

CHAPTER 4

* ACCOUNTS RECEIVABLE AND COLLECTION PROCEDURES

4-1. General. AR 37-1 (Army Accounting and Fund Control) and AR 37-103 (Disbursing Operations for Finance and Accounting Offices) prescribe accounting policy and procedures for recording, billing, aging and disposition of all funds due the United States. These procedures must be followed except where Federal laws provide specific statutory authority for disposition of certain civil and revolving fund (RF) receipts.

4-2. Accounts Receivable (A/R).

a. Accrual Basis of Accounting for Accounts Receivable. Under the accrual basis of accounting, receivables representing amounts due from others are accounted for as assets from the time the events giving rise to such claims are completed until the time they are either collected, converted into other resources, waived or determined to be uncollectible in whole or in part. A/R includes all amounts due the United States arising from taxes, sales of goods and services, sales of real and personal property, interest, overpayments, fees, duties, rents, leases, royalties, services, claims, damages, audit disallowances, travel advances in excess of authorized travel entitlement, unrecouped delinquent travel advances, fines, penalties, forfeitures, dishonored checks, and administrative costs assessed on delinquencies.

(1) Amounts due the U.S. Government must be recorded accurately in the appropriate receivable account in the accounting period during which the transaction or event giving rise to the receivable occurs.

(2) Receivables must be maintained until amounts due are collected or determined to be uncollectible, written-off, or waived.

(3) A/R must be aged, debt collection pursued, and uncollectible accounts minimized.

(4) Accounting records for receivables must be maintained so that only such transactions affecting the receivable for the accounting period are included.

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* b. Categorized A/R in the Accounting Records. General Accounting Office (GAO) accounting principles and standards require A/R to be categorized in the agency accounting records under the fund, appropriation, or receipt account where the receivable is to be deposited when collected and disclosed in the agency financial statement under the following headings:

- (1) A/R
 - .from individuals
 - for taxes
 - for goods and services provided
 - .from corporations
 - for taxes
 - for goods and services provided
 - .from other federal government entities
 - .from other countries
 - .from states and local governments

- (2) Loans and/or Notes Receivable
 - .from individuals
 - .from corporations
 - .from other federal government entities
 - .from other countries
 - .from states and local governments

c. Preparation and Dispatch of Bills. Treasury Financial Manual (TFM), part 6, chapter 8000 (Cash Management) requires prompt billing action on all amounts due the United States. The USACE Command Finance and Accounting (F&A) officer is responsible for the preparation of invoices for goods or services furnished to individuals and organizations outside the U. S. Government. The F&A officer will ensure each bill is prepared and dispatched within five working days after the day the billing office is advised that the goods have been shipped or the services rendered. The due date for receipt of the remittance shall not be more than 30 days from the date of the billing. Partial billing may be rendered when determined to be cost effective or when specified by the terms of a contract.

d. Recording Interest Due. Interest on A/R from the public shall be recorded in the accounting period when interest income is earned even if not yet received. Interest shall continue to be recorded monthly, even when regular payments are not made or until the related debt is officially declared to be in default or a debt agreement modification action is taken. The provisions of 31 USC 3717 generally require all agencies to charge interest (as well as administrative costs and penalties) on delinquent

debts with the public. Non-appropriated funds (NAF), states and local governments are not considered the public. Treasury interest rates for delinquent A/Rs are published quarterly. Charges for late payment of amounts owed the U. S. Government must be included in all contracts under which goods or services are sold outside the Federal Government.

(1) Interest, penalty and administrative fees will be applied in accordance with AR 37-1.

(2) Interest, penalty and administrative fees collected will be promptly deposited in the General Fund of the United States as miscellaneous receipts. See paragraph 4-12d below.

e. Advance Payments. If advance payments are not made, the furnishing of goods and services between agencies of the U.S. Government on a reimbursable basis under 31 USC 1535, or similar provisions of law, places certain responsibilities on the billing agency as follows:

(1) The billing system must provide for forwarding bills to another government agency for reimbursement only after there is evidence of actual receipt of goods or services by the billed agency. A monthly billing schedule must be established by the agencies involved.

(2) Each billing must be prepared so that the billed agency can readily identify the related order.

(3) A/R established on the basis of bills to another government agency must be collected promptly. A disputed interagency bill for goods or services, together with applicable documents and reports, may be submitted for resolution and settlement by the billing agency to the Claims Group, Accounting and Financial Management Division, United States General Accounting Office, WASH DC 20548. Any disputed interagency bills will be routed through HQUSACE (CERM-F) to GAO.

4-3 Billing Procedures.

a. The Process. Bills will be issued promptly for all amounts due the United States. Generally, separate bills will be rendered covering each amount due; however, in instances where it is known that several billing transactions will mature during a given month to the same debtor or owing government agency, a consolidated bill may be prepared. Bills to other government agencies should not be submitted for amounts of \$100 or less,

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- * except for final billings. All billings to public debtors will include a statement notifying the debtor of the requirement of the Debt Collection Act of 1982 (Public Law 97-365). The statement will include the current Treasury rate for late payment, notice of the 6% penalty and the \$15 administrative (handling) fee. Debts become more difficult to collect with age. The intent of assessing interest, penalty and administrative charges is to stimulate payment. Example is as follow:

"Payment of this bill is due and payable upon receipt. In accordance with the Debt Collection Act of 1982 payment not received on or before _____ will be assessed an interest charge at the rate of _____ % per annum, computed from the date of this bill. In addition, a \$15 administrative (handling) fee will be charged on all delinquent accounts and an additional 6% per annum penalty will be assessed on accounts over 90 days delinquent. This penalty will also be computed retroactive to the date of the bill."

(1) All pre-billed items (e.g., lease of excess civil owned project land) will normally be billed in the civil, military or RF accounting activities, as appropriate. However, billing may be prepared in the section of the F&A branch most suitable, as determined by the F&A officer.

(2) The bill numbering system will consist of the prefix B, the fiscal month (2 digits), the last two digits of the current fiscal year, followed by a four-position sequential number beginning with 0001 each month for civil and RF appropriations and 6001 for military appropriations. For control purposes, alpha characters may be used in the first digit of the sequential number (e.g., A001 to identify type of receivable). ENG Form 3158 (Bureau Voucher or Obligation Document Number Register) or a similar automated method will be used to control assignment of bill numbers. For control purposes, the first digit of the sequential number may be used to identify the type of receivable, in which case, a separate control register will be required for each type of receivable established. For example, travel billings would be assigned sequential bill numbers beginning with T001.

(3) Files of both A/R and claims receivable applicable to civil and RF activities will be maintained in the civil and RF accounting sections, respectively, pending receipt of remittance. Bills pertaining to military activities will be filed in the military accounting section pending receipt of remittance. If the F&A Office has an analysis and reconciliation unit, the *

* accounts and claims receivable files may be maintained in the unit pending collection.

b. Transactions by Others (TBO) and Transactions for Others (TFO) Procedures. See paragraph 4-16c for TBO and TFO for inter-Army and inter-Department of Defense reimbursable orders.

c. Billing Documents to be Used.

(1) Letters. Any letter (used as a billing or debt notification) to a non-federal government customer (except NAF, state and local governments) must inform the remitter that the due date is 30 days from the date of the letter and that late payment (administrative handling fee) and interest will be assessed if the bill is not paid within the 30-day time frame. Penalty fees will be applied after 90 days. See paragraph 4-3a above.

(2) DA Form 1857 (Statement of Account) may be used as the billing document for all charges except reimbursable billing for intra-government transactions. (Instructions for completion of form; see AR 37-1, figure 12-6, page 251.) The DA Form 1857 must also inform the public debtor of the requirements of the Debt Collection Act of 1982. See paragraph 4-3a above.

(3) SF 1080 (Voucher for Transfers Between Appropriations and/or Funds) or an authorized automated form is used for billing government agencies and may be used to bill NAF where payment by check is required in settlement of the account.

d. Preparation of Bill for Accounts Receivable.

(1) ENG Form 4480 (auto) (Accounting Entry/Reference Document) is the form or format used to input the accounting entry into the automated accounting system. ENG Form 4480 (auto) will be prepared as prescribed by the applicable automated accounting user manual including input through the Automated Funds Control System.

(2) SF 1080 or an authorized automated form used in lieu of the SF 1080, will be prepared in quadruplicate, as a minimum. The original (or a copy marked "Original") and one copy will be forwarded to the debtor agency. One copy will be attached to ENG Form 4480 (auto) (or document printed from the Funds Control System) and held in the open document file of A/R pending receipt *

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* of collection. A copy must also be provided the disbursing section to assist in identifying the remittance received. All SF 1080 bills will be reviewed by the appropriate supervisor to verify accuracy and completeness. Copies of pertinent documentation must be attached to the bill or sufficient narrative information (ordering office document number) included in the description to enable the debtor agency to readily identify the services/materials covered by the bill. SF 1080 bills for PROSPECT training courses issued by Huntsville Division will be documented by a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) for each attendee.

(3) All bills, whether to another government agency or outside parties, must indicate that remitters must inscribe checks payable to the order of the F&A officer of the specific organization maintaining the account to be credited, rather than to the Treasurer of the United States (e.g., "F&A Officer, Baltimore District"). However, any remittance payable to the Treasurer of the United States must be accepted and processed, notwithstanding the inscription. In no event should remitters be instructed to make checks, money orders or other instruments payable to the F&A officer by name.

(4) Bills for Collection Prepared in Centralized F&A Offices.

(a) For those districts, divisions and other USACE Commands operating under a centralized F&A concept, the A/R and claims receivable documents including the ENG Form 4480 (auto), will be prepared by the F&A office or center performing the centralized accounting service, except as indicated below.

(b) When it is necessary for the serviced F&A office to prepare a bill due to expediency or when it is determined more efficient by agreement between the F&A center and the serviced district, that office will secure a bill document number from the centralized office or center, prepare the bill, send the applicable copy or copies to the debtor or agency, and forward the required copies to the servicing district or center for preparation of the ENG Form 4480 (auto) or, if applicable, the serviced district may prepare ENG Form 4480 (auto) in lieu of the servicing district/center.

(c) Under a centralized F&A operation, the payor must be directed to send the remittance to the F&A officer or center performing the accounting service; however, under varied

* circumstances (i.e., receivables covering navigational accidents), the preparing office may request that the remittance be sent to the serviced office (by agreement between the F&A center and the serviced district) for deposit by a designated official to the account of the disbursing officer.

(d) All amounts due, or collected, will be processed through the respective general ledgers as A/R, including Trust Fund Receipts. On collections received without prior billing (i.e., bid deposits, sale of plans and specifications, etc.), DD Form 1131 (Cash Collection Voucher) may be used in lieu of preparing after-the-fact billing document. It is important that the DD Form 1131 contains sufficient information to fully document each collection. In addition, the complete fund citation, including the project/cost account code, must be shown for each collection listed. The serviced district will forward necessary copies of the DD Form 1131 to the servicing office or center for preparation of ENG Form 4480 (auto).

