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# Treasury Financial Manual

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Transmittal Letter No. 617

Volume I

To: Heads of Government Departments, Agencies, and Others Concerned

## 1. Purpose

This transmittal letter releases I TFM 1-1000: Purpose and Plan of the Treasury Financial Manual. This chapter explains the purpose, design, and composition of the Treasury Financial Manual. It also discusses transmittal letters, bulletins, announcements, and supplements. Appendix 1 includes a list of TFM supplements.

## 2. Page Changes

### Remove

Table of Contents for Volume I (T/L 616)

Table of Contents for Part 1 (T/L 601)

I TFM Introduction (T/L 529)

### Insert

Table of Contents for Volume I

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## 3. Effective Date

This transmittal letter is effective immediately.

## 4. Inquiries

Direct questions regarding this transmittal letter to:

U.S. Government Standard General Ledger Division  
Accounting Standards and Systems Directorate  
Governmentwide Accounting  
Financial Management Service  
Department of the Treasury  
3700 East-West Highway, Room 213A  
Hyattsville, MD 20782  
Telephone: 202-874-6121/6135

Date: August 9, 2004

Richard L. Gregg  
Commissioner

## Part 1 – Chapter 1000

# PURPOSE AND PLAN OF THE TREASURY FINANCIAL MANUAL

**This chapter explains the purpose, design, and composition of the Treasury Financial Manual (TFM). It also discusses transmittal letters, bulletins, announcements, and supplements. Appendix 1 includes a list of TFM supplements.**

### Section 1010—Introduction

The TFM is the Department of the Treasury's (Treasury's) official publication for financial accounting and reporting of all receipts and disbursements of the Federal Government. Treasury's Financial Management Service (FMS) issues the TFM to provide policies, procedures, and instructions for Federal Departments and agencies, Federal Reserve Banks (FRBs), and other concerned parties to follow in carrying out their fiscal responsibilities.

### Section 1015—Authority

The Secretary of the Treasury has reporting responsibility as set forth in 31 United States Code (U.S.C.) 331 and 3513. Other statutes and Executive Orders specifically place regulatory responsibility with Treasury for other subject matter covered in the TFM.

### Section 1020—Arrangement of the TFM

#### 1020.10—Description of Volumes

The TFM is comprised of six 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 and agencies, and other concerned parties in areas of central accounting and reporting; payrolls, deductions, and withholdings; disbursing; deposit regulations; and other fiscal matters.
- Volume II—Instructs and guides FRBs and their branches, general depositories, and other concerned organizations in areas of deposit documents, Treasury's account, Federal tax deposits, Treasury tax and loan accounts, letters of credit, Treasury checks, food stamp coupons, Fedline, and other fiscal agency matters.
- Volume III—Reserved.
- Volume IV—Instructs and guides institutions that qualify as Treasury tax and loan depositories.
- Volume V—Instructs and guides depositories within the 50 United States and the District of Columbia (domestic depositories).
- Volume VI—Instructs and guides depositories outside the United States, U.S. Territories, and insular possessions (overseas depositories).

#### 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 FMS 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; U.S. savings bonds purchases; 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, Fedline payment, checking accounts with Treasury or general depositories, cancellation, claims, and other matters pertaining to Treasury checks.

- Part 5: Deposit Regulations—Includes requirements and standard forms for the deposit of public moneys through the depository system of the Federal Government, including Fedline deposits.
- 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.

### 1020.30—Division of Volumes

The TFM divides volumes into parts, parts into chapters, chapters into sections, and sections into subsections. Each volume has a table of contents for the overall volume and one for each part. The first chapter of each volume describes the makeup of the volume.

### 1020.40—Cross-References

The TFM uses numbered cross-references throughout the text. For example:

- To reference this subsection within the same chapter, the TFM refers to it as subsection 1020.40.
- To reference this subsection in another chapter, the TFM refers to it as I TFM 1-1000, subsection 1020.40.

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## Section 1025—Types of TFM Releases

The TFM publishes several types of releases: chapters (often accompanied by appendices), bulletins, announcements, and supplements.

### 1025.10—Chapters

TFM chapters cover a specific subject. Each chapter contains a summary paragraph explaining its purpose. Chapters update existing procedures or provide new

instructions 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. Transmittal letters accompany chapter releases.

#### *Transmittal Letters*

Sequentially numbered transmittal letters, signed by the FMS Commissioner, accompany TFM chapter releases. These letters:

- Release new and revised chapters.
- Summarize the new/revised material.
- Provide instructions for the addition or substitution of material.
- List regulations or published instructions that are superseded or rescinded.

