

DESK OPERATING PROCEDURE 095 CFO/CIVIL REPORTS DIVISION

PREPARATION OF QUARTERLY AND ANNUAL CFO TRUST FUND STATEMENTS

1. References:
 - a. Department of Defense Financial Management Regulation, Volume 6A, Chapter 2, dated March 2002.
 - b. Defense Finance and Accounting Service, Defense Departmental Reporting System (DDRS), Audited Financial Statements, User's Manual, Version 9.1, April 2008.
 - c. Federal Trust Fund Reporting Guidance.
2. Preparation of the trust fund CFO statements is different from the other statements because we must report financial data provided by the department of the Treasury's Bureau of Public Debt (BPD) and, in some cases, consolidate it with financial data in CEFMS. The Corps of Engineers is the lead agency for reporting the financial data for the Inland Waterways Trust Fund (96 20X8861), Harbor Maintenance Trust Fund (96 20X8863), and the South Dakota Terrestrial Wildlife Habitat Restoration Trust Fund (96X8217). The BPD invests trust fund receipts until the funds are needed by the various trust funds. Interest received from invested balances of trust funds (except trust revolving funds) is reported as non-exchange revenue. The BPD maintains the investments and the investment accounting records. The BPD transfers funds to the individual trust funds as funds are needed. The BPD prepares monthly financial statements and trial balances summarizing the investment and transfer activity. The monthly **final** financial statements are uploaded on BPD's website <http://www.treasurydirect.gov/govt/reports/tfmp/tfmp.htm> for inclusion in the CFO financial statements. The **preliminary** financial statements are only uploaded on BPD's website quarterly.
3. BPD also provides quarterly market value spreadsheets listing the investment securities by Committee on Uniform Security Identification Procedures (CUSIP) number for market bills, notes, and bonds for the Harbor Maintenance, Inland Waterways, and South Dakota Terrestrial Wildlife Habitat Restoration Trust Funds. The Market Value total from each spreadsheet is used to populate the Market Value F4C line on the DDRS Import sheet. Verify the market values by going to Department of Treasury's Direct Website at <https://www.treasurydirect.gov/FD/FedInvestGateway?PROC=026-display>

Select "prior days prices" and then select the day you need. Each Security is listed by CUSIP number, coupon, and maturity date. BPD uses the "sell" price to prepare the quarterly financial statements.

4. The financial data for the proprietary general ledgers on the BPD's trust funds' trial balances for the Inland Waterways, Harbor Maintenance and South Dakota Wildlife Terrestrial Wildlife Habitat Restoration Trust Funds should be reported in a separate column on the financial statement spreadsheet in Excel. The totals from the BPD's financial statements will then be added to the Trust Fund totals from CEFMS on the statement spreadsheet. Ensure that all payables and receivables between the Trust Funds are recorded. Confirm receivables reported in USSGL 1330 by contacting Rick Flanagan or Ryan Hanna (BPD). Nancy LaBatte forwards a monthly confirmation from the U.S. Fish and Wildlife Service. See below for contact points for the different trust funds.
5. Pull a DDRS summary report in CEEMIS for the Trust Fund (AT96AT12). This will include the general ledger totals for the Harbor Maintenance, Inland Waterways, and Sport Fish Restoration and Boating Trust Fund. There will be no data in CEFMS for the South Dakota Trust Funds. Use the DDRS summary report to prepare the statement spreadsheets in Excel. The statement spreadsheet in Excel will include an adjustment column to report adjustments made in prior years that affect beginning balance carryovers in DDRS. The import sheet is designed to pick up the beginning balance in DDRS for USSGL 3310 from the prior year. Therefore, adjustments must be made to the general ledger balances reported in CEFMS for DDRS adjustments made in the prior year(s) that affect USSGL 3310.
6. Prepare a spreadsheet to record the budgetary account data shown in CEEMIS for all trust funds with a separate column for the budgetary general ledgers reported on the financial statements from the BPD. Combine the totals and record on the import sheet. It will be necessary to adjust some budgetary general ledger accounts to reflect beginning balance carryovers in DDRS for adjustments made in prior years. A spreadsheet with supporting documentation for these adjustments shall be maintained and provided as an audit trail. Make other adjustments to the budgetary general ledger accounts in DDRS based on adjustments reported on the FACTS II spreadsheets prepared by Janice Warf. Include the FACTS II spreadsheets with the DDRS journal voucher as additional documentation and support. All changes to the CEFMS general ledger balances should be recorded by journal voucher in DDRS.
7. Transfer the information from the statement spreadsheet in Excel to the DDRS Import Sheet coding the balance on the line with the proper account attributes. Load the import sheet in DDRS.

8. Run the report reconciliations and take steps to correct any errors when possible.
9. Record DDRS journal vouchers necessary for adjustments to the trial balance.
10. Record and reconcile trading partner data in DDRS.
11. Reconcile BPD-provided investment data, at fiscal year-end, to the annual audit report on the BPD Trust Fund Management Branch schedules.
12. Point of Contact information at Bureau of Public Debt:

Rick Flanagan – Rick.Flanagan@bpd.treas.gov
(Provides Harbor Maintenance and Inland Waterways Trust Fund financial Statements)
Ph – 304-480-5306, Fax – 304-480-5112

Ryan Hanna - Ryan.Hanna@bpd.treas.gov
(Provides Sport Fish Restoration and Boating Trust Fund financial statements)
Ph – 304-480-5127, Fax – 304-480-5112

Kent Linscott – Kent.Linscott@bpd.treas.gov
(Provides South Dakota Trust Fund financial statement)
Ph – 304-480-5105, Fax – 304-480-5112

Judy Sheppard – Judy.Sheppard@bpd.treas.gov
(Team Leader) Ph – 304-480-5123

Nancy LaBatte – Nancy_LaBatte@fws.gov
(Provides Sport Fish Restoration and Boating Trust Fund Payable/Receivable Confirmation Report)
Report) Ph – 703-358-2563

Cheryl Hill – cheryl.a.hill@hq02.usace.army.mil
(Chief of Budget, USACE Headquarters)
Ph – 202-761-1536

Evelyn Specht – evelyn.a.specht@hq02.usace.army.mil
(Budget Analyst, USACE Headquarters)
Ph – 202-761-5903

Created by: Susan Davis, Accountant, CFO/Civil Reports Division (August 2004)

Revised by: Brenda K. Carter, Accountant, CFO/Civil Reports Division (May 2008)

Reviewed by: Leslie Moose, Accountant, CFO/Civil Reports Division (May 2008)

Approved by: Sharon Cave, Chief CFO/Civil Reports Division (May 2008)