(5) USACE Commands local billing policy must ensure that any billings initiated outside the F&A office will not be sent to the debtor without furnishing a copy of the billing document or letter to F&A for recording in the official accounting records. The ideal procedure is to have the outside office provide the data to the F&A office for the preparation of the billing. This procedure ensures billings are not sent to debtors without the knowledge of the F&A office.

e. Federal Emergency Management Agency (FEMA). FEMA billings must be prepared properly and bear the proper signatures. The district emergency manager must review and sign each FEMA billing that involves emergency management before they are sent to FEMA for payment. The billing must be prepared in accordance with specimen format provided in ER 11-1-320, appendix C. FEMA regions will return the billings if the billings are not signed by the emergency manager or in the correct format.

4-4. Object Class (Element of Resource). "Object Class" definitions may be found in Office of Management and Budget (OMB) Circular A-11 and "Military Accounting Element of Resources" in the AR 37-100-XX series.

a. Appropriation Refunds (Civil and Military Activities). The object class for A/R covering appropriation refunds will be the same class as used on the original expenditure.

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* b. Appropriation Reimbursement (Civil and Military Activities). Object class codes are not required for A/R applicable to appropriation reimbursement.

c. General Fund Receipts and Deposit Fund Receipts (Civil and Military Activities). Object class codes are not required for these types of receipts.

d. Repayments (Revolving Fund).

(1) Billing to Other Corps Offices. Object class codes for accrued expenditures recorded in the RF will not be reduced by billings of RF sales. When billing (SF 1080) other Corps offices for such sales, the description of work performed will include a breakdown of "labor services" and "other services".

(2) Billing to Appropriations of the Same District. The object class for warehouse issues, travel and work performed for civil appropriations will be billed to and recorded under the appropriation as object class 253 services rendered by the RF; 21 Travel and Transportation of Persons; 26 Supplies and Materials; and 31 Equipment, as applicable. Individual billings of less than \$5.00 will have object class 253.

(3) Estimated Billing for Revolving Fund Expenses. The object class of estimates of accrued expenditures will be recorded under object class 253 when more than one object class is involved in the actual transfer. This applies to distribution of plant, equipment and facilities operations, overhead, etc.

(4) Billing to Other Agencies. Billings for work performed for Army, Navy and Air Force installations; other government departments and agencies; municipalities; and private parties will show the total charge as object class 25.

4-5. Filing and Control of Accounts Receivable and Claims Receivable.

a. Filing A/R. After processing bills through the automated accounting system, A/R documents will be filed in an "open" receivable file by bill number or by project until collected, transferred to claims receivable (civil work activities only, General Ledger Account (GLAC) 114), or written off. The open AIR will be maintained by the accounting units or section preparing the billings or they may be maintained in a centralized A/R, debt collection or analysis and reconciliation section or unit if the F&A officer has determined this method provides better internal controls. *

b. Monthly Reconciliations of AIR. At the end of each month, the files of open A/R documents will be reconciled with the lists of open items and GLAC balances produced by the automated accounting system. The reconciliations will be maintained on file in the F&A office for one year as evidence that reconciliations are performed monthly.

c. Outstanding Claims Receivable (Civil).

(1) Claims receivable for civil accounting will be filed the same as A/R. See paragraph 5a above.

(2) A listing of open claims receivable is not provided by the automated accounting system, therefore, it is necessary to prepare a manual listing by bill number. The listing must be reconciled monthly with the applicable civil GLAC 114 balance.

4-6. Claims Receivable (Civil).

a. Description. Claims receivable represent civil accounting bills due or balances which may not be collectible because of pending or subsequent litigation or adjudication or other reasons. The balance of civil works A/R will be transferred to claims receivable GLAC 114, if and when, the collection becomes doubtful, in whole or in part.

b. Claims Receivable Documentation. Claims receivable will be documented on the same forms which are prescribed in this chapter for A/R and will be numbered and registered in a continuing series. Pending collection, claims receivable will be filed separately from A/R. Claims receivable bills will be reclassified as A/R upon collection.

* c. Damage Claims. Upon favorable conclusion of litigation for damage claims due USACE from the public and receipt of damage settlements, the Department of Justice will forward a settlement check to HQUSACE (CECC-K). Upon receipt of the settlement check, CECC-K will forward the check and pertinent data related to the claim to CERM-F for forwarding to the appropriate District Command. CERM-F will forward the settlement check to the appropriate District Command, by memorandum, for collection. The memorandum will provide all data necessary for collection into the appropriate account. Upon receipt of the check and memorandum from CERM-F, the District Command will take appropriate action to clear the open claim receivable and collect the funds received into the appropriate account as an appropriation reimbursement. The resulting uncommitted balance will subsequently be withdrawn by a revoking directive from

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- * CECW-OM. Under no circumstances are the funds collected in settlement of a damage claim available for local use. In those instances in which the litigation has been unsuccessful, CERN-F will promptly notify the District Command and provide information necessary to liquidate the GLAC 114 balance. *

4-7. Reporting Delinquent Accounts Receivable. A/R (civil, RF and military activities) will be aged monthly and delinquent A/R reported through the comptroller or resource manager to the commander as prescribed by AR 37-1. The commander is authorized to delegate down to the resource manager officer the review of delinquent A/R.

4-8. Delinquent and Uncollectible Accounts Receivable/Claims Receivable, and Transfer and/or Charge Off of Receivables. It is the direct responsibility of the installation commander or other officials under which the transaction arose to effect collections due in connection with any Corps of Engineers activities. F&A officers* collection procedures must be comprehensive, vigorous and applied in accordance with applicable laws and regulations.

a. Delinquent and Uncollectible Accounts Receivable (Military). The Receivables and Debt Management chapter of AR 37-1 categorizes debtors on the basis of similarity of collection methods and the uniformity of subsequent actions upon delinquency. These procedures will be followed in connection with any delinquent and uncollectible receivable pertaining to Army, Air Force or other military funds under the jurisdiction of the Corps of Engineers. The guidelines of paragraph 4-8b(4) below will be followed prior to write-off or transfer to DFAS.

b. Delinquent and Uncollectible Accounts Receivable (Civil and Revolving Fund).

(1) 31 USC 3711(a) authorizes Federal agencies to avoid unnecessary litigation by compromising, suspending or terminating collection actions under certain conditions and if the claim is not more than \$100,000 (excluding interest) and has not been referred to another executive or legislative agency for further collection action.

(2) Under AR 27-20 (Claims), the compromise, suspension or termination of claims are delegated to the Corps of Engineers designated claims attorney at each USACE Command. The designated claims attorney at each USACE Command should be appointed by the commander with approval by the HQUSACE, Chief Counsel (CECC). The criteria for appointment is outlined in AR 27-20.

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Appointment, duties and authority arising out of civil functions of the Corps of Engineers are further provided in ER 27-1-1 (Claims and Litigations). Authority to compromise, suspend, or terminate collections or claims are as follows:

(a) To Chief, Counsel HQUSACE (CECC) for claims of \$20,000 or less.

(b) To division counsel (claims officer) for claims of \$10,000 or less.

(c) To district counsel (claims officer) for \$5,000 or less.

(3) The standards for compromise, suspension or termination of claims are outlined in detail in AR 27-20. The basic standards from AR 27-20 for termination of collection actions are as follows:

(a) Inability to collect any substantial amount.

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- * (b) Inability to locate the debtor.
- (c) Cost will exceed indebtedness.
- (d) Claim legally without merit.
- (e) Claim cannot be substantiated by evidence.

(4) While the Corps of Engineers must send at least one demand letter, USACE Commands are no longer required to send three demand letters in every instance for every debt. However, USACE Commands may send more demand letters if circumstances warrant. The civil and RF accounting activities will pursue the following guidelines before forwarding the delinquent receivable to the claims attorney:

Delinquent Accounts Receivable

	Dollar Range \$ 1-100	Dollar Range \$101-1000	Dollar Range over \$1000
1st Debt Notice after 30 days	Yes	Yes	Yes
2nd Debt Notice after 61 days	Optional	Yes	Yes
3rd Debt Notice after 91 days	Optional	Yes	Yes
Salary Offset	Yes	Yes	Yes

Note: 5 USC 5514 provides authority for collection of debts by offset from the current pay accounts of an employee when a judgment has been rendered against the employee in favor of the United States. A current Civilian Employee Debt Collection Table is provided in AR 37-1, chapter 15, table 15-1, pages 284 and 285.

(a) If the above conditions are met, delinquent A/R from the public debtors, where the principle value is less than \$5,000, may be written off by the claims attorney. Delinquent A/R referred to the claims attorney must be transferred from GLAC 113 to claims receivable GLAC 114 (see paragraph 4-6). Documentation of all follow-up actions and the approval by the claims attorney must be maintained. The related interest or administrative fees will also be written off USACE Commands may not contract with

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public (non-government) collection agencies for collection of civil and RF past due A/R from public debtors without prior written approval from HQUSACE (CERN-F).

(b) F&A officers must consider referrals to the Internal Revenue Service (IRS) for tax refund offset for delinquent A/R with the public that exceed \$100. The IRS referral should be considered before write-off by the claims attorney. HQUSACE (CERM-FC) will publish a Letter of Instruction (LOI) each year for referrals to the IRS.

(5) RF A/R for reimbursable orders can not be waived for any amount. The waiver of the A/R would reduce the cash corpus of the RF.

(6) Outstanding travel advances in Chart D, GLAC 816, Cash in Custody of Traveler will not be written off from the Chart D account. They must be charged to appropriated funds, thereby replenishing GLAC 816. An A/R will be established in the appropriation charged. Once the AIR is established in the applicable appropriation, all collection options must be exhausted, such as, salary offset, retirement offset and IRS tax refund offset before the A/R can be written off.

c. Claims Against Debtors Involved in Bankruptcy/Insolvency (Civil, RF and Military Activities). The provisions of AR 37-103, chapter 13 will be followed upon receipt of notice of bankruptcy or insolvency involving any contractor indebted to the Corps of Engineers.

* 4-9. Waiver of Claims of the United States for Erroneous Payment of Pay and Allowances.

a. An application for waiver of erroneous payment will be processed in accordance with AR 37-104-3 (Military Pay and Allowance Procedures, Joint Uniform Military Pay System-Army (JUMPS-Army)).

b. Applications will be submitted on DA Form 4943-R (Application for Waiver of Erroneous Payment (EPMT)). The applicant will submit an application to the Commander (Chief of Staff at HQUSACE) of the installation at which employed when erroneous payment was made.

c. The Commander/Chief of Staff is responsible to designate an appropriate processing office (usually the servicing Finance and Accounting Office) to review the application submission and

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- * determine whether it is complete and may be considered for waiver.

d. When a report of investigation is necessary, an acceptable application will be provided to the Commander of the installation that caused the erroneous payment (for erroneous payments of pay this is usually the Commander of the servicing human resources office or the payroll office) who will appoint an investigating officer in accordance with AR 37-104-3, paragraph 60-7e (2).

e. The investigating officer will:

(1) Review all supporting documentation required by AR 37-104-3, paragraph 60-7g and any additional information needed to assist HQUSACE or GAO in making an informed decision.

(a) Examples for erroneous payments of pay are: SF 50 (Notification of Personnel Action); SF 2089 (Health Benefits Registration Form); SF 2810 (Notice of Changes in Health Benefits Enrollment); SF 2817 (Life Insurance Election); readable copies of employee leave and earning statement where applicable; and comments from interviews conducted with the employee, immediate supervisor, or other involved personnel.

(b) Examples for erroneous payments of allowances are: Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610); Travel Voucher (DD Form 1351); Travel Voucher or Subvoucher (DD Form 1351-2); and documents supporting Relocation Income Tax Allowance (RITA) calculations.

