Treasury Financial Manual

Bulletin No. 2021-22

Retention: August 31, 2022

To: Heads of government departments, entities, and others concerned

Subject: 2021 year-end closing

1. Purpose

This Treasury Financial Manual (TFM) Bulletin provides entities with guidance for preparing year-end closing reports and other financial reports. It includes required deadlines for Federal Entities to submit Fiscal Year (FY) 2021 financial data to the Department of the Treasury (Treasury), Bureau of the Fiscal Service (Fiscal Service), for timely certification and reporting (see Attachments 1 and 2).

2. Rescission

This bulletin rescinds TFM Volume I Bulletin No. 2020-19: 2020 Year-end Closing.

3. Submitting Budgetary Year-end Closing Data

For FY 2021, the reporting mechanism for entities to submit year-end closing transaction data is the Governmentwide Treasury Account Symbol Adjusted Trial Balance System (GTAS). Entities submit pre-closing Adjusted Trial Balance (ATB) data and one set of data in the form of United States Standard General Ledger (USSGL) account balances in GTAS for the end of FY 2021. See **Volume I, Part 2, Chapter 4200**, subsection 4250.20, as well as the Office of Management and Budget (OMB) Circular No. A-11, for data agreement requirements. From the GTAS output, users may print the SF 133 Report on Budget Execution and Budgetary Resources & Schedule P Budget Program and Financing Schedule.

4. Fiscal Year 2021 Final Monthly Treasury Statement (MTS)

To guarantee the accuracy of budgetary results in the final MTS, all Central Accounting Reporting System (CARS) reporters must ensure that all Treasury Account Symbols and Business Event Type Codes (TAS/BETC) reporting and reclassifications have been completed in CARS. All reclassifications must be accomplished by using the Classification Transactions and Accountability (CTA) in the Agency Transaction Module (ATM).

In addition, entities that are not CARS reporters must include all previously unreported receipt and expenditure activity on the applicable Statement of Transactions (SOT) and Statement of Accountability (SOA). If an entity has no transactions, it must submit a "zero report." To ensure consistency with the MTS, as well as receipt and outlay data furnished to OMB, Treasury will allow entities to request adjustments for significant amounts. Entities must submit all reporting by 5:00 p.m. Eastern Time (ET), October 5, 2021.

5. Verifying Agency Location Code (ALC) Information

The Agency Location Code (ALC) information in CARS is the official entity contact data. Maintaining current ALC information is imperative. Entities with eight-digit ALCs must submit written requests to add, close, re-open, or make changes to addresses, telephone numbers, or points of contact by 5:00 p.m. ET September 17, 2021. Entities must send requests by email from an official government email address to **CashAnalysisSection.FAO@fiscal.treasury.gov**, or by mail on entity letterhead and signed by an appropriate entity official to:

Department of the Treasury
Bureau of the Fiscal Service
Cash Accounting Branch
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Email: **CashAnalysisSection.FAO@fiscal.treasury.gov**

Entities with four-digit ALCs also must submit written requests to add, close, re-open, or make changes to addresses, telephone numbers, or points of contact. Entities must send requests by email from an official government email address to both Shawn King (**shawn.king@fiscal.treasury.gov**) and Bruce Phillips (**bruce.phillips@fiscal.treasury.gov**) or by mail on entity letterhead and signed by an appropriate entity official to:

Philadelphia Financial Center
Analysis, Reconciliation and Reporting Section
Bureau of the Fiscal Service
13000 Townsend Rd
Philadelphia, PA 19154
Fax: 215-516-8010

6. Verifying Accounts Monthly

Entities must verify their records each month by comparing them to Treasury-reported transactions shown on their CARS Account Statement (Account Summary, Support Listings, Expenditure Activity, and Transactions) reports. To gain access to the CARS Account Statement, see Section 26. Each entity must reconcile these reports with the entity's USSGL account 101000, "Fund Balance with Treasury," and immediately submit questions or differences to the Treasury

Support Center at 877-440-9476.

The short reporting periods require entities to minimize errors. Failure to compare entity and Treasury recorded amounts may result in the discovery of errors during budget preparation and Treasury year-end certifications. If OMB, Treasury, or entities find significant errors, Treasury will attempt to contact the entity so the entity can make corrections before publishing the *Combined Statement of Receipts, Outlays, and Balances of the United States Government* and other publications.

7. Verifying Accounts Balances Daily via the CARS Account Statement

The CARS Account Statement Module provides a balance-type option for all available reports, permitting official CARS reporters to see a daily updated view of their Fund Balance with Treasury (FBWT).

