days)	320.83		Gross amount due borrower		\$ 175,320.83	Deduct amount due Government by borrower for loan advances made pursuant to Loan Agreement:			Principal amount of loan advances	441,000.00		Add: Accrued interest being paid on loan advances to <u>AUGUST 25, 19</u> at <u>2.75</u> % (<u>365</u> day basis)	556.93*		Total amount due Government by borrower on loan advances		441,556.93	Net amount due borrower by Government		\$ 130,763.90
Principal amount of bonds being purchased	\$ 175,000.00																								
Add: Accrued interest being purchased. from <u>AUG. 1, 19</u> to <u>AUG. 25, 19</u> at <u>2.75</u> % (<u>365</u> day basis) (24 days)	320.83																								
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Total amount due Government by borrower on loan advances		441,556.93																							
Net amount due borrower by Government		\$ 130,763.90																							
<p style="text-align: right; margin-right: 100px;">_____ <i>(Signature of Authorized Representative of borrower)</i></p> <p style="text-align: right; margin-right: 100px;">_____ <i>(Title)</i></p> <p>_____ <i>(Date)</i></p>																									
#0 802783																									

EXHIBIT B

Standard Form No. 1166
7 (14) 589
116-103

VOUCHER AND SCHEDULE OF PAYMENTS

HOUSING AND HOME FINANCE AGENCY
(DEPARTMENT OR ESTABLISHMENT)

Schedule No. _____

BUREAU OR OFFICE Office of the Administrator		AGENCY STATION NO. (a)	PAID BY
LOCATION OF TRANSMITTING OFFICE (Location of Regional Office)			
APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT) 86-13 2000 - \$131,320.83			Sheet 1 of _____

VOUCHER NO. (1)	PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION (2)	AMOUNT (3)	D.O. CHECK NO. (4)
	Name of Applicant Address Project No. _____ Contract No. _____	\$130,763.90	
	86-131/54405 Area Redevelopment Fund, Area Redevelopment Administration (Transfer to Housing and Home Finance Agency) 1961-1965 (Setoff - accrued interest on advance)	556.93	
	(a) Insert appropriate Field Fiscal Station code (see Section 7-1-2).		
Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.		GRAND TOTAL	\$131,320.83

(Date)

(Authorized certifying officer)

U.S. GOVERNMENT PRINTING OFFICE: 196-O-550308

Section 5

BONDS EVIDENCING LOANS

Transfer of Bond Accounts

Promptly after bonds and accrued interest thereon have been purchased and the transaction has been recorded in the accounts of the Regional Office, an *Inter Office Transfer Voucher* shall be prepared in accordance with Exhibit A or B for the purpose of transferring the principal value of bonds and the related amount of interest purchased, if any, to the Division of Finance and Accounts. As indicated by Exhibits A and B, such *Inter Office Transfer Voucher* shall show the amount of construction advance, if any, and accrued interest thereon deducted at final settlement for the purchase of bonds, or collected in those cases where settlement is required to be made by exchange of checks. If the bond purchase transaction involves more than one fiscal year appropriation a separate *Inter Office Transfer Voucher* shall be prepared for each appropriation.

Delivery of Bonds

Bonds shall be placed promptly after purchase with the local Federal Reserve Bank or Branch, with a letter of transmittal giving a description of the bonds. One copy of this letter, properly acknowledged by the Federal Reserve Bank or Branch, shall be placed in the appropriate Fiscal Project File (see Section 7-1-3) maintained in the Administrative Division. A facsimile copy of such letter shall be forwarded to the Community Facilities Commissioner.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED August 28, 19__		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED August		
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS AREA REDEVELOPMENT <u>86-13 2000</u>					
To transfer the principal value of bonds and the amount of accrued interest purchased to the Division of Finance and Accounts as detailed below.					
Project No. _____ (Name and location of borrower) _____					
Principal value					\$175,000.00
Accrued interest purchased on bonds (24 days at 2-3/4% on a 360 day basis from 8/1 through 8/24/__)			320.83		\$175,320.83
Collected by setoff:					
Outstanding advances					\$ 44,000.00
Accrued interest on advances (168 days at 2-3/4% on a 365 day basis from 3/10 through 8/24/__)			556.93		44,556.93
Net amount disbursed					\$130,763.90
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	111.11 121.18	\$175,320.83 175,000.00 320.83			
(See Transaction No. 8, Section 7-18-13 and Transaction No. 7, Section 7-18-16)					
SIGNATURE			SIGNATURE		

FHLOB-Washington, D. C.

EXHIBIT B

N-219 (3-51)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER		TRANS. VOUCHER NO. DATE ISSUED August 28, 19__
ISSUING OFFICE	MONTH RECORDED	
(Location of Regional Office)	August	
RECEIVING OFFICE	MONTH RECORDED	
Washington, D. C.		

DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS

AREA REDEVELOPMENT
86-13 2000

To transfer the principal value of bonds and the amount of accrued interest purchased to the Division of Finance and Accounts as detailed below.

Project No. _____ (Name and location of borrower)

Principal value	\$175,000.00	
Accrued interest purchased on bonds (24 days at 2-3/4% on a 360 day basis from 8/1 through 8/24/___)	_____ 320.83	\$175,320.83
Outstanding advances collected	\$ 44,000.00	
Accrued interest on advances (168 days at 2-3/4% on a 365 day basis from 3/10 through 8/24/___)	_____ 556.93	
Total collected by exchange of checks (C/D No. _____)	<u>\$ 44,556.93</u>	
Amount disbursed		<u>\$175,320.83</u>

ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	111.11 121.18	\$175,320.83 175,000.00 320.83			
(See Transaction No. 8, Section 7-18-13 and Transaction No. 7, Section 7-18-16)					
SIGNATURE			SIGNATURE		

F111 (10)-Washington, D. C.

Section 6

INTEREST

Interest receivable shall be computed in accordance with Section 7-1-4.

Interest on construction advances shall be accrued at the end of each quarterly period (March 31, June 30, September 30 and December 31) on a 365 day basis at the rate specified in the contract or agreement. A *Journal Voucher*, S.F. 1017G-Revised, shall be prepared as of the close of each quarter in accordance with Exhibit A and the entries thereon shall be posted to the General Ledger (see Transaction No. 1, Section 7-18-22) and to the *Loan Records* (see Section 7-18-9). As of the close of each fiscal year, an *Inter Office Transfer Voucher* shall be prepared in accordance with Exhibit B, transferring the amount of current fiscal year interest earned on advances to the Division of Finance and Accounts.

Interest normally shall be accrued quarterly, however, it will be necessary to accrue interest on an individual account in connection with the collection of the account by setoff or by payment.

Interest to be purchased in connection with a purchase of bonds shall be computed on a 360 day basis, with each full month considered as one-twelfth of a full year, or 30 days. When a bond purchase settlement is made, the amount of interest purchased shall be recorded in the General Ledger as indicated by Transaction No. 5, Section 7-18-13 or Transaction No. 6, Section 7-18-16, and in the applicable *Loan Record* (see Section 7-18-9).

Interest shall be accrued on a construction advance from the effective date of the advance, i.e., the date of the check, through the day preceding the date of settlement in the case of bonds purchased by the Government, or the day preceding the date on which a check in payment of an account is mailed by the borrower. Purchased interest on bonds shall be computed from the beginning date of the current semi-annual interest period through the day preceding the date of settlement. The effective dates of disbursements and collections are described in detail under the heading Subsidiary Loan Record in Section 7-18-9.

EXHIBIT A

Stock Form No. 1017G
9 GAO 1030
1017-895

JOURNAL VOUCHER

J. V. No.

Date

REFERENCE	EXPLANATION	DEBIT	CREDIT
	AREA REDEVELOPMENT <u>86-131/54405</u>		
<u>GENERAL LEDGER</u>			
121.41	Accrued Interest Receivable - Advances	\$ XXXX	
411.41	Interest Earned - Advances		\$ XXXX
<u>SUBSIDIARY LOAN RECORD</u>			
<u>Project No.</u>	<u>Principal</u> <u>Days</u> <u>Rate</u> <u>Accrual</u>		
		\$ XXXX	
		XX	
		XXXX	
	(List individual accounts)		
	Total		<u>\$ XXXX</u>
<p>To record the accrued interest receivable and interest earned during the quarter ended _____, 19____, on advances made in connection with Area Redevelopment projects.</p>			
	TOTAL,		

Prepared by (Signature) Approved by (Signature)

..... (Title) (Title)

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED		
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS AREA REDEVELOPMENT <u>86-131/54405</u> Amount of interest earned on construction advances during the fiscal year ended June 30, 19__ transferred to the Division of Finance and Accounts.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
411.41	331.51	\$ xxxx			
(See Transaction No. 5, Section 7-18-22)					
SIGNATURE			SIGNATURE		

FH18B-Washington, D. C.

Section 7

COLLECTIONS

All amounts collected by each Regional Office in connection with activities under the program shall be deposited in the nearest Federal Reserve Bank or Branch. For the procedure to be followed in depositing collections and for the preparation and distribution of related *Certificates of Deposit*, reference should be made to Section 7-1-2.

Collections which represent repayments of the principal amounts of advances shall be deposited for credit to the Transfer Appropriation Account, Symbol 86-13 2000. Collections, or portions thereof, which represent payments of accrued interest receivable on advances shall be deposited for credit to the Revolving Fund Account, Symbol 86-131/54405.

All collections shall be placed under accounting control as of the month in which they are received in the Administrative Division, including collections received during the closing business hours of the month.

Collections of accrued interest receivable on advances shall be recorded in the General Ledger maintained for the revolving fund account in accordance with Transaction No. 2, Section 7-18-22, and collections representing repayments of advance principal shall be recorded in the General Ledgers maintained for the transfer appropriation accounts in accordance with Transactions Nos. 5, 6 and/or 7, Section 7-18-13 or Transactions Nos. 4, 5 and/or 6, Section 7-18-16, as appropriate. All collections shall be recorded on the applicable subsidiary *Loan Record* as provided in the instructions in Section 7-18-9.

As of the close of each fiscal year, an *Inter Office Transfer Voucher* shall be prepared in accordance with Exhibit A, transferring to the Division of Finance and Accounts the amount of accrued interest receivable on advances collected during the fiscal year. (See Transaction No. 6, Section 7-18-22.)

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
AREA REDEVELOPMENT <u>86-131/54405</u>					
Amount of accrued interest receivable on advances collected during the fiscal year ended June 30, 19__ transferred to the Division of Finance and Accounts.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	\$ xxxxx			
(See Transaction No. 6, Section 7-18-22)					
SIGNATURE			SIGNATURE		

FHLDH-Washington, D. C.

Section 8

IN TRANSIT ITEMS

At the end of each month, each Regional Office shall adjust Accounts 101.12 Cash and 101.16 Cash-Loans and Grants-ARA, by removing therefrom those transactions which have not been accomplished. All such adjustments shall be recorded on the basis of journal entries as follows:

- (1) Adjustments for the amount of collections in transit shall be recorded in the General Ledger in accordance with Transaction No. 11, Section 7-18-13; Transaction No. 8, Section 7-18-16; Transaction No. 6, Section 7-18-19; and/or Transaction No. 7, Section 7-18-22. Such entries shall be reversed at the beginning of the following month in accordance with Transaction No. 12, Section 7-18-13; Transaction No. 9, Section 7-18-16; Transaction No. 7, Section 7-18-19; and/or Transaction No. 8, Section 7-18-22.
- (2) Adjustments for unaccomplished disbursements for advances and loans shall be recorded in the General Ledger and, when applicable, in the related *Loan Record(s)* by reversing the original entries made in the accounts on the basis of the certified disbursement documents. At the beginning of the following month, adjustments shall be made restoring the original entries.
- (3) Adjustments for unaccomplished disbursements for grants shall be recorded in the General Ledger in accordance with Transaction No. 13, Section 7-18-13 and/or Transaction No. 8, Section 7-18-19. Such entries shall be reversed at the beginning of the following month in accordance with Transaction No. 14, Section 7-18-13 and/or Transaction No. 9, Section 7-18-19.

Section 9

BOOKS AND RECORDS

General Ledgers and individual *Loan Records* and *Grant Records* shall be established and maintained by each Regional Office. The posting media for General Ledger entries are identified in Sections 7-18-13, 7-18-16, 7-18-19, and 7-18-22; and instructions for the maintenance of *Loan Records* and *Grant Records* are in this section. After each document has been posted, a notation to that effect shall be made thereon. Such notation shall show the posting date and shall be initialed by the employee who posted the transaction. In the case of documents such as executed agreements and amendments thereto, the notation shall be made on a small slip of paper attached to the face sheet or first page of the document.

GENERAL LEDGER

S.F. 1014-Revised shall be used for the General Ledgers. General Ledger accounts shall be established and maintained for loans and grants under the first appropriation (Symbol 86-1322000) in accordance with Sections 7-18-11 and 7-18-12, Chart and Description of General Ledger Accounts; and separate general ledger accounts shall be established and maintained for loans and for grants under subsequent appropriations (Symbols 86-13 2000 and 86-13 2002) in accordance with Sections Nos. 7-18-14, 7-18-15, 7-18-17, and 7-18-18. General ledger accounts shall also be established and maintained for the revolving fund account (Symbol 86-131/54405), for recording the accrual of interest on advances and the collection thereof, in accordance with Sections 7-18-20 and 7-18-21, Chart and Description of General Ledger Accounts.

SUBSIDIARY LOAN RECORD

Form H-213, *Loan Record* (Exhibit A) shall be maintained for each project involving an approved loan. Promptly upon receipt in the Administrative Division of a memorandum from the Community Facilities Commissioner advising that a loan has been approved, Form H-213 shall be established for the project and the approved amount recorded thereon. The loan commitment or authorization shall be recorded on Form H-213 upon receipt of a fully executed contract or loan agreement for the project.

Each *Loan Record* established shall be identified with the appropriation symbol applicable to the project. The symbol shall be placed in

the blank space to the left of item (2) on the *Loan Record* in accordance with the following instructions:

- (1) If an original loan contract and an amendatory contract for an increase are executed under the same fiscal year appropriation, the *Loan Record* shall be identified with the appropriation symbol assigned for that fiscal year.
- (2) If an original loan contract and an amendatory contract for an increase are executed under different fiscal year appropriations, a separate *Loan Record* shall be established for each appropriation involved. The *Loan Record* established for the fiscal year appropriation under which the original contract is executed shall be identified with the symbol assigned for that fiscal year. The *Loan Record* established for the fiscal year appropriation under which the amendatory contract is executed shall be identified with the symbol assigned for that fiscal year. *Loan Records* applicable to a split project shall be cross-referenced to each other by inserting "Split Project—see 86-13 2000" in the upper right corner of the *Loan Records* involved.

Loan Records shall be posted currently from *Requisitions and Vouchers for Loan, Advance, and/or Grant Payment*, Forms CFA-1030, *Certificates of Deposit*, *Inter Office Transfer Vouchers*, *Journal Vouchers*, Notices of Collection, project summaries and other similar documents.

Each disbursement for a construction advance or for the purchase of bonds shall be recorded on the appropriate *Loan Record* on the date the *Voucher and Schedule of Payments* is certified and submitted to the Treasury Regional Office for payment. The effective date of the disbursement shall be the date on which the check is drawn by the Treasury Regional Office as shown on the accomplished *Voucher and Schedule of Payments* returned to the Regional Office. If the effective date is different from the date of entry, the effective date of disbursement shall also be entered on the applicable *Loan Record*.

Each collection shall be recorded on the appropriate *Loan Record* on the date of the *Certificate of Deposit*. The effective date of a collection is the date on which a remittance is mailed in payment of an account as evidenced by the postmark on the envelope in which the remittance was mailed to the Regional Office, without regard to the date on which the check was received in the Regional Office. Such envelopes shall be retained and attached to the posting copies of the related *Certificates of Deposit*. In the case of a repayment of advances and accrued interest thereon collected by setoff at the time of settlement for the purchase of bonds, the effective date of the repayment is the date of the check in a net amount delivered to the borrower for the bonds. If the effective date is different from the entry date, the effective date shall also be entered on the applicable *Loan Record*.

Extreme care should be exercised that effective dates are always recorded as indicated above to insure that interest accruals and collections are correct.

The information to be recorded on *Loan Record* cards shall be in accordance with the following instructions which correspond to the parenthetical numbers shown on Exhibit A :

- (1) Show the project number in the upper right-hand corner of the form.
- (2) Show the location and number of the Regional Office.
- (3) Enter the number assigned to the contract or loan agreement.
- (4) Show the name and address of the borrower.
- (5) Enter the effective date of the contract or loan agreement.
- (6) Enter the date on which the last issue of bonds matures.
- (7) This block shall be adapted as a record of the loan approval and changes thereto as shown on Exhibit A. Amounts of decreases shall be recorded in the Action column in parentheses and will correspondingly decrease the Balance.
- (8) Enter the amount of loan specified in the contract or loan agreement and increases thereof as shown by contract amendments. If a contract is executed in an amount different from the amount approved for the project, the Division of Finance and Accounts shall be promptly advised.

Enter in brackets the amounts of refunds received because of an underrun in final project costs, as shown by Notices of Collection received from the Division of Finance and Accounts.

- (9) Enter amounts canceled as shown by signed documents which decrease the amount of the contract or loan agreement.
- (10) Enter amounts of loan advances from Forms CFA-1030 and the difference between the principal value of bonds purchased and the total of advances repaid at the time of final settlement, from Forms CFA-301, *Calculation of Net Amount Due for Bond Purchase*.

Enter in brackets the amounts of refunds received because of an underrun in final project costs, as shown by Notices of Collection received from the Division of Finance and Accounts.

- (11) Entries in column (8) increase the previous balance in this column and entries in columns (9) and (10) decrease the previous balance. Bracketed entries in columns (8) and (10) are off-setting and have no effect upon the balance.
- (12) Show the interest rate specified in the contract or loan agreement.
- (13) Show both bases on which interest is computed. Interest on advances is computed on a 365 day basis and on bonds purchased on a 360 day basis.
- (14) Show current date of entry.
- (15) Show effective date if different from entry date.
- (16) Cite posting document or brief description of the transaction.
- (17) Enter amounts of advances and the principal amounts of bonds purchased, as shown by Forms CFA-1030 and CFA-301.

- (18) Enter the total of advances collected by setoff or by exchange of checks at the time of settlement for the purchase of bonds, as shown by Forms CFA-301 and amounts of cash collections which represent repayments of advances from *Certificates of Deposit*.
- (19) Entries in column (17) increase the previous balance in this column and entries in column (18) decrease the previous balance.
- (20) Show the number of days for which interest is accrued.
- (21) Enter the accruals of interest on advances from *Journal Vouchers* and for bond interest purchased as shown by Forms CFA-301.
- (22) Enter the amount of accrued interest on advances collected by setoff or by exchange of checks at the time of final settlement for the purchase of bonds from Form CFA-301, and the amounts of cash collections, if any, which represent payments of accrued interest on advances from *Certificates of Deposit*.
- (23) Entries in column (21) increase the previous balance in this column and entries in column (22) decrease the previous balance.
- (24) Record the balances transferred to the Division of Finance and Accounts in parentheses in columns (19) and (23) as shown by *Inter Office Transfer Vouchers* and include the notation as illustrated on Exhibit A.

GRANT RECORD

Form H-200.54, *Grant Record* (Exhibit B) shall be maintained for each applicable project. Promptly upon receipt in the Administrative Division of a memorandum from the Community Facilities Commissioner advising that a grant has been approved, Form H-200.54 shall be established and maintained for the project.

Each *Grant Record* established shall be identified with the appropriation symbol applicable to the project. The symbol shall be placed to the right of the words Grant Record in accordance with the following instructions:

- (1) If an original grant contract and an amendatory contract for an increase are executed under the same fiscal year appropriation, the *Grant Record* shall be identified with the appropriation symbol assigned for that fiscal year.
- (2) If an original grant contract and an amendatory contract for an increase are executed under different fiscal year appropriations, a separate *Grant Record* shall be established for each appropriation involved. The *Grant Record* established for the fiscal year appropriation under which the original contract is executed shall be identified with the symbol assigned for that fiscal year. The *Grant Record* established for the fiscal year appropriation under

which the amendatory contract is executed shall be identified with the symbol assigned for that fiscal year. *Grant Records* applicable to a split project shall be cross-referenced to each other by inserting "Split Project—see 86-1322000" or "86-13 2002" in the upper right corner of the *Grant Records* involved.

The information to be recorded on *Grant Records* shall be in accordance with the following instructions which correspond to the parenthetical numbers shown on Exhibit B:

- (1) Show the project number.
- (2) Show the name of the applicant.
- (3) Show the address of the applicant.
- (4) Show date of entry.
- (5) Enter the effective date of approval, contract, contract amendments, disbursements, etc., if different than date of entry.
- (6) Cite posting document or give brief description of the transaction.
- (7) Enter the original amount of grant approved for the project and increases thereof, from notices of approval.
- (8) Enter amounts as shown by documents which decrease previous approvals, including *Journal Vouchers* canceling the undisbursed commitment.
- (9) Entries in column (7) increase the previous balance in this column and entries in column (8) decrease the previous balance.
- (10) Enter the amount of grant specified in the executed contract or agreement and increases thereof as shown by contract amendments.
- (11) Enter amounts as shown by documents which decrease the amount of the contract or agreement, including *Journal Vouchers* canceling the undisbursed commitment.
- (12) Entries in column (10) increase the previous balance in this column and entries in column (11) decrease the previous balance.
- (13) Enter amounts of grant disbursements as shown by Forms CFA-1030.
- (14) Entries in column (10) increase the previous balance in this column and entries in columns (11) and (13) decrease the previous balance.

Project Completion

After final grant disbursement has been made and upon receipt of an approved *Project Completion Report*, Form CFA-150-ARA, a *Journal Voucher* shall be prepared, supported by Form CFA-150-ARA, to reduce the undisbursed commitment (column 14, Form H-200.54) to a zero balance (see Exhibit C). A copy of the *Journal Voucher* shall be furnished to the Division of Finance and Accounts for posting to the control record.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY - OA (2) _____ OFFICE _____		LOAN RECORD (1) <i>Project No.</i> FUND NO. CONTROL ACCOUNT CODE WORD		H-215 (11-50)	LOAN NO. (3)
NAME AND ADDRESS OF BORROWER (4) (17) <i>Approval</i> <i>Action</i> <i>Balance</i>		TERMS OF NOTE EFFECTIVE DATE (5) _____ MATURITY DATE (6) _____		A.U.T.H.O.R.I.Z.A.T.I.O.N.S. Authorized (8) _____ Canceled (9) _____	
NAME AND ADDRESS OF PARTICIPATING BANK DATE (14) _____ INTEREST RATE (2) _____ AMOUNT OF GUARANTY \$ _____ INTEREST BASIS DATE (13) _____		PRINCIPAL Debit (11) _____ Credit (12) _____ Balance (14) _____		DIBURSED (16) _____ UNDISBURSED (16) _____	
ENTRY DATE (14) _____ EFFECTIVE DATE (15) _____ REFERENCE (16) _____		INTEREST TRANSACTIONS Collected (21) _____ Accrued (21) _____		INTEREST BALANCE Billed _____ Not Collected _____	
(24) <i>Transferred to Division of Insurance and Paraworks</i> See IOIV No. _____ Dated _____, 19____					

EXHIBIT C

Stock Form No. 1017G
9 GAO 1030
1017-303

JOURNAL VOUCHER

J. V. No.

Date

REFERENCE	EXPLANATION	DEBIT	CREDIT
	<p style="text-align: center;">AREA REDEVELOPMENT (Show <u>Appropriation Symbol</u>)</p> <p>Project No. _____</p> <p>Contract No. _____</p> <p>Postings to Subsidiary Grant Record (Form H-200.54)</p> <p style="padding-left: 40px;">Column (8) \$ xxxx Column (11) xxxx</p> <p>(A decrease of \$ xxxx in column (14) will result from the above posting.)</p> <p>To cancel the undisbursed contract commitment after final grant disbursement documented by S.F. 1166 No. _____ . Executed Form CFA-150-ARA, <u>Project Completion Report</u>, has been received.</p> <p style="text-align: right;">TOTAL,</p>		

Prepared by
(Signature)
.....
(Title)

Approved by
(Signature)
.....
(Title)

Section 10

REPORTS

The reports referred to herein shall be forwarded to the Division of Finance and Accounts as provided below.

Statement of General Ledger Balances

As of the end of each month, after all entries for the month have been posted to the General Ledgers, the balances for Advances and Accrued Interest Receivable—Advances as shown in columns (19) and (23) of the *Loan Records* and the disbursements made for Grants as shown in column (13) of the *Grant Records* shall be totalled separately and each such total shall be verified and reconciled with the balance of the applicable General Ledger control account. A separate trial balance of accounts maintained for each General Ledger shall then be taken and reported on Form H-200.60, *Statement of General Ledger Balances*, properly identified as to the program and the related fund symbol. The numbers and titles of General Ledger accounts not printed on the form shall be typed in. Such reports shall be transmitted to the Division of Finance and Accounts in accordance with Section 7-1-8. In addition to the regular trial balance as of June 30 each year, post closing trial balances shall be submitted after fiscal year closing entries have been made.

Project Loans and/or Grants

On the second business day following the close of each month a photocopy of each *Loan Record* and each *Grant Record* shall be prepared and submitted to the Division of Finance and Accounts.

Section 11

CHART OF GENERAL LEDGER ACCOUNTS
 APPROPRIATION SYMBOL 86-1322000

Category	Account Number	Title
ASSETS		
101		
Cash :		
	101.11	Cash in Transit
	101.16	Cash—Loans and Grants—ARA
111		
Loans and Advances Receivable :		
	111.11	Loans
	111.41	Advances
121		
Accrued Receivables :		
	121.18	Accrued Interest Receivable—Purchased In- terest
LIABILITIES		
201		
Accounts Payable :		
	201.11	Accounts Payable
CAPITAL		
321		
Unreserved Surplus (or Deficit) :		
	321.21	Cumulative Grants
INTEROFFICE CONTROL ACCOUNT		
331		
Real and Nominal Accounts :		
	331.51	Regional Office Books—Account with Central Office

Category	Account Number	Title
541 Grants:	541.11	Grants

EXPENSE

Section 12

DESCRIPTION OF GENERAL LEDGER ACCOUNTS APPROPRIATION SYMBOL 86-1322000

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record the amount of cash collections in transit at the end of each month.

Debit this account with:

11. Amounts of cash collections in transit at the end of each month.

Credit this account with:

12. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

101.16 Cash—Loans and Grants—ARA

This is a debit balance (asset) account maintained to show the unexpended cash balance available to the Regional Office for the purpose of making construction advances, loans, and grants.

Debit this account with:

1. Amounts transferred from the Division of Finance and Accounts cash account.
6. Principal amount of advances collected by exchange of checks at time of settlement for purchase of bonds.
7. Amounts of cash collections which represent repayments of advances.
9. Amounts collected representing grant refunds resulting from overpayments.
12. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

Credit this account with:

2. Amounts of excess funds returned to the Division of Finance and Accounts.
3. Amounts disbursed representing loan advances.
4. Amounts disbursed for grants.
5. Amounts disbursed at time of settlement representing the difference between (a) the principal value of bonds and related interest purchased plus the accrued interest collection on advances and (b) amounts due the Government, if any, for construction advances and accrued interest thereon.
6. Amount disbursed for purchase of bonds and related interest, at time of settlement by exchange of checks.

Debit this account with:

13. Amounts of grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

Credit this account with:

11. Amounts of cash collections in transit at the end of each month.
14. Amounts of month-end adjustments for unaccomplished grant disbursements reversed at the beginning of each month.

111.11 Loans

This is a debit balance (asset) account maintained to record the principal amounts of bonds purchased under contracts or loan agreements with borrowers and the subsequent transfer thereof to the Division of Finance and Accounts.

Debit this account with:

5. Principal value of bonds purchased at time of settlement.
6. Principal value of bonds purchased at time of settlement by exchange of checks.

Credit this account with:

8. Principal value of bonds transferred to the Division of Finance and Accounts upon completion of purchase settlement.

111.41 Advances

This is a debit balance (asset) account maintained to show the amount of advances made for construction prior to the purchase of bonds. The debit balance in this account represents the total outstanding amount of advances due the Government in connection with projects in the Region.

Debit this account with:

3. Amounts disbursed representing loan advances.

Credit this account with:

5. Amounts of advances repaid at time of settlement for purchase of bonds.
6. Amounts collected at time of settlement for purchase of bonds, by exchange of checks, which represent principal repayments of advances.
7. Amounts of cash collections which represent repayments of advances.

121.18 Accrued Interest Receivable—Purchased Interest

This is a debit balance (asset) account maintained to record the amount of accrued interest purchased on bonds and the subsequent transfer of such interest to the Division of Finance and Accounts.

Debit this account with:

5. Amounts of accrued interest on bonds purchased at time of settlement.

Credit this account with:

8. Amounts of purchased interest transferred to the Division of Finance and Accounts upon completion of settlement for purchase of bonds.

