



Treasury Financial Manual

Chapter 1000

PURPOSE AND PLAN OF THE TREASURY FINANCIAL MANUAL (TFM)

This chapter provides information on the TFM's purpose, composition, types of releases, and forms. Appendix 1 includes a list of TFM supplements and their website addresses.

Section 1010—Introduction

The TFM is the Department of the Treasury's (Treasury's) official publication of policies, procedures, and instructions concerning financial management in the Federal Government. It is intended to promote the Government's financial integrity and operational efficiency.

See the [About TFM](#) section on our website for more information.

Section 1015—Authority

In accordance with 31 United States Code (U.S.C.) 331 and 3513, the Secretary of the Treasury has reporting responsibility. Other statutes and Executive Orders specifically place regulatory responsibility with Treasury for other subject matter presented in the TFM.

Section 1020—Arrangement of the TFM

1020.10—Description of Volumes

The TFM is comprised of four volumes. Each volume covers different subject matter and is directed to particular audiences. The volumes are:

- **Volume I** — Instructs and guides the Federal Government's departments, agencies, and other concerned parties, in areas of central accounting and reporting; payrolls, deductions, and withholdings; disbursing; deposits; and other fiscal matters.
- **Volume II** — Instructs and guides FRBs and their branches in areas of deposits and charges to Treasury's General Account, reporting requirements for Treasury's General Account, Treasury checks, and other fiscal agency matters.
- **Volume III** — Instructs and guides financial institutions designated by Treasury to act as depositaries and financial agents of the Government; provides guidance to domestic depositaries and financial agents; gives guidance to depositaries and financial agents in foreign countries, U.S. Territories, or insular possessions (overseas depositaries); and guides

depositories as well as financial agents that participate in the Treasury Investment Program.

- **Volume IV** — Provides procedural instructions to other concerned parties aside from Federal departments and agencies, Federal Reserve Banks acting as depositories and fiscal agents of the United States, and financial institutions acting as depositories and financial agents of the Government, consistent with authority in the Code of Federal Regulations (CFR), or other authority.

1020.20—Composition of Volume I

Volume I applies to all Federal agencies. It is divided into the following six parts:

- **Part 1: Introduction**—Includes the scope, application, and general organization of the TFM.
- **Part 2: Central Accounting and Reporting**—Includes requirements for the form, content, and submission of financial data required by the Fiscal Service to fulfill its central accounting and reporting obligations for the financial operations of the Federal Government.
- **Part 3: Payrolls, Deductions, and Withholdings**—Includes requirements and standard voucher forms pertaining to payrolls; Federal, State, and local income tax withholdings; health benefits; insurance; other classes of deductions or allotments; and other matters pertinent to payrolls.
- **Part 4: Disbursing**—Includes requirements for vouchering payments made by check and cash; checking accounts with Treasury or general depositories; and cancellation, claims, and other matters pertaining to Treasury checks.
- **Part 5: Deposits**—Includes requirements and forms for the deposit of public monies through the depository system of the Federal Government.
- **Part 6: Other Fiscal Matters**—Includes procedures and forms that Federal agencies use for fiscal matters that require special instructions not covered in other parts of the TFM.

Section 1025—Types of TFM Releases

As of the release of the new automated TFM system on August 13, 2013, transmittal letters are no longer being used. In addition, the Fiscal Service Commissioner's signature is no longer being affixed to new and updated releases within the automated system. New release information can be found in the "What's New" section and its archive on our website. For releases prior to August 13, 2013, transmittal letters may appear for that particular release until it is updated.

The TFM is comprised of the following types of releases:

- Chapters (often accompanied by appendices);
- Bulletins;
- Announcements; and
- Supplements.

1025.10—Chapters

TFM chapters:

- Cover a specific subject;
- Include a summary paragraph explaining the purpose of the chapter; and
- Update or provide procedures and information based on changes to systems or applicable laws.

The first chapter of each volume describes the makeup of that volume, the procedures covered, and other included material.

Users may access TFM chapters at the following locations on our website:

- By part and chapter number on the [TFM home](#) page;
- For releases prior to August 13, 2013, by transmittal letter number on the [Transmittal Letters](#) page; and
- For releases after August 13, 2013, by the [What's New](#) section and its archive.

1025.10a—Transmittal Letters

See the paragraph above in Section 1025 concerning transmittal letters.

Transmittal letters:

- Are sequentially numbered;
- Summarize revised material;
- Provide instructions for the addition or substitution of material;
- List regulations or published instructions that are superseded or rescinded; and
- Were released with the Fiscal Service Commissioner's signature, but this practice was discontinued when the new TFM system began on August 13, 2013.

You can check the [Transmittal Letters](#) page to see which ones have been rescinded.