The level of detail presented for accounting transactions is provided in the Accounting and Published Balance views within the CARS Account Statement. Accounting transaction and balance information is based on the daily activity files processed by the CARS Central Accounting Front End (CAFÉ) component. These files consist of the daily-submitted collection and payment transactions within the Intra-governmental Payment and Collection (IPAC) system, submitted by official CARS reporters with Treasury Account Symbols and Business Event Type Codes (TAS/BETC). Accounting transaction and balance displays are updated daily to give CARS reporters the latest information available regarding their FBWT position. Using the accounting balance display option permits CARS reporters to see the individual transactions that Fiscal Service will package and submit on their behalf at month-end. This affords CARS reporters the opportunity to perform a daily reconciliation of transactions and balances. The download options permit all CARS Account Statement users to customize the amount of information contained in the output files to suit their individual accounting, reconciliation, and reporting needs. For more information, or to become a CARS reporter, visit **CARS**.

8. Entities with Budget Clearing Accounts and Statements of Difference

Entities must reconcile budget clearing accounts (for example, F3875, F3880, and F3885) and Statements of Difference by the end of each fiscal year. On the September 2021 SOT submission, entities must transfer properly identified amounts contained in budget clearing accounts to the proper accounts. The undistributed and deposit reconciliation criterion for large differences for the current month and prior month for the accounting month are now based on percentages. Treasury may request classification of large differences and reclassification of amounts in the budget clearing accounts in advance or through additional reporting.

Suspense Account Policy

Refer to the **TFM Bulletins** page to locate the Bulletin, *Reporting Suspense Account Activity Using F3875 and F3885 and Using Default Accounts F3500 and*

F3502 as a Central Accounting Reporting System (CARS) Reporter, for special instructions.

Suspense Account Certification Policy

Annually, each entity's Chief Financial Officer (CFO), or the CFO's designee, must certify the balances of the approved F3875 and F3885 suspense accounts to Fiscal Service at year-end. Fiscal Service sends an email to CFOs or the CFOs' designees of the entities with suspense accounts to complete an online survey for certification. The due date to submit the certification for the suspense account(s) is October 29, 2021. Entities' use of the suspense accounts is reviewed on a regular basis.

9. Reporting Collections Credited to Appropriation, Revolving, or Non-revolving Fund Accounts on Statement of Transactions (SOT)

Collections credited to appropriation, revolving, or non-revolving fund accounts are reported on the SOT (Section I, column 2). The following types of current fiscal year transactions are the only exceptions in which collections are to be netted against gross disbursements:

- Refunds of payments made in the current fiscal year
- Canceled or returned checks originally issued in the current fiscal year
- Other corrections of errors made in the current fiscal year

For instructions on preparing SOTs and/or SOAs, contact the Cash Analysis Section by email from an official government email address to CashAnalysisSection.FAO@fiscal.treasury.gov.

10. Receipts by Department

Treasury's Receipts by Department listings for FY 2021 fourth quarter will be available to assist entities with budgetary reconciliation. The listings are inclusive of all budgetary receipts and will be available by the following dates:

- Fourth quarter preliminary Receipts by Department—October 15, 2021, close of business, and
- Fourth quarter final Receipts by Department—November 1, 2021, close of business.

Additionally, the Distributed Offsetting Receipts by Department Report is available to assist entities with completing the Statement of Budgetary Resources, line 4200, Distributed Offsetting Receipts. Distributed offsetting receipts include the following categories: proprietary receipts from the public, intra-budgetary receipts deducted by entities, and offsetting governmental receipts.

11. Entities with Investments

Throughout the year, entities with investment authority should anticipate upcoming expenses and redeem investments accordingly. The balance of "Investments in Treasury Securities," as reported through IPAC and on an entity's CARS Account Statement, must agree with the par value of investments purchased through Fiscal Service, plus additional federal securities acquired on the open market. For detailed instructions, see Volume I, Part 2, Chapter 4300. All investment and redemption requests should be submitted to Fiscal Service by 3:00 p.m. ET on September 30, 2021. Any Zero-Coupon Bond transactions should be requested no later than 11:00 a.m. ET on September 30, 2021. Address questions to the Federal Investments and Borrowings Branch at fedinvestor@fiscal.treasury.gov or 304-480-5151, option 3.

The unrealized discount, BETC UNRLDISC [formerly subclass (75)], provides more accurate disclosure of entity investment holdings when securities are purchased at a discount. CARS Reporters will use the BETC UNRLDISC for unrealized discount. The balance of the unrealized discount account should be negative. For detailed instructions, see Volume I, Part 2, Chapter 4300.