Debit this account with: Credit this account with:

6. Amounts of accrued interest on bonds purchased at time of settlement by exchange of checks.

201.11 Accounts Payable

This is a credit balance (liability) account maintained to record the amount of cash disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

Debit this account with: Credit this account with:

14. Amounts of month-end adjustments for unaccomplished grant disbursements reversed at the beginning of each month.
13. Amounts of grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

321.21 Cumulative Grants

This is a debit balance (capital) account maintained to show the cumulative amount of grants disbursed in prior fiscal years.

Debit this account with: Credit this account with:

10. Amount of balance in Account 541.11 Grants transferred to this account as of June 30 each fiscal year.

331.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to record all transfers between the Division of Finance and Accounts and the Regional Office.

Debit this account with: Credit this account with:

2. Amounts of excess funds returned to the Division of Finance and Accounts.
8. Principal value of bonds and related amount of interest purchased transferred to the Division of Finance and Accounts.
1. Amounts transferred from the Division of Finance and Accounts cash account.

541.11 Grants

This is a debit balance (expense) account maintained to show the amount of grants disbursed for projects during the current fiscal year.

Debit this account with: Credit this account with:

4. Amounts disbursed for grants.
9. Amounts collected representing grant refunds resulting from overpayments.

Debit this account with :

Credit this account with :

- 10. Amount of balance in Account 541.11 Grants transferred to Account 321.21 Cumulative Grants as of June 30 each fiscal year.

Section 13

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES
 APPROPRIATION SYMBOL 86-1322000

Transaction Number	Description	Dr.	Cr.	Title
1.	Amounts transferred from Division of Finance and Accounts cash account. Posting media: <i>Inter Office Transfer Vouchers.</i>	101.16	331.51	Cash—Loans and Grants—ARA. Regional Office Books—Account with Central Office.
2.	Amounts of excess funds returned to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	101.16	Regional Office Books—Account with Central Office. Cash—Loans and Grants—ARA.
3.	Amounts disbursed representing loan advances. Posting media: <i>Vouchers and Schedules of Payments.</i>	111.41	101.16	Advances. Cash—Loans and Grants—ARA.
4.	Amounts disbursed for grants. Posting media: <i>Vouchers and Schedules of Payments.</i>	541.11	101.16	Grants. Cash—Loans and Grants—ARA.
5.	Purchase of bonds and related interest and the collection of advances by setoff at time of final settlement. ¹ Posting media: <i>Vouchers and Schedules of Payments</i> and related supporting documents.	111.11 121.18	101.16 111.41	Loans. Accrued Interest Receivable—Purchased Interest. Cash—Loans and Grants—ARA. Advances.

¹ The credit entry to Account 111.41 is not involved in cases where no advances were made prior to the purchase of bonds.

Collection of accrued interest receivable on advances, if any, to be entered in the general ledger maintained for the Area Redevelopment Fund, Symbol 86-131/54405. See Transactions Nos. 3 and 4, Section 7-18-22.

Trans-

action

Number	Description	Dr.	Cr.	Title
6.	Purchase of bonds and related interest, if any, and collection of advances, at time of settlement by exchange of checks. ¹ Posting media: <i>Vouchers and Schedules of Payments</i> , related supporting documents, and <i>Certificates of Deposit</i> .	101.16 111.11 121.18		Cash—Loans and Grants—ARA Loans Accrued Interest Receivable—Purchased Interest.
			101.16	Cash—Loans and Grants—ARA.
			111.41	Advances.
7.	Amounts of cash collections, which represent repayments of advances. Posting media: <i>Certificates of Deposit</i> .	101.16		Cash—Loans and Grants—ARA.
			111.41	Advances.
8.	Principal value of bonds and related amount of interest purchased, transferred to the Division of Finance and Accounts upon completion of purchase settlement. Posting media: <i>Inter Office Transfer Vouchers</i> .	331.51		Regional Office Books—Account with Central Office.
			111.11	Loans.
			121.18	Accrued Interest Receivable—Purchased Interest.
9.	Amounts collected representing grant refunds resulting from overpayments. Posting media: <i>Certificates of Deposit</i> .	101.16		Cash—Loans and Grants—ARA.
			541.11	Grants.
10.	Amount of balance in Account 541.11 Grants, transferred to Account 321.21 Cumulative Grants, as of June 30 each fiscal year. Posting media: <i>Journal Vouchers</i> .	321.21		Cumulative Grants.
			541.11	Grants.
11.	Amounts of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11		Cash in Transit.
			101.16	Cash—Loans and Grants—ARA.

¹ See footnote 1, page 1.

Trans- action Number	Description	Dr.	Cr.	Title
12.	Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month. Posting media: <i>Journal Vouchers</i> .	101.16		Cash—Loans and Grants —ARA.
			101.11	Cash in Transit.
13.	Amounts of grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.16		Cash—Loans and Grants —ARA.
			201.11	Accounts Payable.
14.	Amounts of month-end adjustments for unaccomplished grant disbursements reversed at the beginning of each month. Posting media: <i>Journal Vouchers</i> .	201.11		Accounts Payable.
			101.16	Cash—Loans and Grants —ARA.

Section 14

CHART OF GENERAL LEDGER ACCOUNTS
APPROPRIATION SYMBOL 86-13 2000

Category	Account Number	Title
ASSETS		
101 Cash :		
	101.11	Cash in Transit
	101.12	Cash
111 Loans and Advances Receivable :		
	111.11	Loans
	111.41	Advances
121 Accrued Receivables :		
	121.18	Accrued Interest Receivable—Purchased Interest
INTEROFFICE CONTROL ACCOUNT		
331 Real and Nominal Accounts :		
	331.51	Regional Office Books—Account with Central Office

Section 15

DESCRIPTION OF GENERAL LEDGER ACCOUNTS APPROPRIATION SYMBOL 86-13 2000

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record the amount of cash collections in transit at the end of each month.

Debit this account with:

8. Amounts of cash collections in transit at the end of each month.

Credit this account with:

9. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

101.12 Cash

This is a debit balance (asset) account maintained to show the unexpended cash balance available to the Regional Office for the purpose of making construction advances and loans.

Debit this account with:

1. Amounts transferred from the Division of Finance and Accounts cash account.
4. Amounts of cash collections which represent repayments of advances.
6. Principal amount of advances collected by exchange of checks at time of settlement for purchase of bonds.
9. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

Credit this account with:

2. Amounts of excess funds returned to the Division of Finance and Accounts.
3. Amounts disbursed representing loan advances.
5. Amounts disbursed at time of settlement representing the difference between (a) the principal value of bonds and related interest purchased plus the accrued interest collection on advances and (b) amounts due the Government, if any, for construction advances and accrued interest thereon.
6. Amount disbursed for purchase of bonds and related interest, at time of settlement by exchange of checks.
8. Amounts of cash collections in transit at the end of each month.

111.11 Loans

This is a debit balance (asset) account maintained to record the principal amounts of bonds purchased under contracts or loan agreements with borrowers and the subsequent transfer thereof to the Division of Finance and Accounts.

Debit this account with:

5. Principal value of bonds purchased at time of settlement.
6. Principal value of bonds purchased at time of settlement by exchange of checks.

Credit this account with:

7. Principal value of bonds transferred to the Division of Finance and Accounts upon completion of purchase settlement.

111.41 Advances

This is a debit balance (asset) account maintained to show the amount of advances made for construction prior to the purchase of bonds. The debit balance in this account represents the total outstanding amount of advances due the Government in connection with projects in the Region.

Debit this account with:

3. Amounts disbursed representing loan advances.

Credit this account with:

4. Amounts of cash collections which represent repayments of advances.
5. Amounts of advances repaid at time of settlement for purchase of bonds.
6. Amounts collected at time of settlement for purchase of bonds, by exchange of checks, which represent repayments of advances.

121.18 Accrued Interest Receivable—Purchased Interest

This is a debit balance (asset) account maintained to record the amount of accrued interest purchased on bonds and the subsequent transfer of such interest to the Division of Finance and Accounts.

Debit this account with:

5. Amounts of accrued interest on bonds purchased at time of settlement.
6. Amounts of accrued interest on bonds purchased at time of settlement by exchange of checks.

Credit this account with:

7. Amounts of purchased interest transferred to the Division of Finance and Accounts upon completion of settlement for purchase of bonds.

331.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to record all transfers between the Division of Finance and Accounts and the Regional Office.

Debit this account with:

2. Amounts of excess funds returned to the Division of Finance and Accounts.
7. Principal value of bonds and related amount of interest purchased transferred to the Division of Finance and Accounts.

Credit this account with:

1. Amounts transferred from the Division of Finance and Accounts cash account.

Section 16

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES
 APPROPRIATION SYMBOL 86-13 2000

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts transferred from Division of Finance and Accounts cash account. Posting media: <i>Inter Office Transfer Vouchers</i> .	101.12	331.51	Cash. Regional Office Books— Account with Central Office.
2.	Amounts of excess funds returned to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers</i> .	331.51	101.12	Regional Office Books— Account with Central Office. Cash.
3.	Amounts disbursed representing loan advances. Posting media: <i>Vouchers and Schedules of Payments</i> .	111.41	101.12	Advances. Cash.
4.	Amounts of cash collections which represent repayments of advances. Posting media: <i>Certificates of Deposit</i> .	101.12	111.41	Cash. Advances.
5.	Purchase of bonds and related interest and collection of advances by setoff at time of final settlement. ¹ Posting media: <i>Vouchers and Schedules of Payments</i> and related supporting documents.	111.11 121.18	101.12 111.41	Loans. Accrued Interest Receivable—Purchased Interest. Cash. Advances.

¹The credit entry to Account 111.41 is not involved in cases where no advances were made prior to the purchase of bonds.
 Collection of accrued interest receivable on advances, if any, to be entered in the general ledger maintained for the Area Redevelopment Fund, Symbol 86-131/54405. See Transactions Nos. 3 and 4, Section 7-18-22.

Trans-
action

Number	Description	Dr.	Cr.	Title
6.	Purchase of bonds and related interest, if any, and collection of advances at time of settlement by exchange of checks. ¹ Posting media: <i>Vouchers and Schedules of Payments</i> , related supporting documents, and <i>Certificates of Deposit</i> .	101.12 111.11 121.18		Cash. Loans Accrued Interest Receivable—Purchased Interest.
			101.12 111.41	Cash. Advances.
7.	Principal value of bonds and related amount of interest purchased, transferred to the Division of Finance and Accounts upon completion of purchase settlement. Posting media: <i>Inter Office Transfer Vouchers</i> .	331.51		Regional Office Books—Account with Central Office.
			111.11 121.18	Loans. Accrued Interest Receivable—Purchased Interest.
8.	Amounts of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11		Cash in Transit.
			101.12	Cash.
9.	Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
			101.11	Cash in Transit.

¹The credit entry to Account 111.41 is not involved in cases where no advances were made prior to the purchase of bonds.

Collection of accrued interest receivable on advances, if any, to be entered in the general ledger maintained for the Area Redevelopment Fund, Symbol 86-131/54405. See Transactions Nos. 3 and 4, Section 7-18-22.

Section 17

CHART OF GENERAL LEDGER ACCOUNTS
APPROPRIATION SYMBOL 86-13 2002

Category	Account Number	Title
ASSETS		
101 Cash :		
	101.11	Cash in Transit
	101.12	Cash
LIABILITIES		
201 Accounts Payable :		
	201.11	Accounts Payable
CAPITAL		
321 Unreserved Surplus (or Deficit) :		
	321.21	Cumulative Grants
INTEROFFICE CONTROL ACCOUNT		
331 Real and Nominal Accounts :		
	331.51	Regional Office Books—Account with Central Office
EXPENSE		
541 Grants :		
	541.11	Grants

Section 18

DESCRIPTION OF GENERAL LEDGER ACCOUNTS
APPROPRIATION SYMBOL 86-13 2002

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record the amount of cash collections in transit at the end of each month.

Debit this account with:

6. Amounts of cash collections in transit at the end of each month.

Credit this account with:

7. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

101.12 Cash

This is a debit balance (asset) account maintained to show the unexpended cash balance available to the Regional Office for the purpose of making grants.

Debit this account with:

1. Amounts transferred from the Division of Finance and Accounts cash account.
4. Amounts collected representing grant refunds resulting from overpayments.
7. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.
8. Amounts of grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

Credit this account with:

2. Amounts of excess funds returned to the Division of Finance and Accounts.
3. Amounts disbursed for grants.
6. Amounts of cash collections in transit at the end of each month.
9. Amounts of month-end adjustments for unaccomplished grant disbursements reversed at the beginning of each month.

201.11 Accounts Payable

This is a credit balance (liability) account maintained to record the amount of cash disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

Debit this account with:

9. Amounts of month-end adjustments for unaccomplished grant disbursements reversed at the beginning of each month.

Credit this account with:

8. Amounts of grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

321.21 Cumulative Grants

This is a debit balance (capital) account maintained to show the cumulative amount of grants disbursed in prior fiscal years.

Debit this account with: Credit this account with:

5. Amount of balance in Account 541.11 Grants transferred to this account as of June 30 each fiscal year.

331.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to record all transfers between the Division of Finance and Accounts and the Regional Office.

Debit this account with: Credit this account with:

- | | |
|--|--|
| <ol style="list-style-type: none"> 2. Amounts of excess funds returned to the Division of Finance and Accounts. | <ol style="list-style-type: none"> 1. Amounts transferred from the Division of Finance and Accounts cash account. |
|--|--|

541.11 Grants

This is a debit balance (expense) account maintained to show the amount of grants disbursed for projects during the current fiscal year.

Debit this account with: Credit this account with:

- | | |
|--|---|
| <ol style="list-style-type: none"> 3. Amounts disbursed for grants. | <ol style="list-style-type: none"> 4. Amounts collected representing grant refunds resulting from overpayments. 5. Amount of balance in Account 541.11 Grants transferred to Account 321.21 Cumulative Grants as of June 30 each fiscal year. |
|--|---|

Section 19

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES
 APPROPRIATION SYMBOL 86-13 2002

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts transferred from Division of Finance and Accounts cash account. Posting media: <i>Inter Office Transfer Vouchers.</i>	101.12	331.51	Cash. Regional Office Account with Central Office.
2.	Amounts of excess funds returned to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	101.12	Regional Office Account with Central Office. Cash.
3.	Amounts disbursed for grants. Posting media: <i>Vouchers and Schedules of Payments.</i>	541.11	101.12	Grants. Cash.
4.	Amounts collected representing grant refunds resulting from overpayments. Posting media: <i>Certificates of Deposit.</i>	101.12	541.11	Cash. Grants.
5.	Amount of balance in Account 541.11 Grants, transferred to Account 321.21 Cumulative Grants, as of June 30 each fiscal year. Posting media: <i>Journal Vouchers.</i>	321.21	541.11	Cumulative Grants. Grants.
6.	Amounts of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.11	101.12	Cash in Transit. Cash.

Trans-
action

Number	Description	Dr.	Cr.	Title
7.	Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
			101.11	Cash in Transit.
8.	Amounts of grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
			201.11	Accounts Payable.
9.	Amounts of month-end adjustments for unaccomplished grant disbursements reversed at the beginning of each month. Posting media: <i>Journal Vouchers</i> .	201.11		Accounts Payable.
			101.12	Cash.

Section 20

CHART OF GENERAL LEDGER ACCOUNTS
APPROPRIATION SYMBOL 86-131/54405

Category	Account Number	Title
ASSETS		
101 Cash :		
	101.11	Cash in Transit
	101.12	Cash
121 Accrued Receivables :		
	121.41	Accrued Interest Receivable—Advances
INTEROFFICE CONTROL ACCOUNT		
331 Real and Nominal Accounts :		
	331.51	Regional Office Books—Account with Central Office
INCOME		
411 Interest :		
	411.41	Interest Earned—Advances

Section 21

DESCRIPTION OF GENERAL LEDGER ACCOUNTS APPROPRIATION SYMBOL 86-131/54405

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record the amount of cash collections in transit at the end of each month.

Debit this account with:

7. Amounts of cash collections in transit at the end of each month.

Credit this account with:

8. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

101.12 Cash

This is a debit balance (asset) account maintained to show cash collections of accrued interest receivable on advances.

Debit this account with:

2. Amounts of cash collections representing payments of accrued interest receivable on advances.
3. Amounts of accrued interest receivable on advances collected by setoff at time of settlement of bond purchase.
4. Amounts of accrued interest receivable on advances collected by exchange of checks at time of settlement of bond purchase.
8. Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month.

Credit this account with:

6. Amounts of cash collections of accrued interest receivable on advances transferred to the Division of Finance and Accounts as of the close of each fiscal year.
7. Amounts of cash collections in transit at the end of each month.

121.41 Accrued Interest Receivable—Advances

This is a debit balance (asset) account maintained to show the amount of accrued interest receivable on outstanding advances. The debit balance in this account represents the total accrued interest receivable

on advances due the Government in connection with projects in the Region.

Debit this account with:

1. Amounts of interest accrued on advances.

Credit this account with:

2. Amounts of cash collections representing payments of accrued interest receivable on advances.
3. Amount of accrued interest receivable on advances collected by setoff at time of settlement for purchase of bonds.
4. Amounts of accrued interest receivable on advances collected by exchange of checks at time of settlement for purchase of bonds.

331.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to record all transfers between the Division of Finance and Accounts and the Regional Office.

Debit this account with:

6. Amounts of cash collections of accrued interest receivable on advances transferred to the Division of Finance and Accounts.

Credit this account with:

5. Amounts of interest earned on advances transferred to the Division of Finance and Accounts as of June 30 each fiscal year.

411.41 Interest Earned—Advances

This is a credit balance (income) account maintained to record the amount of interest earned on advances made for construction of projects in the Region.

Debit this account with:

5. Amounts of interest earned on advances transferred to the Division of Finance and Accounts as of June 30 each fiscal year.

Credit this account with:

1. Amounts of interest accrued on advances.

Section 22

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES
 APPROPRIATION SYMBOL 86-131/54405

Transaction Number	Description	Dr.	Cr.	Title
1.	Amounts of interest accrued on advances. Posting media: <i>Journal Vouchers</i> .	121.41		Accrued Interest Receivable—Advances.
			411.41	Interest Earned—Advances.
2.	Amounts of cash collections representing payments of accrued interest receivable on advances. Posting media: <i>Certificates of Deposit</i> .	101.12		Cash.
			121.41	Accrued Interest Receivable—Advances.
3.	Amounts of accrued interest receivable on advances collected by setoff at time of settlement for purchase of bonds. ¹ Posting media: <i>Vouchers and Schedules of Payments</i> and related supporting documents.	101.12		Cash.
			121.41	Accrued Interest Receivable—Advances.
4.	Amounts of accrued interest receivable on advances collected by exchange of checks at time of settlement for purchase of bonds. ¹ Posting media: <i>Vouchers and Schedules of Payments</i> , related supporting documents, and <i>Certificates of Deposit</i> .	101.12		Cash.
			121.41	Accrued Interest Receivable—Advances.

¹ See Transactions Nos. 5 and 6, Sections 7-18-13 and 7-18-16 for the related bond purchase entries.

**Trans-
action**

Number	Description	Dr.	Cr.	Title
5.	Amounts of interest earned on advances transferred to the Division of Finance and Accounts as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers.</i>	411.41		Interest Earned— Advances.
			331.51	Regional Office Books— Account with Central Office.
6.	Amounts of collections of accrued interest receivable on advances transferred to the Division of Finance and Accounts as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51		Regional Office Books— Account with Central Office.
			101.12	Cash.
7.	Amounts of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.11		Cash in Transit.
			101.12	Cash.
8.	Amounts of month-end adjustments for cash collections in transit reversed at the beginning of each month. Posting media: <i>Journal Vouchers.</i>	101.12		Cash.
			101.11	Cash in Transit.



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements for the Accelerated Public Works Program authorized by the Public Works Acceleration Act, Public Law 87-658, approved September 14, 1962. Under this program the Housing and Home Finance Administrator is authorized to make grants to States and local governments as defined in the Act. This procedure relates only to the making of grants under the program. The fiscal and accounting requirements for loans to applicants for grants under this program are set out in Chapter 13, Public Facility Loans Program.

Generally accepted commercial principles of accounting have been employed in the system which provides for decentralized accounts on the branch office principle. Control accounts with each Regional Office are maintained in the Division of Finance and Accounts and contra control accounts are maintained on the Regional Office books.

The procedure includes specific instructions for processing and recording program transactions. The General Ledger accounts, *Project Grant Records* and Cash Disbursements and Receipts Registers shall be established and maintained in accordance with the detailed instructions contained in Section 7-19-8.

Section 2

PROJECT RESERVATIONS, PROJECT SUMMARIES AND EXECUTED GRANT AGREEMENTS

Applications for grants will be acknowledged by the Regional Directors of Community Facilities.

Upon the completion of technical reviews of an application, if it is determined that approval can be recommended, the Regional Director will transmit a request for fund reservation (Form CFA-11, *Fund Reservation Order*) and press release date to the Community Facilities Commissioner. After CFA approval and the prevalidation of funds by the Division of Finance and Accounts, the Division of Finance and Accounts will transmit one copy of Form CFA-11 to the Administrative Division of the Regional Office and one copy to the Regional Director of CFA.

The Division of Finance and Accounts has established and maintains overall control records of reservations. These records control the individual reservation records maintained in the Regional Offices.

When a fund reservation decrease is indicated on project summaries and revisions thereof, or where there is a decrease resulting from the withdrawal or rejection of grant offers, or a decrease is indicated on an amendatory agreement, the Administrative Division shall prepare Form H-200.59, *Notice of Decrease of Fund Reservation*, when such a decrease becomes effective (see Exhibit A).

The effective date of such reservation decreases is the approval date of a revised project summary when there is no existing grant agreement or outstanding grant offer; the acceptance date of an amendatory agreement; or the date of the letter returning the offer, rejecting the offer, or notifying the applicant of a grant reduction due to an underrun of project costs.

After final grant disbursement has been made for a project and upon receipt of a Form CFA-150-APW, *Project Completion Report*, Form H-200.59 shall be prepared to cancel the undisbursed commitment, if any. The Form H-200.59 shall indicate a decrease in reservation, project summary, and agreement amounts, followed by "based on CFA-150-APW."

Form H-200.59 shall be prepared in an original and two copies. One copy shall be attached to the document forming the basis for the decrease and shall be posted immediately to the Form H-200.57, *Project Grant Record* (see the instructions in Section 7-19-8 under the heading

Subsidiary Project Grant Records). The original and second copy of the Form H-200.59 shall be forwarded at the close of business each day to the Division of Finance and Accounts which will post the original to the control record and forward the copy to CFA.

The program procedures provide for a copy of each approved project summary and revision thereof, and a conformed copy of each executed grant agreement and amendment thereof to be forwarded to the Division of Finance and Accounts.

EXHIBIT A

<p style="text-align: center;">HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR</p> <p style="text-align: center;">NOTICE OF DECREASE OF FUND RESERVATION</p>	<p style="text-align: right;">H-200.59 (8-63)</p> <p>Notice No. _____</p> <p>Project No. _____</p> <p>Appropriation No. _____</p> <p>Area Classification: <input type="checkbox"/> 5(a) or SU. <input type="checkbox"/> 5(b)</p>
<p>Recorded in the Project Record as a decrease to:</p> <p><input type="checkbox"/> Reservation amount only. (No project summary recorded)</p> <p><input type="checkbox"/> Reservation and project summary amounts. (No agreement in effect, or offer outstanding)</p> <p><input type="checkbox"/> Reservation, project summary, and agreement amounts.</p>	<p>Previous reservation \$ _____</p> <p>Current reservation _____</p> <p>Decrease of reservation \$ _____</p>
<p>(THIS SPACE FOR USE OF DIVISION OF FINANCE AND ACCOUNTS)</p> <p>Posted by: _____</p> <p style="text-align: right;">Date _____</p>	<p>Effective date: _____</p> <p>Prepared by: _____</p> <p style="text-align: right;">Date _____</p>

Section 3

PREVALIDATING GRANT OFFERS

Program procedures provide for the submission of all Forms CFA-1121, *Grant Offer*, and amendments thereto, to the Administrative Division for prevalidation prior to being signed by the Regional Director of Community Facilities. The requirements for prevalidation of *Grant Offers* are set forth below. For the prevalidation entries to be made on the subsidiary records, refer to the instructions in Section 7-19-8 under the heading Subsidiary Project Grant Records.

- (1) Upon receipt of an original *Grant Offer*, or an amendatory *Grant Offer* representing a grant increase, verify the amount of the grant as shown on the *Grant Offer* with the amount of the Form CFA-1119, *Project Summary*, shown on the applicable *Project Grant Record* (Column 9, Exhibit A, Section 7-19-8). If the amounts are in agreement the word Prevalidated, followed by the date and signature of the person authorized to prevalidate, shall be inserted on the project file copy of the *Grant Offer* immediately below the space provided for the signature of the Regional Director of Community Facilities. The original and all copies of the prevalidated *Grant Offer* shall be returned to the Chief, Public Facilities Operations Branch. If the amounts shown on the *Grant Offer* and on the *Project Summary* are not in agreement, the *Grant Offer* shall be returned without prevalidation and no entry shall be made on the *Project Grant Record*.
- (2) Upon receipt of an amendatory *Grant Offer* representing a grant decrease, verify the amount shown in the amendatory offer with the amount of the grant shown on Form CFA-105, *Revised Project Summary*, which will not have been recorded on the *Project Grant Record* pending receipt of the fully executed amendatory grant agreement. If the applicable amounts are in agreement, the amendatory *Grant Offer* shall be prevalidated and the documents disposed of as provided in item (1) above. If the amounts shown on the two documents involved are not in agreement, the amendatory *Grant Offer* shall be returned without prevalidation and no entry shall be made on the *Project Grant Record*.

Section 4

TRANSACTIONS BETWEEN OFFICES

All transactions between the Division of Finance and Accounts and Regional Offices shall be supported in each instance by a Form H-219, *Inter Office Transfer Voucher*, prepared in duplicate by the originating office. The original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. *Inter Office Transfer Vouchers* shall be prepared and forwarded immediately; however, vouchers which cannot be forwarded in sufficient time to permit entry in the accounts of the receiving office prior to the end of the month in which the transactions occur shall be prepared and submitted as of the first working day of the following month. *Inter Office Transfer Vouchers* prepared by Regional Offices shall be addressed to the Division of Finance and Accounts and Regional Offices located west of the Mississippi River shall forward the documents by airmail.

EXHIBIT A

H-219 (3-51) HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER	TRANS. VOUCHER NO. * <hr/> DATE ISSUED *												
ISSUING OFFICE <u>Washington, D. C. (Prepared by Regional Office)</u>	MONTH RECORDED												
RECEIVING OFFICE (Location of Regional Office)	MONTH RECORDED												
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS ACCELERATED PUBLIC WORKS PROGRAM <u>86-1130080</u>													
To transfer funds for project grant payments, as follows:													
<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: left;"><u>Project No.</u></td> <td style="text-align: right;"><u>Amount</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	<u>Project No.</u>	<u>Amount</u>		\$									
<u>Project No.</u>	<u>Amount</u>												
	\$												
These funds are scheduled for disbursement on _____, 19____.													
* To be assigned by the Regional Office.													
ISSUING OFFICE POSTINGS TO GENERAL LEDGER	RECEIVING OFFICE POSTINGS TO GENERAL LEDGER												
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">DR. A/C</th> <th style="width:33%;">CR. A/C</th> <th style="width:33%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </tbody> </table>	DR. A/C	CR. A/C	AMOUNT				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">DR. A/C</th> <th style="width:33%;">CR. A/C</th> <th style="width:33%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center; height: 100px;">(See Transaction No. 1, Section 7-19-11)</td> </tr> </tbody> </table>	DR. A/C	CR. A/C	AMOUNT	(See Transaction No. 1, Section 7-19-11)		
DR. A/C	CR. A/C	AMOUNT											
DR. A/C	CR. A/C	AMOUNT											
(See Transaction No. 1, Section 7-19-11)													
SIGNATURE	SIGNATURE												

HFA-6189, Washington, D. C.

EXHIBIT B

N-219 (7-51)			HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			TRANS. VOUCHER NO.						
INTER OFFICE TRANSFER VOUCHER						DATE ISSUED						
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED			MONTH RECORDED						
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED			MONTH RECORDED						
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS ACCELERATED PUBLIC WORKS PROGRAM <u>86-1130080</u> To transfer to the Central Office the amount of funds transferred in excess of the actual disbursement(s) as follows: <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center;"><u>Project No.</u></td> <td style="text-align: center;"><u>Amount</u></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> </tr> </table>									<u>Project No.</u>	<u>Amount</u>		\$
<u>Project No.</u>	<u>Amount</u>											
	\$											
ISSUING OFFICE				RECEIVING OFFICE								
POSTINGS TO GENERAL LEDGER				POSTINGS TO GENERAL LEDGER								
DR. A/C	CR. A/C	AMOUNT		DR. A/C	CR. A/C	AMOUNT						
331.51	101.12	\$ XXXX										
(See Transaction No. 8, Section 7-19-11)												
SIGNATURE				SIGNATURE								

HFA-1155, Washington, D. C.