(2) Examine pay analysis worksheets and individual pay records for erroneous payments of pay. This data can be obtained from the Central Payroll Office.

(3) Provide the report of investigation to the designated processing office.

f. The designated processing office will:

(1) Submit an application for waiver of erroneous payment of pay to the Omaha District Finance and Accounting Officer. The application package must include the original application, and when necessary, the original report of investigation, a copy of the investigating officer's appointment letter and copies of all supporting documentation. The Omaha District Finance and Accounting Officer will prepare a detailed computation of the

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- * debt in accordance with AR 37-104-3, paragraph 60-7h and submit it through the Missouri River Division Finance and Accounting Office to HQUSACE, Attention, CERM-F.

(2) Submit an application for waiver of erroneous payment of allowances, including supporting documentation and, when necessary, the original report of investigation and a copy of the investigating officer*s appointment letter, to HQUSACE, attention CERM-F.

g. A waiver may only be granted for actual payments which result in an indebtedness to the government. A waiver may not be granted for which no reimbursement has been issued.

h. An erroneous travel advance issued is appropriate for waiver consideration only to the degree that it is authorized and expended in accordance with a travel order. The travel advance is considered merely an authorization for prepayment to an employee to the extent that no expenditures were incurred outside the authorization of the travel order.

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4-10. Collection Procedures.

a. General Accounting Office Requirements. 31 USC 3302(a) States "Except as provided by another law, an official or agent of the United States Government having custody or possession of public money shall keep the money safe without:

- (1) lending the money;
- (2) using the money;
- (3) depositing the money in a bank; and
- (4) exchanging the money for other amounts."

b. Safeguarding Public Monies. It is the direct responsibility of the installation commander or other official under which the collection transaction arose to:

- (1) Place receipts under appropriate accounting controls.
- (2) Promptly deposit the money in the Treasury as prescribed in DFAS-IN 37-1.

* (3) Ensure armed guards (courier/messenger service) are provided for protection of public funds transported to depository unless U.S. mail is used. Since the responsibility for providing security rests with the local commander, the decision as to whether or not to use an armed escort can be made at the local level without approval of higher authority. *

c. Maintaining Records. All officers and employees of the U.S. Government who, by virtue of their official capacity, whether designated or appointed, receive monies on account or for the custody of the United States shall: (1) maintain accurate records; (2) provide adequate physical control over funds received; (3) account for all receipts; and (4) account for all deposits. Those individuals authorized to collect monies and issue receipts on behalf of the Corps of Engineers are F&A officers, authorized collectors, assistants to the F&A officer and recreation fee cashiers. All collections including currency, coins, checks, money orders, drafts and other forms of negotiable instruments must be safeguarded in the same manner as cash. Collections will be used for the purpose for which collected and will not be intermingled with funds collected and held for other purposes. Cash remittances received will not be used for cashing checks, making change (other than to remitters), making refunds

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for checks drawn in an amount greater than the amount due, or for making disbursements. Proper restrictive endorsement will be

* placed on checks immediately upon receipt. The rubber stamp endorsement will be provided by the F&A officer. Postage stamps will not be accepted in lieu of cash or negotiable instrument.

d. Appointment of Cashiers, Assistants to the F&A Officer and Authorized Collectors. Appointment of cashiers, assistants to the F&A officer, authorized collectors, and recreation fee cashiers must be made in writing by the F&A officer. The F&A office must provide each appointee training, copies of applicable regulatory guidance and standing operating procedures.

e. Segregation of Duties. Segregation of duties is an effective way of preventing the loss or misuse of cash receipts and its concealment in the accounting records. In order to provide segregation of duties, officers and employees responsible for handling cash receipts must not participate in the accounting or operating functions relating to:

- (1) Shipping of goods and/or billing for goods and services.
- (2) Controlling A/R and/or subsidiary ledgers.
- (3) Preparing and mailing statements of balance due.
- (4) Authorizing and approving credits for returns and allowances or for adjustments of amounts due.
- (5) Making deposits to the Federal Reserve Bank (FRB) or local depository.

f. Duties of Assistant to the F&A Officer. The assistant to the F&A officer is an assistant responsible for safeguarding and handling collections, including collections turned in by authorized collectors and recreation fee cashiers, until monies are deposited in the U.S. Treasury or other authorized local depository. The assistant to the F&A officer performs the following:

- (1) Endorse each negotiable instrument immediately upon receipt if not already endorsed by authorized collector or recreation fee cashier in accordance with AR 37-103.
- (2) Schedule each collection on DD 1131 (Cash Collection Voucher) and assign collection voucher numbers.

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(3) Record each civil and RF activities collection and confirmed deposit to the ENG Form 3002 (Cash Receipt and Deposit Register) or other automated form. Record each military activity collection and confirmed deposit to the DA Form 3994 (Cash Blotter). See paragraphs 4-18 and 19.

(4) Ensure F&A officer or their deputy signs each collection voucher.

(5) Make deposits to the FRB or other authorized local depository in accordance with AR 37-103.

g. Duties of Authorized Collectors. Authorized collectors are those individuals (not mail clerks) whose official duties require them to receive collections on behalf of the government for transmittal to the F&A officer (disbursing officer). Each authorized collector will be provided training, copies of applicable regulatory guidance and standing operating procedures. An authorized collector is responsible for taking the following reasonable measures to protect collections while in their custody:

(1) Endorse each negotiable instrument immediately upon receipt in accordance with AR 37-103.

(2) Maintain all collections in an approved safe until remitted to the assistant to the F&A officer.

* (3) Transmit collection to the F&A officer not later than Thursday of each week or each day that the total amount on hand amounts to or exceeds \$5,000.00. *

(4) Also see paragraph 4-101 and m.

* h. Recreational Fee Cashier (RFC). This term is used to denote employees designated to receive monies from rangers (see ER 1130-2-404, paragraph 10) at Corps-operated recreational areas and for the proper disposition of monies so received. The RFCs will be required to sign a receipt for ENG Form 4457 (User Permit, by serial number. Collections from rangers received by the RFCs will be transmitted to the F&A officer not later than Thursday of each week, or each day the total amount collected but not transmitted exceeds \$5,000.00. RFCs responsible for receiving the user fees will function as authorized collectors under g. above. Advances and turn-ins of change of funds to RFCs will be documented on SF 1081 (Statement of Agent Officer's Account). When deemed necessary, the RFC or *

* designated alternate (i. below) will be made available on weekends and holidays to receive collections from the rangers. Local collection and transmittal procedures must ensure the exercise of caution and safety in all cases where collections are accumulated in order to preclude any losses of funds resulting from careless or fraudulent actions. Commanders are responsible for continual safe, expeditious, and cost efficient collection and transmittal of recreation user fees.

i. Alternate RFC. This term is used to denote employees designated to serve as RFCs in the absence of the regular cashier. The regular cashier may supply numbered permits to the alternate by means of a hand receipt showing the permits by serial numbers. Any turn-ins of cash to the assistant to the F&A officer by the alternate will show the name of the cashier to whom the permits were originally issued. Where the expected absence of a RFC is to be of long duration, the alternate cashier may obtain a quantity of permits issued in their own name from the source of supply.

j. Rangers. The receipt of user fees will be by uniformed ranger personnel or contract gate attendants. Where sales of user permits are conducted by rangers in the course of their general duties, the user permits may be issued to the rangers on hand receipts by a designated RFC. Rangers so supplied with user permits will function as authorized collectors under g. above, except all collections will be turned in to the RFC instead of to the F&A officer. A change fund not to exceed \$50.00 may be provided by the F&A officer to rangers upon written approval by the district commander. SF 1081 will be used for documenting the change funds. Rangers will be responsible for taking reasonable measures to protect permits, monies collected, and change funds while in their custody. They will account daily to the RFC for the number of unsold permits and turn-in cash received. Where it is not practical for a ranger to turn in monies collected at the end of an activity*s normal business hours, a night depository at a nearby local bank, or other such comparable arrangement as deemed prudent, may be utilized upon approval by HQUSACE (CERM-FP).

k. Contract Gate Attendants.

(1) The Comptroller General has approved the collection of receipts by contractors at recreation use areas on behalf of the Federal Government when:

(a) The contractor does not set the amount of the fees to be collected.

*

(b) The contractor assumes full responsibility by contract for payment in full of the receipts to the government.

(c) The contractor is fully bonded and insured.

(2) FARs 28.203.1 and 28.203.2 provide that any person required to furnish a bond to the government has the following options in lieu of furnishing a surety on the bond:

(a) Deposit certain United States bonds or notes in an amount equal at par value to the penal sum of the bond.

(b) Furnish a certified cashier's check, bank draft, post office money order or currency in an amount equal to the sum of the bond.

(c) Although letters of credit are not specifically referred to in the FAR, the Comptroller General has ruled that an irrevocable, unconditional letter of credit may also be furnished in lieu of a bond or guarantee.

* (3) HQUSACE policy for determining the amount of the bond or other authorized instrument is the greatest amount held at risk. *

(4) Based on local USACE Command policy and HQUSACE (CERM-F) approval, contract gate attendants may make deposits direct to the FRB. All documentation for recreation use permits, ENG Forms 3313 (Remittance Register) or DD Forms 1131 and a copy of the SF 215 (Deposit Ticket) will be transmitted to the F&A officer. Local policy may also authorize contract gate attendants to transmit recreation user fees directly to the F&A officer rather than through the RFC. Local internal controls must be established that will provide reasonable assurance against the loss or misuse of funds to include on-site unannounced reviews.

1. Over-the-Counter Sales and Collections. Where over-the-counter sales and collections are made (i.e., plans and specifications, and maps), the following will be required:

(1) A designated employee other than the assistant to the F&A officer will issue books of prenumbered SFs 1165 (Receipt for Cash-Subvoucher) or other approved forms to authorize collectors who make over-the-counter sales and collections. At the time each sale or collection is made, a prenumbered receipt with copy will be issued to the purchaser or remitter.

(2) A locked receptacle will be made available near the authorized collector for the remitter to deposit a copy of the prenumbered receipt.

(3) An appropriate notice (sign) will be displayed alerting personnel to obtain a prenumbered receipt for all purchases and remittances. The sign must also inform remitters to place a copy of the receipt in the locked receptacle.

(4) The cash or negotiable instruments collected, supported by a copy of the prenumbered receipts, will be turned over by each authorized collector to the assistant to F&A officer.

(5) The person designated in the F&A office will empty the receptacle on a daily basis and verify that each remittance is properly applied and deposited. This individual may not be the assistant to the F&A officer who collected the money.

m. Collections by Mail. All necessary precautions will be taken to safeguard mail collections. Effective internal controls over collections shall be maintained by providing for separation of duties and responsibilities of employees handling and accounting for collections (see paragraph 4-10e).

* n. Use of DD Form 1131 and ENG Form 3313-R. *

(1) Receipts collected outside the disbursing office will be promptly scheduled on sequentially numbered DD Forms 1131 or ENG Forms 3313 in original and three copies. The original and one copy will be sent to the disbursing officer along with the collection. One copy will be sent either to the accounting section or a designee in the F&A office to reconcile with the Cash Receipts and Deposit Register (civil activities) or the Cash Blotter (military activities). The other copy of DD Form 1131 or * ENG Form 3313-R will be retained by the remitter pending return * of a receipted copy, after which the unreceipted copy will be destroyed. The receipted copy of the DD Form 1131 or ENG Form 3313-R must be maintained by the authorized collector or RFC for one year. Additional copies of the collection voucher may be

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required to meet local needs. Receipts collected by the disbursing office will be scheduled on sequentially numbered DD Form 1131.