12. Audit of Unclaimed Moneys

Entities must review their balances in uninvested trust, deposit, and revolving fund accounts held for more than one year to determine whether these balances contain moneys held for unknown owners. Entities should transfer balances that are $25 or more to unclaimed moneys, fully documented as refundable, but which cannot be refunded because the individual's whereabouts are unknown. Other amounts should be transferred to the miscellaneous receipt account 1060. Entities can accomplish transfers to unclaimed moneys or 1060 held for unknown owners to the unclaimed moneys account via the SOT, and entities should maintain subsidiary records to support the transfers. For detailed instructions refer to Volume I, Part 6, Chapter 3000.

13. Allocation Account Closeout Requirement

Entities with undisbursed funds remaining (whether obligated or unobligated) as of the accounting date of October 1, 2021, in allocation accounts with an ending period of availability of 2016, must transfer the funds back to the parent account from which the delegation of obligation authority and initial transfer was derived. This will allow the parent account to comply with the cancellation procedures set forth in 31 U.S.C. 1552. Entities should process all transfers using the non-expenditure application within the AAS of CARS. Address questions to the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov. See Section 26 of this Bulletin for instructions on gaining access to CARS.

14. Liquidating Accounts—Pre-Credit Reform

Entities should transfer any excess balance from liquidating accounts to the General Fund of the Treasury using the non-expenditure application within the AAS of CARS. The "Transfer to General Fund Receipt Account" transfer type with the appropriate sub-transfer type should be used to execute this transaction.

General Fund receipt account 2814 is the account designated to receive transfers from liquidating accounts for this purpose. See Volume I, Part 2, Chapter 4600, for additional information. Address questions to the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov.

15. Credit Reform—Interest Paid on Uninvested Funds

At the end of FY 2021, follow the guidelines below when processing Credit Reform Interest Paid on Uninvested Funds transactions and note the cutoff times and dates.

Interest Verification

Credit Reform Accounts-Credit Subsidy Calculator (CSC) output must be submitted to Fiscal Service no later than 3:00 p.m. ET on September 30, 2021, via email to borrowings@fiscal.treasury.gov. The total amount of interest earnings on the CSC submissions for an account should equal the amount of interest collected via the IPAC System.

IPAC Interest Collections

Interest collections must be submitted in the IPAC System no later than 3:00 p.m. ET on September 30, 2021. Entities should obtain an IPAC Transaction Report within IPAC to confirm the transaction was submitted and processed successfully before the deadline of fiscal year-end processing.

Interest collections must be processed from ALC 20120002 and must include the TAS/BETC for both the sender and receiver. See table below.

TAS/BETC to be Used for Interest Earned Collections from Treasury	
Sender Treasury Account Symbol (TAS)	Entity Expenditure Account TAS
Receiver Treasury Account Symbol (TAS)	020X1880 000
Sender Business Event Type Code (BETC)	BFSINTC
Receiver Business Event Type Code (BETC)	TREADIN

In addition, all federal entities must certify that they computed the interest amount per applicable guidance by including a certification statement on the IPAC transaction that states, "I certify that the funds are in accordance with the Federal Reform Credit Act of 1990 and are correct and proper for the fund symbol designated."

Refer to [Volume I, Part 2, Chapter 4600] for additional information. Address questions to:

Federal Investments and Borrowings Branch
Special Assets and Liabilities Division
Fiscal Accounting
Bureau of the Fiscal Service
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Telephone: 304-480-7488
Email: borrowings@fiscal.treasury.gov
Website: Federal Borrowings Program

16. Borrowing from Treasury/Fiscal Service

Follow the guidelines below when processing either non-credit reform or credit reform transactions at the end of FY 2021 and note the cutoff times and dates. As a reminder, entities must obligate or return all unobligated indefinite borrowing authority by the end of FY 2021 closing. Refer to OMB Circular No. A-11, Section 185.32, for additional information regarding the treatment of unobligated indefinite borrowing authority.

CARS Repayment and Borrowing Transactions (Agency Transaction Module)

Normal Borrowings—All Borrowings other than Borrowings to Pay Interest

- Credit Reform Accounts
- Normal borrowings must be certified in CARS no later than 3:00 p.m. ET on September 30, 2021.
- Normal borrowings must have a CARS Effective Date of October 1, 2020, and the CARS Transaction Date must be no later than September 30, 2021.
- Non-Credit Reform Accounts
- Normal borrowings must be certified in CARS no later than 3:00 p.m. ET on September 30, 2021.
- Normal borrowings must have CARS Transaction and Effective Dates that are no later than September 30, 2021.