Section 5

FUNDS

The following symbol and title have been assigned by the Treasury Department for use in connection with funds of the Accelerated Public Works Program:

Symbol	Title
86-11 0080	Public Works Acceleration, Executive (Transfer to Housing and Home Finance Agency), Fiscal Year

Disbursing authority may be requested from time to time, as needed for projects under contract, in an amount which when added to the balance of disbursing authority then on hand will be sufficient to cover all undisbursed contracts. When funds are needed, the Regional Office shall prepare an *Inter Office Transfer Voucher*, in duplicate, completing the Transfer Voucher No. and Date Issued blocks on the form, and mail a copy to the Division of Finance and Accounts. (See Exhibit A.) The date shown in the Date Issued block shall be the date that the copy of the voucher is mailed. The Regional Office shall post the transfer in its accounts on the basis of the retained original, which shall be considered as accomplished. Such *Inter Office Transfer Vouchers*, when received in the Division of Finance and Accounts, will serve both as requests for disbursing authority and as the actual documents by which required transfers are effected. A separate *Inter Office Transfer Voucher* shall be prepared for each appropriation applicable to a request for disbursing authority.

If at any time the amount of funds transferred to a Regional Office exceeds the total amount of undisbursed commitments, such excess amount shall be returned promptly to the Division of Finance and Accounts in accordance with Exhibit B.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE			MONTH RECORDED		
Washington, D. C. (Prepared by Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS ACCELERATED PUBLIC WORKS PROGRAM (Show applicable appropriation symbol)					
To transfer funds for the purpose of making grant disbursements. The status of disbursing authority as of <u>(insert date in Date Issued block)</u> is as follows:					
Total undisbursed contracts			\$500,000.00		
Balance of disbursing authority			<u>350,000.00</u>		
Amount to be transferred			<u>\$150,000.00</u>		
* To be assigned by the Regional Office					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
			101.12	331.51	\$150,000.00
			(See Transaction No. 1, Section 7-19-12)		
SIGNATURE			SIGNATURE		

FHBB-Washington, D. C.

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. * DATE ISSUED *		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)			*		
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.			*		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS ACCELERATED PUBLIC WORKS PROGRAM (Show applicable appropriation symbol)					
To return to the Central Office grant funds in excess of the total undisbursed contracts as follows:					
Balance of disbursing authority		\$400,000.00			
Total undisbursed contracts		<u>350,000.00</u>			
Amount of funds returned		<u>\$ 50,000.00</u>			
* To be assigned by the Regional Office					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	\$50,000.00			
(See Transaction No. 8, Section 7-19-12)					
SIGNATURE			SIGNATURE		
			7/19/64 Washington, D. C.		

Section 6

DISBURSEMENTS

A disbursement for a grant under this program shall not be made until a fully executed grant agreement between the Government and the applicant is on file in the Regional Office and unless there is a sufficient balance in the Regional Office cash account to cover the transaction. Disbursements for the payment of the cost of auditing grant-only projects (which are direct charges against the grant funds) shall not be made unless the executed contract between the Government and the public accountant is on file in the Regional Office and unless the Regional Director of Community Facilities indicates his acceptance of the audit report on the basic document. The amount of the final grant disbursement shall be withheld pending audit of the project and when paid shall be reduced by the amount of the audit fee paid to the public accountant.

The requirements for disbursements under the program are summarized as follows:

- (1) The original and memorandum copies of each completed basic document, such as Form CFA-1130, *Requisition and Voucher for Grant Payment*, surnamed and signed by the authorized program and legal personnel and signed by the Regional Director of Community Facilities, or certified *Invoice* or S.F. 1034, *Public Voucher for Purchases and Services Other Than Personal*, signed by the Regional Director, will be received in the Administrative Division.
- (2) The basic documents and attachments, if any, shall be examined in the Administrative Division against the related grant agreement or audit contract to ascertain that all requirements are fulfilled and that the disbursement is proper. It shall be determined: (a) that the amount of the undisbursed commitment as shown on the applicable Form H-200.57, *Project Grant Record*, is not less than the proposed disbursement; (b) that the grant agreement's provisions relating to the disbursement of funds on a percentage basis are being met; (c) that all required approvals by authorized program and legal personnel have been indicated; (d) that an audit has been made at the required time; (e) that the audit report has been accepted by the Government; and (f) that the requisition for final grant disbursement has been adjusted for the cost of the project audit and for any exceptions contained in the audit report.

- (3) After determining that the proposed disbursement is in order, S.F. 1166, *Voucher and Schedule of Payments*, shall be prepared and submitted to the Treasury Regional Office requesting that a check be drawn and delivered in accordance with the instructions thereon. (See Exhibit A.) The instructions in Section 7-1-5 relative to processing, numbering and filing of disbursement documents (basic documents and *Vouchers and Schedules of Payments*) shall be followed, except that the posting copies shall be filed in accordance with Section 7-1-3.

Disbursements of grant funds shall be recorded in the monthly Cash Disbursements and Receipts Register for subsequent entry into the General Ledger (refer to the instructions in Section 7-19-8 under the heading Monthly Cash Disbursements and Receipts Register). Also see Transaction No. 2, Section 7-19-12 for the General Ledger entry. For the postings to be made to the *Project Grant Record* refer to the instructions in Section 7-19-8 under the heading Subsidiary Project Grant Records.

EXHIBIT A

Standard Form No. 1146
7 (A) O 5000
1146-100

VOUCHER AND SCHEDULE OF PAYMENTS

HOUSING AND HOME FINANCE AGENCY
(DEPARTMENT OR ESTABLISHMENT)

Schedule No. _____

<p><small>BUREAU OR OFFICE</small> Office of the Administrator</p> <p><small>LOCATION OF TRANSMITTING OFFICE</small> (Location of Regional Office)</p> <p><small>AGENCY STATION NO.</small> (a)</p> <p><small>APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT)</small> (b)</p>	<p style="text-align: center;">PAID BY</p>
---	--

Sheet 1 of _____

VOUCHER NO. (1)	PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION (2)	AMOUNT (3)	D. O. CHECK NO. (4)
	<p>Name of Applicant or Public Accountant Address Project No.</p> <p>(a) Insert appropriate Field Fiscal Station Code (agency accounting station number), see Section 7-1-2.</p> <p>(b) Insert applicable appropriation symbol(s) and related amount shown in Accounting Classification Section of Form CFA-1130 or on other basic document.</p>		
<p><i>Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.</i></p>		GRAND TOTAL	

(Date)
(Authorized certifying officer)

* U.S. GOVERNMENT PRINTING OFFICE: 1963-O-590308

7/24/64

Section 7

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust Account 101.12 Cash for those transactions which have not been accomplished, including collections received during the closing hours of the accounting period (month). All such adjustments shall be recorded on the basis of journal entries as follows:

- (1) Adjustments for the amount of collections in transit shall be recorded in the General Ledger in accordance with Transaction No. 5, Section 7-19-12. At the beginning of the following month, such entries shall be reversed in accordance with Transaction No. 6.
- (2) Adjustments for the amount of unaccomplished disbursements shall be recorded in the General Ledger in accordance with Transaction No. 3, Section 7-19-12. At the beginning of the following month, the adjustments shall be reversed in accordance with Transaction No. 4.

Section 8

BOOKS AND RECORDS

A General Ledger and individual subsidiary project grant records shall be established and maintained by each Regional Office. The posting media for General Ledger entries are identified in Section 7-19-12 and for subsidiary project grant records in the instructions in this section under that heading. After each document has been posted, a notation to that effect shall be made thereon or, in the case of documents; such as, originals of executed grant agreements, grant agreement amendments and waivers, the notation in each case shall be made on a small slip of paper which shall be stapled to the face sheet or the first page of the document. Such notation shall show the posting date and be initialed by the employee who posted the transaction.

GENERAL LEDGER

Separate General Ledger accounts shall be established and maintained for each appropriation on S.F. 1014-Revised, *General Ledger*, in accordance with the Chart and Description of General Ledger Accounts prescribed in Sections 7-19-10 and 7-19-11. Refer to Section 7-19-12 for the Typical Transactions with Appropriate Entries and for the documents which support such entries in the accounts.

SUBSIDIARY PROJECT GRANT RECORDS

A separate Form H-200.57, *Project Grant Record*, shall be established upon receipt in the Administrative Division of a Form CFA-11, *Fund Reservation Order*. Each individual *Project Grant Record* established shall be identified to the appropriation against which the fund reservation is charged. Such appropriation will be indicated on the related Form CFA-11 prevalidated by the Division of Finance and Accounts, and the appropriation symbol shall be stamped on the record card to the right of the words Project Grant Record. If funds for a project are reserved against more than one appropriation, a separate *Project Grant Record* shall be established for each appropriation involved. Each record card so established shall be stamped with the symbol applicable to the appropriation against which that portion of the funds is reserved.

Each *Project Grant Record* shall show the Region number, the project number, the grant agreement number, when assigned, and the name and address of the applicant. The section for remarks may be used for

the inclusion of any additional information or references that may be deemed appropriate.

Project grant records shall be posted currently from Forms CFA-1130, *Requisitions and Vouchers for Grant Payments*, which support S.F. 1166, *Vouchers and Schedules of Payments*; S.F. 219, *Certificates of Deposit; Fund Reservation Orders*; project summaries, grant agreements and amendments thereto; Forms H-200.59, *Notices of Decrease of Fund Reservation*; etc.

The effective date of the disbursement shall be the date on which the check is drawn by the Treasury Regional Office as shown on the accomplished copy of the *Voucher and Schedule of Payments* returned to the Regional Office.

The information to be recorded on each *Project Grant Record* shall be in accordance with the following instructions which have been numbered to correspond to the parenthetical numbers on Exhibit A:

- (1) Show date of entry.
- (2) Enter the effective date of the Reservation as shown in Section 5 of Form CFA-11, the dates of approval of original and revised project summaries and the effective dates of the grant agreement, grant agreement amendments, disbursements, etc.
- (3) Cite posting document or brief description of transaction.
- (4) Enter amount of Reservation and increases thereof as shown by Form CFA-11.
- (5) Enter decreases in amount of Reservation as shown by revised Forms CFA-11, Form H-200.59 (supported by project summaries and revisions thereof, notices of rejection of grant offer, grant agreements and amendments thereto, letters terminating the grant agreement, letters notifying of grant reductions due to underruns, and Forms CFA-150-APW, *Project Completion Reports*).
- (6) Entries in column (4) increase the previous balance in this column and entries in column (5) decrease the previous balance.
- (7) Enter amount of project grant and increases thereof as shown by project summaries and revisions thereof.
- (8) Enter decreases in amount of project grant as shown by Form H-200.59 supported by revised project summaries and Forms CFA-150-APW.¹
- (9) Entries in column (7) increase the previous balance in this column and entries in column (8) decrease the previous balance.
- (10) Enter the amount of the project grant and increases thereof shown by the executed agreement and executed amendments thereto.

¹Decreases in project summaries will be entered only when there is no existing grant agreement; otherwise the decreases will be entered when the agreement has been amended to reflect the decrease.

- (11) Enter decreases in the amount of the project grant as shown by Form H-200.59 supported by executed agreement amendments and Forms CFA-150-APW.
- (12) Entries in column (10) increase the previous balance in this column and entries in column (11) decrease the previous balance.
- (13) Enter amount of project grant funds disbursed as shown by Form CFA-1130, *Requisition and Voucher for Grant Payment*, and by S.F. 1166 for cost of project audits.
- (14) Enter amounts of refunds as shown by *Certificates of Deposit*.
- (15) Entries in column (13) increase the previous balance in this column and entries in column (14) decrease the previous balance.
- (16) Entries in columns (10) and (14) increase the previous balance in this column and entries in columns (11) and (13) decrease the previous balance.
- (17) Enter the prevalidation date of the original grant offer and amendatory grant offer. Upon receipt of the fully executed original grant agreement or amendatory grant agreement, or upon receipt of evidence of the rejection or withdrawal of a grant offer, entries previously made in this column shall be lined out.
- (18) Enter the amount of the grant shown in the original grant offer; enter without parentheses the difference between the amount of the amendatory grant offer representing a grant increase and the amount shown in column (12); enter with parentheses the difference between the amount of the amendatory grant offer representing a grant decrease and the amount shown in column (12). Upon receipt of a fully executed original grant agreement or amendatory grant agreement or upon receipt of evidence of the rejection or withdrawal of a grant offer line out the entries made in this column.

RECORD OF COMPLETED PROJECTS

A Record of Completed Projects shall be established and maintained for each state, by appropriation, in accordance with Exhibit B. Upon completion of a project (undisbursed commitment reduced to a zero balance) the project number and net amount of the grant shall be recorded in the Record of Completed Projects and the *Project Grant Record* stamped "Completed." The date of the entry in the Record of Completed Projects shall be indicated on the *Project Grant Record* below the word Completed.

FILING CANCELED AND COMPLETED PROJECT GRANT RECORDS

After the final reports of canceled projects have been prepared and submitted to the Division of Finance and Accounts (see Section 7-19-9),

the related *Project Grant Records* shall be transferred to a separate section of the file reserved for canceled projects. The canceled section, appropriately identified, shall be maintained according to state and appropriation with the records filed numerically by project number.

After completed projects have been recorded in the Record of Completed Projects and reported to the Division of Finance and Accounts (see Section 7-19-9), the related *Project Grant Records* shall be transferred to a separate section of the file reserved for completed projects. The completed section, appropriately identified, shall be maintained according to state and appropriation with the records filed numerically by project number.

MONTHLY CASH DISBURSEMENTS AND RECEIPTS REGISTER

A monthly Cash Disbursements and Receipts Register shall be established for each appropriation at the beginning of each month, which will serve as a book of original entry. The information to be recorded in the Cash Disbursements and Receipts Register shall be in accordance with the following instructions which have been numbered to correspond to the parenthetical numbers on Exhibit C:

- (1) Enter the appropriation symbol.
- (2) Enter the month and year.
- (3) Enter the certification date of *Vouchers and Schedules of Payments* and the preparation date of *Certificates of Deposit*.
- (4) This column shall be used only when additional identification is necessary.
- (5) Enter the document number.
- (6) Enter the amounts of *Vouchers and Schedules of Payments*.
- (7) Enter the amounts of *Certificates of Deposit*.

At the end of each month columns (6) and (7) shall be totaled to arrive at the total amount of receipts and disbursements for the month for the appropriation. The total obtained from column (6) shall be recorded in the General Ledger, on the basis of the register, in accordance with Transaction No. 2, Section 7-19-12, and the total of column (7) shall be recorded in accordance with Transaction No. 7.

EXHIBIT A

H-200-37 (6-59)
Project No. _____
Contract No. _____
Region No. _____

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
ACCELERATED PUBLIC WORKS PROGRAM

PROJECT GRANT RECORD

ENTRY DATE (11)	EFFECTIVE DATE (12)	REFERENCE (13)	RESERVATION		PROJECT SUMMARY		NAME: ADDRESS: REMARKS:	UNDISBURSED COMMITMENT		OFFER PREVALIDATED							
			INCREASES (14)	DECREASES (15)	INCREASES (17)	DECREASES (18)		BALANCE (19)	INCREASES (16)	DEBITS (17)	CREDITS (18)	BALANCE (19)	DATE (17)	AMOUNT (18)			

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY
 Office of the Administrator
 ACCELERATED PUBLIC WORKS PROGRAM
 RECORD OF COMPLETED PROJECTS

State _____

Region No. _____

Sheet No. _____

Appropriation Symbol _____
 (use rubber stamp)

Project Number	Net Amount of Grant	Project Number	Net Amount of Grant
	Each entry in this column will be in the same amount as the balance shown in columns (6), (9), (12) and (15) of the completed Project Grant Record. Foot column at end of each month and carry total forward. Also show page totals forwarded.		\$

EXHIBIT C

CASH DISBURSEMENTS AND RECEIPTS REGISTER
ACCELERATED PUBLIC WORKS PROGRAM

Appropriation _____ (1) _____ Month of _____ (2) _____, 19__

Date	Description	Document Reference	Disbursements	Receipts
(3)	(4)	(5)	(6)	(7)

Section 9

REPORTS

The reports referred to in this section shall be forwarded to the Division of Finance and Accounts as provided below.

STATEMENT OF GENERAL LEDGER BALANCES

As of the end of each month after all entries for the month have been posted, the balances shown in column (15) of each Form H-200.57, *Project Grant Record*, shall be totaled and such total shall be reconciled with the balance of the related General Ledger control accounts—total of Accounts 541.11 and 321.21.

A separate trial balance of the General Ledger accounts maintained for each appropriation shall then be taken and reported on Form H-200.60, *Statement of General Ledger Balances*, properly identified as to the program and the related fund symbol. Such reports shall be transmitted in accordance with Section 7-1-8. In addition to the regular trial balance as of June 30 each year, a post closing trial balance shall be submitted after fiscal year closing entries have been made.

PROJECT GRANT REPORTS

A photocopy of each *Project Grant Record* shall be prepared and submitted to the Division of Finance and Accounts as follows:

1. Open appropriation projects
 - (a) Reports of active projects shall be submitted on the first business day following the close of each month.
 - (b) Reports of canceled and completed projects shall be submitted on the first business day following the close of the month in which cancellation or completion is effective. Further reporting is not required after the final report is submitted.
2. Expired appropriation projects
 - (a) Reports of active projects shall be submitted on the first business day following the close of each calendar quarter.
 - (b) Reports of canceled and completed projects shall be submitted on the first business day following the close of the month in which cancellation or completion is effective. Further reporting is not required after the final report is submitted.

A photocopy of each Record of Completed Projects (see Exhibit B, Section 7-19-8) shall be submitted on the first business day following the close of each month. When the Record of Completed Projects involves the use of more than one page, only the page(s) on which entries have been recorded since the previous reporting period shall be reproduced.

Section 10

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
		ASSETS
101 Cash:		
	101.11	Cash in Transit
	101.12	Cash
		LIABILITIES
201 Accounts Payable:		
	201.11	Accounts Payable
		CAPITAL
321 Unreserved Surplus (or Deficit):		
	321.21	Cumulative Grants
		INTEROFFICE CONTROL ACCOUNTS
331 Real and Nominal Accounts:		
	331.51	Regional Office Books—Account with Central Office
		EXPENSE
541 Grants:		
	541.11	Grants

Section 11

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record cash collections in transit at the end of each month.

Debit this account with:

5. Amount of cash collections in transit at the end of each month.

Credit this account with:

6. Amount of month-end adjustment for cash collections in transit reversed as of the beginning of the following month.

101.12 Cash

This is a debit balance (asset) account maintained to show the unexpended cash balance available to the Regional Office for making project grants.

Debit this account with:

1. Amounts of funds transferred from the Division of Finance and Accounts for project grants.
3. Amounts of project grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.
6. Amount of month-end adjustment for cash collections in transit reversed as of the beginning of the following month.
7. Amounts collected representing refunds of project grant funds.

Credit this account with:

2. Amounts of vouchers scheduled for payment of project grants and project audit costs.
4. Amount of month-end adjustment for unaccomplished project grant disbursements reversed as of the beginning of the following month.
5. Amount of cash collections in transit at the end of each month.
8. Amounts of excess project grant funds returned to the Division of Finance and Accounts.

201.11 Accounts Payable

This is a credit balance (liability) account maintained to record the amount of cash disbursements which have not been cleared through the Treasury Regional Office at the end of each month.

Debit this account with:

4. Amount of month-end adjustment for unaccomplished project grant disbursements reversed as of the beginning of the following month.

Credit this account with:

3. Amounts of project grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

321.21 Cumulative Grants

This is a debit balance (capital) account maintained to show the cumulative amount of project grants disbursed in prior fiscal years.

Debit this account with:

9. Amount of project grants disbursed each fiscal year transferred from Account 541.11 as of June 30 of each year.

Credit this account with:

331.51 Regional Office Books—Account With Central Office

This is a Regional interoffice control account maintained to record all transfer transactions between the Division of Finance and Accounts and the Regional Office.

Debit this account with:

8. Amounts of excess project grant funds returned to the Division of Finance and Accounts.

Credit this account with:

1. Amounts of funds transferred from the Division of Finance and Accounts for project grants.

541.11 Grants

This is a debit balance (expense) account maintained to record the net amount of project grant funds disbursed during each fiscal year.

Debit this account with:

2. Amounts of vouchers scheduled for payment of project grants and project audit costs.

Credit this account with:

7. Amounts collected representing refunds of project grant funds.
9. Amount of project grants disbursed each fiscal year transferred to Account 321.21 as of June 30 of each year.

Section 12

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Transaction Number	Description	Dr.	Cr.	Title
1.	Amounts of funds transferred from the Division of Finance and Accounts for project grants. Posting media: <i>Inter Office Transfer Vouchers</i> .	101.12	331.51	Cash. Regional Office Books—Ac- count with Central Office.
2.	Amounts of vouchers scheduled for payment of project grants and project audit costs. Posting media: Monthly Cash Disbursements and Receipts Register.	541.11	101.12	Grants. Cash.
3.	Amounts of project grant disbursements which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.12	201.11	Cash. Accounts Pay- able.
4.	Amount of month-end adjustment for unaccomplished project grant disbursements reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	201.11	101.12	Accounts Pay- able. Cash.
5.	Amount of cash collections in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11	101.12	Cash in Transit. Cash
6.	Amount of month-end adjustment for cash collections in transit reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	101.12	101.11	Cash. Cash in Transit.

Trans- action Number	Description	Dr.	Cr.	Title
7.	Amounts collected representing refunds of project grant funds. Posting media: Monthly Cash Disbursements and Receipts Register.	101.12	541.11	Cash. Grants.
8.	Amounts of excess project grant funds returned to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers</i> .	331.51	101.12	Regional Office Books—Ac- count with Central Office. Cash.
9.	Amount of project grants disbursed each fiscal year transferred to Account 321.21 as of June 30 of each fiscal year. Posting media: <i>Journal Vouchers</i> .	321.21	541.11	Cumulative Grants. Grants.

7-20 SALARIES AND EXPENSES



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements for administrative expenses of the Office of the Administrator. Funds for this purpose are appropriated each fiscal year under Symbol 86 0100, Salaries and Expenses, Office of the Administrator, Housing and Home Finance Agency, 19—. Each such appropriation is available for incurring obligations only during the specified fiscal year.

The General Ledger accounts, the Allotment Ledger and supporting Distribution by Object Class Accounts, shall be established and maintained in accordance with the detailed instructions contained in Section 7-20-16. The accounting system provides for decentralized accounts on the branch office principle. Control accounts with each Regional Office are maintained in the Central Office Division of Finance and Accounts and contracontrolling accounts are maintained on the Regional Office books.



Section 2

TRANSACTIONS BETWEEN OFFICES

All transactions except *Advices of Allotments*, Forms H-158, between the Central Office and Regional Offices shall be supported in each instance by a Form H-219, *Inter Office Transfer Voucher*, prepared in duplicate by the originating office. The original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. Unless the Division of Finance and Accounts issues specific instructions to keep the books open beyond the end of an accounting period, *Inter Office Transfer Vouchers* shall be prepared and forwarded in sufficient time to permit entry in the accounts of the receiving office on or before the end of the month in which transactions occur. Such documents prepared by Regional Offices shall be addressed to the Division of Finance and Accounts. Regional Offices located west of the Mississippi River shall forward the documents by airmail.

Section 3

ALLOTMENTS

All allotments and revisions thereof will be issued on *Advice of Allotment*, over the signature of the Director, Division of Budget and Management, or his designee. Original allotment advices are forwarded to Regional Offices through the Division of Finance and Accounts for recording in the Allotment Ledger. Such allotments represent authorization to create obligations during a specific period and to expend funds in payment thereof. Obligations may not be incurred until an *Advice of Allotment* covering authorization for such period has been received by the Regional Office in an amount sufficient to cover the obligation.

In cases where annual appropriation action has not been concluded at the beginning of the fiscal year, or the operating budget has not been administratively determined, interim allotments (see Exhibits A and B) will be issued. Subsequent allotment increases will include the amounts of previous interim allotments and allotments issued upon determination of the operating budget will specify the total amount which may not be exceeded through the end of each quarterly period (see Exhibit C).

Upon receipt of an *Advice of Allotment* by the Regional Office, the amount shown for the applicable quarter in the column headed Change Authorized shall be recorded in the Allotment Ledger. (See instructions under the heading Allotment Ledger in Section 7-20-16.) Amounts allotted for the second and succeeding quarters shall not be recorded earlier than the first business day of the applicable quarter.

The current month total of allotments as shown in the Monthly Summary of Allotment Ledger Totals (see instructions in Section 7-20-16 under that heading) shall be recorded in the General Ledger at the close of each month (see Transaction No. 15, Section 7-20-20).

EXHIBIT A

H-15B (10-51)		HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		
ADVICE OF ALLOTMENT				
ALLOTMENT TO (Name and Location) M. L. Crawford Regional Administrator Region X (Address: Street No., City and State)		ADVICE NUMBER		
		DATE July 6, 19__		
		PERIOD COVERED Fiscal Year 19__		
DESCRIPTION	CURRENT ALLOTMENT	CHANGE AUTHORIZED	NEW ALLOTMENT	
86 0100 Salaries and Expenses, Office of the Administrator, Housing and Home Finance Agency, 19__		\$140,000	\$140,000	
REMARKS: The above is an interim allotment to be supplemented when budget is determined.				
APPROVED BY:				
_____ (Signature)		_____ (Title)		

5010-108, Washington, D. C.

EXHIBIT B

H-558 (10-51)				HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			
ADVICE OF ALLOTMENT							
ALLOTMENT TO (Name and Location) M. L. Crawford Regional Administrator Region X (Address: Street No., City and State)			ADVICE NUMBER				
			DATE August 3, 19__				
			PERIOD COVERED Fiscal Year 19__				
DESCRIPTION		CURRENT ALLOTMENT	CHANGE AUTHORIZED	NEW ALLOTMENT			
86 0100 Salaries and Expenses, Office of the Administrator, Housing and Home Finance Agency, 19__		\$140,000	\$100,000	\$240,000			
REMARKS: The above is an interim allotment increase for the first quarter.							
APPROVED BY:							
_____ (Signature)			_____ (Title)				
HHS-100, Washington, D. C.							

EXHIBIT C

H-156 (10-51)				HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			
ADVICE OF ALLOTMENT							
ALLOTMENT TO (Name and Location) M. L. Crawford Regional Administrator Region X (Address: Street No., City and State)			ADVICE NUMBER DATE September 9, 19__				
			PERIOD COVERED Fiscal Year 19__				
DESCRIPTION			CURRENT ALLOTMENT	CHANGE AUTHORIZED	NEW ALLOTMENT		
86 0100 Salaries and Expenses, Office of the Administrator, Housing and Home Finance Agency, 19__							
First quarter allotment			\$240,000	\$ 5,000	\$245,000		
Second quarter allotment			- 0 -	240,000	240,000		
Third quarter allotment			- 0 -	242,700	242,700		
Fourth quarter allotment			- 0 -	245,000	245,000		
<u>Cumulative:</u>							
First quarter allotment					245,000		
Second quarter allotment					485,000		
Third quarter allotment					727,700		
Fourth quarter allotment					972,700		
Limited travel as defined below				40,000	40,000		
REMARKS: Limitation on use of above funds for travel in following programs: General Agency Supervision Urban Renewal Coordination Consolidated Compliance Activities Urban Renewal - Administrative Voluntary Home Mortgage Credit Public Works Planning Advances Liquidating Programs College Housing - Administrative Civil Defense Planning							
APPROVED BY: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> _____ (Signature) _____ (Title) </div>							

HFI-118B, Washington, D. C.

Section 4

FUNDING ALLOTMENTS

Upon receipt of an *Advice of Allotment* for a Regional Office, the Division of Finance and Accounts will prepare an *Inter Office Transfer Voucher*, in accordance with Exhibit A, to transfer amounts from the Central Office cash account to the applicable Regional Office cash account. Such transfers of cash balance will usually be made for the full amount of the allotment as shown in the column of the *Advice of Allotment* headed Change Authorized. In those cases where the allotment cannot immediately be funded in full, and only a portion of the funds is being transferred, the Division of Finance and Accounts will furnish an explanation to the Regional Office on the *Inter Office Transfer Voucher*. Thereafter, additional funds will be transferred as soon as possible to bring the total amount of funds transferred into agreement with the amount shown in the column of the *Advice of Allotment* headed New Allotment. Such transfers shall be recorded in accordance with Transaction No. 1, Section 7-20-20.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED July 7, 19		
ISSUING OFFICE Washington, D. C.			MONTH RECORDED July		
RECEIVING OFFICE (Location of Regional Office)			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
Salaries and Expenses <u>86 0100</u>					
To transfer cash balance in the amount of \$110,000 in order to fund the Allotment dated July 6, 19__, Advice Number __.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.---	101.12	\$110,000	101.12	331.51	\$110,000
			(See Transaction No. 1, Section 7-20-20)		
SIGNATURE			SIGNATURE		

FHBB-Washington, D. C.