(2) Upon receipt of mail remittances when envelopes have not been opened, mail clerks may deliver checks to the F&A officer through the routine mail flow. If the mail clerk opens the mail and finds a check, the mail clerk will either immediately hand deliver the check or inform the F&A officer for pickup before close of the days business. It is not necessary for the mail clerk to schedule on the ENG Form 3313-R or DD Form 1131. *
Although authorized to open mail, mail clerks are not authorized collectors, whose official duties require them to receive collections/remittances on behalf of the government. The disbursing office will schedule the mail remittances on a DD Form 1131. *

(3) ENG Form 3313-R prepared outside the disbursing office (by authorized collectors) must be rescheduled on sequentially numbered DD Forms 1131 by the disbursing office. DD Forms 1131 scheduled outside the disbursing office do not have to be rescheduled; however, the disbursing office must assign their own sequential collection voucher number to ensure that collection voucher numbers on the Receipts and Deposit Register or Cash Blotter are cross referenced to the collection voucher. The DD Form 1131 must be supported by hand receipts or ENG Forms 3313-R. *
The F&A officer or his/her deputy must sign each DD Form 1131 in accordance with AR 37-103.

o. Freedom of Information Act (FOIA) Accounting Procedure.

(1) All FOIA requests should be sent directly to the District Counsel Office/FOIA Officer. The FOIA Officer will process the request, determine the appropriate fee and advise the requester to submit payment. The requester should be directed to send the check, made payable to the local finance and accounting officer, to the Counsel Office/FOIA Officer. The requester should also be directed to annotate the check "payment for FOIA request." When the check arrives, the Counsel Office/FOIA

Processing Cost) for each FOIA request, or requiring offices to return a completed DD Form 2086 with the documents they locate. The FOIA Officer should keep track of FOIA payments for determination of payment histories, release of documents, and annual report processing.

* p. Policy Guidance for Accounting Treatment for Maps Sold to the Public. A shipping and handling fee will be added to the price charged to the public for sale of maps when maps are mailed. If maps are "sold on the spot" this fee will not be charged.

(1) In cases where the source of funds to print and mail the maps is project funds, the proceeds received for the sale of the maps, including the shipping and handling charge, will be deposited into miscellaneous receipts.

(2) In cases where the source of funds for printing and mailing the maps is the revolving fund, the proceeds received from sale of maps to the public, including the shipping and handling charge, will be deposited into the revolving fund.

(3) All USACE Commands which sell maps to the public must have a local order form listing all available types of maps and the base price for each map. The customer may mail the order in or call in an order and the COE employee will fill the form out for the customer. However, the maps are not to be shipped until payment is received. The form will serve as documentation. The shipping and handling fee will be a minimum of \$3.00 per order. In cases where the postage exceeds \$3.00 the fee will be increased to compensate for the additional postage.

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4-11. Deposit of Public Funds.

a. Deposit of Public Monies. Deposit of public funds for civil, revolving fund and military accounting activities will be made by the F&A officer in accordance with DFAS-IN 37-1.

b. U.S. Treasury Checks in Amounts of \$5,000 or More. All U.S. Treasury checks in amounts of \$5,000 or more must be deposited with the nearest Federal Reserve Bank without exceptions.

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c. Loss of Negotiable Instruments. If a check or other negotiable instrument is lost, the remitter will be requested to stop payment and to furnish a substitute remittance. If the lost item is recovered after the remitter has been requested to stop payment, the original must be held until the substitute remittance is received, then returned to the remitter.

d. SF 5515 (Debit Voucher). When a check for payment of an indebtedness to the government for civil, RF, or military accounting activities is returned as dishonored, the provisions of DFAS-IN-37-1 must be followed by the F&A officer.

e. Certified Checks in Lieu of Bid Bonds. Contracting officers may require bidders to furnish security to ensure execution of proposed contracts. The bidder, at his option, may, among other things, furnish a certified check in lieu of bid bond. The government may make such disposition of the check as will accomplish the purpose for which it was submitted and such checks may be held uncollected at the bidder's risk. Checks of unsuccessful bidders will be returned as soon as practicable after the bid opening. At the time bids are opened, an authorized collector will be present and will schedule the bid deposits on ENG Form 3313 or DD 1131 in quadruplicate. Such collector will normally take over custody of the checks received and give the contracting officer a copy of the ENG Form 3313 as his receipt. All such checks may be held by the authorized collector undeposited for a period not to exceed five days. At the expiration of five days after bid opening the bids, all moneys not returned to the unsuccessful bidders will be transmitted to the F&A branch for deposit. It is the intent that the authorized collector present at the bid opening will be representing the contracting officer rather than the disbursing officer. In this capacity the authorized collector will either return checks to the unsuccessful bidders within five days after the bid opening, or transmit the checks to the F&A branch, as directed by the contracting officer. Normally, bank deposits will be made by the assistant to the F&A officer rather than the collector. However, in the case of a district where the F&A function is centralized, or where the collector is located away from the district office or servicing office, and is authorized to deposit money in a bank for

the disbursing officer, the entries in the accounting system will be made by the servicing F&A officer from the ENG Form 3313 and a properly signed copy of a SF 215 received from the collector. The ENG Form 3313 related to each bid invitation will be assigned an A/R bill number and used as posting medium into the automated accounting system. The collector will furnish the servicing F&A officer the original and copy of ENG Form 3313 accompanied by signed receipts or copies of letters of transmittal accounting for the return of checks to unsuccessful bidders. The copy of ENG Form 3313 will be given directly to the person designated in the F&A office for internal control use in verifying the remittances were properly applied and deposited.

f. Cancellation of Treasury Checks. Cancellation will apply only to checks which have been taken into the accounts as "issued". It will not apply to "voided-no-issue" checks which have not been taken into the accounts. The provisions of DFAS-IN 37-1 will be followed for voided-no-issue and cancellation of Treasury checks for both civil and military funded activities.

4.12. Categorization of Receipts. Reimbursements or receipts rendered are grouped into categories of indebtedness that give rise to A/R that have certain characteristics as to availability or unavailability for reexpenditure. Each category characteristics are explained as follows:

a. Appropriation Refunds. These receipts represent repayments to appropriations and are available for expenditure without apportionment by the OMB. These receipts are collections which include repayments of advances and recoveries of erroneous payments or overpayments. These receipts can usually be identified with a specific voucher or a contract charged with advances, erroneous payments or overpayments. Such collections are not reimbursements to appropriations but are in effect

* reductions of previous payments. For civil and RF, the refund is collected in the original appropriation. For military funds, the following three general rules are applied:

(1) If the appropriation is not closed (is still unexpired or expired) and the allotment is not complete, the collection voucher will cite the same accounting classification that was cited on the original disbursement voucher.

(2) If the original appropriation is in a closed state, the successor (merged) "M" appropriation will be used in lieu of the original appropriation, or if no "M" account exists, process the collection to Miscellaneous Receipts, Funds Returned to Treasury.

(3) If the allotment is completed or withdrawn, and the original appropriation is not closed (merged), change the allotment number to 0888 and the fiscal station number to a nominal fiscal station number (S99999) on the collection document.

(4) Examples of appropriation refunds are:

(a) Collection of Salary overpayments. All salary overpayments are billed and collected by the CPO and are processed as credits to the payroll advance.

(b) Collections of overpayments made to commercial concerns because of erroneous or incorrect computation of invoices.

(c) Amounts collected for items rejected and returned.

(d) Collections made on account of suspensions or disallowances by the GAO.

(e) Collection of charges for transportation purchases (for both persons and things) where the whole or part is required to be paid by the traveler, such as amounts for baggage or property transported in excess of the established allowance.

(f) Recoveries of repayment for contractual services, such as rent and transportation purchased, where such contracts are canceled and adjustments are made for the unused portion.

(g) Allowances of articles retained but which were not satisfactory.

(h) Checks which have been recorded as disbursements but which are subsequently canceled.

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* (i) Repayments against advances made to contractors.

(j) Amounts recovered as a result of price redetermination agreement, forward pricing agreements, and other adjustments in price, when such agreements are a part of the original contract provisions.

(k) Voluntary refunds made by contractors pursuant to specific contract provisions for price redetermination.

(l) Recoveries of deposits on containers.

(m) Refunds of state gasoline taxes and government furnished equipment taxes.

(n) Recoveries of jury fees and witness fees. See paragraph 4-13t.

(o) Collection for unofficial use of government facilities. Facilities as used herein applies to services such as telephone, telegraph, teletype or government equipment. Corps employees will be instructed that current HQUSACE policy is not to use telephones for unofficial use.

(p) All accounting adjustments between civil appropriations and RFs, contributed and advanced funds, and appropriations of other departments or agencies transferred to the Department of the Army for administration under Corps of Engineers civil procedures will be accounted for as refunds.

b. Appropriation Reimbursement. These receipts represent repayments to appropriations other than refunds, and other RF payments received for services furnished or commodities sold to the public or to other government agencies, that are authorized by law to be credited directly to specific appropriations or fund accounts. These repayments are available for obligation and reexpenditure subject to apportionment by OMB. 31 USC 1535 authorizes reimbursements between appropriations of different agencies and 31 USC 1534 authorizes payments to be charged against appropriations or funds, temporarily, with accounting adjustments to the appropriations or funds to be ultimately charged. Appropriation reimbursement activity generally falls within three classifications as follows:

(1) Reimbursable work (Civil and Military Activities). Reimbursable work performed for other intra/inter-governmental agencies which when collected must be accounted for as an

*

* appropriation reimbursement.

(2) Other Appropriation Reimbursement Activity (Civil).
Includes other reimbursement type receipts covered below, which
must be accounted for as appropriation reimbursements:

(a) Sales of personal property.

(b) Collection for damages to navigational structures.

(c) Receipts from use of dredge disposal areas.

(d) Sale of utilities, excluding receipts from sale of
electric energy to occupants of government quarters when it is
required that such receipts be deposited to the Treasury as
miscellaneous receipts.

(e) Rental of real or personal property, when not required
by law to be credited to the General Fund of the Treasury as
miscellaneous receipts, including receipts by voucher deductions
or by payroll* deductions (excluding payroll deductions for
quarters and subsistence). Deductions from payroll for quarters
and subsistence are treated as appropriation refunds.

(f) Timber harvest products (i.e., timber, pine straw and
firewood). See paragraph 4-13s.

(3) Interagency or intra-agency reimbursable agreements will
fall under either the Economy Act (31 USC 1535) or 41 USC 23,
which covers project orders. Under 31 USC 1535, the period of
availability of funds transferred pursuant to an Economy Act
agreement may not exceed the period of availability of the source
appropriation. Appropriations obligated by an Economy Act
agreement must be deobligated at the end of the fiscal year
charged to the extent that the performing agency has not incurred
valid obligations under the agreement. Where the agreement
between agencies is based on some statutory authority other than
the Economy Act, 31 USC 1535 does not apply.

c. Special and Trust Fund Receipt.