Borrowings to Pay Interest

- Credit Reform Accounts
- Borrowings to pay interest must be certified in CARS no later than 3:00 p.m. ET on September 30, 2021.
- Borrowings to pay interest must have CARS Transaction and Effective Dates of September 30, 2021. Because CARS provides users with future dating capabilities, these transactions can be entered before September 30, 2021.
- Non-Credit Reform Accounts

Capitalized interest borrowings must be certified in CARS no later than 3:00 p.m. ET on September 30, 2021.

- Capitalized interest borrowings must have CARS Transaction and Effective Dates that are no later than September 30, 2021.

Repayments of Principal

- Credit Reform and Non-Credit Reform Accounts
- Repayments of principal must be certified in CARS no later than 3:00 p.m. ET on September 30, 2021.
- Repayments of principal must have CARS Transaction and Effective Dates that are no later than September 30, 2021.

IPAC Interest Payment Transactions

Interest Verification

- Credit Reform Accounts—Credit Subsidy Calculator (CSC) output must be submitted to Fiscal Service no later than 3:00 p.m. ET on September 30, 2021, via email to borrowings@fiscal.treasury.gov. The total amount of interest costs on the CSC submissions for an account should equal the amount of interest paid for that account via the IPAC System.
- Non-Credit Reform Accounts—Entities must submit documents supporting interest calculations to Fiscal Service no later than 3:00 p.m. ET on September 30, 2021, via email to borrowings@fiscal.treasury.gov.

IPAC Interest Payments

Credit Reform and Non-Credit Reform Accounts

Interest payments must be submitted in the IPAC System no later than 3:00 p.m. ET on September 30, 2021. Entities should obtain an IPAC Transaction Report within the IPAC System to confirm the transaction was submitted and processed successfully before the deadline of fiscal year-end processing.

Interest payments must be submitted to ALC 20550865 and must include the TAS/BETC for both the sender and receiver. See table below.

TAS/BETC to be Used for Interest Payments on Borrowings from Treasury	
Sender Treasury Account Symbol (TAS)	Borrowing Entity Expenditure Account TAS
Receiver Treasury Account Symbol (TAS)	Credit Reform: 020 1499 000 Non-Credit Reform: Treasury-assigned Receipt Account TAS

Sender Business Event Type Code (BETC)	BFSXPD
Receiver Business Event Type Code (BETC)	TREACEXP

For additional information regarding borrowings from Treasury, refer to Volume I, Part 2, Chapter 4600, Section 4635, or contact the Federal Investments and Borrowings Branch at:

Federal Investments and Borrowings Branch
Special Assets and Liabilities Division
Fiscal Accounting
Bureau of the Fiscal Service
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Telephone: 304-480-7488
Email: borrowings@fiscal.treasury.gov
Website: Federal Borrowings Program

17. Reconciliation of Obligations

Before the end of FY 2021 closing, entities that have not reviewed their unliquidated obligations during the year must do so. This ensures that entities properly record transactions meeting the criteria of valid obligations set forth in 31 U.S.C. 1501. Entities must retain work papers and records on verifications to facilitate future audits.

18. Entities with Consolidated Working Fund Accounts

Entities use consolidated working fund accounts to receive, and subsequently disburse, advance payments from other entities or bureaus. They credit advances from more than one appropriation, used to procure goods and services from the performing entity using its own facilities within the same fiscal year, to consolidated working fund accounts. Therefore, an entity must not present an unobligated balance on these accounts. Also, to comply with Volume I, Part 2, Chapter 4200, entities should not withdraw or cancel amounts in consolidated working fund accounts.

19. Reporting Requirements for Closing FY 2016 Accounts

Per 31 U.S.C. 1552, entities must close appropriation accounts available for obligation during a definite period on September 30th of the fifth fiscal year after the account's obligation availability ends, and cancel any remaining balances (whether obligated or unobligated) in the account. These balances are unavailable for obligation or expenditure. For the end of FY 2021, entities must cancel amounts representing undisbursed balances in accounts that expired for obligation purposes at the end of FY 2016. The September 2021 CARS Account

Statement must reflect a positive or zero balance for FY 2016 account balances that will be closed.