Section 5

OBLIGATIONS INCURRED

Obligations shall not be incurred unless properly authorized by law and unless the unobligated balance of the allotment is sufficient to cover the amounts thereof. Obligations incurred are commitments made by properly authorized administrative officials, which impose liabilities upon the Government for future payments and which are subject to reduction or cancellation, pursuant to negotiation. When an obligation is incurred, the exact amount of the liability may be known, as in the case of a purchase order issued for the procurement of specific quantities of items for which a firm price has been established, or it may be necessary to estimate the amount that will eventually be paid, as in the case of obligations covering personnel compensation, personnel benefits, travel, telephone tolls, etc. Such estimates shall be as accurate as practicable. For example, in the case of personnel compensation, the cost thereof for each month shall be estimated at the beginning of the month by multiplying the number of work-days and holidays in the month by one-tenth of the last payroll.

Should it be discovered prior to the receipt of materials or services that an obligation has been recorded in an amount which is less than the amount that should have been obligated, the additional amount required shall be recorded in the same manner as the amount previously obligated.

Section 6

OBLIGATIONS LIQUIDATED

Obligations liquidated represent partial or complete settlement of obligations previously recorded. A liquidation entry is usually made in connection with payment in whole or in part, but may be made in order to accomplish cancellation, reduction or adjustment of an obligation.

Where an excessive obligation is discovered, prior to the receipt of materials or services other than personal, a liquidation entry to reduce the obligation by the amount of excess shall be recorded. Where an excessive obligation is discovered at the time of recording a partial payment, the amount to be liquidated shall be the amount of payment plus the amount of excess obligation. Where an excessive obligation is discovered at the time of recording full payment, the amount previously obligated shall be liquidated.

Where it is found at the time of recording partial payment that an obligation has been recorded in an amount which is less than the amount that should have been recorded, adjustment shall be made by recording a liquidation entry for the difference between the amount of payment and the additional amount of obligation required, thus leaving sufficient unliquidated balance of obligation to cover the remaining payment(s) to be made. Where a deficient obligation is discovered at the time of recording full payment, or final payment of a partially liquidated obligation, a liquidation entry shall be made for the amount previously obligated, or the remaining balance thereof, as applicable.

At the time of recording the last full payroll for the month, any adjustment necessary to increase or decrease the obligations for personnel compensation and personnel benefits shall be made by a liquidation entry. For example, if liquidation in the amount of the last full payroll for the month would result in an unliquidated balance of obligation which is less (or greater) than the amount obtained by multiplying the number of workdays and holidays remaining in the month by one-tenth of the last payroll, the amount to be recorded as a liquidation entry shall be the difference between the unliquidated balance of obligation and the amount of obligation required to cover salaries for the remaining days in the month.

For the posting of obligations liquidated, refer to the instructions in Section 7-20-16 under the headings Allotment Ledger and Distribution by Object Class Accounts.

Section 7

DISBURSEMENTS

All obligations shall be recorded when incurred and thus funds are reserved for the payment thereof. In addition, the balance in Account 101.12 Cash must at least equal the amount to be disbursed. The requirements for disbursements are summarized as follows:

- (1) The original and memorandum copy of each basic document (voucher, invoice, bill, etc.) for personnel compensation, personnel benefits, travel, transportation, communications, printing, supplies, equipment, and other administrative expenses shall be processed in the Administrative Branch.
- (2) Basic documents and attachments thereto shall be reviewed and analyzed in detail in the Administrative Branch against the related contracts, requisitions, purchase orders, receiving reports, or other supporting material, to ascertain if all requirements are fulfilled and whether the disbursement is proper. It shall be determined:
 - (a) That funds have been reserved by recording an obligation or are available in the Unobligated Balance of Allotment.
 - (b) That payment therefor has not been made.
 - (c) That the expenditure is properly authorized by law.
 - (d) That it was incurred by an officer properly authorized to take the action and is in accordance with all applicable statutory and regulatory provisions and limitations.
 - (e) That it is a valid liability of the Office of the Administrator in accordance with the provisions of the covering contract, purchase order, or other agreement.
 - (f) That there is adequate evidence the services or goods have been received or that an advance payment is authorized.
 - (g) That the voucher and supporting invoices or other documents are complete and correct.
 - (h) That the transaction is proper and correct in every respect.
- (3) After determining that the proposed disbursement is in order:
 - (a) If a check is to be drawn, S.F. 1166, *Voucher and Schedule of Payments*, shall be prepared, certified, and submitted to the Treasury Regional Office for payment.

- (b) If payment is to be made by transfer of funds, S.F. 1081, *Voucher and Schedule of Withdrawals and Credits*, or GSA Form 789, *Statement, Voucher and Schedule of Withdrawals and Credits*, shall be processed, certified, and submitted to the Treasury Regional Office for accomplishment.
- (4) The instructions in Section 7-1-5 shall be followed with respect to the processing, numbering, and filing of disbursement documents.

Disbursements for administrative expenses shall be recorded in the General Ledger in accordance with Transaction No. 3, Section 7-20-20 and for travel advances in accordance with Transaction No. 10. Disbursements for administrative expenses shall be recorded in the Allotment Ledger and the Distribution by Object Class Accounts in accordance with the detailed instructions under those headings in Section 7-20-16.

Section 8

BILLINGS

Reimbursements

Reimbursements are earnings or collections for services or materials furnished to other Government agencies, including constituent agencies, which generally result from contracts or agreements entered into by this agency and the agency receiving the services or materials. A billing shall be rendered for each such reimbursement due. Where reimbursement is to be accomplished by a transfer of funds rather than through the issuance of a check, S.F. 1081-Revised, *Voucher and Schedule of Withdrawals and Credits*, shall be used as the billing document. Where the office (agency) billed is required to issue a check in payment of such billing, S.F. 1080-Revised, *Voucher for Transfers Between Appropriations and/or Funds*, shall be used. Billings for reimbursements shall be processed in accordance with 7 GAO 4030¹ or 4040, and shall be recorded in the General Ledger in accordance with Transaction No. 4, Section 7-20-20.

Amounts of jury service fees received by employees and turned over to the Agency (see 7 GAO 3535.20), for which billings will not be required, are classed as reimbursements and shall be recorded in the General Ledger in accordance with Transaction No. 32, Section 7-20-20.

Amounts of lump sum payments for unused annual leave collected by this Agency from employees in connection with their return to duty prior to the expiration of the leave covered by the lump sum payments (see Section 2-7-4, Volume V) are also classed as reimbursements. Such reimbursements, for which billings are not required, shall be recorded in the General Ledger in accordance with Transaction No. 32, Section 7-20-20. A statement showing the amount of the repayment shall be furnished to the employee for income tax purposes.

Refunds

Refunds include amounts representing recoveries of erroneous payments and overpayments previously made. If and when required, S.F. 1114, *Bill for Collection*, or other similar forms, shall be used for billing outside of the Government. *Vouchers and Schedules of Withdrawals and Credits* or *Vouchers for Transfers Between Appropriations and/or Funds* shall be used for billing within the Government,

¹ This and similar citations refer to the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

as explained under Reimbursements, above. Billings for refunds shall be recorded in accordance with Transaction No. 7, Section 7-20-20.

Billing Files

A copy of each billing rendered shall be retained in an unpaid file, segregated as to reimbursements and refunds, for ready reference and for follow-up purposes.

When payment is received, either by transfer of funds to the appropriation or by remittance covering an amount billed, the pertinent bill shall be withdrawn from the unpaid file, marked Paid, and placed in a paid file. The amount of unpaid bills remaining in the unpaid file shall be balanced monthly with the appropriate General Ledger Control Account 131.11 Accounts Receivable or 131.13 Accounts Receivable—Reimbursements Billed.

Section 9

COLLECTIONS

All remittances received, whether billed or unbilled, shall be deposited in the nearest Federal Reserve Bank or Branch, for credit to the applicable fiscal year appropriation 86 0100, Salaries and Expenses, Office of the Administrator, Housing and Home Finance Agency, 19—.

For the procedure to be followed in depositing collections and for the preparation and distribution of related *Certificates of Deposit*, reference should be made to Section 7-1-2.

Collections shall be recorded in the General Ledger in accordance with Transactions Nos. 5, 8, 9, 13 or 32, Section 7-20-20, as appropriate. Those collections which represent refunds (Transactions Nos. 8 and 9) shall also be recorded in the Allotment Ledger and the related Distribution by Object Class Accounts, in accordance with the detailed instructions in Section 7-20-16 under those headings.

At the close of each month, the amount of funds in Account 101.12 Cash, which represents reimbursements collected (see Transactions Nos. 5 and 32), shall be transferred to the Central Office in accordance with Exhibit A. The entries thereon shall be recorded in accordance with Transaction No. 6.

Travel advances recovered by application of all or part of amounts claimed on travel vouchers which are chargeable to the same appropriation as that from which the advance was made, shall be recorded in accordance with Transactions Nos. 11 or 12, as appropriate. Such recoveries do not involve the use of *Certificates of Deposit*.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			H-219 (3-51)		
INTER OFFICE TRANSFER VOUCHER			TRANS. VOUCHER NO.		
			DATE ISSUED		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED		
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
Salaries and Expenses <u>86 0100</u>					
To transfer the amount of funds in Account 101.12 Cash to the Central Office, which amount represents reimburse- ments collected during the month ended _____, 19__.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	\$ xxxxx			
(See Transaction No. 6, Section 7-20-20)					
SIGNATURE			SIGNATURE		

Section 10

DEBIT VOUCHERS—UNCOLLECTIBLE CHECKS

In the event that a check drawn on a commercial bank has been received in payment of an account and deposited to the applicable appropriation, but is subsequently returned unpaid (uncollectible) by the bank on which drawn, the Federal Reserve Bank or Branch may (a) return the check to the depositing HHFA Regional Office with a completed or partially prepared *Debit Voucher* (Form 5504, Treasury Department); (b) return the check requesting the HHFA Regional Office to prepare a *Debit Voucher*; or (c) hold the check in suspense pending determination, through the HHFA Regional Office, as to whether the uncollectible check may be reprocessed for collection or replaced by a new check without the necessity of executing a *Debit Voucher*.

Under the circumstances outlined in (a) and (b) above, the Regional Office shall complete or prepare the *Debit Voucher* in accordance with the sample shown as Attachment No. 5 to Treasury Department Circular No. 945-Revised, Supplement No. 1, and the instructions contained in paragraphs 18 through 21 of the cited supplement. In addition to the requirements therein, the 8-digit code (see Section 7-1-2) assigned to the HHFA Regional Office shall be shown in available space, as near as possible to the name and address of depositor. In either case under (a) or (b) above, the completed set of the *Debit Voucher* (original, duplicate, triplicate and quadruplicate) shall be forwarded to the Federal Reserve Bank or Branch for accomplishment. (It should be particularly noted that the triplicate (white) copy provides for the signature of an authorized employee of the Regional Office, on the reverse thereof, acknowledging receipt of the uncollectible item.)

The Federal Reserve Bank will (a) forward the original to the Treasury Department, Division of Central Accounts, Washington, D. C., (b) retain the acknowledged triplicate, and (c) sign and return the duplicate and quadruplicate to the HHFA Regional Office. The duplicate shall be used to support the monthly Statement of Transactions and the quadruplicate used as the accomplished copy supporting the accounting records.

The accounting copies (quadruplicates) of such *Debit Vouchers*, when accomplished by the Federal Reserve Bank, shall be used as the posting media for recording the amounts thereon in exact reverse to the entries required by Transactions Nos. 5, 8, 9, 13 or 32, Section

7-20-20, depending upon the nature of the transaction. Such entries will have the effect of eliminating the original collection entries, thus restoring the accounts to the status that prevailed prior to the original deposit of the collection. Where such transaction relates to a collection classed as a refund, the amount of the *Debit Voucher* shall also be recorded in the Allotment Ledger and the related Distribution by Object Class Account (see instructions in Section 7-20-16 under those headings).

Section 11

CANCELLED CHECKS AND ADJUSTMENTS TO CORRECT ERRORS

CANCELLED CHECKS

Checks drawn on the Treasurer of the United States which are proper for cancellation shall be processed in accordance with 7 GAO 6050 or 6400, as appropriate. The amounts thereof shall be recorded in the General Ledger and when applicable in the Allotment Ledger and Distribution by Object Class Account by reversing the previous entries related thereto.

ADJUSTMENTS TO CORRECT ERRORS

The amount of any adjustment to correct an error shall be processed in accordance with 7 GAO 4400. The amounts thereof shall be recorded in the General Ledger and when applicable in the Allotment Ledger and Distribution by Object Class Account by reversing the previous entries related thereto.

Section 12

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust Account 101.12 Cash by removing therefrom those disbursement and schedule-type collection transactions which have not been accomplished by the Treasury Regional Office and deposits which have not been confirmed by the Federal Reserve Bank or Branch. Such adjustments shall be made on the basis of an S.F. 1017G-Revised, *Journal Voucher*, prepared in accordance with Exhibit A. Also see Transactions Nos. 19 through 22, Section 7-20-20.

At the beginning of the following month, the adjustments shall be reversed on the basis of a *Journal Voucher*, prepared in accordance with Exhibit B. Also see Transactions Nos. 23 through 26.

EXHIBIT A

Standard Form No. 1017-G—Revised
 (General Regulations No. 100)
 Form prescribed by Comp. Gen., U. S.
 October 4, 1943

J. V. No. _____

JOURNAL VOUCHER

Date April 30, 19

REFERENCE	EXPLANATION	DEBIT	CREDIT
	Salaries and Expenses <u>86 0100</u>		
	To adjust Account 101.12 Cash by the amount of disbursements and collections which have not been accomplished as of <u>April 30</u> , 19 <u> </u> .		
DISBURSEMENTS:			
<u>Administrative Expenses</u>			
101.12	Cash	\$ XXXX	
201.11	Accounts Payable		\$ XXXX
311.16	Expended Appropriations	XXXX	
501.11	Current Costs - Administrative		XXXX
<u>Travel Advances</u>			
101.12	Cash	XXXX	
201.11	Accounts Payable		XXXX
COLLECTIONS:			
<u>Refunds</u>			
101.11	Cash in Transit	XXXX	
101.12	Cash		XXXX
501.11	Current Costs - Administrative	XXXX	
311.16	Expended Appropriations		XXXX
<u>Reimbursements and Travel Advance Repayments</u>			
101.11	Cash in Transit	XXXX	
101.12	Cash		XXXX
TOTAL,			

Prepared by _____ (Signature) Approved by _____ (Signature)
 _____ (Title) _____ (Title)

EXHIBIT B

Standard Form No. 1017-C-Revised
(General Regulations No. 50)
Form prescribed by Comp. Gen., U. S.
October 4, 1948

J. V. No. _____

JOURNAL VOUCHER

Date May 1, 19

REFERENCE	EXPLANATION	DEBIT	CREDIT
	Salaries and Expenses 86 0100		
	To reverse the adjustments made by Journal Voucher No. _____ for cash disbursements and collections in transit as of <u>April 30</u> , 19 <u> </u> .		
DISBURSEMENTS:			
	<u>Administrative Expenses</u>		
201.11	Accounts Payable	\$ xxxx	
101.12	Cash		\$ xxxx
501.11	Current Costs - Administrative	xxxx	
311.16	Expended Appropriations		xxxx
	<u>Travel Advances</u>		
201.11	Accounts Payable		
101.12	Cash	xxxx	xxxx
COLLECTIONS:			
	<u>Refunds</u>		
101.12	Cash	xxxx	
101.11	Cash in Transit		xxxx
311.16	Expended Appropriations	xxxx	
501.11	Current Costs - Administrative		xxxx
	<u>Reimbursements and Travel Advance Repayments</u>		
101.12	Cash	xxxx	
101.11	Cash in Transit		xxxx
	TOTAL,		

Prepared by _____ (Signature) Approved by _____ (Signature)

_____ (Title) _____ (Title)

Section 13

FISCAL YEAR-END CLOSING AND ADJUSTING ENTRIES

Inter Office Transfer Vouchers shall be prepared as of the close of each fiscal year in accordance with Exhibits A and B, indicating the required fiscal year-end closing and adjusting entries. Such *Inter Office Transfer Vouchers* shall show June 30, 19— in the Date Issued block and shall be assigned numbers from the series established for the fiscal year applicable to the transactions. The Regional Office shall record the entries thereon in accordance with Transactions Nos. 27 through 31, Section 7-20-20, as applicable.

As soon as possible after June 30 each year, the total amount of travel advances which will remain outstanding shall be transferred by *Voucher and Schedule of Withdrawals and Credits*, charging the new fiscal year appropriation symbol and crediting the expiring fiscal year appropriation symbol. Increases in existing travel advances and new travel advances shall not be included in the amount so transferred but shall be processed as individual transactions chargeable to the new appropriation symbol. (See 7 GAO 5320.70.)

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			M-219 (3-51)		
INTER OFFICE TRANSFER VOUCHER			TRANS. VOUCHER NO.		
			DATE ISSUED		
			June 30, 19__		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED June		
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
Salaries and Expenses <u>66 0100</u>					
Closing entries as of June 30, 19__ :					
(1) To transfer the amount of balance in Account 401.11 Operating Reimbursable Earnings to the Central Office.					
(2) To transfer the amount of balance in Account 501.11 Current Costs - Administrative to Account 301.21 Invested and Donated Capital.					
(3) To transfer the amount of balance in Account 311.16 Expended Appropriations to Account 301.21 Invested and Donated Capital.					
(4) To adjust interoffice control accounts in the amount of current costs for the fiscal year.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
(1) 401.11	331.51	\$ 1,500.00			
(2) 301.21	501.11	130,000.00			
(3) 311.16	301.21	145,000.00			
(4) 331.51	341.51	130,000.00			
(See Transactions Nos. 27 through 30, Section 7-20-20)					
SIGNATURE			SIGNATURE		

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
RECEIVING OFFICE			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
<p><u>Closing entries as of June 30, 19__ :</u></p> <p>To transfer the recorded value of administrative property and equipment purchased during the Fiscal Year 19__ and the related amount of invested and donated capital, from the appropriation ledger to the property ledger.</p>					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
<u>Appropriation 86 0100</u>					
301.21	341.51	\$15,000.00			
331.51	141.11	15,000.00			
(See Transaction No. 31, Section 7-20-20)					
<u>Administrative Property and Equipment</u>					
141.11	331.51	\$15,000.00			
341.51	301.21	15,000.00			
(See Transaction No. 4, Chapter 21)					
SIGNATURE			SIGNATURE		

Section 14

RESCISSION OF UNOBLIGATED BALANCES

Each appropriation for Salaries and Expenses expires (ceases to be available for incurring obligations) as of the close of business on June 30 of the fiscal year for which the appropriation was made. However, it remains available through June 30 two full fiscal years beyond the expiration date, for the payment and liquidation of obligations legally incurred prior to such expiration date. At the end of the additional two-year period the appropriation lapses.

In accordance with 7 GAO 2070, unobligated balances of allotments under expired appropriation accounts will be withdrawn as of June 30 each year. Not later than August 15 of each year, the Regional Office shall record as of June 30 in the Allotment Ledgers for expired accounts, the adjustments necessary to comply with Treasury Department Circular No. 965 as revised and amended (see also 7 GAO 2500).

An *Inter Office Transfer Voucher* shall then be prepared in accordance with Exhibit A to transfer cash balances to the Central Office equal to the adjusted June 30 unobligated balances. The amount of cash balance to be transferred shall equal the June 30 unobligated balance as shown in the Allotment Ledger prior to adjustment; plus adjustments representing cancellations and reductions of obligations previously recorded; minus adjustments for obligations that were legally incurred but which were not recorded as of June 30. In such adjustments do not include increases or decreases resulting from liquidations in connection with payments subsequent to June 30. (See Transaction No. 2, Section 7-20-20, for the General Ledger entries.) On the basis of the cash transfers, the Division of Finance and Accounts will request the issuance of revised *Advices of Allotments* rescinding unobligated balances in the same amounts as the cash transfers, as of the expiration date and at the close of the subsequent fiscal year, if required. Such *Advices of Allotments* will be forwarded to the Regional Office for posting as of June 30 in the applicable Allotment Ledger(s). (See Transaction No. 15 for the General Ledger entries.)

Whenever all obligations under an expired appropriation account have been fully liquidated prior to the lapsing date of such appropriation, the Regional Office shall prepare an *Inter Office Transfer Voucher* in the amount of the Unobligated Balance of Allotment in order to transfer that amount of cash balance to the Central Office in accordance with Exhibit B. (Also see Transaction No. 2.) When the allotment rescission issued as a result of the cash transfer is received and posted by the Regional Office, the Unobligated Balance of Allotment will be reduced to zero, thus closing the Regional Office Allotment Ledger. (See Transaction No. 15 for the General Ledger entries.)

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			H-219 (3-51)		
INTER OFFICE TRANSFER VOUCHER			TRANS. VOUCHER NO.		
			DATE ISSUED July 31, 19 (as of 6-30-)		
ISSUING OFFICE (Location of Regional Office)		MONTH RECORDED June			
RECEIVING OFFICE Washington, D. C.		MONTH RECORDED			
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
Salaries and Expenses <u>86 0100</u>					
To transfer to the Central Office the amount of excess cash balance which is equal to the adjusted June 30 Unobligated Balance of Allotment. Such Unobligated Balance of Allotment should be rescinded.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	\$ xxxxx			
(See Transaction No. 2, Section 7-20-20)					
SIGNATURE			SIGNATURE		

FHLBB-Washington, D. C.

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED November 16, 19		
ISSUING OFFICE (Location of Regional Office)			MONTH RECORDED November		
RECEIVING OFFICE Washington, D. C.			MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS					
Salaries and Expenses <u>86 0100</u>					
<p>To transfer to the Central Office the amount of excess cash balance which is equal to the Unobligated Balance of Allotment under the above appropriation account.</p> <p>Since all known obligations have been liquidated, this amount of unobligated balance may be rescinded.</p>					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
331.51	101.12	\$ xxxx			
(See Transaction No. 2, Section 7-20-20)					
SIGNATURE			SIGNATURE		

Section 15

CLOSING LAPSED APPROPRIATION ACCOUNTS

If any obligated balances (see 7 GAO 2080 and related instructions referred to therein) remain under an appropriation account as of the lapsing date, such balances shall be transferred to the successor merged appropriation account 86M0100 which is maintained by the Division of Finance and Accounts for the payment of subsequent claims.

When this occurs, the entire amount of cash balance shall be transferred to the Division of Finance and Accounts by *Inter Office Transfer Voucher*. A listing identifying each unliquidated obligation by number, date, purpose and amount shall accompany the *Inter Office Transfer Voucher*. Since a revised *Advice of Allotment* will not be forthcoming on a lapsed appropriation, the *Inter Office Transfer Voucher* will serve as the posting media for removing the obligations from the Allotment Ledger by a liquidation entry and reducing the allotment in an amount that will result in an unobligated balance of zero. In the Description column opposite these entries, show Transferred to Central Office. Subsequently, upon receipt of a voucher or invoice applicable to one of these obligations, it shall be administratively examined and approved and forwarded promptly to the Division of Finance and Accounts for payment. Paid information will be furnished the Regional Office for completion of its files.

Section 16

BOOKS AND RECORDS

A General Ledger, an Allotment Ledger and Subsidiary Records (Distribution by Object Class Accounts) shall be established and maintained by each Regional Office. Posting media for the General Ledger entries are identified in Section 7-20-20 and for the Allotment Ledger in the instructions for the maintenance of such record. Each entry made in the Allotment Ledger for Obligations Incurred, Obligations Liquidated and Net Disbursement Vouchers must also be recorded in detail in the applicable Distribution by Object Class Accounts. After each document has been posted, a notation to that effect shall be made thereon. Such notation shall show the posting date and shall be initialed by the employee who posted the transaction.

GENERAL LEDGER

S.F. 1014-Revised shall be used for the General Ledger. General Ledger accounts shall be established and maintained in accordance with the Chart and Description of General Ledger Accounts, Sections 7-20-18 and 7-20-19. Refer to Typical Transactions with Appropriate Entries, Section 7-20-20, for the accounting documents which support entries in the General Ledger.

Imprest Fund Control Accounts

Regional Offices which operate an imprest fund shall maintain an asset and a liability control account over the funds advanced to designated cashiers by the Treasury Department. Such accounts shall not be identified according to fiscal year appropriation; however, the ledger sheets established for the imprest fund shall be maintained with the General Ledger accounts of the open Salaries and Expenses appropriation. At the close of each fiscal year the imprest fund ledger sheets shall be withdrawn from the expired appropriation General Ledger accounts and placed with the accounts of the new fiscal year appropriation.

Based upon notification from the Division of Finance and Accounts of the designation of a recommended cashier and upon determination that an advance of funds has been received, a *Journal Voucher*, S.F. 1017G, shall be prepared for the amount of the funds advanced and shall be recorded to the imprest fund accounts in accordance with Transaction No. 33, Section 7-20-20. All increases or decreases in the amount of the initial advance shall be recorded to the imprest fund accounts in accordance with Transaction No. 34 or 35, as appropriate. Entries will

not be made to these accounts for expenditure and reimbursement transactions.

Transactions in the imprest fund accounts shall be included in the applicable monthly *Statement of General Ledger Balances—Salaries and Expenses Appropriation*, Form H-240 (see Section 7-20-17).

ALLOTMENT LEDGER

An Allotment Ledger shall be maintained on S.F. 1015-Revised, for the current recording of transactions applicable to the allotment received for a particular fiscal year. In this ledger there shall be recorded all allotments, obligations, adjustments and liquidations of obligations, disbursements and collections which represent refunds to the appropriation. Travel advances and recoveries thereof and collections of reimbursements shall not be recorded in the Allotment Ledger.

Each sheet comprising the Allotment Ledger shall be numbered in consecutive sequence beginning with 1 and shall be identified as to the fiscal year appropriation applicable to the administrative expenses recorded therein, as shown on Exhibit A. Information to be recorded in the various columns of the Allotment Ledger shall be in accordance with the following instructions which are numbered to correspond with the parenthetical numbers shown on the exhibit:

- (1) Enter the calendar year in the column heading immediately below the caption Date of Entry on the first and all succeeding sheets. Enter the current date of posting (month and day) opposite each entry.
- (2) Show office file number of the document posted, such as the number assigned to a contract, requisition, purchase order, basic voucher supporting a *Voucher and Schedule of Payments, Certificate of Deposit* or other document.
- (3) Show form number or description of the document posted, or other information to identify the source of posting data, or authority for the entry.
- (4) Enter the amounts of all disbursements except travel advances as shown on basic vouchers supporting *Vouchers and Schedules of Payments*; amounts shown in the Withdraw From block of *Vouchers and Schedules of Withdrawals and Credits* covering reimbursements to other Agencies; amounts shown in the Withdraw From block of *Vouchers and Schedules to Effect Correction of Errors* where the item being corrected was previously posted to the Allotment Ledger; amounts paid to the General Supply Fund as shown on Form GSA 789, *Statement, Voucher and Schedule of Withdrawals and Credits*; amounts of *Debit Vouchers* representing uncollectible checks related to collections previously deposited which are classed as refunds; and reversals of erroneous postings.¹

¹ An erroneous posting shall be corrected by reversing in the same column the previously recorded amount and by entering the correct amount in the proper column.

Enter in brackets the amounts of *Certificates of Deposit* representing collections classed as refunds; amounts shown in the Pay To block of accomplished *Vouchers and Schedules of Withdrawals and Credits* where such amounts represent refunds of amounts previously overpaid or paid in error to another Agency; amounts shown in the Pay To block of *Vouchers and Schedules to Effect Correction of Errors* where such correction affects an amount previously recorded in the Allotment Ledger; amounts of *Schedules of Canceled Checks* where such cancellation affects a disbursement previously recorded in the Allotment Ledger; and reversals of erroneous postings.

- (5) Enter the amounts of obligations liquidated in full or in part; amounts of obligations cancelled; and reductions or adjustments of obligations.

Enters in brackets reversals of erroneous postings.

- (6) Enter the amounts of obligations incurred and increases thereof as shown by travel orders, contracts, purchase orders, etc.

Enter in brackets reversals of erroneous postings.

- (7) Enter the amounts of allotments and increases thereof as shown by *Advices of Allotments* and reversals of erroneous postings.¹

Enter in brackets the amounts of allotment decreases (rescissions) as shown by *Advices of Allotments* and reversals of erroneous postings.

- (8) Entries made in columns (4) through (7) of the Allotment Ledger have the effect of increasing or decreasing the Unobligated Balance of Allotment as explained below:

Positive entries in columns (5) and (7) and bracketed entries in columns (4) and (6) result in increases of the Unobligated Balance of Allotment.