(1) Special and trust fund receipts are of two classes, (1)
available for incurring obligations and subsequently making
payments without further actions by congress and (2) unavailable
until a subsequently qualified fund is established to account for
* receipts of the government which are earmarked by law for a *

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- * specific purpose, but which must be released by appropriation warrant by the Treasurer prior to reuse in fulfillment of that purpose. Examples of civil works restricted and unavailable special fund receipts are:

(a) Account 965090, Receipts from Leases of Lands Acquired for Flood Control, Navigation, and Allied Purposes. See paragraph 4-13i (2).

(b) Account 965066.1, Receipt from Hydraulic Mining in California, Tax, Debris Reservoirs.

(c) Account 965007, Special Recreation Use Fee, Army Corps of Engineers, Civil. These receipts are from campers at recreation areas.

(2) Examples of military accounting restricted and unavailable special and trust receipt accounts are found in AR 37-100 (Account/Code Structure).

(3) Available trust fund receipts under specific laws are immediately available in their entirety as appropriation to a single agency for expenditure without further action by congress or OMB. An example of a trust fund account is:

Appropriation 96X8862, Rivers and Harbors Contributed and Advance Funds, Corps of Engineers. See paragraph 4-14.

d. General Fund Receipts. These receipts are not repayments to an appropriation. They are collections for deposit to the General Fund of the United States and are unavailable for reexpenditure. General Fund receipts are reflected in the accounting records as "Income" and "Funds Returned to Treasury" and both are identified to the project Treasury account symbol which generated the receipt. General Fund receipts are reported to Treasury by inserting an "R" for fiscal year, except for civil accounting activities. For example, civil will reflect department code "96" and the receipt account symbol (961490) for collection of interest while military accounting activities will insert the "R" between the department code and receipt account number (21R1490). General Fund account symbols (0000-3899) are found in Treasury Financial Manual, Federal Account Symbols and Titles, Supplement to Volume 1. Examples of General Fund receipts are:

- (1) Sale or rental of land.

*

* (2) Interest collected on advance payments and amounts deducted from other collections as interest charges.

(3) Commissions on telephone pay stations in federal buildings.

(4) Sale of publications.

(5) Compensation received from airlines for overbooking.

(6) Administrative service cost.

(7) Penalty fees.

(8) Collections overpaid or underpaid by \$1.00 or less.

(9) Permits, fines and administrative penalty receipts under General Regulatory Appropriation (96X3126). See paragraph 4-13v.

(10) Receipts for water supply contracts under the Water Supply Act of 1958, PL 85-500, as amended by 43 USC 390. Includes interest, principal and the annual operation and maintenance, and replacement expense to be paid by the contractee. See paragraph 4-13u.

e. Repayments to the Revolving Fund. These receipts represent repayments (income) to the RF, which, pursuant to law, is credited (offset) with reimbursements or advances and are available for use without apportionment by OMB.

(1) The cost of equipment, facilities, and services furnished at rates which include charges for overhead and related expenses, depreciation of plant and equipment, and accrued leave.

(2) Working fund advances under authority of 31 USC 1535 and 1536 are excluded. See paragraph 4-15 below.

f. Deposit Fund Receipts. When the F&A officer acts in the capacity of agent or banker, the account is called a Disbursing Officer (DO) Deposit Fund. F3875 (Budget Clearing Account, Suspense) and 6875 (Suspense) are the two most frequently used deposit fund accounts. The fiscal year of a deposit fund account will be either an "F" or an "X". Civil accounting activities accounts will be coded 96F3875 or 96X6875. Military accounting activities suspense accounts will be coded 21F3875 or 21X6875. *

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- * Deposits held in suspense account (F3875) eventually are transferred into another government fund upon proper determination of the correct appropriation. Deposits held in account X6875 are usually returned to the depositor. Certain military deposit fund accounts (i.e., 21F3875.3960) are not available for reexpenditure by the installation. Deposit fund receipts will be reviewed not less frequently than quarterly to ensure that the balance of the account is current and that all proper refunds and transfers to appropriations have been made. The accounts must also be reviewed not less frequently than monthly to ensure GLACs, subsidiary cost records and manual files are reconciled. During the closing of the fiscal year records, particular effort will be made to clear balances in these accounts. Examples of deposit fund receipts are:

(1) Proceeds from the sale of property where expenses in connection with the sale are to be paid from the gross proceeds before the net proceeds are credited to a General Fund receipt account (F3875).

(2) Deposits for the guarantee of performance under contracts (X6875).

(3) Money received in advance guaranteeing payment for subsequent sales or services to be rendered (X6875).

(4) Monies received on account of taxes imposed by federal, state (such as a tax on unofficial telephone service which may be subject to reimbursement to an appropriation), or other political subdivisions of the government (F3875).

(5) Monies received in the nature of deposit liabilities where the government acts as fiscal agent (X6875).

(6) Monies received and collected in suspense because the specific appropriation to be credited is not yet known (F3875).

g. Recoupment of Travel Advances.

(1) Civil billings to civilians and military members for recoupment of travel advances paid from the disbursing officer*s Civil Accounting Chart D GLACs are neither "true" A/R nor collections applicable to any appropriation. Billings covering outstanding travel advances are not recorded in any chart of GLACs, inasmuch as the original payment was recorded in the Chart "D", GLAC 816 (Cash in Custody of Travelers). Such billings are issued only to notify the employee of his/her indebtedness and to *

- * establish a "due date" for repayment of the indebtedness and for determining late payment fees and interest if repayment is not made by the established due date. See paragraph 4-8b(4). Amounts due the U.S. of \$10.00 or less on final computation of travel settlement vouchers may be written off rather than bill the employee. However, the amount may not be written off from Chart D (GLAC 816). The amount must be charged to the appropriation cited on the travel order. See paragraph 4-8b(6).

(2) Recoupment of Travel Advances (Military), Army Funds. The procedure prescribed by AR 37-106 and EP 37-345-1 will be followed for recoupment of travel advances from GLAC 1411.

(3) A time schedule for recoupment of travel advances is provided in Appendix A to chapter 4.

4-13. Disposition of Receipts.

a. General. The general rule with respect to collections from sources outside the Federal Government is that all monies received for the use of the United States shall be turned in to the Treasury as General Funds miscellaneous receipts (31 USC 3302(b)) unless special treatment is authorized by law. Refunds and appropriation reimbursements are to be credited to the appropriation accounts. Other collections from outside sources can be credited to appropriation accounts only if specifically authorized by law.

b. Interest, Penalty and Administrative Fees. All interest, penalty and administrative fees collected will be promptly deposited in the General Fund of the United States as miscellaneous receipts.

c. Remittance Overpaid or Underpaid. Where any remittance is more than one dollar in excess of the sale price, such excess remittance will be credited to suspense account (X6875) and a refund made to the remitter. Procedures outlined in AR 37-103 will be followed for collections underpaid by \$1.00 or less.

d. Sale of Property Acquired for River and Harbor or Flood Control. When any property which has been purchased or acquired for the improvement of rivers and harbors as well as flood control projects is no longer needed, or is no longer serviceable, it may be sold in such a manner as the Secretary of the Army may direct, and the proceeds credited to the appropriation for the work for which it was purchased or acquired *

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- * (33 USC 558). 10 USC 2208 further states that all monies arising from disposition of material supplied to the Army by the Corps of Engineers will remain available for the purpose of the appropriation from which such materials were authorized to be supplied at the time of the disposition.

e. Receipt of Lost, Stolen or Damaged Property. Any amount collected from any persons or corporations as a reimbursement for lost, stolen, or damaged property; purchased in connection with civil works prosecuted under the direction of the Secretary of the Army and the supervision of the Chief of Engineers; whether collected in cash, by offset from Civil Service retirement accounts, or by deduction from amounts otherwise due such person, persons or corporations; shall be credited in each case to the appropriation that bore the cost of purchase, repair or replacement of the lost, stolen or damaged property (Rivers and Harbors Act, Section 4, 20 June 1938) (33 USC 571 and 701 K).

f. Removing Wrecks (Civil). The expense of removing wrecks under the law will be a charge against such craft and cargo. If the owners thereof fail or refuse to reimburse the United States for such expense within 30 days after notification, then the officer or agent may sell the craft or cargo, or any part thereof that may not have been destroyed in removal, and the proceeds of such sale will be deposited into the Treasury of the United States as General Fund Receipts (33 USC 415). The expenses of the sale will be deducted from the proceeds and only the net amount deposited to the General Fund. The cost of removal of the wreck will be charged to appropriated funds.

g. Receipts for Authorized Rental of Plant and Equipment. Receipts for the authorized rental of plant or equipment owned by the government in connection with river and harbor work shall be deposited to the credit of the appropriation to which the plant belongs (33 USC 559).

h. Collections from Individuals for Subsistence and Quarters (Civil).

(1) Cash collections for subsistence furnished to occasional guests and transient military and civilian personnel on civil works floating plant under the provisions of ER 1125-2-307 will be credited to the RF which bore the cost of the raw rations.

(2) Cash collections for quarters will be credited as follows:

*

* (a) To General Fund (Miscellaneous Receipts) when the quarters are furnished in connection with an operation or maintenance project, such as guest houses at operating and care projects.

(b) To the construction appropriation when the quarters are furnished in connection with a construction project.

(c) To the RF when the quarters are furnished in connection with a RF operation.

i. Real Estate Collections.

(1) Military. All collections for rentals of real estate will be deposited directly to accounts 21F3875.3950 for Army leases and 21F3875.3951 for Air Force leases upon receipt.

(2) Civil.

(a) Proceeds including royalties from the outleasing of lands (grants) acquired by the United States for flood control, navigation, and allied purposes, including the development of hydroelectric power, (except lands taken from public domain or lands acquired by the U.S. for purposes other than water resources development), will be deposited to special fund receipt account 965090 (Receipts from Leases of Land Acquired for Flood Control, Navigation and Allied Purposes).

(b) The Corps of Engineers is responsible for returning 75% of these receipts to the states for the benefit of the counties in which such property is located. Payments to states is a very sensitive and highly visible aspect of the Corps operations when viewed by the states. Although in many cases, the amount of payments are small, the states and counties depend on these payments to fund education and road improvements. We have a fiduciary responsibility to ensure that these payments are timely, accurate and that the states and counties receive the amount they are due irrespective of the amount. The integrity of the Corps of Engineers and the resource management community is at least partially reflected in the accuracy of the payments we make to the states. Only the amount earned in the current fiscal year will be credited to account 965090, except as provided in (c) below. As collections are received from outleasing, that portion of the collection which will be earned prior to the end of the current fiscal year will be immediately deposited in the Treasury to account 965090. The income will be treated as earned *

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- * in the installations accounts. Such action will be taken whether or not the grant provides for refund of unearned amounts in the event of cancellation by the government. The remainder of the collected amounts, which will be earned in a future fiscal year, will be retained in account budget clearing account suspense (96F3875) until the beginning of the fiscal year in which it will be earned. It will then be transferred to account 965090 and recorded as earned income.

(c) Where the lease period covered by a collection extends beyond the current fiscal year, and the portion of the collection applicable to future fiscal years is \$500.00 or less, the total amount of the collection will be taken up as current fiscal year earnings and credited directly to account 965090.