On the fourth quarter GTAS submission, before an account will be closed, entities must present all unobligated and obligated balances, including receivables and payables, as canceled. Entities must use the Year-end Transaction Module in CARS to cancel the fifth fiscal year after the account's obligational availability ends. For further accounting guidance, refer to the USSGL Section III, Account Transactions, Transaction Categories, Transaction Code F, Year-end Preclosing and Closing Entries on the USSGL website.

Note: Cancellation removes budget authority and remaining FBWT; however, frequently entities still need to report financial information associated with a canceled Treasury Appropriation Fund Symbol (TAFS). For example, assets purchased by a TAFS are not relieved from financial reporting simply because a TAFS' budget authority is canceled. Also, entities may have payables for which funding is canceled, but the liability is still valid, and the entity needs to report these payables for financial reporting. Additionally, OMB expects entities to track balances of canceled authority to ensure that future payments of canceled liabilities do not exceed the budget authority for the canceled TAFS.

If an entity must liquidate obligations after an account has been closed, it may use up to one percent of its current appropriation by reporting a SOT for the current TAFS using the BETC DISBCA [formerly subclass (46)]. OMB provides guidance in OMB Circular No. A-11, Section 130.14, on liquidating obligations after an account has been closed. Entities deposit collections received after an account has been closed in miscellaneous receipts account 3200, "Collections of Receivables from Canceled Accounts."

20. Reporting Requirements for FY 2016 and Prior Accounts when Balances are Negative

FY 2016 and prior accounts have been canceled previously, except in cases where negative balances existed. These TAFS with negative balances must be brought to zero before they can close in CARS. In instances where it has been determined that a negative balance has resulted from a violation of the Anti-Deficiency Act, the entity should contact the Budget and Appropriation Analysis Section at baasgroup@fiscal.treasury.gov and refer to their OMB Examiner for additional guidance.

21. Reporting Requirements for Extended Authority to Liquidate Obligations

By October 1, 2021, entities must notify the Budget and Appropriation Analysis Section in writing of the specific legislation for the account to remain on Treasury's books. Refer to Volume I, Part 2, Chapter 4200, Section 4230, for additional guidance.

For FY 2021, the unobligated balance for TAFS with extended disbursing authority will not be canceled at the end of the fifth expired year. The unobligated balance remains in the expired phase until the TAFS is closed. Fiscal Service will not restore the canceled balance if the unobligated balance was canceled in a prior fiscal year.

22. Closing TAFS with a Zero Balance

Entities must submit a written request to the Budget and Appropriation Analysis Section at **baasgroup@fiscal.treasury.gov** to close a TAFS with a zero balance. See **Volume I, Part 2, Chapter 4200** for additional information.

23. Adjustments, Cancellations, Reductions, and Rescissions of TAFS with Annual, Multi-year, or X- Year Periods of Availability

Refer to the USSGL Guide to Cancellations, Partial Adjustments, and Specific Permanent Reductions for information on adjusting, canceling, or rescinding TAFS with annual, multi-year, or X-year periods of availability. The guide, referred to as the "Cancellation Quick Reference Guide," is available at **USSGL**.

When referencing this guide, entities must be aware of the period of availability as well as the type of TAFS in order to correctly determine the accounting mechanism for processing. When referring to the Cancellation Quick Reference Guide, certain scenarios will require entities to initiate transactions using the Year-end Transaction Module which replaces a formal request for a surplus warrant. Entities must first perform cancellation transactions in the Year-end Transaction Module within CARS AAS. This step is also required in order to pass GTAS edits. Failure to comply with this guidance could cause problems at year-end. For assistance, contact a member of the Budget and Appropriation Analysis Section at **baasgroup@fiscal.treasury.gov**. For assistance with GTAS issues, please contact you **GTAS point of contact**.

24. Adjustments to Year-end Data

Budget Reporting Branch will accept requests for adjustments between October 8, 2021, and October 15, 2021, for inclusion in the Combined Statement of Receipts, Outlays, and Balances of the United States Government. For detailed instructions, refer to **Volume I, Part 2, Chapter 4200**, subsection 4250.30.

25. The Sweeping of General Fund Receipt Accounts

Fiscal Service credits general fund receipt accounts with all receipts which are not classified as dedicated collections. Unless an entity has statutory authority to retain the funds for credit to an appropriation, an entity must deposit the receipts into General Fund of the Treasury.

To prepare for FY 2021, the beginning balances of general fund receipt accounts must be brought to zero. Accordingly, on October 1st, all general fund receipt accounts reflecting a balance as of September 30th are automatically "swept" to zero by CARS. In GTAS, entities are required to record the "sweep" as a pre-closing (adjusting) trial balance entry. The "sweep" transaction(s) will appear on the entity's account statement in CARS.