Positive entries in columns (4) and (6) and bracketed entries in columns (5) and (7) result in decreases of the Unobligated Balance of Allotment.

At the end of each month, columns (4) through (7) shall be added to arrive at cumulative totals as of the end of the month (see Exhibit A) and such totals shall be balanced with the last amount shown in column (8). In adding these columns bracketed entries shall be treated as subtract items. If all entries and computations are correct, the cumulative totals of Obligations Liquidated and Allotments, minus the cumulative totals of Net Disbursement Vouchers and Obligations Incurred, will equal the Unobligated Balance of Allotment at the end of the month.

MONTHLY SUMMARY OF ALLOTMENT LEDGER TOTALS

Immediately after the close of each month, a Monthly Summary of Allotment Ledger Totals shall be prepared in an original only on S.F. 1015-Revised, in accordance with Exhibit B and as described below:

¹ An erroneous posting shall be corrected by reversing in the same column the previously recorded amount and by entering the correct amount in the proper column.

Cumulative Totals to Date shall be transcribed to the respective columns exactly as they appear on the Allotment Ledger. Below these totals and opposite the caption Previous Cumulative Totals, shall be entered the totals to date as of the close of the previous month, exactly as they appear on the Cumulative Totals to Date line of the summary for the preceding month. Current Month Totals shall be derived by subtracting Previous Cumulative Totals from Cumulative Totals to Date. The monthly summaries thus prepared shall be used as the posting media for recording Current Month Totals in the budgetary accounts of the General Ledger (see Transactions Nos. 15, 16, 17 and 18, Section 7-20-20) and for the monthly distribution of net expenditures (see Transaction No. 14). The monthly distribution of net expenditures shall be obtained from the Net Disbursement Vouchers column of the subsidiary distribution account for Object Class 31.1 and the Monthly Summary of Allotment Ledger Totals. The difference between the current and prior month-end cumulative totals for Object Class 31.1 is the amount applicable to administrative property and equipment. This amount subtracted from total expenditures for the month will result in the amount applicable to current administrative costs.

Distribution by Object Class Accounts

A Subsidiary Record, consisting of a Distribution by Object Class Account for each applicable object class, shall be established and maintained on S.F. 1015-Revised, in accordance with the sample shown as Exhibit C and as described herein.

The following list of classification codes and titles is provided to show the specific accounts to be maintained by each Regional Office:

- 11 Personnel Compensation
- 12 Personnel Benefits
- 21.1 Personnel Travel
- 21.2 Motor Pool, etc.
- 22 Transportation of Things
- 23.1 Rental of Real Estate Including Warehouse Space
- 23.2 Telephone—Local
- 23.3 Telephone—Long Distance
- 23.4 Other rents, communications, and utilities
- 24 Printing and Reproduction
- 25.1 Payments to Other Agencies
- 25.2 Other Services
- 26 Supplies and Materials
- 31.1 Capital Equipment
- 31.2 Non-Capital Equipment

Each sheet shall be headed Distribution by Object Class Account and shall be identified as to the object class and fiscal year appropriation to which it pertains. The Allotments column shall not be used and the column caption Unobligated Balance of Allotment shall be

changed to Total Obligations. Information to be recorded in the various columns of the appropriate Distribution by Object Class Accounts shall be in accordance with the following instructions which are numbered to correspond with the parenthetical numbers shown on the exhibit:

- (1) Enter the calendar year in the column heading immediately below the caption Date of Entry on the first and all succeeding sheets. Enter the current date of posting (month and day) opposite each entry.
- (2) Show office file number of the document posted, such as the number assigned to a contract, requisition, purchase order, voucher, invoice, *Certificate of Deposit* or other document.
- (3) Show form number or description of the document posted, or other information to identify the source of posting data, or authority for the entry.
- (4) Enter the amount of each disbursement or portion thereof chargeable to the object class, as shown on basic documents supporting *Vouchers and Schedules of Payments*; amounts shown in the Withdraw From block of *Vouchers and Schedules of Withdrawals and Credits* covering reimbursements to other agencies; amounts shown in the Withdraw From block of *Vouchers and Schedules to Effect Correction of Errors* where the item being corrected was previously posted to the appropriate object class account; amounts paid to the General Supply Fund as shown on Form GSA 789, *Statement, Voucher and Schedule of Withdrawals and Credits*; amounts of *Debit Vouchers* representing uncollectible checks related to collections previously deposited which are classed as refunds; and reversals of erroneous postings.¹

Enter in brackets the amounts of *Certificates of Deposit* representing collections classed as refunds; amounts shown in the Pay To block of accomplished *Vouchers and Schedules of Withdrawals and Credits* where such amounts represent refunds of amounts previously overpaid or paid in error to another Agency; amounts shown in the Pay To block of *Vouchers and Schedules to Effect Correction of Errors* where such correction affects an amount previously recorded in the appropriate object class account; amounts of *Schedules of Canceled Checks* when such cancellation affects a disbursement previously recorded in the appropriate object class account; and reversals of erroneous postings.

- (5) Enter the amounts of obligations liquidated in full or in part; amounts of obligations cancelled; and reductions or adjustments of obligations.

Enter in brackets reversals of erroneous postings.

¹ An erroneous posting shall be corrected by reversing in the same column the previously recorded amount and by entering the correct amount in the proper column.

- (6) Enter the amounts of obligations incurred and increases thereof. Enter in brackets reversals of erroneous postings.
- (7) Entries made in columns (4), (5) and (6) have the effect of increasing or decreasing the Total Obligations column as explained below:
- Positive entries in columns (4) and (6) and bracketed entries in column (5) result in increases of Total Obligations.
 - Positive entries in column (5) and bracketed entries in columns (4) and (6) result in decreases of Total Obligations.

At the end of each month, columns (4), (5) and (6) of each Distribution by Object Class Account shall be added to arrive at cumulative totals as of the end of the month and such totals shall be balanced with the last amount shown in column (7). In adding these columns, bracketed entries shall be treated as subtract items.

The cumulative totals in columns (4), (5) and (6) of each Distribution by Object Class Account shall then be summarized to obtain combined cumulative totals for these columns for all object classes. If all entries and computations are correct, the combined totals shown in the Total Obligations column will equal the combined totals of Net Disbursement Vouchers plus Obligations Incurred less Obligations Liquidated. The combined totals shall be agreed and reconciled with the corresponding columnar totals as shown in the Allotment Ledger.

EXHIBIT B

ALLOTMENT LEDGER
 Monthly Summary of Allotment Ledger Totals
 Form provided by the Department of Finance, Office of the Administrator, Housing and Home Finance Agency, 19

Sheet No. _____

86 0100 Salaries and Expenses, Office of the Administrator, Housing and Home Finance Agency, 19

DATE OF MONTH END	REFERENCE NO.	DESCRIPTION	NET DISTRIBUTION VOUCHERS		CREDITORS		ALLOTMENTS	BALANCE TO ALLIANCE
			Approved	Issued	Approved	Issued		
Oct. 31		Cumulative Totals to Date	50,000 00	51,500 00	70,000 00	100,000 00	31,500 00	
		Previous Cumulative Totals	43,000 00	43,700 00	60,000 00	86,000 00	25,700 00	
		Current Month Totals	7,000 00	7,800 00	10,000 00	14,000 00	5,800 00	
		Posted: (Initials and date)	Dr. 311.14	Dr. 311.15	Dr. 311.14	Dr. 311.15		
			Cr. 311.16	Cr. 311.14	Cr. 311.15	Cr. 311.15		
		Distribution of Net Expenditures:						
		Administrative Property and Equipment	3,000 00	Dr. 311.11				
		Current Costs - Administrative	5,000 00	Dr. 501.11				
		Undistributed Administrative Expenses	7,000 00	Cr. 553.12				

Section 17

REPORTS

The reports described below shall be forwarded to the Division of Finance and Accounts in accordance with Section 7-1-8 which specifies the number of copies of each report required.

Statement of General Ledger Balances

As of the close of each month, after all transactions for the month have been posted and reconciled, a trial balance of General Ledger Accounts for each open appropriation shall be taken and reported on Form H-240, *Statement of General Ledger Balances—Salaries and Expenses Appropriations*. Also, as of June 30th of each year, a post closing trial balance shall be submitted after fiscal year-end closing entries have been made. Account numbers and titles which are not printed on Form H-240 should be typed on the blank lines of the form, arranged according to category.

Monthly Report of Obligations

Form H-223, *Monthly Report of Obligations by Program and Object Classifications*, shall be submitted to the Division of Finance and Accounts as of the end of each month. Form H-223 provides for the distribution by program and object class of cumulative obligations incurred against funds allotted under the Salaries and Expenses appropriation and under School Construction for nonadministrative expenses. For a discussion of expense distribution, reference should be made to other releases.

Section 18

CHART OF GENERAL LEDGER ACCOUNTS

Category	Accounts Numbers	Title
	ASSETS	
101 Cash:	101.11	Cash in Transit
	101.12	Cash
	101.24	Imprest Fund Advance
131 Accounts and Notes Receivable:	131.11	Accounts Receivable
	131.13	Accounts Receivable—Reimbursements Billed
	131.14	Accounts Receivable—Travel Advances
141 Administrative Property and Equipment:	141.11	Administrative Property and Equip- ment
	LIABILITIES	
201 Accounts Payable:	201.11	Accounts Payable
	201.12	Liability for Imprest Fund Advance
	CAPITAL	
301 Capital and Paid in Surplus:	301.21	Invested and Donated Capital
311 Budgetary Accounts:	311.14	Unobligated Allotments
	311.15	Unliquidated Obligations
	311.16	Expended Appropriations

Category	Accounts Numbers	Title
INTER OFFICE CONTROL ACCOUNTS		
331 Real and Nominal Accounts:	331.51	Regional Office Books—Account with Central Office
341 Budgetary Accounts (Allot- ments, etc.):	341.51	Regional Office Books—Account with Central Office
INCOME		
401 Reimbursable Earnings:	401.11	Operating Reimbursable Earnings
EXPENSE		
501 Current Costs:	501.11	Current Costs—Administrative
551 Other Expense:	551.12	Undistributed Administrative Expenses

Section 19

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

This is a debit balance (asset) account maintained to record the amount of cash collections in transit at the end of each month.

Debit this account with:

21. Amounts of cash collections representing refunds in transit at the end of each month.
22. Amounts of cash collections representing reimbursements and travel advance repayments in transit at the end of each month.

Credit this account with:

25. Amounts of month-end adjustments for cash collections representing refunds in transit reversed as of the beginning of the following month.
26. Amounts of month-end adjustments for cash collections representing reimbursements and travel advance repayments in transit reversed as of the beginning of the following month.

101.12 Cash

This is a debit balance (asset) account maintained to show the amount of unexpected cash balance available for payment of administrative salaries and other operating expenses of the Regional Office.

Debit this account with:

1. Amounts transferred from Central Office Cash Account.
5. Amounts of previously billed reimbursements collected.
8. Amounts of previously billed refunds collected.
9. Amounts collected representing refunds not previously billed.
13. Amounts of full or partial recoveries of travel advances by cash collections or by set-off from travel vouchers

Credit this account with:

2. Amounts of excess cash balance returned to the Central Office.
3. Amounts of vouchers and schedules certified for payment.
6. Amounts of funds representing reimbursements collected, transferred to the Central Office as of the close of each month.
10. Amounts of advances made to employees for official travel.
12. Net amounts paid to travelers in those instances where

Debit this account with:

- chargeable to other appropriation(s).
19. Amounts of cash disbursements for administrative expenses which have not been accomplished by the Treasury Regional Office at the end of each month.
 20. Amounts of cash disbursements for travel advances which have not been accomplished by the Treasury Regional Office at the end of each month.
 25. Amounts of month-end adjustments for cash collections representing refunds in transit reversed as of the beginning of the following month.
 26. Amounts of month-end adjustments for cash collections representing reimbursements and travel advance repayments in transit reversed as of the beginning of the following month.
 32. Amounts collected representing reimbursements not previously billed, including amounts of jury service fees and annual leave lump sum repayments turned over to the Agency by employees.

Credit this account with:

- recoveries in full of travel advances are made by deductions from travel vouchers and where the amounts of approved vouchers exceed the amounts of advances.
21. Amounts of cash collections representing refunds in transit at the end of each month.
 22. Amounts of cash collections representing reimbursements and travel advance repayments in transit at the end of each month.
 23. Amounts of month-end adjustments for unaccomplished administrative expense disbursements reversed as of the beginning of the following month.
 24. Amounts of month-end adjustments for unaccomplished travel advance disbursements reversed as of the beginning of the following month.

101.24 Imprest Fund Advance

This is a debit balance (asset) account maintained to record the amounts of imprest fund advances, and increases and decreases therein, received by cashiers from Treasury Regional Offices.

Debit this account with:

33. Amount of initial imprest fund advance received from Treasury Regional Office.
34. Increases in the amount of imprest fund advance.

Credit this account with:

35. Decreases in the amount of imprest fund advance.

131.11 Accounts Receivable

This is a debit balance (asset) account maintained to show the outstanding amount of refunds due because of overpayments or erroneous payments previously made. The debit balance of this account represents the total of bills rendered for which refund collections have not been received.

Debit this account with:

7. Amounts of bills rendered to effect collections of refunds due.

Credit this account with:

8. Amounts of previously billed refunds collected.

131.13 Accounts Receivable—Reimbursements Billed

This is a debit balance (asset) account maintained to record transactions in connection with reimbursements due for services or materials furnished to other Government agencies or to constituent agencies. The debit balance of this account represents the total amount of reimbursements in the Region which have not been collected, but for which billings have been rendered.

Debit this account with:

4. Amounts of bills rendered to effect collections of reimbursements.

Credit this account with:

5. Amounts of previously billed reimbursements collected.

131.14 Accounts Receivable—Travel Advances

This is a debit balance (asset) control account maintained to record transactions in connection with cash advances made to employees for official travel. The debit balance of this account represents the total outstanding amount due for travel advances made by the Regional Office.

Debit this account with:

10. Amounts of advances made to employees for official travel.

Credit this account with:

11. Amounts of partial recoveries of travel advances by deductions from travel vouchers, where the amounts of advances exceed the amounts of approved vouchers.
12. Amounts of recoveries in full of travel advances by deductions from travel vouchers where the amounts of approved vouchers exceed the amounts of advances.
13. Amounts of full or partial recoveries of travel advances by

Credit this account with:

cash collections or by setoff from travel vouchers chargeable to other appropriation(s).

141.11 Administrative Property and Equipment

This is a debit balance (asset) account maintained to record disbursements during the current fiscal year in connection with the acquisition of administrative property and equipment.

Debit this account with:

14. Amounts applicable to equipment purchases, as determined from monthly distribution of net expenditures.

Credit this account with:

31. Recorded value of administrative property and equipment and related amount of invested and donated capital, transferred to the property ledger as of the close of each fiscal year.

201.11 Accounts Payable

This is a credit balance (liability) account maintained to record the amounts of cash disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.

Debit this account with:

23. Amounts of month-end adjustments for unaccomplished administrative expense disbursements reversed as of the beginning of the following month.
24. Amounts of month-end adjustments for unaccomplished travel advance disbursements reversed as of the beginning of the following month.

Credit this account with:

19. Amounts of cash disbursements for administrative expenses which have not been accomplished by the Treasury Regional Office at the end of each month.
20. Amounts of cash disbursements for travel advances which have not been accomplished by the Treasury Regional Office at the end of each month.

201.12 Liability for Imprest Fund Advance

This is a credit balance (liability) account maintained to record the liability for imprest fund advances to cashiers.

Debit this account with:

35. Decreases in the amount of imprest fund advance.

Credit this account with:

33. Amount of initial imprest fund advance received from Treasury Regional Office.
34. Increases in the amount of imprest fund advance.

301.21 Invested and Donated Capital

This is normally a credit balance (capital) account maintained to show the net value of assets purchased or otherwise acquired. This account will be used as a clearing account for recording fiscal year-end closing entries.

Debit this account with:

28. Amount of balance in Account 501.11 transferred to Account 301.21 as of the close of each fiscal year.
31. Recorded value of administrative property and equipment and related amount of invested and donated capital, transferred to the property ledger as of the close of each fiscal year.

Credit this account with:

29. Amount of balance in Account 311.16 transferred to Account 301.21 as of the close of each fiscal year.

311.14 Unobligated Allotments

This is a credit balance (budgetary) account maintained to show the amount of unobligated balance of allotment, the details of which are shown in the Allotment Ledger.

Debit this account with:

16. Current month total of obligations incurred.
18. Current month total of net disbursement vouchers.

Credit this account with:

15. Current month total of allotments. (See Transaction No. 15, Section 7-20-20, for note concerning a decrease of allotment.)
17. Current month total of obligations liquidated.

311.15 Unliquidated Obligations

This is a credit balance (budgetary) account maintained to show the total amount of unliquidated obligations chargeable to the allotment, the details of which are shown in the Allotment Ledger.

Debit this account with:

17. Current month total of obligations liquidated.

Credit this account with:

16. Current month total of obligations incurred.

311.16 Expended Appropriations

This is a credit balance (budgetary) account maintained to show the total net amount of disbursements certified or approved for payment

from the allotment, the details of which are shown in the Allotment Ledger.

Debit this account with:

19. Amounts of cash disbursements for administrative expenses which have not been accomplished by the Treasury Regional Office at the end of each month.
25. Amounts of month-end adjustments for cash collections representing refunds in transit reversed as of the beginning of the following month.
29. Amount of balance in Account 311.16 transferred to Account 301.21 as of the close of each fiscal year.

Credit this account with:

18. Current month total of net disbursement vouchers.
21. Amounts of cash collections representing refunds in transit at the end of each month.
23. Amounts of month-end adjustments for unaccomplished administrative expense disbursements reversed as of the beginning of the following month.

331.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to show all transfers, except budgetary transactions, between the Central Office and the Regional Office.

Debit this account with:

2. Amounts of excess cash balance returned to the Central Office.
6. Amounts of funds representing reimbursements collected, transferred to the Central Office as of the close of each month.
30. Closing entries as of the close of each fiscal year, to adjust interoffice control accounts in the amount of current costs for the fiscal year.
31. Recorded value of administrative property and equipment and related amount of invested and donated capital, transferred to the property ledger as of the close of each fiscal year.

Credit this account with:

1. Amounts transferred from Central Office Cash Account.
27. Amount of balance in Account 401.11 transferred to the Central Office as of the close of each fiscal year.

341.51 Regional Office Books—Account with Central Office

This is a Regional interoffice control account maintained to show all budgetary transfers in connection with allotments made to the Regional Office.

Debit this account with:

15. Current month total of allotments. (See Transaction No. 15, Section 7-20-20, for note concerning a decrease of allotment.)

Credit this account with:

30. Closing entries as of the close of each fiscal year, to adjust interoffice control accounts in the amount of current costs for the fiscal year.
31. Recorded value of administrative property and equipment and related amount of invested and donated capital, transferred to the property ledger as of the close of each fiscal year.

401.11 Operating Reimbursable Earnings

This is a credit balance (income) account maintained to show the accumulated amounts of reimbursements for services rendered, materials and supplies furnished, etc., during the fiscal year, the original costs of which were charged to the appropriation subject to such reimbursement.

Debit this account with:

27. Amount of balance in Account 401.11 transferred to the Central Office as of the close of each fiscal year.

Credit this account with:

4. Amounts of bills rendered to effect collections of reimbursements.
32. Amounts collected representing reimbursements not previously billed, including amounts of jury service fees and annual leave lump sum repayments turned over to the Agency by employees.

501.11 Current Costs—Administrative

This is a debit balance (expense) account maintained to show the total amount of operating costs charged to the appropriation during each fiscal year. This account will control the subsidiary records maintained in connection therewith.

Debit this account with:

14. Amounts applicable to current costs as determined from monthly distribution of net expenditures.

Credit this account with:

19. Amounts of cash disbursements for administrative expenses which have not been accomplished by the Treasury

- | | |
|---|--|
| 21. Amounts of cash collections representing refunds in transit at the end of each month. | Regional Office at the end of each month. |
| 23. Amounts of month-end adjustments for unaccomplished administrative expense disbursements reversed as of the beginning of the following month. | 25. Amounts of month-end adjustments for cash collections representing refunds in transit reversed as of the beginning of the following month. |
| | 28. Amount of balance in Account 501.11 transferred to Account 301.21 as of the close of each fiscal year. |

551.12 Undistributed Administrative Expenses

This account is maintained as a clearing account to accumulate net expenditures charged against the allotment during each month. Distribution of such expenditures shall be made to the proper asset or expense accounts at the close of each month.

Debit this account with:

- 3. Amounts of vouchers and schedules certified for payment.
- 11. Gross amounts of approved travel vouchers applied in partial repayments of travel advances where the amounts of advances exceed the amounts of approved vouchers.
- 12. Gross amounts of approved travel vouchers applied in full repayments of travel advances, where the amounts of such vouchers exceed the amounts of advances.

Credit this account with:

- 7. Amounts of bills rendered to effect collections of refunds due.
- 9. Amounts collected representing refunds not previously billed.
- 14. Amounts of net expenditures distributed as of the close of each month.

Section 20

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title of Account
1.	Amounts transferred from Central Office Cash Account. Posting media: <i>Inter Office Transfer Vouchers.</i>	101.12	331.51	Cash. Regional Office Books— Account with Central Office.
2.	Amounts of excess cash balance returned to the Central Office. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51	101.12	Regional Office Books— Account with Central Office. Cash.
3.	Amounts of vouchers and schedules certified for payment. Posting media: <i>Vouchers and Schedules of Payments; Vouchers and Schedules of Withdrawals and Credits; and Form GSA 789, Statements, Vouchers and Schedules of Withdrawals and Credits; as appropriate.</i>	551.12	101.12	Undistributed Admin- istrative Expenses. Cash.
4.	Amounts of bills rendered to effect collections of reimbursements. Posting media: <i>Vouchers and Schedules of Withdrawals and Credits (or Vouchers for Transfers Between Appropriations and/or Funds in those cases where the office billed is required to issue a check).</i>	131.13	401.11	Accounts Receivable— Reimbursements Billed. Operating Reimburs- able Earnings.
5.	Amounts of previously billed reimbursements collected. Posting media: <i>accomplished Vouchers and</i>	101.12	131.13	Cash. Accounts Receivable— Reimbursements Billed.

Trans- action Number	Description	Dr.	Cr.	Title of Account
	<i>Schedules of Withdrawals and Credits (or Certificates of Deposit when remittances received are deposited).</i>			
6.	Amounts of funds representing reimbursements collected, transferred to the Central Office as of the close of each month. Posting media: <i>Inter Office Transfer Vouchers.</i>	331.51		Regional Office Books— Account with Central Office.
			101.12	Cash.
7.	Amounts of bills rendered to effect collections of refunds due. Posting media: <i>Bills for Collection, Vouchers for Transfers Between Appropriations and/or Funds and Vouchers and Schedules of Withdrawals and Credits.</i>	131.11		Accounts Receivable.
			551.12	Undistributed Administrative Expenses.
8.	Amounts of previously billed refunds collected. Posting media: <i>Certificates of Deposit</i> or accomplished <i>Vouchers and Schedules of Withdrawals and Credits.</i>	101.12		Cash.
			131.11	Accounts Receivable.
9.	Amounts collected representing refunds not previously billed. Posting media: <i>Certificates of Deposit.</i>	101.12		Cash.
			551.12	Undistributed Administrative Expenses.
10.	Amounts of advances made to employees for official travel. Posting media: <i>Vouchers and Schedules of Payments.</i>	131.14		Accounts Receivable— Travel Advances.
			101.12	Cash.
11.	Amounts of partial recoveries of travel advances by deductions from travel vouchers, where the amounts of advances exceed the amounts of	551.12		Undistributed Administrative Expenses.
			131.14	Accounts Receivable— Travel Advances.

Trans- action Number	Description	Dr.	Cr.	Title of Account
	approved vouchers. Posting media: <i>Vouchers and Schedules of Payments.</i>			
12.	Amounts of recoveries in full of travel advances by deductions from travel vouchers, where the amounts of approved vouchers exceed the amounts of advances. Posting media: <i>Vouchers and Schedules of Payments.</i>	551.12		Undistributed Administrative Expenses.
			101.12	Cash.
			131.14	Accounts Receivable—Travel Advances.
13.	Amounts of full or partial recoveries of travel advances by cash collections or by setoff from travel vouchers chargeable to other appropriation(s). Posting media: <i>Certificates of Deposit or Schedules of Voucher Deductions.</i>	101.12		Cash.
			131.14	Accounts Receivable—Travel Advances.
14.	Amounts of net expenditures distributed as of the close of each month. Posting media: Monthly Summaries of Allotment Ledger Totals—Net Disbursement Vouchers column.	141.11 501.11		Administrative Property and Equipment. Current Costs—Administrative.
			551.12	Undistributed Administrative Expenses.
15.	Current month total of allotments. (NOTE: Where the current month total is a decrease, Account 311.14 shall be debited and Account 341.51 credited.) Posting media: Monthly Summaries of Allotment Ledger Totals — Allotments column.	341.51		Regional Office Books—Account with Central Office.
			311.14	Unobligated Allotments.
16.	Current month total of obligations incurred. Posting media: Monthly Summaries of Allotment Ledger Totals—Obligations Incurred column.	311.14		Unobligated Allotments.
			311.15	Unliquidated Obligations.

Trans- action Number	Description	Dr.	Cr.	Title of Account
17.	Current month total of obligations liquidated. Posting media: Monthly Summaries of Allotment Ledger Totals—Obligations Liquidated column.	311.15		Unliquidated Obligations.
			311.14	Unobligated Allotments.
18.	Current month total of net disbursement vouchers. Posting media: Monthly Summaries of Allotment Ledger Totals—Net Disbursement Vouchers column.	311.14		Unobligated Allotments.
			311.16	Expended Appropriations.
19.	Amounts of cash disbursements for administrative expenses which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.12 311.16		Cash. Expended Appropriations.
			201.11	Accounts Payable.
			501.11	Current Costs—Administrative.
20.	Amounts of cash disbursements for travel advances which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
			201.11	Accounts Payable.
21.	Amounts of cash collections representing refunds in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11 501.11		Cash in Transit. Current Costs—Administrative.
			101.12	Cash.
			311.16	Expended Appropriations.
22.	Amounts of cash collections representing reimbursements and travel advance repayments in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11		Cash in Transit.
			101.12	Cash.

Trans- action Number	Description	Dr.	Cr.	Title of Account
23.	Amounts of month-end adjustments for unaccomplished administrative expense disbursements reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	201.11		Accounts Payable.
		501.11		Current Costs—Administrative.
			101.12	Cash.
			311.16	Expended Appropriations.
24.	Amounts of month-end adjustments for unaccomplished travel advance disbursements reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	201.11		Accounts Payable.
			101.12	Cash.
25.	Amounts of month-end adjustments for cash collections representing refunds in transit reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
		311.16		Expended Appropriations.
			101.11	Cash in Transit.
			501.11	Current Costs—Administrative.
26.	Amounts of month-end adjustments for cash collections representing reimbursements and travel advance repayments in transit reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
			101.11	Cash in Transit.
27.	Amount of balance in Account 401.11 transferred to the Central Office as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers</i> .	401.11		Operating Reimbursable Earnings.
			331.51	Regional Office Books—Account with Central Office.

Transaction Number	Description	Dr.	Cr.	Title of Account
28.	Amount of balance in Account 501.11 transferred to Account 301.21 as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers</i> .	301.21		Invested and Donated Capital.
			501.11	Current Costs—Administrative.
29.	Amount of balance in Account 311.16 transferred to Account 301.21 as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers</i> .	311.16		Expended Appropriations.
			301.21	Invested and Donated Capital.
30.	Closing entries as of the end of each fiscal year to adjust interoffice control accounts in the amount of current costs for the fiscal year. Posting media: <i>Inter Office Transfer Vouchers</i> .	331.51		Regional Office Books—Account with Central Office.
			341.51	Regional Office Books—Account with Central Office.
31.	Recorded value of administrative property and equipment and related amount of invested and donated capital, transferred to the property ledger as of the close of each fiscal year. Posting media: <i>Inter Office Transfer Vouchers</i> .	301.21		Invested and Donated Capital.
		331.51		Regional Office Books—Account with Central Office.
			141.11	Administrative Property and Equipment.
			341.51	Regional Office Books—Account with Central Office.
32.	Amounts collected representing reimbursements not previously billed, including amounts of jury service fees and annual leave lump sum repayments turned over to the Agency by employees. Posting media: <i>Certificates of Deposit</i> .	101.12		Cash.
			401.11	Operating Reimbursable Earnings.