(d) Should a grant be canceled, which provides for the refund of unearned amounts in the event of cancellation, the unearned amount which has not been credited to account 965090 will be transferred to the suspense account (96X6875) utilizing an SF 1081. The refund of the unearned amount will be charged to the suspense account. If the unearned amount was collected to 965090 in a prior month, the refund should be offset against current month collections. If there is not sufficient current month collections in 965090 to offset the refund, contact HQUSACE (CERM-FC) for guidance.

(e) A record will be maintained to show by state, county and project the receipt credited to account 965090 for each fiscal year. This record will form the basis for the quarterly Treasury 1032 report. Because of the high visibility of the program, F&A lease records will be reconciled with real estate division lease records on a quarterly basis to ensure that all real estate receipts are credited to the proper state and county. Reconciliation will be maintained for audit and review purposes.

(f) Collections applicable to an unavailable receipt account, other than account 965090, will be credited directly into the appropriate receipt account, regardless of whether or not the grant provided for remission of unearned amounts in the event of cancellation by the government. Such collections include revenue from outleasing of lands (grants) taken from public domain, or land originally acquired by the U.S. for purposes other than water resource development.

(3) Lease Abatements.

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(a) In general, all agricultural and grazing leases receipts are to be immediately deposited into the lease rental accounts; 965090 (civil works) or 21F3875.3950 (military). An exception is required in cases involving abatements. When the grant provides for abatement of any payment contingent upon a particular event (maintenance, protection, repair or restoration of the leased property), the payment will be held in suspense (96X6875 or 21X6875) until the possibility of the abatement has passed.

(b) It is the responsibility of the real estate office to provide notice to the F&A officer of all grants with pending abatements. The notice must identify the lease number, lessee and the estimated value of the abatement. Upon receipt of the notice the F&A officer will hold lease receipts in the applicable suspense account up to the value of the abatement.

(c) The real estate office is responsible for notifying the F&A officer of the final disposition of the monies held (i.e., refund to the lessee or transfer to the lease rental account).

(d) In event notification was not provided the F&A officer and monies were not held in suspense, the refund may be accomplished by a offset against current collections. The amount offset must be transferred to suspense account 96X6875 or 21X6875 and a check issued. If there is not sufficient current month collections to offset the refund, contact HQUSACE (CERM-FC) for guidance.

* j. Receipts from Sales of Government Publications. 33 USC 557b authorizes the Chief of Engineers to provide for the sale of publications related to Civil Works activities. The section further states that money received from sales of such publications shall be deposited into the Treasury to the credit of miscellaneous receipts, except that in any case where the cost of reproduction has been paid from the Revolving Fund, proceeds shall be deposited to the credit of the Revolving Fund. Thus, as a general rule, all sales of publications and plans and specifications related to Military and Civil Works projects will be deposited into the Treasury as miscellaneous receipts. Reproduction costs may not be initially charged to the Revolving Fund for accounting convenience and then paid for from Civil Works or Military just to bypass this requirement. Only in the event that the costs of publications and/or plans and specification. are properly chargeable to a Revolving Fund account, can the proceeds of sale be credited to that account.

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k. Collections from Contractors for Underpayment of Wages (Davis-Bacon Act/Work Hours Act of 1962) (Civil and Military Accounting Activities).

(1) The Davis-Bacon Act (40 USC 276a) stipulates that each laborer and mechanic employed on the contract work site must receive no less than the prevailing wage, including basic hourly rates and fringe benefits. The prevailing wage is determined by the Secretary of Labor and is included in each contract. Where violation of the Davis-Bacon Act has been detected, sufficient funds will be withheld from contract payments and retained in deposit fund suspense account 21X6875 or 96X6875 pending restitution to the employees by the contractor or subcontractor. Where the contractor or subcontractor fails to make restitution, or if any of the employees involved cannot be located, SF 1093 (Schedule withholding Under Davis-Bacon Act and/or Contract Work Hours and Safety Standard Act) will be prepared and a check drawn in favor of the Treasurer of the United States to cover the total amount shown on the form. The check along with SF 1093 will be submitted to HQUSACE (CERM-FC). Exception: In a case where the violation totals less than \$500 and are found by the contracting officer to be neither willful or aggravated the SF 1093 and accompanying check shall be processed directly to GAO with an information copy of the SF 1093 to HQUSACE (CECC-L).

(2) The contract Work Hours Standard Act (PL 87-581) states that laborers and mechanics must be paid for all hours in excess of 8 hours a day or 40 hours a week, whichever is the greater number, at not less than one and one-half times their basic hourly rate of pay. The act requires that liquidated damages shall be computed for violation of the act. All amounts of liquidated damages assessed contractor under PL 87-581 will be retained as open accounts payable (A/P) in the project account

until final determination is received from HQUSACE. If the determination is in favor of the contractor, the liquidated damages will be released by disbursement to the contractor. If the violation is in favor of the government, the liquidated damages assessed under PL 87-581 will be disbursed in favor of the Treasurer of the United States and collected into the General Funds of Treasury (miscellaneous receipt account 1030).

l. Recreation Use Fees.

(1) 16 USC 460 1-6a authorizes the Corps of Engineers to collect recreation use fees (campground permits) at lakes or reservoirs under the jurisdiction of the Corps of Engineers. The Omnibus Budget Reconciliation Act of 1993 expanded the Corps authority to include collection of user fees for day-use recreation facilities. All recreation user fees collected under these authorities are deposited by law into a special account in the Treasury of the United States. The Treasury has established account symbol 965007 as the special account for recreation use fees collected by the Corps of Engineers. These receipts are unavailable for expenditure until appropriated by Congress and allotted to the Corps under appropriation 96X5007.

(2) Collection of recreation use fees turned in by RFCs will * be scheduled on DD Forms 1131 or ENG Forms 3313-R identifying the * specific serial numbered permits on which funds have been collected. Each district will establish procedures to verify periodically that amounts transmitted for deposit are reconciled to the amounts recorded on the serial numbered permits. Sampling procedures are authorized; however, where discrepancies are found, a 100% validation of that recreation site will be conducted.

m. Receipts During Construction of Projects.

(1) As long as a project is classified as being in a construction status (i.e., capitalized GI funds or CG funds), certain proceeds from rentals and sales incidental to the administration of townsite activities are creditable to the

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appropriation financing the project. These include rental of houses and dormitory quarters occupied by government employees, contractors* employees, concessionaires, school instructors, etc.; rental of buildings for various types of concessions, whether on lump sum or fixed minimum rental plus a percentage of gross income; rental of refrigerators, stoves, etc.; sale of utility services such as electricity, gas, oil, water, etc.; collections for garbage and trash disposal services; and use of community buildings (bathing, toilet and clothes washing facilities) by house trailer occupants. The above types of receipts are accounted for as appropriation reimbursements to the applicable construction project whether the receipts are payroll deductions or direct payments.

(2) All receipts derived specifically from rentals of land, including space for house trailers of government or contractor employees, and sale of land will be deposited to the General Fund of the Treasury unless advised otherwise in a special case.

n. Receipts During Operation of Projects (Civil).

(1) After a project is placed into operation, receipts derived from rentals or grants of real property (land and/or structures) and sale of land will be credited to the General Fund of the Treasury, excluding payroll deductions for quarters furnished government employees.

(2) All other receipts will be classified as appropriation reimbursements including payroll reductions for quarters and subsistence furnished government employees except payroll deductions for electric energy furnished to occupants of government quarters when it is required that such receipts be deposited to the General Fund of the Treasury.

o. Collections By and For Others (Military). TBO will be processed and accounted for as provided in AR 37-1. TFO will consist generally of disbursements and collections made by the installation*s disbursing officer and will be identified with the funds of another installation or department. Only GLACs 1000 and

1020 will be affected. TFO and TBO procedures must be used unless precluded by an agreement or regulatory provision.

p. Collections for Another Agency.

(1) The provisions of GAO Title 7, section 5.5B will be followed in the processing of collections by one agency for the accounts of another government agency or Corps of Engineers USACE Command. Such collections must not be forwarded to another agency for deposit but deposited by the collecting office for credit to suspense account (X6875) and a Treasury check drawn and forwarded to the office whose account are affected. Documentation must also be furnished with the Treasury check. The agency making the collection (with the concurrence of the other agency) can deposit those funds directly against the other agency*s disbursing station symbol number (DSSN) then forward the confirmed deposit slip to the agency for recording.

(2) FPA as Amended (16 USC 792-825r) (Civil). The Federal Energy Regulatory Commission (FERC) levees fees for private licensees to construct, operate and maintain dams, conduits, and

* reservoirs. These fees are deposited into the General Fund of the Treasury of which 50 percent are warranted back to the Corps of Engineers by the Treasury under appropriation 96X5125. The FPA also provides that the FERC shall determine and collect fees from private licensees as a result of headwater improvements constructed by the Corps of Engineers. One hundred percent of these funds are warranted by the Treasury to the Corps under 96X5125. Annually FERC notifies HQUSACE of amounts deposited under 96X5125 by project and HQUSACE, in turn, notifies USACE Commands for recording in project accounts.

q. Voucher Deductions. Receipts through voucher deductions are not generally taken up as collections of A/R. Voucher deduction receipts are, in effect, reductions of A/P. Voucher deductions are collections made by reducing payments to vendors or employees by the amount due the Government or required to be withheld by the Government. Adjustment to the associated funds are made by journal vouchers. These collections include Federal Insurance Contribution Act taxes, federal and state income taxes, travel advances, claims settlements and contractor refund advances.

r. Government*s Right to Offset.

(1) Under 31 USC 3526, the GAO Comptroller General has authority to make settlement and adjustment of all accounts for and against the United States and may make a offset of opposing claims before judgment. The F&A officer has been accustomed, in the course of settling ordinary accounts, to offset one debt against another when a claimant is both debtor and creditor, and that practice has been sustained by judicial determination as legal and proper. 31 USC 3716 does not bar administrative offset even if the six year statute of limitation applicable to action for money damages brought by the United States has expired.

(2) Administrative offset procedures under 31 USC 3716 are used to the extent that specific procedures are not covered in other statutes. 5 USC 5514 provides general authority for salary offset of civilians and 37 USC 1007(C) provides general authority to offset the pay of service members in the Army and Air Force.

(3) When collection is made by administrative offset, the statutes provide the debtor certain due process. These processes can be found in AR 37-1, chapter 15.

(4) Administrative offset is not authorized for debts owed by a federal agency, state or local government.

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* s. Sale of Forest Products.

(1) 10 USC 2665 as amended by PL 98-407 provides for a state to share 40 percent of net proceeds from forest products sold from military installation/facilities located in the state and provides for 100 percent of the residual to be deposited in the forestry reserve account. Payment to states and deposit in forestry reserve account will be performed by the Defense Finance and Accounting Service (DFAS).

(a) All proceeds from sale of forest products (i.e., timber and fire wood) on military installations will be deposited to account 21F3875.3960 20-C S99999. Proceeds will be reported on the Accelerated Reporting of Receipts and Outlays (Expenditure) Data (RCS CSCFA- 302) report.

(b) Advances from contractors should be deposited in suspense account 21F3875. Monthly, the activity must transfer (no-check transaction) the earned advance monies from 21F3875 to 21F3875.3960 20-C S99999.

(c) The DFAS guidance for recording and reporting timber harvest sales at military installations is provided in SAFM-FAP-A Letter of Instruction, 1 October 1987, subject: Accounting and Reporting for Production and Sales of Forest Products.