26. Accessing the CARS Account Statement, ATM Authority Services (AAS), Classification Transactions and Accountability Module, Statement of Differences, Checks Issued Audit Applications, and Year-end Transaction Module

To enroll or to modify current access in the CARS Account Statement AAS module [which includes the Borrowing from Treasury, non-expenditure transfer (NET), Warrant Journal Voucher, and Appropriation Warrant applications], the CTA module, or the Year-end Transaction Module, users should access CARS and click on the "Getting Started" link. **Note: Users will not be able to enroll or make modifications to their access unless their supervisor is already enrolled.** For supervisor enrollment, the supervisor may obtain the required form from CARS by clicking on the Enrollment Request Form link to download the form; then fax it to 866-707-6575. Also, users enrolling through this process will complete the steps necessary to establish answers for authentication questions and shared secrets in the event of forgotten passwords. Once these authentication questions and shared secrets are initially established, users may reset their own passwords by clicking on the "Forgot Your Password?" link on the CARS logon page. For further assistance, contact the Treasury Support Center at 877-440-9476.

27. Accessing GTAS

To obtain system access, users may contact the GTAS Treasury Support Center at 877-440-9476, or at GTAS@stls.frb.org.

28. GTAS Year-end Window

The GTAS year-end window opens on October 6, 2021, and closes temporarily on October 18, 2021, at 5:00 p.m. ET, so that OMB can pull budgetary data. The Period 12 Revision Window will open shortly thereafter and will close on November 4, 2021, at 5:00 p.m. ET. The Period 12 Extension Window will open on November 4, 2021, at 8:00 p.m. ET, and close on November 12, 2021, at 2:00 p.m. ET. Requests to use the Period 12 Extension Window must be submitted by November 8, 2021, at 5:00 p.m. ET.

One of the primary purposes of the Period 12 Revision Window is to make GTAS data consistent with amounts in the prior-year column of the Budget. With the FR Consolidation project, entities should use this window to correct errors; they should not view this period as extra time to verify data.

Entities must provide revisions for both material and non-material amounts. Entities' senior management and auditors will determine whether revisions will require a restatement of an entity's Statement of Budgetary Resources (SBR) or will require footnotes to explain the differences in the SBR and GTAS submissions.

Another important function the Period 12 Revision Window serves is for proprietary reporting and is intended for entities to submit updated bulk file information. Entities must ensure that their ATB data is certified, and applicable manual adjustments are entered and certified. Once all data is certified, entities also need to ensure their GTAS data matches their audited financial statements. Updated ATBs submitted during this time will be primarily for adjustments to proprietary account balances to ensure intra-governmental trading partner designations are accurate and to account for any audit adjustments occurring after the initial window close.

The purpose of the Period 12 Extension Window is to update ONLY proprietary USSGL account balances after the close of the Period 12 Revision Window. Period 12 Extensions must be requested by TAS and are intended for reporting updates to facilitate intra-governmental eliminations. Changes impacting budgetary data cannot be made during the Period 12 Extension Window.

29. Backdated Treasury Document Submittals

All backdated documents for prior-year transactions are to be submitted via OMB's Backdated Treasury Document Request **MAX** community page. Refer to the **TFM Bulletins** page to locate the Bulletin: *Reporting Suspense Account Activity Using F3875 and F3885 and Using Default Accounts F3500 and F3502 as a Central Accounting Reporting System (CARS) Reporter*, for special instructions.

30. Agency Submission of the Treasury Report on Receivables and Debt Collection Activities (TROR)

All entities with receivable activity must submit a TROR to Fiscal Service on a quarterly basis in order to report accounts and loans receivable, including defaulted guaranteed loans due from the public. Separate reports should be submitted for direct loans, defaulted guaranteed loans, and administrative receivables (receivables generated from activities other than direct or defaulted guaranteed loans). The reports for the first three quarters of the fiscal year are due to Fiscal Service by the 30th day of the month following the close of the quarter. To allow additional time for the year-end reports, the 2021 year-end reports are due to Fiscal Service by 5:00 p.m. ET, November 12, 2021.

The TROR is submitted via the Debt Management Information System (DMIS). Contact the DMIS Administrator at 202-874-8933 for information on accessing the system and training. Instructions on preparation of the TROR can be found on the **TROR website**.

The submitting entity's CFO or equivalent must **verify and certify** all fourth quarter (year-end) reports. The verification and certification of the TROR are due to Fiscal Service by 5:00 p.m. ET, December 10, 2021.