Trans- action Number	Description	Dr.	Cr.	Title of Account
33.	Amount of initial imprest fund advance received from Treasury Regional Office. Posting media: <i>Journal Vouchers.</i>	101.24		Imprest Fund Advance.
			201.12	Liability for Imprest Fund Advance.
34.	Increases in the amount of imprest fund advance. Posting media: <i>Journal Vouchers.</i>	101.24		Imprest Fund Advance.
			201.12	Liability for Imprest Fund Advance.
35.	Decreases in the amount of imprest fund advance. Posting media: <i>Journal Vouchers or Vouchers and Schedules of Payments.</i>	201.12		Liability for Imprest Fund Advance.
			101.24	Imprest Fund Advance.



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements for maintaining financial accountability of capitalized nonexpendable administrative property and equipment for which the Regional Office has custodial responsibility. With respect to requirements other than fiscal and accounting for administrative property and equipment, reference should be made to the instructions in Part 6, Volume V.

The accounting system provides for decentralized accounts on the branch office principle. Control accounts (Real and Nominal, and Budgetary) with each Regional Office are maintained in the Division of Finance and Accounts and contra control accounts are maintained on the Regional Office books.

Section 2

TRANSACTIONS BETWEEN OFFICES

Transactions resulting in increases and decreases in administrative property and equipment accounts maintained in Regional Office property ledgers shall be documented in each case by an *Inter Office Transfer Voucher*, Form H-219. Exhibit A illustrates the form of *Inter Office Transfer Voucher* which shall be prepared for Transactions Nos. 3 through 12, Section 7-21-9. For these transactions the Regional Office is the issuing office and the Division of Finance and Accounts is the receiving office. Exhibit B illustrates the form of *Inter Office Transfer Voucher* which will be prepared by the Division of Finance and Accounts as issuing office for Transactions Nos. 1 and 2. For these transactions the Regional Office is the receiving office.

It will be noted that in the case of transfers of property between Regional Offices, the accounting for such transfers requires the preparation of two *Inter Office Transfer Vouchers*; the first by the Regional Office releasing the property and the second by the Division of Finance and Accounts.

Inter Office Transfer Vouchers shall be prepared in duplicate by the originating office and insofar as possible shall be forwarded in sufficient time to permit entry in the accounts of the receiving office on or before the end of the month in which transactions occur. The original only shall be forwarded to the receiving office for posting purposes. The issuing office shall post in its accounts on the basis of the retained copy. *Inter Office Transfer Vouchers* prepared by Regional Offices shall be addressed to the Division of Finance and Accounts. Regional Offices located west of the Mississippi River shall forward the documents by airmail.

EXHIBIT A

H-219 (1-51)		HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			TRANS. VOUCHER NO.	
INTER OFFICE TRANSFER VOUCHER					DATE ISSUED	
ISSUING OFFICE (Location of Regional Office)				MONTH RECORDED		
RECEIVING OFFICE Washington, D. C.				MONTH RECORDED		
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS <u>ADMINISTRATIVE PROPERTY AND EQUIPMENT</u>						
See description given in Transactions Nos. 3 through 12, Section 7-21-9. Add references to supporting correspondence, reports, forms, etc., authorizing or approving the transactions.						
ISSUING OFFICE				RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER				POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT	
<u>TRANSACTIONS NOS. 6, 7, 8, 9, 10 and 12</u>						
331.51	141.11	\$ xxxxx				
301.21	341.51	xxxxx	*	*	\$ xxxxx	
<u>TRANSACTIONS NOS. 3, 4 and 11</u>						
141.11	331.51	\$ xxxxx				
341.51	301.21	xxxxx	*	*	\$ xxxxx	
<u>TRANSACTION NO. 5</u>						
331.51	141.11	\$ xxxxx	141.11	*	\$ xxxxx	
301.21	341.51	xxxxx	*	301.21	xxxxx	
* Appropriate control account number under categories 331 or 341.						
SIGNATURE				SIGNATURE		

HFFA-1119, Washington, D. C.

EXHIBIT B

H-219 (3-51)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
Washington, D. C.					
RECEIVING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS <u>ADMINISTRATIVE PROPERTY AND EQUIPMENT</u> See description given in Transactions Nos. 1 and 2, Section 7-21-9. Add references to supporting correspondence, reports, forms, etc., authorizing or approving the transactions.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
*	141.11	\$ xxxx	141.11	331.51	\$ xxxx
301.21	*	xxxx	341.51	301.21	xxxx
TRANSACTION NO. 1					
*	*	\$ xxxx	141.11	331.51	\$ xxxx
			341.51	301.21	xxxx
TRANSACTION NO. 2					
* Appropriate control account number under categories 331 or 341.					
SIGNATURE			SIGNATURE		

Section 3

ACQUISITION BY PURCHASE

The acquisition of administrative property and equipment by purchase from funds available therefor in an open appropriation (one which has not lapsed) shall be recorded in the Allotment and General Ledgers maintained for the appropriation in the manner prescribed in Section 7-20-16. The value of administrative property and equipment received and paid for during each fiscal year shall be transferred from the general ledger maintained for the appropriation to the property ledger as of the close of each fiscal year. See Transaction No. 4, Section 7-21-9 and Exhibit A, Section 7-21-2.

If an item of administrative property and equipment is traded in on another item and the balance of the purchase price is disbursed from funds in an open appropriation, the amount disbursed shall be recorded in the appropriation records. The book value of the item traded in, as shown in the property ledger, shall be reduced by the difference between such book value and the trade-in allowance. See Transaction No. 10 and Exhibit A, Section 7-21-2. Under this procedure, the accounts in the property ledger, as of the close of the fiscal year in which such transaction takes place, will show the full cost of acquisition by the Government (total purchase price, which includes the trade-in allowance) of the newly acquired item.

Section 4

TRANSFERS WITHOUT EXCHANGE OF FUNDS

When administrative property and equipment is transferred to another Regional Office (transferee) from a Regional Office (transferor), the transferor shall prepare an *Inter Office Transfer Voucher*, Form H-219, in accordance with Transaction No. 6, Section 7-21-9, and Exhibit A, Section 7-21-2, and forward the original to the Division of Finance and Accounts. The Division of Finance and Accounts will then prepare an *Inter Office Transfer Voucher* in accordance with Transaction No. 2 and Exhibit B, Section 7-21-2, using the data furnished by the transferor covering the transaction, and forward the original to the transferee.

When administrative property and equipment is transferred from a Regional Office to the Central Office, the Regional Office shall prepare an *Inter Office Transfer Voucher* in accordance with Transaction No. 5 and Exhibit A, Section 7-21-2.

When administrative property and equipment is transferred from the Central Office to a Regional Office, the Division of Finance and Accounts will prepare an *Inter Office Transfer Voucher* in accordance with Transaction No. 1 and Exhibit B, Section 7-21-2.

When administrative property and equipment is transferred from a Regional Office to another Government agency or to a constituent agency and a receipt therefor has been received from the transferee, the Regional Office shall prepare an *Inter Office Transfer Voucher* in accordance with Transaction No. 7 and Exhibit A, Section 7-21-2.

When administrative property and equipment is transferred to a Regional Office from another Government agency or from a constituent agency, the Regional Office shall prepare an *Inter Office Transfer Voucher* in accordance with Transaction No. 3 and Exhibit A, Section 7-21-2.

In the case of administrative property and equipment which has been reported as excess to the needs of a Regional Office, after all required action has been completed in accordance with Section 6-2, Volume V, and upon receipt of S.F. 122, *Transfer Order, Excess Personal Property*, or other similar forms relieving the Regional Office of accountability, an *Inter Office Transfer Voucher*, with appropriate explanation of the transaction, shall be prepared in accordance with Transaction No. 7 and Exhibit A, Section 7-21-2, in order to remove the value thereof from the property accounting records.

Section 5

DISPOSITION OTHER THAN BY TRANSFER OR TRADE-IN AND ADJUSTMENTS

An *Inter Office Transfer Voucher*, Form H-219, shall be prepared by a Regional Office for the book value of lost, damaged, unserviceable or stolen property or equipment disposed of on the basis of an approved *Report of Survey*, Form H-27, in accordance with Transaction No. 8, Section 7-21-9 and Exhibit A, Section 7-21-2. If in such disposition funds are received, the proceeds shall be deposited into the U. S. Treasury as general fund receipts. (See Chapter 31.)

When administrative property and equipment is disposed of by sale and the sales proceeds are authorized for use in the purchase of similar administrative property and equipment, the Regional Office shall prepare an *Inter Office Transfer Voucher* in accordance with Transaction No. 9 and Exhibit A. The sales proceeds shall be processed in accordance with 7 GAO 3520. The purchase of the new item will be made from funds in an open appropriation as discussed in Section 7-21-3.

An *Inter Office Transfer Voucher* shall be prepared by the Regional Office for adjustments to be made in the recorded value of property and equipment in accordance with an approved reconciled physical inventory. See Transaction No. 11 for increases in the recorded value and Transaction No. 12 for decreases in the recorded value. Also see Exhibit A, Section 7-21-2.

Section 6

GENERAL LEDGER

S. F. 1014-Revised shall be used for the General Ledger. General Ledger accounts shall be established and maintained in accordance with the Chart and Description of General Ledger Accounts, Sections 7-21-7 and 7-21-8, respectively. After all entries have been made at the close of each fiscal year, the property ledger will show the value of all administrative property and equipment received and paid for and acquired without exchange of funds.

Section 7

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
	ASSETS	
141 Administrative Property and Equipment:	141.11	Administrative Property and Equip- ment
	CAPITAL	
301 Capital and Paid In Surplus:	301.21	Invested and Donated Capital
	INTER OFFICE CONTROL ACCOUNTS	
331 Real and Nominal Accounts:	331.51	Regional Office Books—Account with Central Office
341 Budgetary Accounts (Allotments, etc.)	341.51	Regional Office Books—Account with Central Office

Section 8

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

141.11 Administrative Property and Equipment

This is a debit balance (asset) account maintained to record the cost or the established fair value of administrative property and equipment on hand acquired in prior fiscal years or transferred during the current fiscal year, and includes the trade-in allowances on purchases during the current fiscal year.

Debit this account with:

1. Value of property and equipment transferred from Central Office.
2. Value of property and equipment transferred from another Regional Office.
3. Value of property and equipment transferred without exchange of funds from a constituent agency or from another Government agency.
4. Value of property and equipment transferred from appropriation ledgers as of the close of each fiscal year.
11. Increases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

Credit this account with:

5. Value of property and equipment transferred to the Central Office.
6. Value of property and equipment transferred to another Regional Office.
7. Value of property and equipment transferred without exchange of funds to a constituent agency or to another Government agency.
8. Value of property and equipment disposed of on the basis of an approved *Report of Survey* where there is recovery in whole or in part or where there is no recovery.
9. Value of property and equipment disposed of by sale when the proceeds of such sale are authorized for use in the purchase of similar administrative property and equipment.
10. Book value less trade-in allowance of equipment traded in on the purchase of new equipment.
12. Decreases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

301.21 Invested and Donated Capital

This is a credit balance (capital) account maintained to show the amount of invested and donated capital applicable to administrative property and equipment on hand which was acquired in prior fiscal years or transferred during the current fiscal year, and includes the trade-in allowances on purchases during the current fiscal year.

Debit this account with:

5. Value of property and equipment transferred to the Central Office.
6. Value of property and equipment transferred to another Regional Office.
7. Value of property and equipment transferred without exchange of funds to a constituent agency or to another Government agency.
8. Value of property and equipment disposed of on the basis of an approved *Report of Survey* where there is recovery in whole or in part or where there is no recovery.
9. Value of property and equipment disposed of by sale when the proceeds of such sale are authorized for use in the purchase of similar administrative property and equipment.
10. Book value less trade-in allowance of equipment traded in on the purchase of new equipment.
12. Decreases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

Credit this account with:

1. Value of property and equipment transferred from the Central Office.
2. Value of property and equipment transferred from another Regional Office.
3. Value of property and equipment transferred without exchange of funds from a constituent agency or from another Government agency.
4. Value of property and equipment transferred from the appropriation ledgers as of the close of each fiscal year.
11. Increases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

331.51 Regional Office Books—Account with Central Office

This is a credit balance Regional Office control account maintained to record administrative property and equipment transactions between the Central Office and the Regional Office.

Debit this account with:

5. Value of property and equipment transferred to the Central Office.
6. Value of property and equipment transferred to another Regional Office.
7. Value of property and equipment transferred without exchange of funds to a constituent agency or to another Government agency.
8. Value of property and equipment disposed of on the basis of an approved *Report of Survey* where there is recovery in whole or in part or where there is no recovery.
9. Value of property and equipment disposed of by sale when the proceeds of such sale are authorized for use in the purchase of similar administrative property and equipment.
10. Book value less trade-in allowance of equipment traded in on the purchase of new equipment.
12. Decreases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

Credit this account with:

1. Value of property and equipment transferred from the Central Office.
2. Value of property and equipment transferred from another Regional Office.
3. Value of property and equipment transferred without exchange of funds from a constituent agency or from another Government agency.
4. Value of property and equipment transferred from appropriation ledgers as of the close of each fiscal year.
11. Increases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

341.51 Regional Office Books—Account with Central Office

This is a debit balance Regional Office control account maintained to record invested and donated capital transactions between the Central Office and the Regional Office.

Debit this account with:

1. Value of property and equipment transferred from the Central Office.
2. Value of property and equipment transferred from another Regional Office.
3. Value of property and equipment transferred without exchange of funds from a constituent agency or from another Government agency.
4. Value of property and equipment transferred from appropriation ledgers as of the close of each fiscal year.
11. Increases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

Credit this account with:

5. Value of property and equipment transferred to the Central Office.
6. Value of property and equipment transferred to another Regional Office.
7. Value of property and equipment transferred without exchange of funds to a constituent agency or to another Government agency.
8. Value of property and equipment disposed of on the basis of an approved *Report of Survey* where there is recovery in whole or in part or where there is no recovery.
9. Value of property and equipment disposed of by sale when the proceeds of such sale are authorized for use in the purchase of similar administrative property and equipment.
10. Book value less trade-in allowance of equipment traded in on the purchase of new equipment.
12. Decreases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.

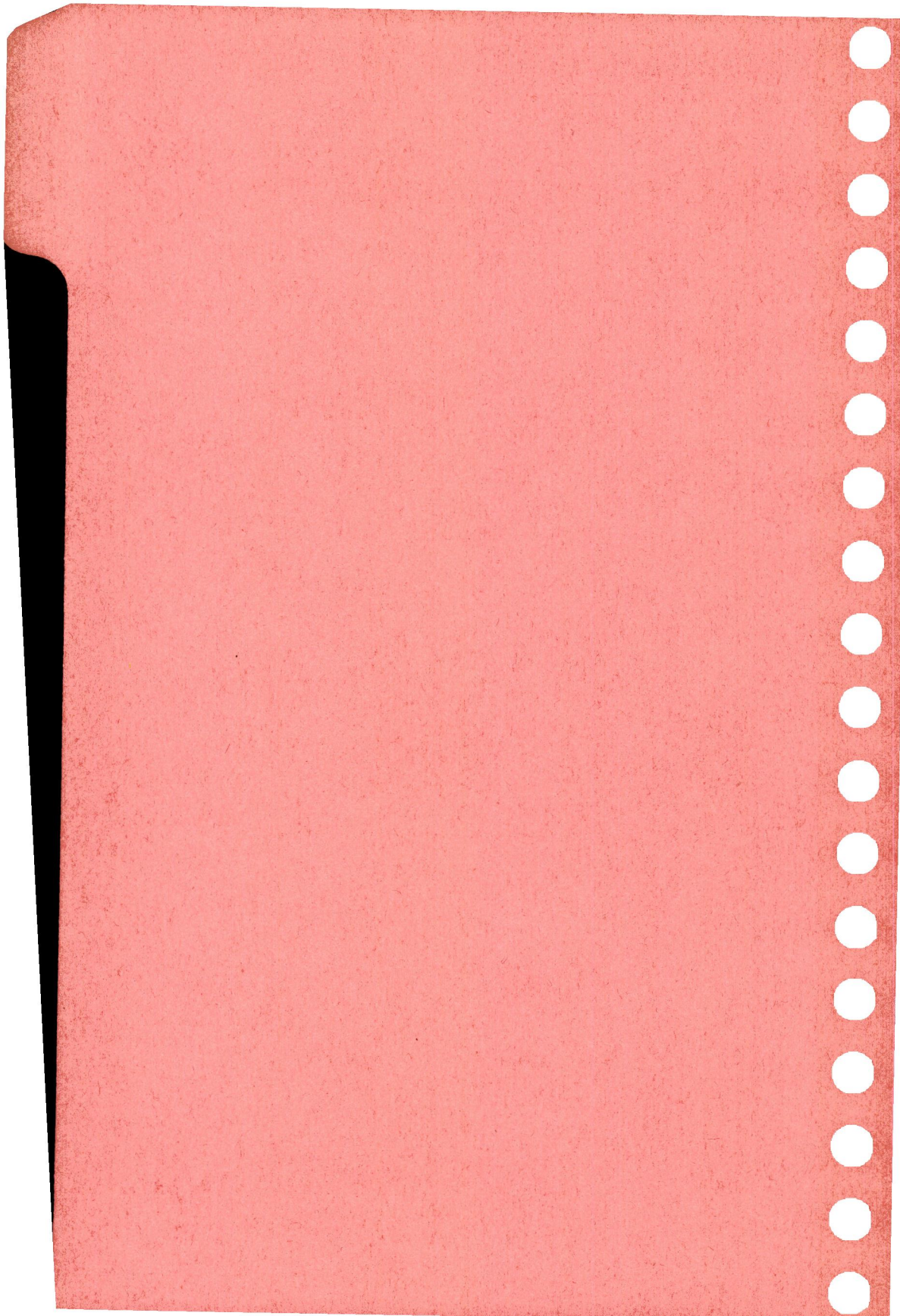
Section 9

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Value of property and equipment transferred from the Central Office.	141.11		Administrative Property and Equipment.
2.	Value of property and equipment transferred from another Regional Office.		331.51	Regional Office Books—Account with Central Office.
3.	Value of property and equipment transferred without exchange of funds from a constituent agency or from another Government agency.	341.51		Regional Office Books—Account with Central Office.
4.	Value of property and equipment transferred from appropriation ledgers as of the close of each fiscal year.		301.21	Invested and Donated Capital.
11.	Increases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.			
5.	Value of property and equipment transferred to the Central Office.	331.51		Regional Office Books—Account with Central Office.
6.	Value of property and equipment transferred to another Regional Office.		141.11	Administrative Property and Equipment.
		301.21		Invested and Donated Capital.

Trans-
action

Number	Description	Dr.	Cr.	Title
7.	Value of property and equipment transferred without exchange of funds to a constituent agency or to another Government agency, and value of excess property disposed of on the basis of an approved <i>Transfer Order</i> , <i>Excess Personal Property</i> or other similar form.		341.51	Regional Office Books— Account with Central Office
8.	Value of property and equipment disposed of on the basis of an approved <i>Report of Survey</i> where there is recovery in whole or in part or where there is no recovery.			
9.	Value of property and equipment disposed of by sale when the proceeds of such sale are authorized for use in the purchase of similar administrative property and equipment.			
10.	Book value less trade-in allowance of equipment traded in on the purchase of new equipment.			
12.	Decreases in the recorded value of property and equipment in accordance with an approved reconciled physical inventory.			



Section 1

INTRODUCTION

This Section prescribes the fiscal and accounting requirements for the Federal Employees' Group Life Insurance Program authorized by Public Law 598, 83d Congress, 2d Session, as amended. Regulations, instructions and procedures covering administration of the program are set forth in the Life Insurance Manual issued by the United States Civil Service Commission.

Under the Federal Employees' Group Life Insurance Program there is withheld from the salary of each insured employee, an amount not to exceed the rate of 25¢ biweekly for each \$1,000 of group insurance. It is further provided that for each period in which an employee is insured there is contributed from the employing Agency's appropriation or fund from which his salary is paid, a sum not to exceed one-half of the amount withheld from the employee.

Section 2

SALARY DEDUCTIONS AND AGENCY CONTRIBUTIONS

The amounts deducted and withheld from the salary of each insured employee and the contributions of this Agency applicable to each payroll shall be included in a single check to be drawn in favor of the U. S. Civil Service Commission in the total amount of deductions and contributions for Group Life Insurance, Retirement, and Health Benefits.

S.F. 1166, *Voucher and Schedule of Payments*, which is used for the purpose of certifying payrolls to the Treasury Regional Offices, shall be processed in accordance with Section 7-1-5. On each *Voucher and Schedule of Payments* covering a payroll there shall be shown in summary form the aggregate amount of life insurance deductions from employees' salaries, and the amount of the contribution to the Insurance Fund by this Agency from the appropriation or fund used for the payment of salaries, together with other deductions and contributions, as illustrated in 6 GAO 6020.20. The total amount to be paid the Civil Service Commission, as shown on S.F. 1166, shall be detailed to show salary deductions and Agency contributions separately for the three activities involved.

The contributions by this Agency to the Insurance Fund shall be computed on the basis of the aggregate of salary withholdings for insurance applicable to each payroll processed and shall be equal to one-half of such withholdings. Such contributions, together with other Agency contributions for Retirement, Health Benefits and F.I.C.A., as shown on S.F. 1166, shall be recorded to Object Class 12, Personnel Benefits, of the Subsidiary Record (Distribution by Object Class Accounts) maintained under the Salaries and Expenses appropriation (see Section 7-20-16).

Deductions from employees' compensation for life insurance, and adjustments thereof, shall be recorded on S.F. 1127-Revised, *Individual Pay Card*, in the column provided for this purpose.

Section 3

ADJUSTING ERRORS

Where amounts have been erroneously withheld from the salary of a currently employed individual who has waived coverage or who is excluded from coverage by law or regulation, adjustment of the erroneous withholdings shall be made on a subsequent payroll on which his name appears. Such adjustment will automatically correct the excess Agency contribution involved.

Where an incorrect computation results in an error in withholdings, adjustment shall likewise be made on a subsequent payroll on which the employee's name appears.

Where an adjustment in withholdings is necessary in the case of a separated employee, it shall be made in the final salary payment to the individual, or to his beneficiary or estate if he is deceased. Adjustment to correct the original summary of salary payment on which the error occurred shall be effected on the next payroll processed, by adjusting the aggregate withholdings and contributions otherwise applicable to that payroll.

Where an error not identified with specific individuals has been made as a result of scheduling or otherwise, correction shall be effected in the manner outlined in the preceding paragraph.

Section 4

REPORTS

The original S.F. 2812, *Report of Withholdings and Contributions*, (Health Benefits, Group Life Insurance and Civil Service Retirement) and the check for the total amount to be paid shall be submitted to the Civil Service Commission as of the same day the related payroll checks are dated, in accordance with instructions set forth in the Life Insurance Manual.

The retained copies of S.F. 2812 shall be placed in a numerical file which will serve as a record of employee withholdings and Agency contributions for Group Life Insurance during each calendar year. For verification purposes only, at the close of each calendar quarter a cumulative total of life insurance deductions shall be obtained from the applicable S.F. 2812's and such total shall be reconciled with the aggregate of the related deductions on the *Individual Pay Cards*, S.F. 1127-Revised. Similarly, at the close of each calendar quarter a cumulative total of Agency contributions for life insurance shall be obtained from the applicable S.F. 2812's and such total shall be reconciled with the aggregate of the related Agency contributions on the *Vouchers and Schedules of Payments*, S.F. 1166.

7-23 RETIREMENT



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements with respect to deductions from employees' compensation and contributions by this Agency, for deposit to the retirement fund, authorized by the Civil Service Retirement Act, as amended, which provides for deductions from the basic salary of each employee subject to the Act and for Agency contributions in an amount equal to such deductions.

Retirement instructions and procedures are set forth in the Retirement Manual (Chapter R-5 of the Federal Personnel Manual) issued by the United States Civil Service Commission. The instructions for retirement fund accounting included in Chapter R-5 (Pages R-5-91 through R-5-114), as modified herein, shall be followed.

Section 2

SALARY DEDUCTIONS AND AGENCY CONTRIBUTIONS

The amounts withheld from the salary of each employee and the corresponding amounts contributed by this Agency, applicable to each payroll, shall be included in a single check to be drawn in favor of the U. S. Civil Service Commission in the total amount of deductions and contributions for Retirement, Group Life Insurance, and Health Benefits.

On each *Voucher and Schedule of Payments*, S.F. 1166, scheduling a payroll there shall be shown as one amount the aggregate deductions from employees' salaries for Retirement, Group Life Insurance, and Health Benefits and the amounts of the Agency contributions therefor payable to the U. S. Civil Service Commission (see 6 GAO 6020.20). This amount shall be detailed to show separately the total amount of employee withholdings and Agency contributions deposited to the credit of each of the three benefit funds involved.

The amounts contributed by this Agency for Retirement are payable from the appropriation from which the related salaries are paid and shall be recorded, together with Agency contributions for Life Insurance, Health Benefits, and FICA, as shown on the *Voucher and Schedule of Payments*, as Object Class 12, Personnel Benefits, in the Subsidiary Record (Distribution by Object Class Accounts) maintained under the Salaries and Expenses appropriation (see Section 7-20-16).

The aggregate of retirement deductions as shown on the *Voucher and Schedule of Payments* shall be recorded in the Retirement General Ledger in accordance with Transaction No. 1, Section 7-23-8.

Section 3

EMPLOYEE TRANSFERS AND SEPARATIONS

INTEROFFICE TRANSFERS

Interoffice transfers are transfers of OA employees (including CFA and URA employees) between Regional Offices or between the Central Office and Regional Offices. These transfers do not require the preparation of S. F. 2807, *Register of Separations and Transfers*.

All interoffice transfers of employees shall be documented by an *Inter Office Transfer Voucher*, Form H-219, which shall be prepared in duplicate by the office releasing the employee (transferor office). Such *Inter Office Transfer Vouchers* shall be prepared by Regional Offices in accordance with Exhibit A, where an employee is transferred to the Central office; or in accordance with Exhibit B, where an employee is transferred to another Regional Office. In the latter case, two *Inter Office Transfer Vouchers* will be required. The first shall be prepared by the Regional Office releasing the employee (transferor office) and the second will be prepared by the Central Office Division of Finance and Accounts for forwarding to the Regional Office receiving the employee (transferee office). When such a transfer occurs at or near the end of a calendar year, the *Inter Office Transfer Voucher* prepared by the Division of Finance and Accounts will specify the calendar year then ended as the effective year for recording the transaction in the transferee office, which will conform with the year in which the transaction was recorded by the transferor office. The originals of all *Inter Office Transfer Vouchers* prepared by Regional Offices for interoffice employee transfers, accompanied by *Individual Retirement Records*, S.F. 2806, shall be forwarded to the Division of Finance and Accounts in sufficient time to permit entry into the accounts during the same month in which the transactions were recorded in the Regional Offices. Regional Offices located west of the Mississippi River shall forward the documents by airmail.

INTRA-AGENCY TRANSFERS

Intra-agency transfers are transfers of employees wholly within the Housing and Home Finance Agency or between the Office of the Administrator (including the Community Facilities Administration and Urban Renewal Administration) and the constituent agencies (Federal Housing Administration, Public Housing Administration, and Federal National Mortgage Association). Even though such transfers do not result in separation from the Housing and Home Finance Agency,

all such transfers require the preparation of *Registers of Separations and Transfers* ("IA" series). (See "Distribution of Registers," below.)

Transfers to a constituent agency shall be recorded in the General Ledger in accordance with Transaction No. 6, Section 7-23-8. Transfers from a constituent agency shall be recorded in the General Ledger in accordance with Transaction No. 3.

INTER-AGENCY TRANSFERS AND SEPARATIONS

Transfers from the Office of the Administrator (including the Community Facilities Administration and Urban Renewal Administration) to Government agencies other than constituent agencies (inter-agency transfers) and separations from the Office of the Administrator (including the Community Facilities Administration and Urban Renewal Administration) because of retirement, resignation, or otherwise, require the preparation of *Registers of Separations and Transfers* ("CSC" series) and shall be recorded in the General Ledger in accordance with Transaction No. 7, Section 7-23-8. (See "Distribution of Registers," below.)

DISTRIBUTION OF REGISTERS

Registers of Separations and Transfers shall be prepared in triplicate in accordance with the instructions set forth in the Retirement Manual. One copy shall be retained by the Regional Office as the posting document and one copy shall be forwarded to the Division of Finance and Accounts. The original, together with the employee's *Individual Retirement Record*, shall be forwarded to the receiving constituent agency ("IA" series) or to the United States Civil Service Commission ("CSC" series).