(2) Receipts from sale of timber sold separately from land at civil projects are credited as follows:

(a) Appropriation reimbursement activity Construction General Appropriation (96X3122), if the related project is under construction.

(b) Appropriation reimbursement activity Operation and Maintenance Appropriation (96X3123), if the related project is physically and financially complete.

(c) Receipts from sale of timber sold with land are deposited into the General Fund of the Treasury as miscellaneous receipts. Reference paragraph 20-23.

t. Collection from Government Employees of Juror and Other Fees.

(1) Juror and witness fees paid to government employees by state or municipal courts for serving on juries or as government

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* witnesses while on court leave from their agencies are to be remitted to their agencies for deposit (5 USC 5515). Jury fees may be retained by government employees when the jury service is a state or municipal court on a non workday (weekend or holiday) or when the employee is in a nonpay status.

(2) Employees may not elect to take annual leave in order to retain jury duty fees. No charge may be made to annual leave for the court leave.

(3) Government employees who serve as a juror in a state or municipal court are not required to remit to their agency that part of compensation received from the court to cover travel or meals expense when it is clear that a specific amount is received for those purposes.

(4) Juror and witness fees remitted to the Corps of Engineers by their employees will be deposited to the credit of the RF (GLAC 345.00 Accrued Leave).

Pro-forma Entry.

Collection of Jury Duty Fees

Dr: 313.00 Funds with Treasury
Cr: 345.00 Accrued Leave
COEMIS Transaction DG (ENG Form 4480)

(5) Riot pay paid by the National Guard to government employees when such employees are on military leave will be remitted to the F&A officer for deposit to the RF (same as 4-13t(3) above).

u. Water Supply Act of 1958.

(1) The Water Supply Act of 1958, PL 85-500 as amended by 43 USC 390 provides that local interest shall bear the cost plus interest at a rate to be determined by the Secretary of Treasury for any construction, modification or replacement of project features allocated to water supply. In addition, the local interest will be required to make annual payments for operations and maintenance cost for municipal and industrial water supply storage.

(2) The construction, modification or replacement cost of equipment including interest will be deposited to the General Fund of the Treasury (miscellaneous receipts).

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- * (3) Annual payments for operation and maintenance cost will also be deposited to the General Fund of the Treasury (miscellaneous receipts).

v. General Regulatory Functions (Civil).

(1) The Corps of Engineers policy for surveillance and enforcement of navigable waters of the United States, Clean Water Act, 33 USC 1319(g) can be found in 33 CFR parts 320-330. The Corps is authorized to issue permits or assess administrative penalties for unauthorized violation of the following:

- (a) Dams, dikes or bridges (33 USC 401).
- (b) Structures of work affecting navigable waters (wharves or pier) (33 USC 403).
- (c) Discharge of dredge or fill material into water of the United States (33 USC 1344).
- (d) Ocean dumping of dredge material (33 USC 1344).

(2) All permit or administrative penalty receipts will be collected in to the General Fund of the Treasury (miscellaneous receipts).

w. Federal Transfer Technology Act (FTTA). The FTFTA of 1986, PL 99-502 provides for the transfer of federally developed technology to the private sector for commercial exploitation. It authorizes federal agencies to enter into Cooperative Research and Development Agreements (CRDAS) to collect royalty income generated from these agreements and to distribute the income to employee inventors and the laboratories. Normally contracts under the FTFTA specifies royalties will be forwarded directly to the Defense Finance and Accounting Service (DFAS). However, the private sector sometimes sends the royalties to Corps F&A officers. If royalties are received, the following guidance is provided:

(1) For F&A offices with military accounting capabilities, the checks must be collected to 21F3875.3953 32 C S12121 using TFO procedures. The generated RCS CSCFA-110 report with copies of all documentation should be sent to Director of F&A (QASA (FM)), ATTN: SAFM-FAP-A, Indianapolis, IN 46249-0160.

(2) For F&A offices without military accounting capabilities, the check must be collected to suspense account

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- * F3875. A check would then be issued from account F3875 and forwarded to the address above with copies of all documentation.

4-14. Available and Unavailable Special Trust Fund Receipts. Special fund and trust fund receipts are of two classes, (1) available for incurring obligations and subsequently making payments without further action and (2) unavailable until subsequently qualified. Available and unavailable receipts are defined below:

a. Available Trust Fund Receipts.

(1) Available receipts are defined as trust funds which, pursuant to law or trust agreements, are immediately available in their entirety as an appropriation without further action by the Congress. Such receipts are immediately available to the collecting installation for obligation and expenditure without further action by the HQUSACE after the confirmed deposit receipt is received from the FRB or other authorized local depository. The most common types of available special or trust fund receipts collected by Corps of Engineers districts are funds contributed or advanced by local interests.

(2) Collections of available civil works trust funds are collected into the Treasury under specific receipt account symbol (i.e., 968862), appropriated by the Congress to the Corps of Engineers, and allotted to the installation by the Chief of Engineers, by Treasury receipt account symbol 96X8862. The procedure is simplified by giving the collection at the installation level the same accounting treatment as an advice of allotment received, citing the Treasury receipt account symbol (i.e., 96X8862). Accordingly, in order that the records of the Treasury and HQUSACE may reflect the transaction, the collection will be reported on SF 1220 (Statement of Transactions According to Treasury Account Symbol, Funds and Receipt Accounts) to receipt account symbol 968862. The disbursements will be reflected on the SF 1220 under Treasury receipt symbol 96X8862.

(3) See AR 37-100 for military accounting for special and trust fund coding requirements.

b. Unavailable Trust Fund Receipts. Unavailable receipts are defined as special receipts which at the time of collection are not appropriated and are not immediately available for obligation or expenditure. Further action by the Congress is required or a congressional limitation has been established as to the amount available for expenditure, or amounts credited to

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receipt accounts are later to be cleared in whole or in part to other receipt accounts before appropriate warrant action is taken. No special scheduling action is required for the unavailable receipts; however, they will be credited to the appropriate receipt symbol and reported on the monthly civil works SF 1220 report or military accounting RCS CSCFA 302 report.

4-15. Consolidated Working Funds (Civil). Advances from other Federal agencies under authority of 31 USC's 1535 and 1536 are to be credited by the receiving agencies in consolidated working fund accounts. These accounts will be supported by separate subsidiary accounts for advances from different appropriations. The accounts will be identified in a manner that will indicate the purpose of the advances and the limitation; if any, imposed on the appropriations from which the advances were made. The Treasury symbol assigned for the Corps of Engineers (civil) consolidated working funds is 96X3930.

a. Allotment of Consolidated Working Funds. Each allotment of consolidated working funds will be accompanied by a check with copy of SF 1080 or SF 1049 (Public Voucher for Refunds) from HQUSACE to the USACE Command. The allotment will be entered in Chart B general ledgers. The check will be recorded on ENG Form 3002 as a debit to GLAC 813 and a credit to GLAC 844.2 without effect to Chart B GLACs. The collection will be reflected on the SF 1220 using receipt account 963930 with the amount posted as a positive figure in the receipt column. *

b. Accounting for Cost of Consolidated Working Funds. Cost must be accounted for in the appropriation that incurs the cost and not as expenditures in the consolidated working funds. The consolidated working fund (96X3930) is used solely to account for the advance received and paid to the appropriation that incurs the cost as the reimbursement is earned. Obligations in the consolidated working fund in object classes for personnel compensation, and the recording of receivables in excess of obligations is prohibited.

c. Procedures. When work is performed for other Federal agencies which involve an advance of funds, the performing USACE Command will receive an allotment of consolidated working funds (CWF). The ordering agency may send the check for the CWF direct to the performing USACE Command or to HQUSACE (CERM-B) WASH DC 20314-1000 to be forwarded to the USACE Command, as appropriate. The fund authorization document and the check will be recorded in the USACE Command*s records. A reimbursable order will be issued to the performing appropriation; i.e., 96X3122, 96X3123, etc., for the work authorized in the CWF agreement. Pertinent entries

* for reimbursable work will be made in the accounts of the performing appropriation in accordance chapter 5, paragraphs 5-5 and 5-31e(1). At the same time, the CWF will be obligated in the amount of the reimbursable order. CWF obligations will be liquidated and expenditures accrued monthly as a no check transfer, based upon the bill for reimbursable work recorded in the performing appropriation. USACE Commands should ensure that all applicable costs incurred under the performing appropriation are billed over to the CWF at month end. USACE Commands that already have consolidated working funds with recorded prior year expenditures will make the necessary transfer entries to GL 139. A new feature cost account 79 for GL 139 is established entitled "CWF Expenditures Billed by the Performing Appropriation" to record transactions at the cost level. USACE Commands with incomplete orders in no year CWF will also make the necessary entries, transferring such open items to reimbursable activities of a performing appropriation and complete the work.

d. Completion of Work. Upon completion of the work, any unliquidated obligations in the CWF will be canceled and the unexpended amount will be refunded in accordance with the provisions of chapter 3, paragraph 3-5e. For CWF allotments revoked, USACE Commands will record the disbursement to Chart D accounts in accordance with chapter 3, paragraph 3-5e(2). COEMIS USACE Commands will use the "PC" transaction code, as the disbursement will not affect Chart B accounts. Checks will be made payable to the specific organization of the ordering agency and will be submitted through HQUSACE (CERM-B) WASH DC 20314-1000 to the ordering agency with a copy of the SF 1080 billing to HQUSACE (CERM-F) WASH DC 20314-1000. The unused portion of the reimbursable order in the performing appropriation will be canceled in accordance with provisions of chapter 5, paragraph 5-31e(1)(e). USACE Commands must return any CWF not obligated before the end of the fiscal year through HQUSACE (CERM-B) WASH DC 20314-1000 to the ordering agency for annual appropriations.

e. Pro-Forma Entries.

(1) To record receipt of Consolidated Working Fund Allotment and Check -

(a) Use COEMIS Transaction Code AL to record the Advice of Apportionment and transaction code AA to record the Advice of Allotment (ENG Form 4480 (auto)). AL must be entered before AA transaction.

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* 96X3930

Dr: 110 Funds with Treasury

Cr: 131.21 Unobligated Allotments

(b) Use COEMIS Transaction Code GP to record the Check Collection in Chart D accounts. (ENG Form 4480 (auto))

96X3930

Dr: 813 Undeposited Collections

Cr: 844.2 Collections

(2) To record issuance of orders to the performing appropriation -

(a) Use Transaction Code HA to record the commitment.

96X3930.

Dr: 131.21 Unobligated Allotments

Cr: 131.20 Unobligated Commitments

(b) Use Transaction Code JA to record the Undelivered Order (ENG Form 4480 (auto)).

96X3930

Dr: 131.20 Unobligated Commitments

Cr: 131.22 Undelivered Orders

(c) Use Transaction Code AE to record the receipt of the Reimbursable Order in the Performing Appropriation 96X3122, 96X3123, etc. (ENG Form 4480 (auto)).

Dr: 131.27 Unbilled Reimbursable Orders

Cr: 131.21 Unobligated Allotments

(3) Work is costed under the Reimbursable Project and then billed to the CWF appropriation.

* (a) Use Transaction Code DN to record the billing out of the performing appropriation. (ENG Form 4480 (auto))

96X3122, 96X3123, etc.