Verification of the TROR means that the report has been reconciled to the agency's audited financial statements or, if not to the audited financial statements, to GTAS. The verification should state that the information presented in Part I, Section A, line 7, Ending Balance, of the TROR was reviewed and reconciled to the receivable balances in the entity's Form and Content-Audited Financial Statements; that is, the Balance Sheet or GTAS. If the report is not reconciled to the Balance Sheet or GTAS, the verification should state so, with an explanation as to why verification is not possible. Agencies also should disclose the audit opinion of the financial statements or any issues regarding the pertinent accounts.

Certification means that all information reported on the TROR is correct, and that the debts reported are legally enforceable in the amounts reported.

Fiscal Service will issue additional instructions for the combined verification and certification process to entity CFOs before the fourth quarter reporting. For questions regarding the verification and certification of the TROR, contact:

Department of the Treasury
Bureau of the Fiscal Service
Data Management Reporting & Analysis Division
3201 Pennsy Drive, Building E
Landover, MD 20785
Telephone: 202-874-6810
Email: DMS.TROR@fiscal.treasury.gov

31. Accounting for Treasury Judgment Fund Transactions

The Interpretation of Federal Financial Accounting Standards, Interpretation No. 2, Accounting for Treasury Judgment Fund Transactions: An Interpretation of SFFAS No. 4 and No. 5, requires entities to recognize liabilities and expenses when unfavorable litigation outcomes are probable, and the entities can estimate the amounts. For payments under non-contract dispute claims, the entity will record an imputed cost and imputed financing source at the time it learns the Judgment Fund will pay the settlement. The entry records both imputed costs and imputed financing sources as federal transactions ("F" for GTAS purposes) and records the Judgment Fund as the trading partner (20). Fiscal Service will record a non-federal expense ("N" for GTAS purposes). Fiscal Service will notify entities via **Judgment Fund** of claims at the transaction level that have been approved as appropriate for payment from the Judgment Fund. Entities should review the amounts approved for subsequent disbursement from the Judgment Fund monthly and especially at year-end. For information concerning the status of a claim, contact:

Bureau of the Fiscal Service
Judgment Fund Branch
Mail Stop T4-B
P O Box 1328
Parkersburg, WV 26106-1328
Telephone: Toll free 866-277-1046
Email: Judgment.Fund@fiscal.treasury.gov

For information concerning the accounting for the Judgment Fund, contact:

Bureau of the Fiscal Service
Agency Reporting and Analysis Branch
PO Box 1328
Parkersburg, WV 26106-1328
Telephone: 202-874-8257

Email: TMAS@fiscal.treasury.gov

32. Reconciling with Authoritative Sources

Refer to the PDF version in Volume I, Part 2, Chapter 4700, Appendix 6.

33. Schedule for Finalizing Receipts, Outlays, and Financial Reports for Fiscal Year Ended September 30, 2021

The dates in Attachment 1, unless otherwise indicated, represent the dates reports are due to Treasury. Coordinate reporting to permit entity books to remain open for as long as possible. Attachment 1 also indicates the preferred method for entities to submit these reports. If reporting by paper copy, allow for sufficient handling or mailing time to meet the prescribed deadlines. Entities reporting by paper copy from outside the Washington, DC, metropolitan area must use Priority Mail Express to ensure timely submission. Attachment 2 contains addresses and telephone numbers for indicated offices.

34. Cash Forecasting Requirements

Volume I, Part 6, Chapter 8500 provides the cash forecasting requirements for Federal Program Agencies (FPAs). This chapter includes special instructions for reporting deposits or disbursements of $50 million or more in a single transaction or multiple transactions of a common nature for cash forecasting purposes. Non-Treasury Disbursing Officers (NTDOs) should refer to Volume I, Part 4A, Chapter 4000: Requirements for Non-Treasury Disbursing Officers (NTDOs) for special instructions. Fiscal Service requires advanced notification of two business days for transactions of $50 million up to $500 million and advanced notification of five business days for transactions of $500 million or more. When FPAs do not provide Fiscal Service with advanced notice, they must notify Fiscal Service's Cash Reporting Branch by telephone as quickly as possible, but no later than 8:00 a.m. ET, on the settlement date of the deposit or disbursement. FPAs should report cash forecasting information to the Cash Reporting Branch using the following telephone number, fax, email address, and/or website:

Telephone: 202-874-9789
Fax: 304-480-5176
Email: cash.reporting@fiscal.treasury.gov
Website: CASH TRACK

35. Effective Date

This bulletin is effective immediately.