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS <u>RETIREMENT</u> Total amount of retirement deductions to the credit of _____ (name) _____ who transferred from Region No. _____, _____ (location) _____ to the Central Office, as recorded on the employee's Individual Retirement Record, S.F. 2806, attached.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
251.13	101.23	\$ xxxxx			
(See Transaction No. 5, Section 7-23-8)					
SIGNATURE			SIGNATURE		

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (3-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS <u>RETIREMENT</u> Total amount of retirement deductions to the credit of _____ (name) who transferred from Region No. _____ (location) to Region No. _____ (location) as recorded on the employee's Individual Retirement Record, S.F. 2806, attached.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
251.13	101.23	\$ XXXX			
(See Transaction No. 5, Section 7-23-8)					
SIGNATURE			SIGNATURE		

Section 4

BOOKS AND RECORDS

GENERAL LEDGER

A separate General Ledger shall be established and maintained in accordance with the Chart and Description of General Ledger Accounts, Sections 7-23-6 and 7-23-7, respectively. S.F. 1014-Revised shall be used for this purpose. Refer to "Typical Transactions with Appropriate Entries," Section 7-23-8, for the accounting documents which support entries in the General Ledger. A General Ledger account has not been provided for recording the amounts of Agency contributions, since these amounts are recorded as operating administrative costs (see Section 7-23-2).

RELATED RECORDS

Retirement deductions withheld from the compensation of employees and adjustments thereof shall be recorded in the appropriate column provided for this purpose on S.F. 1127-Revised, *Individual Pay Card*. At the end of each calendar year, or during the calendar year in cases where employees are separated or transferred, the aggregate amount of retirement deductions applicable to payrolls paid in the current calendar year, as shown on each employee's *Individual Pay Card*, shall be recorded under the Fiscal Record section of his *Individual Retirement Record*, S.F. 2806, in column (6) and reflected in the accumulated total in column (7). The amounts of such deductions when posted to the *Individual Retirement Records* shall also be recorded in the General Ledger in accordance with Transaction No. 4, Section 7-23-8.

Section 5

REPORTS

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS

The original S.F. 2812, *Report of Withholdings and Contributions* (Health Benefits, Group Life Insurance, and Civil Service Retirement), together with the check described in Section 7-23-2, shall be submitted to the U. S. Civil Service Commission as of the same day the related payroll checks are dated. Instructions for preparing this report are included in Pages R-5-91 and R-5-92 of the Retirement Manual.

QUARTERLY REPORT

As of the close of each calendar quarter (March 31, June 30, September 30 and December 31), a *Cumulative Quarterly Report of Intra-Agency Transfers*, Form H-200.28, shall be prepared in accordance with the instructions contained in Section 3-3-3, Volume II. The original only of the report shall be forwarded to the Division of Finance and Accounts and shall be mailed in time to be received not later than the 15th business day following the close of each quarterly period.

ANNUAL SUMMARY

As of the close of the last pay period paid in each calendar year, Regional Offices shall prepare an *Annual Summary—Retirement Fund Transactions*, S.F. 2807-2, in accordance with the instructions contained in Chapter R-5, Retirement Manual, and as provided herein. With respect to intra-agency transfers in and out, for reporting on lines 4A and 8A, respectively, reference should be made to the instructions under the heading Quarterly Report of Intra-Agency Transfers, Section 3-3-3, Volume II. Interoffice transfers in (for internal informational purposes), properly identified as such, shall be reported on line 4B, and such amount will be eliminated by the Division of Finance and Accounts prior to preparation and submission of the consolidated annual summary to the Agency Retirement Officer. Two separate amounts, each properly identified, shall be reported in place of line 8B; one total representing "Interoffice Transfers Out" and the other total representing "CSC Separations and Transfers" (separations from the Government Service and transfers to Government agencies other than constituent agencies). In this case also, the amount shown as "Interoffice Transfers Out" will be eliminated by the Division of Finance and Accounts prior to submission of the consolidated annual summary. Particular attention is directed to the requirement in Chapter R-5, Retirement Manual, for

reporting agency contributions and for showing, on the reverse of the annual summary, reconciliation of (1) agency contributions and salary deductions, (2) deductions reported and deposited, and (3) contributions reported and deposited. The *Annual Summary—Retirement Fund Transactions* shall be prepared in duplicate and the copy shall be retained by the Regional Office. The original, accompanied by the original and one copy of the *Register of Adjustments*, S.F. 2807-1 (if prepared), shall be forwarded to the Division of Finance and Accounts in time to be received not later than February 15, following the close of the calendar year.

Section 6

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
	ASSETS	
101 Cash :	101.23	Retirement and Disability Fund
	LIABILITIES	
251 Other Credits :	251.13	Retirement—Salary Deductions— Prior Periods
	251.14	Retirement—Salary Deductions— Current Year

Section 7

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.23 Retirement and Disability Fund

This is a debit balance statistical account and includes the aggregate of the amounts entered on the current calendar year *Individual Pay Cards* and on the *Individual Retirement Records*. The balance in this account shall equal the sum of the balances in Account 251.13 and 251.14.

Debit this account with:

1. Amounts of retirement deductions withheld from employees' salaries during the current calendar year as reflected on *Individual Pay Cards*.
2. Total amounts of retirement deductions to the credit of employees acquired by transfer from the Central Office or from another Regional Office as reflected on *Individual Retirement Records*.
3. Total amounts of retirement deductions to the credit of employees acquired by transfer from a constituent agency as reflected on *Individual Retirement Records*.

Credit this account with:

5. Total amounts of retirement deductions to the credit of employees transferred to the Central Office or to another Regional Office as reflected on *Individual Retirement Records*.
6. Total amounts of retirement deductions to the credit of employees transferred to a constituent agency as reflected on *Individual Retirement Records*.
7. Total amounts of retirement deductions to the credit of employees separated from the Government Service or transferred to another Government agency.

251.13 Retirement—Salary Deductions—Prior Periods

This is a credit balance statistical account and includes the accumulative total retirement deductions to the credit of employees as recorded on the *Individual Retirement Records*.

Debit this account with:

5. Total amounts of retirement deductions to the credit of employees transferred to the Central Office or to another

Credit this account with:

2. Total amounts of retirement deductions to the credit of employees acquired by transfer from the Central Office or from

Regional Office as reflected on *Individual Retirement Records*.

6. Total amounts of retirement deductions to the credit of employees transferred to a constituent agency as reflected on *Individual Retirement Records*.
7. Total amounts of retirement deductions to the credit of employees separated from the Government Service, or transferred to another Government agency.
3. Total amounts of retirement deductions to the credit of employees acquired by transfer from a constituent agency as reflected on *Individual Retirement Records*.
4. Amounts of retirement deductions withheld on payrolls paid during the current calendar year transferred from *Individual Pay Cards* to *Individual Retirement Records* at the close of each calendar year, or during the calendar year in cases where employees are separated or transferred to another office or agency.

251.14 Retirement—Salary Deductions—Current Year

This is a credit balance statistical account and includes the amount of retirement deductions which are entered on *Individual Pay Cards* during the current calendar year.

Retirement deductions as shown on the *Individual Pay Cards* shall be totalled quarterly and the total reconciled with the balance in this account.

Debit this account with:

4. Amounts of retirement deductions withheld on payrolls paid during the current calendar year transferred from *Individual Pay Cards* to *Individual Retirement Records* at the close of each calendar year, or during the calendar year in cases where employees are separated or transferred to another office or agency.

Credit this account with:

1. Amounts of retirement deductions withheld from employees' salaries during the current calendar year as reflected on *Individual Pay Cards*.

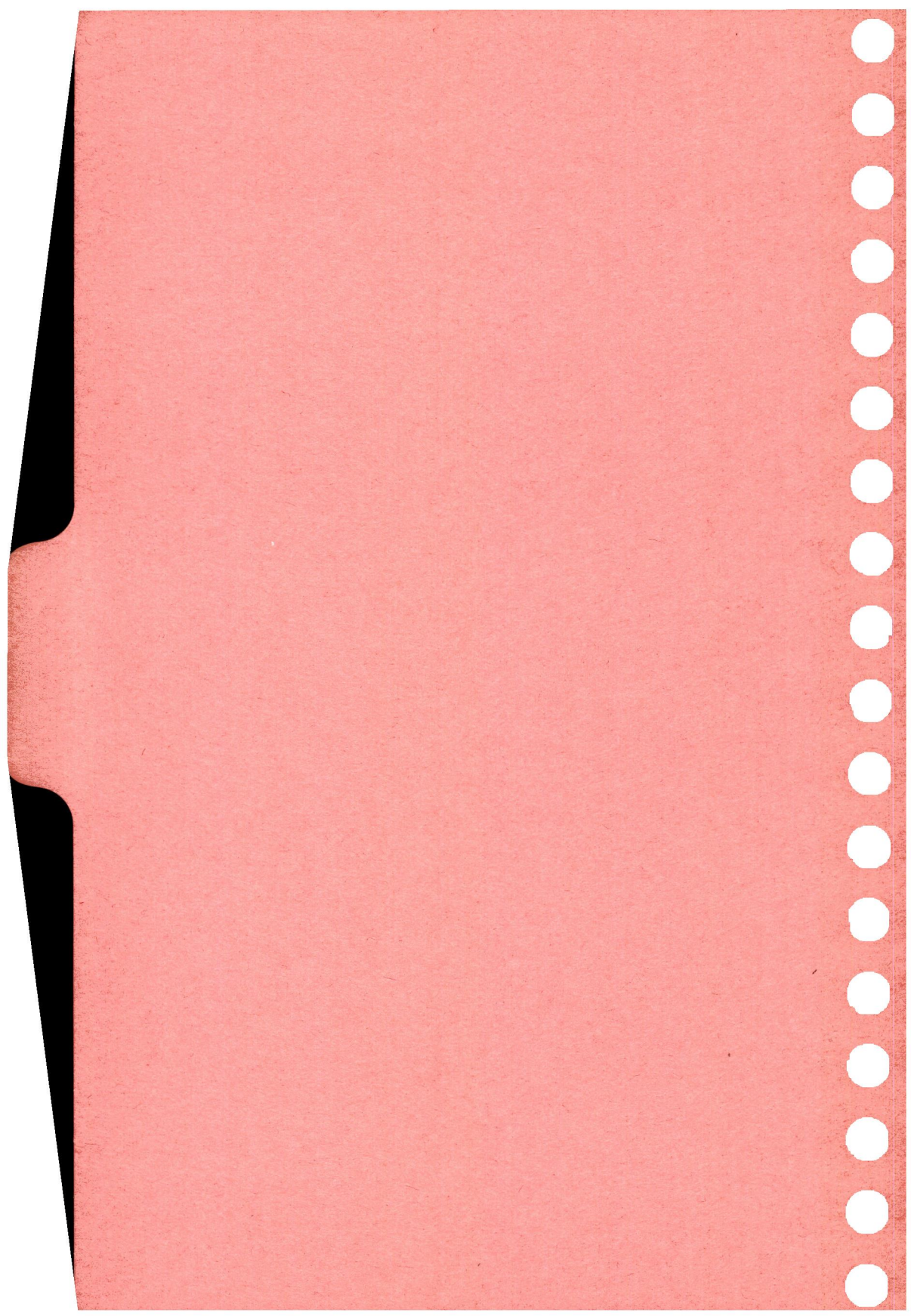
Section 8

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts of retirement deductions withheld from employees' salaries during the current calendar year as reflected on <i>Individual Pay Cards</i> . Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .	101.23		Retirement and Disability Fund.
			251.14	Retirement — Salary Deductions — Current Year.
2.	Total amounts of retirement deductions to the credit of employees acquired by transfer from the Central Office or from another Regional Office as reflected on <i>Individual Retirement Records</i> . Posting media: <i>Inter Office Transfer Vouchers</i> supported by <i>Individual Retirement Records</i> .	101.23		Retirement and Disability Fund.
			251.13	Retirement — Salary Deductions — Prior Periods.
3.	Total amounts of retirement deductions to the credit of employees acquired by transfer from a constituent agency as reflected on <i>Individual Retirement Records</i> . Posting media: <i>Registers of Separations and Transfers</i> ("IA" series only) supported by <i>Individual Retirement Records</i> .	101.23		Retirement and Disability Fund.
			251.13	Retirement — Salary Deductions — Prior Periods.
4.	Amounts of retirement deductions withheld on payrolls paid during the	251.14		Retirement — Salary Deductions — Current year.

Transaction Number	Description	Dr.	Cr.	Title
	current calendar year transferred from <i>Individual Pay Cards</i> to <i>Individual Retirement Records</i> at the close of each calendar year, or during the calendar year in cases where employees are separated or transferred to another office or agency. Posting media: <i>Journal Vouchers</i> .		251.13	Retirement — Salary Deductions — Prior Periods.
5.	Total amounts of retirement deductions to the credit of employees transferred to the Central Office or to another Regional Office as reflected on <i>Individual Retirement Records</i> . Posting media: <i>Inter Office Transfer Vouchers</i> supported by <i>Individual Retirement Records</i> .	251.13		Retirement — Salary Deductions — Prior Periods.
			101.23	Retirement and Disability Fund.
6.	Total amounts of retirement deductions to the credit of employees transferred to a constituent agency as reflected on <i>Individual Retirement Records</i> . Posting media: <i>Registers of Separations and Transfers</i> ("IA" series only) supported by <i>Individual Retirement Records</i> .	251.13		Retirement — Salary Deductions — Prior Periods.
			101.23	Retirement and Disability Fund.
7.	Total amounts of retirement deductions to the credit of employees separated from the Government Service, or transferred to another Government agency. Posting Media: <i>Registers of Separations and Transfers</i> ("CSC" series).	251.13		Retirement — Salary Deductions — Prior Periods.
			101.23	Retirement and Disability Fund.

7-30 CLEARING AND DEPOSIT
FUND ACCOUNTS



Section 1

INTRODUCTION

This procedure prescribes the fiscal and accounting requirements with respect to the Agency's contribution and amounts withheld from employees' salaries for Federal Insurance Contributions Act (FICA) taxes; amounts withheld from employees' salaries for Federal, State or Territorial income taxes; amounts withheld from employees' salaries for the purchase of United States Savings Bonds; collections of inspection and audit fees under the Urban Planning Assistance Program, whether in cash or by setoff; and collections which are to be held in suspense pending final disposition.

Section 2

ACCOUNT SYMBOLS AND TITLES

Separate books of account shall be maintained for each of the following account symbols which have been assigned by the Treasury Department:

Symbol	Title
Clearing Account:	
86F0101(01)	Withheld Individual Income and F.I.C.A. Taxes, Office of the Administrator, Housing and Home Finance Agency
Deposit Fund Accounts:	
86X6050(01)	Employees' Pay Roll Allotment Account, United States Savings Bonds, Office of the Administrator, Housing and Home Finance Agency
86X6070(01)	Withheld State and Territorial Income Taxes, Office of the Administrator, Housing and Home Finance Agency
86X6875(01)	Suspense, Office of the Administrator, Housing and Home Finance Agency
86X6753	Unearned Inspection Fees, Urban Planning, Office of the Administrator, Housing and Home Finance Agency

Section 3

DEPOSITS

Amounts representing (1) the Agency's FICA tax contributions and salary withholdings for Federal income and FICA taxes; (2) salary withholdings for State and Territorial income taxes; and (3) salary withholdings for the purchase of United States Savings Bonds, shall be summarized on *Vouchers and Schedules of Payments*, S.F. 1166, as illustrated in 6 GAO 6020.20, for deposit to Clearing and Deposit Fund Accounts, Symbols 86F0101(01), 86X6070(01) and 86X6050(01), respectively. Such withholdings and contributions shall be recorded in the applicable General Ledgers in accordance with Transactions Nos. 1, 2, and 3, Section 7-30-10.

Amounts received which are to be held in suspense pending identification, subsequent disposition or transfer to the proper appropriation, fund or receipt account and proceeds from the sale of administrative property and equipment (7 GAO 3520) shall be documented on *Certificates of Deposit*, S.F. 219, and processed in accordance with Section 7-1-2 for deposit to the Deposit Fund Account, Symbol 86X6875(01). Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 4, Section 7-30-10.

Amounts received from employees for the purpose of completing purchases of United States Savings Bonds shall be documented on *Certificates of Deposit* and processed in accordance with Section 7-1-2 for deposit to the Deposit Fund Account, Symbol 86X6050(01). Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 5, Section 7-30-10.

Amounts of inspection and audit fees collected in cash shall be deposited on *Certificates of Deposit* in accordance with Section 7-1-2. Amounts of inspection and audit fees collected by setoff against amounts requisitioned for planning grants shall be completely documented on *Vouchers and Schedules of Payments* as prescribed in Section III, Amendment No. 1 to Procedures Memorandum No. 1, Treasury Department Circular No. 945, Second Revision, see Exhibit A.

EXHIBIT A

Standard Form No. 1166
GAO 5100
1166-116

VOUCHER AND SCHEDULE OF PAYMENTS

HOUSING AND HOME FINANCE AGENCY
(DEPARTMENT OR ESTABLISHMENT)

Schedule No. _____

<small>BUREAU OR OFFICE</small> Office of the Administrator	<small>AGENCY STATION NO.</small> (a)	<small>Sheet 1 of _____</small>
<small>LOCATION OF TRANSMITTING OFFICE</small> (Location of Regional Office)		PAID BY
<small>APPROPRIATION SUMMARY: (SYMBOL AND AMOUNT)</small> 86X0104 - \$20,000.00		

<small>VOUCHER NO.</small>	<small>PAYEE, AND IF NECESSARY, ADDRESS, INVOICE NO. OR OTHER IDENTIFICATION</small>	<small>AMOUNT</small>	<small>D. O. CHECK NO.</small>
	<input type="checkbox"/> NAME OF PLANNING AGENCY ADDRESS PROJECT NO. _____ CONTRACT NO. _____	1972400	
	<input type="checkbox"/> TREASURER OF THE UNITED STATES 86X6753 SETOFF - INSPECTION AND AUDIT FEES	27600	
	<input type="checkbox"/> (a) Insert appropriate Field Fiscal Station code (agency accounting station number), see Section 7-1-2.		
GRAND TOTAL		2000000	

Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated herein or on supporting vouchers.

(Date)
(Authorized certifying officer)
GPO : 1964 O-789-262-62-2

6/29/65

Section 4

DISBURSEMENTS AND TRANSFERS

DISBURSEMENTS

The aggregate amount of withholdings for Federal income and FICA taxes and the Agency's FICA tax contributions which are payable to the District Director of Internal Revenue; the aggregate amount of withholdings for State or Territorial income taxes which are payable to the appropriate taxing authorities; and funds accumulated in employees' United States Savings Bond accounts which are payable to the appropriate Federal Reserve Bank, shall be processed on *Vouchers and Schedules of Payments*, S.F. 1166, (Section 7-1-5) for disbursement from Clearing and Deposit Fund Accounts, Symbols 86F0101(01), 86X6070(07) and 86X6050(01), respectively, in accordance with 6 GAO 5000. Such disbursements shall be recorded in the applicable General Ledgers in accordance with Transactions Nos. 9, 10 and 11, Section 7-30-10, as appropriate.

Refunds of amounts withheld from employees' salaries for the purchase of United States Savings Bonds shall be made to employees, as required, by processing *Vouchers and Schedules of Payments* in accordance with Section 7-1-5 for payment from the Deposit Fund Account, Symbol 86X6050(01). Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 12, Section 7-30-10.

Where proper, refunds and payments of amounts of suspense items shall be made from the Deposit Fund Account, Symbol 86X6875(01) by processing *Vouchers and Schedules of Payments* in accordance with Section 7-1-5. Such amounts shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 13, Section 7-30-10.

Amounts of inspection and audit fees refunded to Planning Agencies shall be recorded as shown by Transaction No. 8, Section 7-30-10.

TRANSFERS

When proper, the amounts of suspense items shall be transferred from the Deposit Fund Account, Symbol 86X6875(01) to the applicable appropriation, fund or receipt account by processing *Journal Vouchers*, S.F. 1017G, in accordance with 7 GAO 4030. The amounts of such transfers shall be recorded in the General Ledger for this symbol in accordance with Transaction No. 14, Section 7-30-10.

INSPECTION AND AUDIT FEES**Collections**

Collections of inspection and audit fees under the Urban Planning Assistance Program shall be deposited to the Deposit Fund Account, Symbol 86X6753, in accordance with Transaction No. 6. The full amount of the inspection and audit fee shall be set off against the approved amount of the first requisition for grant payment under the initial contract, unless the Planning Agency has previously paid the fee. If the amount of the grant is increased, the additional inspection and audit fee shall be set off against the next requisition under the amended contract.

The use of the *Voucher and Schedule of Payments* illustrated in Exhibit A, Section 7-30-3, will eliminate the use of S.F. 1096, *Schedule of Voucher Deductions*. The single voucher (Exhibit A) will serve as posting media for the entry of the planning grant in the General Ledger maintained for the Urban Planning Assistance Program, and for the entry of the collection of the inspection and audit fees in the General Ledger established for the Deposit Fund Account, Symbol 86X6753. (See Transaction No. 7.)

Year-End Transfers of Net Collections

A Form H-219, *Inter Office Transfer Voucher*, shall be prepared at the close of each fiscal year, or as otherwise requested by the Division of Finance and Accounts, to transfer to the Division of Finance and Accounts the net amount of inspection and audit fees collected (see Exhibit A and Transaction No. 15).

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR INTER OFFICE TRANSFER VOUCHER			H-219 (9-51) TRANS. VOUCHER NO. DATE ISSUED		
ISSUING OFFICE			MONTH RECORDED		
(Location of Regional Office)					
RECEIVING OFFICE			MONTH RECORDED		
Washington, D. C.					
DETAIL OF TRANSFER OR LISTING OF ATTACHED DOCUMENTS UNEARNED INSPECTION FEES, URBAN PLANNING <u>86X6753</u>					
To transfer to the Division of Finance and Accounts the balance in Account 101.13 Cash - Inspection and Audit Fees as of _____, 19___.					
NOTE: When applicable, include a reference to the memorandum from the Division of Finance and Accounts requesting the transfer.					
ISSUING OFFICE			RECEIVING OFFICE		
POSTINGS TO GENERAL LEDGER			POSTINGS TO GENERAL LEDGER		
DR. A/C	CR. A/C	AMOUNT	DR. A/C	CR. A/C	AMOUNT
221.12	331.51	\$ xxxxx			
331.51	101.13	xxxxx			
(See Transaction No. 15, Section 7-30-10)					
SIGNATURE			SIGNATURE		

Section 5

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust the individual accounts maintained for 101.12 Cash and 101.13 Cash-Inspection and Audit Fees by removing therefrom those transactions which have not been accomplished. Such adjustments shall be made on the basis of journal entries and shall be recorded in accordance with Transactions Nos. 16 and 17, Section 7-30-10. At the beginning of the following month, the adjustments shall be reversed on the basis of journal entries in accordance with Transactions Nos. 18 and 19.

EXHIBIT A

H-216
(8-55)

HOUSING AND HOME FINANCE AGENCY
~~XXXXXXXXXXXXXXXXXXXX~~
 (Show address of Regional Office)

No. _____
Date _____

INVOICE

Name and address of
Planning Agency

DESCRIPTION	AMOUNT
Amount of inspection fee due the Government pursuant to Section 4 of Part I of Urban Planning Grant Contract No. _____.	\$ xxx.xx

Make check payable to the Housing and Home Finance Agency-OA and mail to:
(Name and address of Regional Office)

Checked and Certified Correct:

(Signature)

(Return duplicate copy of Invoice with remittance)

Section 6

BOOKS AND RECORDS

GENERAL LEDGERS

S.F. 1014 shall be used for the General Ledgers prescribed herein. A separate General Ledger shall be established and maintained for the Clearing Account and for each Deposit Fund Account in accordance with the Chart and Description of General Ledger Accounts, Sections 7-30-8 and 7-30-9, respectively. Refer to Typical Transactions with Appropriate Entries, Section 7-30-10, for the accounting documents which support entries in these General Ledgers.

RELATED RECORDS

Procedures covering Salaries and Expenses (Chapter 20) provide for the maintenance of Subsidiary Records (Distribution by Object Class Accounts) for each applicable object class. The contributions made by this Agency for FICA taxes are recorded in the subsidiary distribution account maintained for Object Class 12, Personnel Benefits.

Deductions from employees' compensation and adjustments thereof for Federal, State or Territorial income taxes, FICA taxes, and purchase of United States Savings Bonds, are recorded in the appropriate columns provided for these purposes on S.F. 1127, *Individual Pay Card*.

Section 7

REPORTS

The report referred to in this Section shall be forwarded to the Division of Finance and Accounts in accordance with Section 7-1-8, which specifies the number of copies required.

Statement of General Ledger Balances

As of the close of each month, trial balances shall be taken and reported in the appropriate columns of Form H-200.53, *Statement of General Ledger Balances—Clearing and Deposit Fund Accounts*. The trial balance for the Deposit Fund Account, Symbol 86X6753 shall be reported in an appropriately identified blank column of Form H-200.53.

Section 8

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
		ASSETS
101 Cash :		
	101.11	Cash in Transit
	101.12	Cash
	101.13	Cash—Inspection and Audit Fees
		LIABILITIES
201 Accounts Payable :	201.11	Accounts Payable
221 Trust and Deposit Liabilities :	221.12	Inspection and Audit Fees
	221.14	Unapplied Deposits
	221.15	Unapplied Deposits—Employees' Federal In- come Tax Deductions
	221.16	Unapplied Deposits—Employees' FICA Deduc- tions
	221.17	Unapplied Deposits—Employer's Share of FICA
		INTEROFFICE CONTROL ACCOUNTS
331 Real and Nominal Accounts :	331.51	Regional Office Books—Account with Central Office

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY
Office of the Administrator

QUARTERLY REPORT OF UNAPPLIED SUSPENSE ITEMS
66X8875(01)

Region _____ Location _____ For period ended _____, 19____

<u>Date Deposited</u>	<u>Name of Remitter</u>	<u>Amount</u>	<u>Remarks</u>
		\$ xxx	
		xxx	
		xxx	

(List)

TOTAL \$ xxx

Date submitted _____, 19____

Certified correct _____

Section 9

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

These are debit balance (asset) accounts maintained to record the amounts of collections in transit at the end of each month.

Debit these accounts with:

16. Amounts of collections in transit at the end of each month.

Credit these accounts with:

18. Amounts of month-end adjustments for collections in transit reversed as of the beginning of the following month.

101.12 Cash

These are debit balance (asset) accounts maintained to show the balances on deposit in Clearing and Deposit Fund Accounts.

Debit these accounts with:

1. Amounts withheld from employees' salaries for Federal income and FICA taxes and amounts contributed by this Agency for FICA taxes.
2. Amounts withheld from employees' salaries for State or Territorial income taxes.
3. Amounts withheld from employees salaries for purchases of United States Savings Bonds.
4. Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement of similar personal property.
5. Amounts of collections from employees in order to complete purchases of United States Savings Bonds.

Credit these accounts with:

9. Amounts of Federal income and FICA tax withholdings and the Agency's FICA tax contributions, paid to the District Director of Internal Revenue.
10. Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities.
11. Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank.
12. Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees.
13. Amounts of refunds and payments of suspense items or portions thereof.

Debit these accounts with:

17. Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month.
18. Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month.

Credit these accounts with:

14. Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account.
16. Amounts of collections in transit at the end of each month.
19. Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month.

101.13 Cash—Inspection and Audit Fees

This is a debit balance (asset) account maintained to show the amount of inspection and audit fees collected and not transferred to the Division of Finance and Accounts.

Debit this account with:

6. Amounts of inspection and audit fees collected.
7. Amounts of inspection and audit fees collected by setoff against requisitioned amounts of planning grants.
17. Amounts of disbursements which have not been accomplished by the Treasury Regional Office at the end of each month.
18. Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month.

Credit this account with:

8. Amounts of inspection and audit fees refunded to Planning Agencies.
15. Amounts of inspection and audit fees transferred to the Division of Finance and Accounts.
16. Amounts of collections in transit at the end of each month.
19. Amounts of month-end adjustments for unaccomplished disbursements reversed as of the beginning of the following month.

201.11 Accounts Payable

These are credit balance (liability) accounts maintained to record the amount of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month.

Debit these accounts with:

19. Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month.

Credit these accounts with:

17. Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of the month.

221.12 INSPECTION AND AUDIT FEES

This is a credit balance (liability) account maintained to show the balance of inspection and audit fees collected or due which have not been transferred to the Division of Finance and Accounts.

Debit this account with:

8. Amounts of inspection and audit fees refunded to Planning Agencies.
15. Amounts of inspection and audit fees transferred to the Division of Finance and Accounts.

Credit this account with:

6. Amounts of inspection and audit fees collected.
7. Amounts of inspection and audit fees collected by setoff against requisitioned amounts of planning grants.

221.14 Unapplied Deposits

These are credit balance (liability) accounts maintained to show the liability with respect to balances on deposit in Deposit Fund Accounts.

Debit these accounts with:

10. Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities.
11. Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank.
12. Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees.
13. Amounts of refunds and payments of suspense items or portions thereof.
14. Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account.

Credit these accounts with:

2. Amounts withheld from employees' salaries for State or Territorial income taxes.
3. Amounts withheld from employees' salaries for purchases of United States Savings Bonds.
4. Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement of similar personal property.
5. Amounts of collections from employees in order to complete purchases of United States Savings Bonds.

221.15 Unapplied Deposits—Employees' Federal Income Tax Deductions

This is a credit balance (liability) account maintained in connection with the Clearing Account to show the balance on deposit representing amounts withheld from employees' salaries for Federal income taxes.

