DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

11 MAR 2002

REPLY TO
ATTENTION OF:

CERM-F (37)

MEMORANDUM FOR ALL USACE COMMANDS (RESOURCE MANAGEMENT DIRECTORS/OFFICERS)

SUBJECT: Monthly Revolving Fund Cash Reconciliation (96X4902)

1. References:

a. Memorandum, CEFC-AO, 16 January 2001, subject: Reply Instructions for Revolving Fund Cash Reconciliation (96X4902).

b. Memorandum, CERM-F, 2 May 2001 subject: Revolving Fund Cash Reconciliation (96X4902)

2. Financial based legislative initiatives, specifically the Chief Financial Officer's (CFO) Act of 1990 and the Federal Financial Management Improvement Act of 1996, were established to ensure fiscal integrity and uncompromising commitment to proper stewardship of the resources entrusted to federal agencies. Fiscal integrity is the responsibility of all managers, which includes accurately accounting for all resources.

3. Funds Balance with Treasury (FBWT) remains a focus area for current and future CFO audits. As of first quarter fiscal year 2002, differences between the U.S. Treasury and the USACE Revolving Fund FBWT (Trial Balance General Ledger 1010) were in excess of $16 million. This fact coupled with new financial statement reporting requirement (semi-annual reports in FY 02 and quarterly reports FY 03) make it imperative that corrective actions be taken immediately to resolve these discrepancies.

4. Each activity must research and identify differences on the **monthly** revolving fund cash reconciliation report and provide the UFC an explanation of and scheduled corrective action for each item identified. Responses should specifically address the following:

a. Identify and explain the difference (i.e. $x.xx - payroll, awards, FADs, etc. not recorded).

b. Reflect the period of time the difference occurred (i.e. for PPE 10-Mar-01, etc.)

c. State corrective action and completion date (i.e. recorded 6-Apr-01, transaction id #12345)

5. Timeliness of recording payroll and unposted awards are two major reasons for reconciliation problems. It is imperative that actual payroll gets recorded from the SF 1166 to CEFMS in a timely manner. Also, the purchase request should always be established prior to any award action being sent to the Civilian Personnel Operations Center.

6. This policy is effective 31 March 2002. For additional assistance or questions contact CEFC, Sharon Cave, (901) 874-8583 or CERM-F, Mike Walsh, (202) 761-5440.

FOR THE COMMANDER:

STEPHEN COAKLEY
Director of Resource Management