36. Inquiries

Direct questions concerning this Bulletin or requests for account balance confirmations to:

Budget Reporting Branch
Central Accounting and Reporting Division
Bureau of the Fiscal Service
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Fax: 304-480-5176
Email: budget.reports@fiscal.treasury.gov

Attachment 1

Items	Submission and Availability Instructions	Deadlines
Sept. 2021 new account symbol requests	Email assigned entity liaison in the Budget and Appropriation Analysis Section	Oct. 1, 2021
Sept. 2021 appropriation requests	Email assigned entity liaison in the Budget and Appropriation Analysis Section	Oct. 1, 2021
Sept. 2021 CARS NET Authorizations	Transmit via the CARS NET application to the Budget and Appropriation Analysis Section	Oct. 1, 2021
Sept. 2021 Statement of Transactions	Transmit via CARS CTA application to the Cash Accounting Branch	Oct. 5, 2021
Sept. 2021 Statement of Transactions and Accountability	Transmit via CARS CTA application to the Cash Accounting Branch	Oct. 5, 2021
Year-end Transaction Module window opens	Access via CARS/AAS	8 a.m. ET, Oct. 4, 2021
GTAS reporting window opens	Access via ISIM	8 a.m. ET, Oct. 6, 2021
Final Sept. 2021 CARS Account	Access via CARS	Oct. 13, 2021

Statement Available		
CFO Certification of Suspense Accounts	Online survey	Oct. 29, 2021
Year-end Transaction Module window closes	Access via CARS/AAS	12:00 p.m. ET, Oct. 18, 2021
GTAS reporting window closes	Access via ISIM	5:00 p.m. ET, Oct. 18, 2021
GTAS revision window opens	Access via ISIM	8:00 p.m. ET, Oct. 18, 2021
GTAS revision window closes	Access via ISIM	5:00 p.m.ET, Nov. 4, 2021
GTAS extension window opens	Access via ISIM	8:00 p.m. ET, Nov. 4, 2021
Annual Report on Unfunded Foreign Currency Reservation Accounts (**Volume I, Part 2, Chapter 3200**) for Oct. 1, 2020, through Sept. 30, 2021	Submit via email to fcreports@fiscal.treasury.gov	Nov. 15, 2021
Report of Estimated Foreign Currency Collections and Expenditures (**Volume I, Part 2, Chapter 3200**) for Oct. 1, 2020, through Sept. 30, 2021	Submit via email to fcreports@fiscal.treasury.gov	Nov. 15, 2021
Currencies Purchased from	Submit via email to fcreports@fiscal.treaury.gov	Nov. 15, 2021

Sources Outside the U.S. Government Cumulative (**Volume I, Part 2, Chapter 3200**) for Oct. 1, 2020, through Sept. 30, 2021		
Treasury Report on Receivables and Debt Collection Activities	Transmit via internet	Nov. 12, 2021
GTAS extension window closes	Access via ISIM	2:00 p.m. ET, Nov. 12, 2021
Final AFRs and PARs are due to MAX.gov and by email to GAO by 6 p.m. ET. Entities should take all reasonable steps needed to meet the November 15 due date; however, if this is not feasible, they may publish their AFRs and PARs no later than November 15, 2021. Please contact Fiscal Service if there are any AFR/PAR adjustments after November 15, 2021.	Email to **USCFS@gao.gov** and upload to MAX.gov	November 15, 2021
Chapters of the *Combined Statement of Receipts, Outlays, and Balances of the United States Government*	The Combined Statement team will deliver to OMB and entities via the Fiscal Service website	No later than Dec. 21, 2021

Requests for classification adjustments to closed accounts and supporting statement of transactions	Mail or fax to Budget Reporting Branch	Apr. 1, 2022

Treasury will strictly enforce the above dates to permit timely closing of the books and publication of Budget results.

Note: For "no later than" deadlines, entities should submit data as early as possible.

Attachment 2

Treasury Addresses for Paper Copy Year-end Financial Reports

Entities reporting by paper copy from outside the Washington, DC, metropolitan area are required to use Priority Mail Express. Priority Mail Express is a U.S. Postal Service feature offering guaranteed overnight delivery. Specify the "Post Office to Addressee" option.

Send the *Annual Report on Unfunded Foreign Currency Reservation Accounts* and the *Report of Estimated Foreign Currency Collections and Expenditures* to:

Bureau of the Fiscal Service
Funds Management Branch
Parkersburg Warehouse and Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101
Telephone: 304-480-5150
Email: fcreports@fiscal.treasury.gov