Dr: 113.4 Appropriation Reimbursements
131.25 Reimbursements to Appropriations - Current
Year

Cr: 117.2 Appropriation Reimbursement Activity
131.27 Unbilled Reimbursable Orders

Use Transaction Code GD to record the collection of the DN receivable.

Dr: 110 Funds with Treasury
813 Undeposited Collections

Cr: 113.4 Appropriation Reimbursements
844.2 Collection

(b) Use Transaction Code MA to record the expense in the CWF appropriation. (ENG Form 4480 (auto))

96X3930

Dr: 139 Work for Other Agencies (feature account 79)
131.23 Undelivered Orders

Cr: 141 Accounts Payable
131.23 Expenditures - Current Year

(c) Use Transaction Code PA to record the disbursement of the MA payable, then use Transaction Code VE to record the disbursement as a no check transfer to Dr 844.1 and Cr 844. (ENG Form 4480 (auto))

Dr: 141 Accounts Payable
844.6 Gross Disbursement

Cr: 110 Funds with Treasury
844.1 Checks Issued

(4) To record the refund of CWF unexpended balance -

(a) Use Transaction Code Negative AA to record the revocation of allotment. (ENG Form 4480 (auto))

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* 96X3930

Dr: 131.21 Unobligated Allotments

Cr: 110 Funds with Treasury

96X3930

Dr: 844.6 Gross Disbursements
Cr: 844.1 Checks Issued

f. Refund of Consolidated Working Funds. Refund of unexpended balance of consolidated working fund will be in accordance with chapter 3.

4-16. Intra-District Transfers.

a. Automated Accounting System "No-Check-Drawn" Transactions. The automated accounting system provides for "no-check-drawn" or "passback" transaction procedures between civil and RF activities for collection and disbursements within the same USACE Command. This procedure provides that, in a settlement of intra-district accounts for A/R and A/P, a Treasury check need not be drawn for settlement. The disbursing officer*s accounts are automatically updated by these automated accounting no-check transactions. The cash receipts and deposit register have provisions to post intra-district transactions (civil and RF activities) as no-check-drawn or passback transactions.

b. Military Accounting for Intra-District Transfers. The automated accounting system does not provide for "no-check-drawn" between civil and military accounts; therefore, Treasury checks must be drawn to settle A/R and A/P transactions.

c. Inter-USACE Commands and Interagency Transactions. The "no-check-drawn" procedures do not apply to inter-USACE Command and interagency transactions; therefore, Treasury checks must be drawn except between interagency DOD military funds. Procedures outlined in AR 37-1, chapter 21 (Transactions for Others, Transactions By Others and Cross-Disbursing) will used for DOD interagency disbursing and collection of military funds unless precluded, by an agreement or regulatory provision.

4-17. Foreign Exchange - Billings and Collections. The procedures described in AR 37-103, chapters 4 and 10, will be followed pertaining to collections involving foreign currency.

* Any question relative to acceptance of foreign currencies should be addressed to: Commander, HQUSACE (CERM-FM), WASH DC 20314-1000.

4-18. ENG Form 3002 (Cash Receipts and Deposits Register).

a. General. Where an assistant to the F&A officer is designated to receive and deposit collections, the ENG Form 3002 is the designated form for posting and controlling receipts and deposits for civil and RF activities. The assistant to the F&A officer is designated to receive collections, deposit collections and maintain the ENG Form 3002. Entries to ENG Form 3002 will be in pen and ink. Erroneous entries will not be blocked out or covered up, but will be neatly lined through so entry is legible. The correct figure will be posted above the erroneous entry in the appropriate column. All erroneous entries will be initialed by the individual making correction. Internal controls exist through the receipt by the accounting unit or other designee of the abstract of remittances direct from authorized collectors, the control of the collected and uncollected A/R files, and control by other than the cashier of prenumbered cash receipt blanks, etc. The register will be used to record cash received, regardless of appropriations, deposit funds or general funds affected. In addition to recording all cash receipts, deposits and debit voucher, those intra-district transactions where no checks are issued or received will be entered to effect the appropriate adjustment to the funds within the same USACE Command. Posting media to this register includes, (1) SF 1080, (2) SF 1081, (3) SF 1098 (Schedule of Canceled Checks), (4) Bureau Voucher (for cost transfers) covering intra-district transactions and collections received in advance of billing, (5) bank deposit slips, and (6) others, as appropriate.

Note: After entry on ENG Form 3002, receipt will not be available for obligation or expenditure until the confirmed deposit ticket is received from the FRB or other authorized local depository (GAO Title 7, section 2.3B).

b. Automated ENG Form 3002. Corps of Engineers USACE Commands are authorized to automate the civil accounting ENG Form 3002 in lieu of the manual posted form. The automated form must reflect all collection by appropriation, Treasury receipt account symbols and include "no check drawn" passback transactions between civil appropriations. The automated form must also reflect confirmed deposits.

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* c. Description of ENG Form 3002.

Column (a) - Date

Column (b) - Reference (Collection Voucher Number)

Columns (c), (d), - Disbursing Officer*s Deposits for
and (e) Official Credit (column (c) -
Deposit Ticket No.)
(column (d) - Date)
(column (e) - Amount)

Note: The above part of the register is for recording data solely for the information of the disbursing officer and is not a part of the self-balancing procedure which applies to the remainder of the register.

Collections

Column (f) - Collections Undeposited, GLAC 813

Column (g) - Intra-District Transfer, GLAC 844

Note: This amount must be in agreement with the Intra-District Transfer column of the ENG Form 3001 (Cash Disbursements Register).

Distribution

Column (h) - Appropriated Funds--96X4902 RF Repayments.
Column (h) is a credit to GLAC 844.2 (96X4902 RF). Column (h) is also a debit to GLAC 310 (96X4902 RF) and credit to GLAC 313.

Columns (i) - Appropriated Funds--Refunds and Reimbursement-
& (j) -96X3122 & Construction, General. Columns (i) and (j) are credits to GLAC 844.2 (96X3122 Construction General). Columns (i) and (j) are also debits to GLAC 110 (96X3122 Construction, General). Column (i) is a credit to GLAC 113.3, column (j) is a credit to GLAC 113.4.

Columns (k) - Appropriated Funds--Refunds and Reimburse-
& (l) -ments--96X3123 Operation and Maintenance, General. Columns (k) and (l) are identical with columns (i) and (j) above, except for the different appropriations involved.

- Columns (m) & (n) - These columns are likewise available to record and reimbursements to the most active fund in the USACE Command other than Construction General (96x3122) and Operation and Maintenance (96X3123) which are specifically provided for. Entries to these accounts are identical with those for columns (i) and (j), except for the different appropriations involved.
- Columns (o), (p) & (q), - These columns are also available to record refunds and reimbursements to any other funds being repaid in the district. Entries are obtained by selective addition. Column (o) is for the Treasury Account Symbol, (i.e., 96X5007 and 96X3121), column (p) is for the GLAC to be posted 113.3 or 113.4 and column (q) is for the amount. Credit postings are to GLAC 844.2 for the appropriation involved in the Chart "D" accounts; and debit to GLAC 110, with appropriate credits to other GLAC in Chart B.
- Column (r) - Deposits Funds--96X6875, Suspense, Department of the Army. This column is a credit to GLAC 844.2; a debit to account 147, with credit to GLAC 113.2, and a debit to GLAC 852 with contra credit to GLAC 861.
- Columns (s), (t) & (u), - Unavailable, General, Special and Trust Funds for deposit in the Treasury. Column (s) is for the Treasury Fund Symbol number (i.e. 965090), column (t) is for the GLAC to be credited, i.e., 113.1., column (u) is for the amount. Credit posting GLAC 844.2 in the Chart "D" accounts and debit to account 135.
- Columns (v), (w), (x), & (y), - Other Accounts--These columns will be utilized to reflect all transactions which are not provided for elsewhere in the register (i.e., 96F3875 and 968862). Column (v) is for Appropriation or Treasury Fund Symbol, column (w) for the amount of any debits, column (x) for the GLAC, and column (y) for the amount of any credits. Entries to the GLAC will be obtained by selective addition.

* d. Register Closing. The documents posted to the ENG Form 3002 must also be individually updated in the automated accounting system. See Automated Accounting Systems User*s Manual for detailed procedures for processing these transactions. Since the documents posted to the ENG Form 3002 are also updated in the automated accounting system, there is no requirement for further accounting entries after the register has been totaled and balanced for the month. However, the total postings described above must be developed and reconciled to the automated accounting system general ledger (Chart "D") accounts indicated.

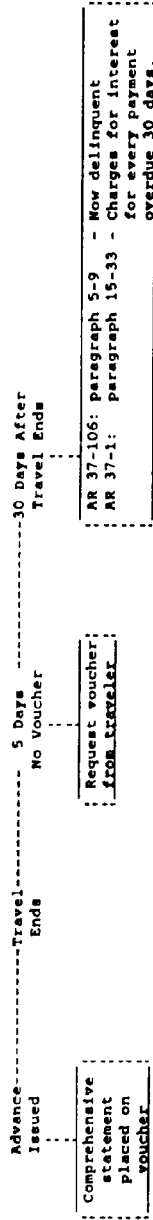
4-19. DA Form 3994 (Cash Blotter). The F&A officer will maintain a DA Form 3994 to reflect daily accountability and record all collections, deposits and debit vouchers for military accounting activities in accordance with procedures prescribed in AR 37-103.

*

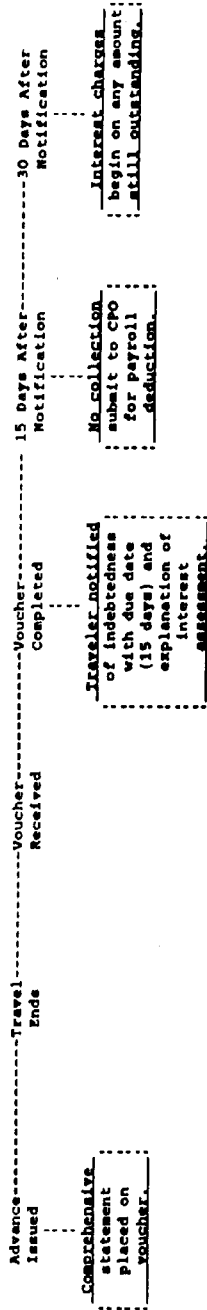
APPENDIX A

TIME SCHEDULES FOR RECOUPMENT OF TRAVEL ADVANCES

NO VOUCHER FILED:



VOUCHER FILED:



*

ER 37-2-10
 Change 86
 15 Jul 96

REMITTANCE REGISTER <i>(ER 37-2-10)</i>		DATE PREPARED				CONTROL NO. <i>(Number Consecutively)</i>	
		PREPARING ELEMENT				INVITATION NO. <i>(Where Applicable)</i>	
ITEM OR BID NO.	RECEIVED FROM <i>(Name of Remitter or Bidder)</i>	TYPE OF REMITTANCE <i>(Check Applicable Col.)</i>				REMITTANCE NO.	AMOUNT
		CH	MO	OFT	CASH		
SIGNATURE OF DESIGNEE PREPARING REGISTER		SIGNATURE OF AUTH. PERSONNEL ACKNOWLEDGING RECEIPT					

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ENG FORM 3313-R, Jul 96 EDITION OF FEB 73 MAY BE USED UNTIL EXHAUSTED. (Prepared: CLRM-7)

4-A-2 (next page is i, Chapter 5)