

4 FAH-3 H-200 FUNDS MANAGEMENT

4 FAH-3 H-210 GENERAL PROCEDURES AND POLICIES

4 FAH-3 H-211 PURPOSE

(TL:FMP-5; 6-30-95)

Allotment or operating allowance accounting procedures provide uniform processing and accounting for transactions involving allotted funds. When properly followed, the procedures assist in maintaining accurate records on available funds and the current status of obligations, expenditures, and unobligated balances. More importantly, the procedures if followed will minimize the risk of over-obligation of funds available within an allotment or operating allowance and provide data for use in financial planning and the preparation of budget estimates.

4 FAH-3 H-212 SCOPE AND APPLICABILITY

(TL:FMP-5; 6-30-95)

The basic procedures outlined in this subchapter are required in the accounting for all allotted or operating allowance funds. While some financial management system differences exist between the Department, the Regional Finance Servicing Centers (RFSCs), the Financial Management Centers (FMCs) and individual posts, the basic requirement to perform allotment or operating allowance accounting is consistently applied. All Department organizations and posts must follow both the requirements of this chapter, supplemental instructions from the RFSC and/or Department, and the user documentation associated with the financial management system being utilized

4 FAH-3 H-213 TRANSACTION PROCESSING FOR DEPARTMENT AND OTHERS

(TL:FMP-5; 6-30-95)

The Department performs allotment/operating allowance accounting and other financial management services for itself and other organizations at U.S. posts and missions overseas. Except for disbursing in the United States, all aspects of financial accounting and fund control are performed by the

Department including the issuance of U.S. dollar and foreign currency denominated checks. Domestic disbursing is performed by U.S. Disbursing Officers (USDOs) at Treasury or Treasury authorized facilities. Overseas, the USDOs are State Department employees with delegated authority from Treasury to disburse U.S. Government funds.

4 FAH-3 H-213.1 USDO Support to Allotment and Operating Allowance Holders

(TL:FMP-5; 6-30-95)

Any USDO at any RFSC may make disbursements and validate collections to allotments and operating allowances held by posts, U.S. missions overseas, and duly authorized organizations with an allotment of U.S. Government funds. USDO processing of transactions affecting individual allotments or allowances will be performed under the arrangements established with the post, mission, or serviced agency. Generally, the Foreign Affairs Administrative Support (FAAS) agreement (see 4 FAH-2) will determine the level of services associated with a specific allotment and/or operating allowance. In addition, both the capabilities and limitations of the financial management system in use at the Department, RFSC and/or post will also determine the level and type of services which can be provided.

4 FAH-3 H-213.2 Services Available to Allotment or Allowance Holders

(TL:FMP-5; 6-30-95)

Detailed information on the available services that can be provided to allotment or operating allowance holders is identified in the system documentation published for the Department, RFSC and/or post financial management system (e.g., CFMS user documentation, RFSC OP documentation, and, OFMS service post user documentation, etc.). Department personnel need to review the most recent versions of these documents to verify the actual services available.

4 FAH-3 H-214 CURRENCY TYPES

(TL:FMP-5; 6-30-95)

All funds are accounted for in U.S. dollars unless funded in foreign currency units. Where funds are authorized in units of foreign currency, they are accounted for and reported as such. Current financial management systems will automatically identify the exchange rate used to convert the foreign currency to U.S. dollar equivalents at either the rate required by

Treasury or the rate in effect at the end of the reporting period covered. The major exception to this requirement is when accruals (e.g., accounts receivables, etc.) are reported to the Department. When accruals recorded in foreign currency are reported, the amounts should be converted to U.S. dollars at the USDO specified rate for the date in the reporting instructions.

4 FAH-3 H-215 ACCOUNTING, PRINCIPLES, CRITERIA, AND STANDARDS

(TL:FMP-5; 6-30-95)

Consistent with the overall policy and procedures statements in 4 FAM and 4 FAH-3 , the Department and all overseas locations must accurately record all financial transactions in a prompt manner consistent with the specific time frames. The overall statement of accounting policy, principles and standards is stated in 4 FAM 030 and 4 FAH-3 H-030 . Specific requirements for documentary evidence of valid obligations and certifications, the system for administrative control of funds, and the criteria for evaluating and validating obligations is located in 4 FAM 000 and 4 FAH-3 H-000 .

4 FAH-3 H-216 FUNDS SYMBOLS AND ACCOUNTING CLASSIFICATIONS

(TL:FMP-5; 6-30-95)

All transactions entered into the allotment or operating allowance accounting records are to be coded in a standardized manner. The Department's fund symbols, allotment codes, expense classifications including subobject codes and related codes needed to track specific functions and activities by program and organization are contained in 4 FAH-1 . Codes for other U.S. Government agencies or organizations with allotted funds or operating allowances are available from parent agencies and may be used in the financial accounting systems at the RFSCs and posts provided they are compatible with system requirements, FAAS agreements and system documentation for services to be provided.

4 FAH-3 H-217 THROUGH H-219 UNASSIGNED