1025.10b—Contacts Page

The Contacts page of each chapter directs users to the organization(s) responsible for the technical content of the chapter. The first contact is the area with ownership responsibility for the chapter. If the chapter contains specific or technical material relating to other areas, the Contacts page also includes the contact information for those areas.

For questions regarding a TFM chapter, users should contact the responsible area listed on the Contacts page.

1025.10c—Appendices

TFM chapters can include appendices. These appendices generally contain forms, charts, instructions, or additional information helpful in implementing chapter procedures. A chapter with more than one appendix has an "Appendices Listing" page that lists the appendices in numerical order.

1025.20—Bulletins

Bulletin releases after August 13, 2013, will no longer be affixed with the Fiscal Service Commissioner's

signature.

TFM bulletins:

- Are numbered sequentially by the fiscal year of issue (for example, TFM Volume I, Bulletin No. 2013-01, refers to the first bulletin released in Fiscal Year 2013);
- Have retention dates that prescribe the bulletin's anticipated retention period;
- Provide notice of immediately effective changes to instructions or requirements that are intended to be codified later into a TFM chapter;
- List superseded or rescinded material; and
- Include the Fiscal Service Commissioner's signature for releases prior to the advent of the new TFM system on August 13, 2013.

Users may access TFM bulletins on the [Bulletins](#) page.

1025.20a—Inquiries

Each bulletin includes an Inquiries paragraph that lists the area with ownership responsibility for the bulletin. For questions regarding a TFM bulletin, users should contact the responsible area listed in the Inquiries paragraph.

1025.20b—Attachments

Bulletins can include attachments. These attachments generally contain forms, charts, or additional instructions.

1025.30—Announcements

TFM announcements:

- Are identified with an "A" and are numbered sequentially by the fiscal year of issue (for example, A-2013-01 refers to the first announcement released in Fiscal Year 2013);
- Contain information of a one-time, temporary nature, such as conference and training schedules, special events, or opening and closing dates for reporting requirements;
- Generally are not codified into a TFM chapter; and
- Include the contact information for the responsible area.

Users may access TFM announcements on the [Transmittal Letters](#) page.

For questions regarding a TFM announcement, users should contact the responsible area listed in the Inquiries paragraph.

1025.40—Supplements

TFM supplements include detailed instructions, worksheets, and guidelines for financial reporting and accounting procedures. They are extensions of the TFM. Supplements cover such areas as cash management, credit administration, and the U.S. Government Standard General Ledger.

For a listing of the TFM supplements, see Appendix 1.

Section 1030—Electronic Forms

In compliance with the Government Paperwork Elimination Act requirement that Federal agencies provide electronic options for transactions with Government, Fiscal Service has done the following:

- Created electronic formats for data submissions to and transactions with Treasury; and
- Supported a business environment where electronic processes are becoming more common.

Fiscal Service has developed a website for [commonly requested forms](#) that includes some Fiscal Service produced forms to support products and services. Unless exempted by law or the Fiscal Service, all departments and agencies use standard accounting and reporting forms and related procedures, including those the Government Accountability Office has prescribed.

Section 1035—Subject Matter Expert Contact Information

TFM releases include subject matter expert contact information on the “Contacts” page for chapters, or in the “Inquiries” paragraph for bulletins and announcements. TFM users should contact the subject matter expert, per the point of contact information, for questions concerning the TFM release content or for further assistance.

Section 1040—Assistant Commissioner Area TFM Coordinators

Assistant Commissioner (AC) Area TFM Coordinators are the primary points of contact within each Fiscal Service AC area for TFM releases. They coordinate TFM release updates, certifications, and rescissions; as well as the publication of new TFM releases.

Section 1045—TFM Staff Members

The TFM staff members edit, rewrite, and format TFM releases. In addition, they maintain the TFM website. They are not subject matter experts on the information or guidance presented in TFM releases.

Section 1050—Subscribing to the Automatic Email Notification for TFM Updates

Users may subscribe to the [automatic email notification service](#) for TFM updates. The automatic email notifies users of a TFM update and also provides a link to the updated TFM release.

Contacts

Direct inquiries concerning this chapter to:

TFM Staff
Email: tfm@fiscal.treasury.gov

APPENDIX 1—Supplements to the TFM

[Managing Federal Receivables](#)

[*Federal Account Symbols and Titles \(FAST\) Book*](#)

[*The Greenbook*](#)

[*U.S. Standard General Ledger*](#)

[*Guide to the Federal Credit Bureau Program*](#)

[*Fund Balance With Treasury Reconciliation Procedures*](#)

[*Treasury Report on Receivables and Debt Collection Activities*](#)

[*Now That You're a Certifying Officer*](#)

[*Agency Self-Certification Guide*](#)

[*Collections Cycle Memo*](#)