Debit this account with:

9. Amounts of Federal income tax withholdings paid to the District Director of Internal Revenue.

Credit this account with:

1. Amounts withheld from employees' salaries for Federal income taxes.

221.16 Unapplied Deposits—Employees' FICA Deductions

This is a credit balance (liability) account maintained in connection with the Clearing Account to show the balance on deposit representing amounts withheld from employees' salaries for FICA taxes.

Debit this account with:

9. Amounts of FICA tax withholdings paid to the District Director of Internal Revenue.

Credit this account with:

1. Amounts withheld from employees' salaries for FICA taxes.

221.17 Unapplied Deposits—Employer's Share of FICA

This is a credit balance (liability) account maintained in connection with the Clearing Account to show the balance on deposit representing contributions made by this Agency for FICA taxes.

Debit this account with:

9. Amounts of Agency FICA tax contributions paid to the District Director of Internal Revenue.

Credit this account with:

1. Amounts contributed by this Agency for FICA taxes.

331.51 REGIONAL OFFICE BOOKS—ACCOUNT WITH CENTRAL OFFICE

This is a Regional interoffice control account maintained to record all transfer transactions between the Division of Finance and Accounts and the Regional Office.

Debit this account with:

15. Amounts of inspection and audit fees transferred to the Division of Finance and Accounts.

Credit this account with:

15. Amounts of inspection and audit fees transferred to the Division of Finance and Accounts.

Section 10

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts withheld from employees' salaries for Federal income and FICA taxes and amounts contributed by this Agency for FICA taxes. Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .	101.12		Cash.
			221.15	Unapplied Deposits—Employees' Federal Income Tax Deductions.
			221.16	Unapplied Deposits—Employees' FICA Deductions.
			221.17	Unapplied Deposits—Employer's Share of FICA.
2.	Amounts withheld from employees salaries for State or Territorial income taxes. Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .	101.12		Cash.
			221.14	Unapplied Deposits
3.	Amounts withheld from employees' salaries for purchases of United States Savings Bonds. Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .			
4.	Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement of similar personal property. Posting media: <i>Certificates of Deposit</i> .			

Transaction Number	Description	Dr.	Cr.	Title
5.	Amounts of collections from employees in order to complete purchases of United States Savings Bonds. Posting media: <i>Certificates of Deposit.</i>			
6.	Amounts of inspection and audit fees collected. Posting media: <i>Certificates of Deposit.</i>	101.13	221.12	Cash—Inspection and Audit Fees. Inspection and Audit Fees.
7.	Amounts of planning grants requisitioned by Planning Agencies where collection by setoff of inspection and audit fees is involved. Posting media: <i>Vouchers and Schedules of Payments.</i>	101.13 541.11*	101.12* 221.12	Cash—Inspection and Audit Fees. Grants. Cash. Inspection and Audit Fees.
8.	Amounts of inspection and audit fees refunded to Planning Agencies. Posting media: <i>Vouchers and Schedules of Payments</i> based on authorization of the Urban Renewal Commissioner.	221.12	101.13	Inspection and Audit Fees. Cash—Inspection and Audit Fees.
9.	Amounts of Federal income and FICA tax withholdings and the Agency's FICA tax contributions, paid to the District Director of Internal Revenue. Posting media: <i>Vouchers and Schedules of Payments.</i>	221.15 221.16 221.17	101.12	Unapplied Deposits—Employees' Federal Income Tax Deductions. Unapplied Deposits—Employees' FICA Deductions. Unapplied Deposits—Employer's Share of FICA. Cash.
10.	Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities. Posting media:	221.14	101.12	Unapplied Deposits. Cash.

* For posting to General Ledger accounts for 86X0104. (See Transaction No. 8, Section 7-11-14.)

Transaction Number	Description	Dr.	Cr.	Title
	<i>Vouchers and Schedules of Payments.</i>			
11.	Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank. Posting media: <i>Vouchers and Schedules of Payments.</i>			
12.	Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees. Posting media: <i>Vouchers and Schedules of Payments.</i>			
13.	Amounts of refunds and payments of suspense items or portions thereof. Posting media: <i>Vouchers and Schedules of Payments.</i>			
14.	Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account. Posting media: <i>Journal Vouchers.</i>			
15.	Amounts of inspection and audit fees transferred to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	221.12 331.51	331.51 101.13	Inspection and Audit Fees. Regional Office Books—Account with Central Office. Regional Office Books—Account with Central Office. Cash—Inspection and Audit Fees.
16.	Amounts of collections in transit at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.11	101.12 101.13	Cash in Transit. Cash. Cash—Inspection and Audit Fees.

Trans- action Number	Description	Dr.	Cr.	Title
17.	Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
		101.13		Cash—Inspection and Audit Fees.
			201.11	Accounts Payable.
18.	Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	101.12		Cash.
		101.13		Cash—Inspection and Audit Fees.
			101.11	Cash in Transit.
19.	Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	201.11		Accounts Payable.
			101.12	Cash.
			101.13	Cash—Inspection and Audit Fees.

Section 11

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts withheld from employees' salaries for Federal income and FICA taxes and amounts contributed by this Agency for FICA taxes. Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .	101.12	221.15 221.16 221.17	Cash. Unapplied Deposits— Employees' Federal Income Tax Deduc- tions. Unapplied Deposits— Employees' FICA De- ductions. Unapplied Deposits— Employer's Share of FICA.
2.	Amounts withheld from employees' salaries for State or Territorial income taxes. Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .	101.12	221.14	Cash. Unapplied Deposits.
3.	Amounts withheld from employees' salaries for purchases of United States Savings Bonds. Posting media: Summaries on <i>Vouchers and Schedules of Payments</i> .			
4.	Amounts of collections representing unidentified items, items to be held in suspense, items in litigation, and proceeds from sale of administrative property and equipment to be held pending the purchase or replacement			

Trans- action Number	Description	Dr.	Cr.	Title
	of similar personal property. Posting media: <i>Certificates of Deposit</i> .			
5.	Amounts of collections from employees in order to complete purchases of United States Savings Bonds. Posting media: <i>Certificates of Deposit</i> .			
6.	Amounts of invoices rendered covering inspection and audit fees due. Posting media: <i>Invoices</i> .	131.22		Accounts Receivable— Inspection and Audit Fees.
			221.12	Inspection and Audit Fees.
7.	Amounts of collections of inspection and audit fees where invoices have not been rendered. Posting media: <i>Certificates of Deposit</i> .	101.13		Cash—Inspection and Audit Fees.
			221.12	Inspection and Audit Fees.
8.	Amounts of collections of inspection and audit fees where invoices have been rendered. Posting media: <i>Certificates of Deposit</i> .	101.13		Cash—Inspection and Audit Fees.
			131.22	Accounts Receivable— Inspection and Audit Fees.
9.	Amounts of planning grants requisitioned by Planning Agencies where collection by setoff of inspection and audit fees is involved. Posting media: <i>Schedules of Voucher Deductions</i> attached to <i>Vouchers and Schedules of Payments</i> .	101.13		Cash—Inspection and Audit Fees.
		541.11*		Grants.
			101.12*	Cash.
			131.22	Accounts Receivable— Inspection and Audit Fees.
10.	Amounts of inspection and audit fees refunded to Planning Agencies. Posting media: <i>Vouchers</i>	221.12		Inspection and Audit Fees.
			101.13	Cash—Inspection and Audit Fees.

* For posting to General Ledger accounts for 86X0104. (See Transaction No. 8, Section 7-11-14.)

Trans- action Number	Description	Dr.	Cr.	Title
	<i>and Schedules of Payments</i> based on authorization of the Urban Renewal Commissioner.			
11.	Amounts of Federal income and FICA tax withholdings and the Agency's FICA tax contributions, paid to the District Director of Internal Revenue. Posting media: <i>Vouchers and Schedules of Payments.</i>	221.15		Unapplied Deposits— Employees' Federal Income Tax Deductions.
		221.16		Unapplied Deposits— Employees' FICA Deductions.
		221.17		Unapplied Deposits— Employer's Share of FICA.
			101.12	Cash.
12.	Amounts of State or Territorial income tax withholdings paid to the appropriate taxing authorities. Posting media: <i>Vouchers and Schedules of Payments.</i>	221.14		Unapplied Deposits.
			101.12	Cash.
13.	Amounts of withholdings and collections for purchases of United States Savings Bonds paid to the Federal Reserve Bank. Posting media. <i>Vouchers and Schedules of Payments.</i>			
14.	Amounts of withholdings for the purchase of United States Savings Bonds refunded to employees. Posting media: <i>Vouchers and Schedules of Payments.</i>			
15.	Amounts of refunds and payments of suspense items or portions thereof. Posting media: <i>Vouchers and Schedules of Payments.</i>			

Trans- action Number	Description	Dr.	Cr.	Title
16.	Amounts of suspense items or portions thereof transferred to the proper appropriation, fund or receipt account. Posting media: <i>Vouchers and Schedules of Withdrawals and Credits.</i>			
17.	Amounts of inspection and audit fees transferred to the Division of Finance and Accounts. Posting media: <i>Inter Office Transfer Vouchers.</i>	221.12		Inspection and Audit Fees.
		331.51		Regional Office Books—Account with Central Office.
			331.51	Regional Office Books—Account with Central Office.
			101.13	Cash—Inspection and Audit Fees.
18.	Amounts of collections in transit at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.11		Cash in Transit.
			101.12	Cash.
19.	Amounts of disbursements and transfers which have not been accomplished by the Treasury Regional Office at the end of each month. Posting media: <i>Journal Vouchers.</i>	101.12		Cash.
			201.11	Accounts Payable.
20.	Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers.</i>	101.12		Cash.
			101.11	Cash in Transit.
21.	Amounts of month-end adjustments for unaccomplished disbursements and transfers, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers.</i>	201.11		Accounts Payable.
			101.12	Cash.

GENERAL FUND
RECEIPTS

7-31



Section 1

INTRODUCTION

This procedure prescribes the accounting and fiscal requirements for amounts deposited in or transferred to the U. S. Treasury as miscellaneous general fund receipts. Included are: fees received by employees for service as court witnesses and turned over to the Agency, recoveries of court costs and penalty charges paid by airlines for failure to provide confirmed reserved space to employees performing official travel. Occasionally Regional Offices receive collections such as proceeds from the sale of Government property, recoveries for Government property lost or damaged, and other miscellaneous items which are required to be deposited or transferred to specific general fund receipt accounts.

Amounts for deposit or transfer to general fund receipt accounts shall be classified for credit to the appropriate receipt account symbol as prescribed by the Treasury Department. (See 7 GAO 1050.20 and Treasury Department Announcements of Account Symbols and Titles applicable to general fund receipt accounts.)

Section 2

BILLINGS, COLLECTIONS, AND TRANSFERS

BILLINGS—ACCOUNTS RECEIVABLE

Form H-216, *Invoice*, shall be used for billing persons or enterprises outside of the Government. S.F. 1081-Revised, *Voucher and Schedule of Withdrawals and Credits* or S.F. 1080-Revised, *Voucher for Transfer Between Appropriations and/or Funds*, processed in accordance with 7 GAO 4030 and 4040, respectively, shall be used for billing within the Government. All such billings shall be recorded in the General Ledger in accordance with Transaction No. 2, Section 7-31-7.

COLLECTIONS AND TRANSFERS

All collections received during an accounting period (month), including collections received during the closing hours, shall be recorded in the month of receipt.

S.F. 219, *Certificate of Deposit*, processed in accordance with Section 7-1-2, shall be prepared to accompany all direct deposits of collections and S.F. 1017 G, Revised, *Journal Voucher*, processed in accordance with 7 GAO 4030, shall be used for the purpose of transferring amounts from other fund accounts to general fund receipt accounts. Amounts collected and deposited and amounts transferred shall be recorded in the General Ledger for the applicable receipt account symbol in accordance with Transaction No. 1 or 3, as appropriate.

Section 3

ADJUSTMENTS AND CLOSING ENTRIES

IN TRANSIT ITEMS

At the end of each month, Regional Offices shall adjust the 101.21 account in each General Ledger, by removing therefrom those collection transactions which have not been accomplished. Such adjustments shall be made on the basis of *Journal Vouchers*, S.F. 1017-G, Revised, and shall be recorded in accordance with Transaction No. 4, Section 7-31-7. At the beginning of the following month, the adjustments shall be reversed on the basis of journal entries in accordance with Transaction No. 5.

CLOSING ENTRIES

As of the close of each fiscal year, after all transactions applicable to such fiscal year have been posted, a *Journal Voucher* shall be prepared in order to close the amounts of balances in the various 101.21 accounts. The entries thereon shall be recorded in accordance with Transaction No. 6.

Section 4

BOOKS AND RECORDS

GENERAL LEDGERS

S.F. 1014-Revised, shall be used for the General Ledgers prescribed herein. A separate General Ledger shall be established and maintained, by symbol and title, for each general fund receipt account in accordance with the Chart and Description of General Ledger Accounts, Sections 7-31-5 and 7-31-6, respectively. Refer to Typical Transactions with Appropriate Entries, Section 7-31-7, for the accounting documents which support entries in these General Ledgers.

SUBSIDIARY RECORD—ACCOUNTS RECEIVABLE

A copy of each billing shall be retained in an unpaid file for ready reference and for follow-up purposes. When payment is received covering an amount billed, the pertinent bill shall be withdrawn from the unpaid file, marked Paid, and placed in a paid file. The amount of unpaid bills remaining in the unpaid file for each receipt account symbol shall be balanced monthly with the related General Ledger Control Account 131.11 Accounts Receivable.

Section 5

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
		ASSETS
101 Cash :		
	101.11	Cash in Transit
	101.21	General Fund Receipts Deposited
131 Accounts and Notes Receivable :		
	131.11	Accounts Receivable
		CAPITAL
301 Capital and Paid in Surplus :		
	301.31	General Fund Receipts

Section 6

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

These are debit balance (asset) accounts maintained to record the amounts of collections in transit at the end of each month.

Debit these accounts with:

4. Amounts of collections in transit at the end of each month.

Credit these accounts with:

5. Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month.

101.21 General Fund Receipts Deposited

These are debit balance (asset) accounts maintained to record the amounts deposited with and transferred to the U. S. Treasury as general fund receipts during each fiscal year.

Debit these accounts with:

1. Amounts collected and deposited and amounts transferred for which billings were not required.
3. Amounts collected and deposited and amounts transferred for which billings were rendered.
5. Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month.

Credit these accounts with:

4. Amounts of collections in transit at the end of each month.
6. Amounts of balances in Account 101.21 at the close of each fiscal year.

131.11 Accounts Receivable

These are debit balance (asset) control accounts maintained to show the outstanding amount of bills rendered for amounts due the United States as general fund receipts.

Debit these accounts with:

2. Amounts of bills rendered.

Credit these accounts with:

3. Amounts collected and deposited and amounts transferred for which billings were rendered:

301.31 General Fund Receipts

These are credit balance (capital) accounts maintained to record the amounts of deposits and transfers to general fund receipt accounts and the amounts of billings rendered which when collected are deposited to such accounts.

Debit these accounts with:

- 6. Amounts of balances in Account 101.21 at the close of each fiscal year.

Credit these accounts with:

- 1. Amounts collected and deposited and amounts transferred for which billings were not required.
- 2. Amounts of bills rendered.

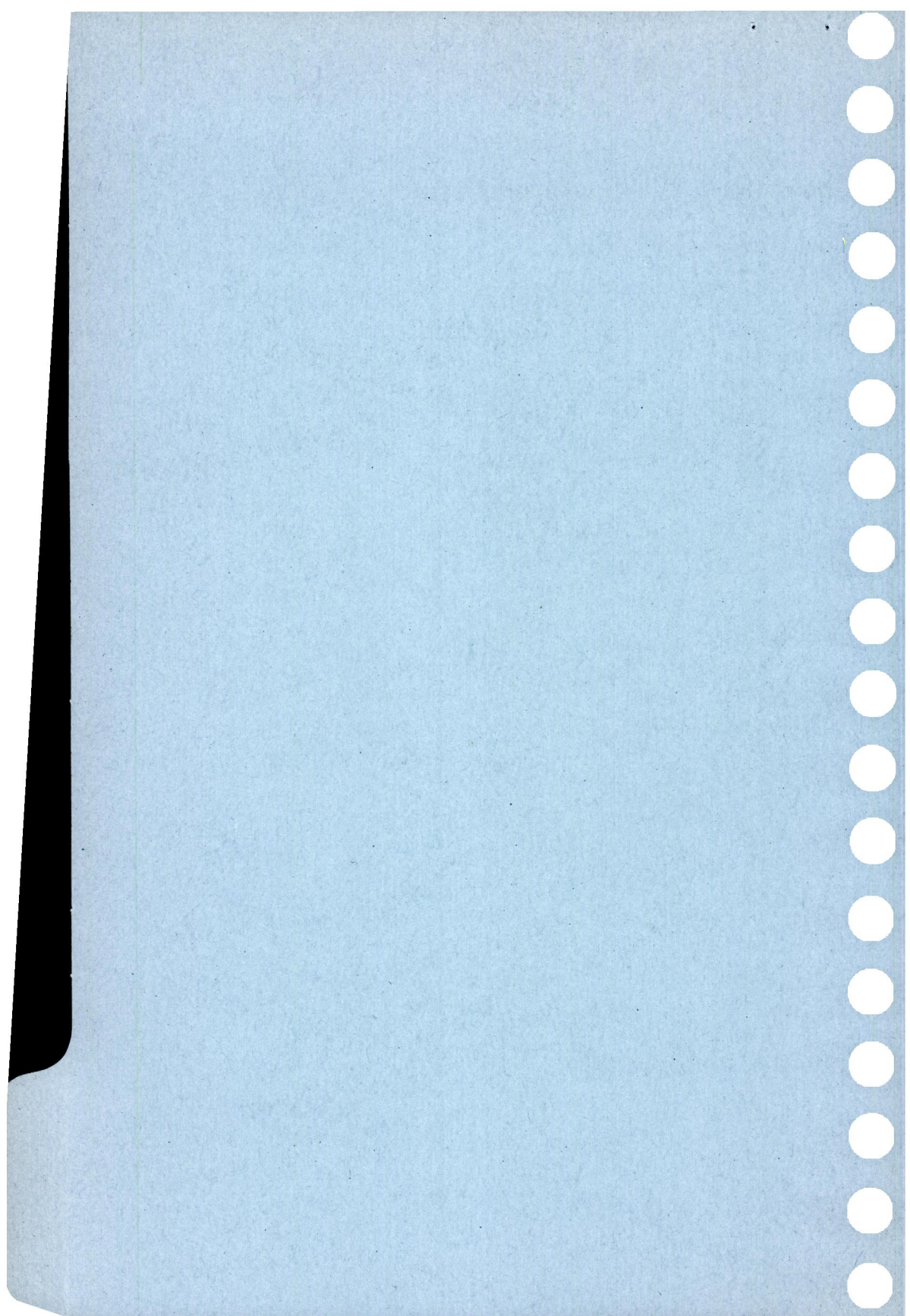
Section 7

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Trans- action Number	Description	Dr.	Cr.	Title
1.	Amounts collected and deposited and amounts transferred for which billings were not required. Posting media: <i>Certificates of Deposit</i> or <i>Journal Vouchers</i> .	101.21		General Fund Receipts Deposited.
			301.31	General Fund Receipts.
2.	Amounts of bills rendered. Posting media: <i>Invoices; Vouchers and Schedules of Withdrawals and Credits; and Vouchers for Transfers Between Appropriations and/or Funds</i> , in those cases where the agency billed is required to issue a check.	131.11		Accounts Receivable.
			301.31	General Fund Receipts.
3.	Amounts collected and deposited and amounts transferred for which billings were rendered. Posting media. <i>Certificates of Deposit</i> or accomplished <i>Vouchers and Schedules of Withdrawals and Credits</i> .	101.21		General Fund Receipts Deposited.
			131.11	Accounts Receivable.
4.	Amounts of collections in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11		Cash in Transit.
			101.21	General Fund Receipts Deposited.
5.	Amounts of month-end adjustments for collections in transit, reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	101.21		General Fund Receipts Deposited.
			101.11	Cash in Transit.
6.	Amounts of Balances in Account 101.21 at the close of each fiscal year. Posting media: <i>Journal Vouchers</i> .	301.31		General Fund Receipts.
			101.21	General Fund Receipts Deposited.

7-32

SPECIAL FUND
RECEIPTS



Section 1

INTRODUCTION

This procedure prescribes the accounting and fiscal requirements for amounts to be deposited in or transferred to the U. S. Treasury as special fund receipts.

Amounts for deposit or transfer to special fund receipt accounts shall be classified for credit to the appropriate receipt account symbol prescribed by the Treasury Department. (See 7 GAO 1050.30, Department of the Treasury Announcements of Account Symbols and Titles applicable to special fund receipt accounts, and the booklet entitled "Receipt, Appropriation, and Other Fund Account Symbols and Titles" issued annually by the Division of Central Accounts, Department of the Treasury.)

Pursuant to P. L. 88-578, dated September 3, 1964, during the period January 1, 1965 through June 30, 1989, all proceeds from the sale of surplus real property and related personal property¹ under the Federal Property and Administrative Services Act of 1949 (P.L. 81-152), as amended, shall be deposited into the U. S. Treasury as special fund receipts, for which the Department of the Treasury has assigned the following account symbol and title:

Symbol	Title
865005.2	Land and Water Conservation Fund, surplus property sales

¹ For procedures relative to proceeds from the disposal of administrative-type property refer to Chapter 21.

Section 2

COLLECTIONS AND TRANSFERS

S.F. 219, *Certificate of Deposit*, processed in accordance with Section 7-1-2, shall be prepared to accompany all direct deposits of collections. S.F. 1017G, *Journal Voucher*, processed in accordance with 7 GAO 4030, shall be used for the purpose of transferring amounts from other fund accounts to special fund receipt accounts.

All collections received during an accounting period (month), including collections received during the closing hours, shall be recorded in the month of receipt. Amounts of collections and amounts of transfers shall be recorded in the General Ledger maintained for the applicable receipt account in accordance with Transaction No. 1, Section 7-32-7.

Section 3

ADJUSTMENTS AND CLOSING ENTRIES

IN TRANSIT ITEMS

At the end of each month General Ledger Account 101.26 Special Fund Receipts Deposited shall be adjusted by removing therefrom those collections which have not been accomplished. Such adjustments shall be made on the basis of S.F. 1017G, *Journal Voucher*, and shall be recorded in the General Ledger in accordance with Transaction No. 2, Section 7-32-7. At the beginning of the following month the adjustments shall be reversed on the basis of a *Journal Voucher* prepared in accordance with Transaction No. 3.

CLOSING ENTRIES

As of the close of each fiscal year, after all transactions have been posted, a *Journal Voucher* shall be prepared in order to close the amount of the balance in each 101.26 account. The entries thereon shall be recorded in the General Ledger in accordance with Transaction No. 4.

Section 4

GENERAL LEDGER

A separate General Ledger shall be established and maintained for each special fund receipt account in accordance with the Chart and Description of General Ledger Accounts, Sections 7-32-5 and 7-32-6, respectively. S.F. 1014 shall be used for this purpose. Refer to Typical Transactions with Appropriate Entries, Section 7-32-7, for the accounting documents which support entries in these General Ledgers.

Section 5

CHART OF GENERAL LEDGER ACCOUNTS

Category	Account Number	Title
		ASSETS
101 Cash:		
	101.11	Cash in Transit
	101.26	Special Fund Receipts Deposited
		CAPITAL
301 Capital and Paid in Surplus:		
	301.26	Special Fund Receipts

Section 6

DESCRIPTION OF GENERAL LEDGER ACCOUNTS

101.11 Cash in Transit

These are debit balance (asset) accounts maintained to record the amounts of collections in transit at the end of each month.

Debit these accounts with:

Credit these accounts with:

- | | |
|--|---|
| 2. Amounts of collections in transit at the end of each month. | 3. Amounts of month-end adjustments for collections in transit reversed as of the beginning of the following month. |
|--|---|

101.26 Special Fund Receipts Deposited

These are debit balance (asset) accounts maintained to record the amounts deposited with and transferred to the U. S. Treasury as special fund receipts during each fiscal year.

Debit these accounts with:

Credit these accounts with:

- | | |
|---|---|
| 1. Amounts collected and deposited and amounts transferred. | 2. Amounts of collections in transit at the end of the month. |
| 3. Amounts of month-end adjustments for collections in transit reversed as of the beginning of the following month. | 4. Amounts of balances in the 101.26 accounts at the close of each fiscal year. |

301.26 Special Fund Receipts

These are credit balance (capital) accounts maintained to record the amounts of deposits and transfers to the special fund receipt accounts.

Debit these accounts with:

Credit these accounts with:

- | | |
|---|---|
| 4. Amounts of balances in the 101.26 accounts at the close of each fiscal year. | 1. Amounts collected and deposited and amounts transferred. |
|---|---|

Section 7

TYPICAL TRANSACTIONS WITH APPROPRIATE ENTRIES

Transaction Number	Description	Dr.	Cr.	Title
1.	Amounts collected and deposited and amounts transferred. Posting media: <i>Certificates of Deposit</i> or <i>Journal Vouchers</i> .	101.26	301.26	Special Fund Receipts Deposited. Special Fund Receipts.
2.	Amounts of collections in transit at the end of each month. Posting media: <i>Journal Vouchers</i> .	101.11	101.26	Cash in Transit. Special Fund Receipts Deposited.
3.	Amounts of month-end adjustments for collections in transit reversed as of the beginning of the following month. Posting media: <i>Journal Vouchers</i> .	101.26	101.11	Special Fund Receipts Deposited. Cash in Transit.
4.	Amounts of balances in the 101.26 accounts at the close of each fiscal year. Posting media: <i>Journal Vouchers</i> .	301.26	101.26	Special Fund Receipts. Special Fund Receipts Deposited.

TRANSMITTAL CHECK LIST FOR BOOK II

Upon receipt of each transmittal letter for Book II of Volume V, the recipient will place his initials in the blank following the appropriate number. A break in the continuity of transmittal letters received will indicate missing changes. Do not enter transmittal letters for Book I (FS Series) on this check list.

TL No.	Initials	TL No.	Initials	TL No.	Initials
FA- 1	10/28/55 B	FA-18	✓	FA-35	✓ BB
FA- 2	10/31/55 B	FA-19	✓	FA-36	✓ BB
FA- 3	✓	FA-20	✓	FA-37	✓ BB
FA- 4	✓	FA-21	✓	FA-38	✓ BB
FA- 5	✓	FA-22	✓	FA-39	✓ BB
FA- 6	✓	FA-23	✓	FA-40	✓ BB
FA- 7	✓	FA-24	✓ BAW	FA-41	✓ BB
FA- 8	✓	FA-25	✓ BAW	FA-42	✓ BB
FA- 9	✓	FA-26	✓ BAW	FA-43	✓ BB
FA-10	✓	FA-27	✓ BAW	FA-44	✓ BB
FA-11	✓	FA-28	✓ BAW	FA-45	✓ BB
FA-12	✓	FA-29		FA-46	✓ BB
FA-13	✓	FA-30	✓ BAW	FA-47	
FA-14	Dme	FA-31	✓ BD	FA-48	✓ BB 6/30
FA-15	Dme	FA-32	✓ BB 3/49	FA-49	✓ BB 6/30
FA-16	Jud	FA-33	✓ BB	FA-50	✓ BB 6/30
FA-17	Jud	FA-34	✓ BB	FA-51	✓ BB 6/14/60

TL No.	Initials	TL No.	Initials	TL No.	Initials
FA-52	B3 6/14/60	FA-75	PH	FA-98	
FA-53	✓ 4/12/60	FA-76		FA-99	
FA-54	ZM 8/31	FA-77		FA-100	
FA-55	ZM 8/31	FA-78	OR	FA-101	
FA-56	ZM	FA-79	OR	FA-102	
FA-57	ZM	FA-80	OR	FA-103	
FA-58	ZM	FA-81	OR	FA-104	
FA-59	ZM	FA-82	OR	FA-105	
FA-60	ZM	FA-83		FA-106	
FA-61	ZM	FA-84	OR	FA-107	
FA-62	ZM	FA-85	OS	FA-108	
FA-63	ZM	FA-86		FA-109	
FA-64	ZM	FA-87		FA-110	
FA-65	ZM	FA-88		FA-111	
FA-66	ZM	FA-89		FA-112	
FA-67	ZM	FA-90		FA-113	
FA-68	ZM	FA-91		FA-114	
FA-69	PH	FA-92		FA-115	
FA-70	PH	FA-93		FA-116	
FA-71	PH	FA-94		FA-117	
FA-72	PH	FA-95		FA-118	
FA-73	PH	FA-96		FA-119	
FA-74	PH	FA-97		FA-120	

MULT-O

(PATENTED)

TO OPEN - *press bottom
levers together with slight
clockwise motion.*

TO CLOSE - *press
top levers.*

BY.

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