#### *Contacts Page*

Each chapter has a Contacts page that lists the office name, address, and telephone number for inquiries concerning the included material. The first contact listed is the office primarily responsible for the chapter. If the chapter contains specific or technical material relating to other areas of responsibility, the Contacts page also lists sources for that information.

When making inquiries about a specific item, TFM users should cite the pertinent volume, chapter, and section numbers (for example, I TFM 1-2000, Section 2050).

#### *Appendices*

Appendices follow TFM chapters. These appendices generally include forms, instructions, regulatory material, and other information helpful in implementing chapter procedures.

### 1025.20—Bulletins

TFM bulletins generally are no longer than one or two pages and contain material of a one-time or temporary nature. They provide notice of immediately effective changes to instructions or requirements. Bulletins list superseded or rescinded material. They are numbered sequentially by the fiscal year of issue, signed by the FMS Commissioner, and filed with the pertinent volume. Usually, they are codified into a TFM chapter.

Bulletins generally have retention dates of no more than a year. The retention date prescribes the bulletin expiration date. FMS issues a Retention Bulletin at the beginning of each fiscal year that lists the TFM bulletins remaining in effect beyond their original retention date.

#### *Inquiries*

Each bulletin includes an inquiries section. This section provides the address and telephone number of the office users should contact for questions about the bulletin. When making inquiries about a specific item, TFM users should cite the pertinent bulletin number (for example, TFM Bulletin No. 2005-01).

### 1025.30—Announcements

TFM announcements typically are only a few paragraphs in length and a page long. They convey information covering a temporary period of time or of an emergency nature and include a point of contact. Readers use announcements as guidelines for one-time events, such as procedures to be used during a Government shutdown or dates for reporting requirements. Announcements generally are not codified into a TFM chapter.

The TFM identifies announcements with an “A” followed by the year and number. For example, A-2005-01 refers to the first announcement released in fiscal 2005.

**1025.40—Supplements**

TFM supplements are extensions of the TFM and include detailed instructions, worksheets, and guidelines for financial reporting and accounting procedures. They provide a reference for specific subject matter and contain tables and graphics to illustrate specific data. Supplements cover such areas as cash management, credit administration, the

U.S. Government Standard General Ledger, and CASH-LINK operating instructions. See Appendix 1 for a listing of the TFM supplements.

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**1030—Accounting Forms**

FMS, Treasury, and other Government agencies prescribe accounting forms and related instructions. The following are

accounting forms specified throughout the TFM volumes:

- Standard Forms (SF) — Treasury and other Government agencies issue these forms.
- FMS Forms — FMS issues these forms.
- Forms other than SF and FMS forms — Other Government agencies issue these forms.

# **CONTACTS**

## ***Direct inquiries concerning this chapter to:***

U.S. Government Standard General Ledger Division  
Accounting Standards and Systems Directorate  
Governmentwide Accounting  
Financial Management Service  
Department of the Treasury  
3700 East-West Highway, Room 213A  
Washington, DC 20782  
Telephone: 202-874-6121/6135

**SUPPLEMENTS TO THE TFM**

*Cash Management Made Easy* (<http://www.fms.treas.gov/eft/regulations/cashmanagementmadeeasy.html>)

*Managing Federal Receivables* (Available in fiscal 2005 at <http://www.fms.treas.gov/publications.html>)

*Federal Account Symbols and Titles (FAST) Book* (<http://www.fms.treas.gov/fastbook/index.html>)

*Manual of Procedures and Instructions for Cashiers (Cashier's Manual)*  
([http://www.fms.treas.gov/impresst/cashiers\\_manual.pdf](http://www.fms.treas.gov/impresst/cashiers_manual.pdf))

*The Greenbook* (<http://www.fms.treas.gov/greenbook/index.html>)

*U.S. Government Standard General Ledger* (<http://www.fms.treas.gov/usssl/index.html>)

*CASH-LINK Operating Instructions for Domestic Treasury's General Account Depository Bank*  
(<http://www.fms.treas.gov/tfm/vol1/cashlink.pdf>)

*Federal Credit Bureau Program Guide* (<http://www.fms.treas.gov/fedreg/guidance/fedcreditbureauguide.pdf>)

*Fund Balance With Treasury* (<http://www.fms.treas.gov/fundbalance/index.html>)

*Treasury Report on Receivable Due From the Public* (<http://www.fms.treas.gov/debt/dmrpts.html>)

# TREASURY FINANCIAL MANUAL

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## PART 1 - INTRODUCTION

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