



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-025

DATE October 2, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Cash Management Report Reconciliation

References: (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volume 1-15, as amended
(b) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013

1. PURPOSE. The purpose of this Procedural Guide is to document the proper processes and procedures at the Department of Defense Education Activity (DoDEA) for reconciling the Defense Finance Accounting Service (DFAS) Cash Management Report (CMR) to the DoDEA Washington Headquarters Services Allotment Accounting System (WAAS) General Ledger (GL) on a monthly basis.
2. APPLICABILITY. This Procedural Guide applies to the Office of the Director, DoDEA; the DoDEA Headquarters (HQ) Resource Management Division (RMD) Budget Formulation Branch and the Accounting Branch.
3. DEFINITIONS. See Glossary.
4. ROLES AND RESPONSIBILITIES. See Enclosure 1.
5. PROCEDURES. See Enclosure 2.
6. GUIDANCE. This Procedural Guide defines the roles, responsibilities, and processes for performing a monthly reconciliation between the DoDEA WAAS GL and the CMR. CMR reviews and reconciliations will be conducted in accordance with References (a) and (b).

7. EFFECTIVE DATE. This Procedural Guide is effective immediately.



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Enclosures

1. Roles and Responsibilities
2. Procedures
3. DoDEA Deposit Log
4. CMR Reconciliation Cover Sheet
5. DFAS CMR Extract

Glossary

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

1. ROLES AND RESPONSIBILITIES OVERVIEW. Cash collections and disbursements are included in the Department of Defense Education Activity (DoDEA) Fund Balance with Treasury (FBWT); accounting for those collections and disbursements is a shared responsibility between DoDEA and the Defense Finance and Accounting Services (DFAS).

a. Each month, DoDEA activities submit funds and deposit slips to DFAS for tuition collections. DFAS inputs collections and records deposits in the DoDEA Washington Headquarters Services Allotment Accounting System (WAAS).

b. DFAS processes the disbursements on behalf of DoDEA.

2. DODEA HEADQUARTERS (HQ) BUDGET FORMULATION BRANCH. The DoDEA HQ RMD Budget Formulation Branch includes the Chief, DoDEA Budget Formulation Branch and DoDEA HQ RMD Budget Analysts. The DoDEA HQ RMD Budget Analyst, under the authority, direction, and control of the Chief, DoDEA Budget Formulation Branch, is responsible for performing the following:

a. On the last business day of the month, retrieve month-end deposit logs of tuition collections via e-mail for all deposits made by DFAS during the month from each of the Areas.

b. Compile a summary of Area logs.

c. At the beginning of each month, e-mail the summary and copies of the previous month's logs to the DoDEA Headquarters (HQ) Resource Management Division (RMD) Accountant. These logs support the DFAS deposits and will serve as a tool for reviewing and reconciling the DoDEA WAAS General Ledger (GL). See Enclosure 3 for a sample monthly deposit log.

3. DODEA HQ RMD ACCOUNTING BRANCH. The DoDEA HQ RMD Accounting Branch includes the Chief, DoDEA Accounting Branch and DoDEA HQ RMD Accountants. The DoDEA HQ RMD Accountant, under the authority, direction, and control of the Chief, DoDEA Accounting Branch, is responsible for performing the following at the end of each month:

a. Verify the collections (receipts) recorded in DoDEA WAAS by collecting and totaling the monthly deposit logs submitted by the DoDEA Budget Formulation Branch.

b. Verify the disbursements recorded in DoDEA WAAS using supporting documentation (i.e. funding authorization documents (FADs), invoices, execution spreadsheets).

c. Obtain a copy of the monthly CMR from DFAS no later than the fifth calendar day of the following month. DFAS creates the CMR no later than the fifth calendar day following each month's end.

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

d. Reconcile the CMR to the DoDEA WAAS GL to ensure the FBWT is reported accurately. Resolve any identified discrepancies with DFAS.

e. Collaborate with DFAS to validate the disbursements and collections in DoDEA WAAS, using the DFAS CMR and source documentation as references.

f. Prepare a reconciliation cover sheet and note any corrective actions taken during the CMR-DoDEA WAAS GL reconciliation process (Enclosure 4).

(1) The DoDEA HQ RMD Accountant routes the reconciliation cover sheet to the Chief, DoDEA Accounting Branch for review.

(2) The DoDEA HQ RMD Accountant reviews and addresses any comments from the Chief, DoDEA Accounting Branch and tracks resulting action items through their resolution.

4. DFAS. Per the DoD Financial Management Regulation (FMR) (Reference (a)), DFAS is responsible for performing designated disbursing and accounting operations on behalf of the DoD Component and recording the results of those operations in a timely and accurate manner. Additionally, DFAS is responsible for the following:

a. On a monthly basis, produces the CMR that shows DoDEA's cash reconciliation of balances between FBWT and U.S. Treasury Reports.

b. Validates collections and disbursements transactions identified by DoDEA line of accounting (LOA) for correctness and verifies the information with the report for completeness before sending to the Chief, DoDEA Accounting Branch.

ENCLOSURE 2

PROCEDURES

1. CMR REVIEW PROCESS OVERVIEW. The FBWT account reflects the available budgetary spending authority of federal agencies and represents the total amount of funds on deposit with the U.S. Treasury. The U.S. Treasury requires agencies to reconcile their FBWT accounts on a regular basis to ensure the integrity and accuracy of financial report data.

a. DFAS performs a monthly validation of FBWT via the CMR, a report that summarizes DoDEA disbursement and collection transactions. Agencies are required to explain any discrepancies and reconcile their FBWT GL accounts with the balances on the CMR.

b. DoDEA is responsible for reconciling actual accounting events (e.g. disbursements) with the detailed amounts posted to both entity GLs and entity U.S. Treasury accounts. This involves identifying accounting events or transactions that have either not yet been recorded or were improperly recorded, either in the DoDEA GL or at U.S. Treasury.

2. MONTHLY CMR RECONCILIATION PROCESS.

a. No later than the fifth calendar day following each month's end, DFAS prepares a CMR that shows DoDEA's cash reconciliation of balances between FBWT and U.S. Treasury from all submitters.

b. No later than the fifth day of the month, the Chief, DoDEA Accounting Branch requests the CMR from DFAS.

c. The Chief, DoDEA Accounting Branch assigns a DoDEA HQ RMD Accountant to reconcile the CMR to the DoDEA WAAS GL using the reconciliation cover sheet.

(1) The DoDEA HQ RMD Accountant reconciles the CMR using the DoDEA WAAS GL, DFAS CMR (Enclosure 5), and available budget execution files (i.e. FADs, invoices, deposit logs, receipts, and execution spreadsheets). Also, the DoDEA HQ RMD Accountant retrieves the summary of Area logs from the DoDEA Budget Formulation Branch to validate the tuition collections.

(2) The DoDEA HQ RMD Accountant documents discrepancies on the reconciliation cover sheet (Enclosure 4), attaching all supporting documentation for discrepancies and corresponding resolutions. Types of discrepancies that may be discovered during the reconciliation include: funds found at the wrong limit; timing differences; or, unrecorded deposits and/or disbursements.

(3) Should any identified discrepancies require corrective action by DFAS, the DoDEA HQ RMD Accountant forwards all corrections to DFAS via e-mail, including the DoDEA-prepared reconciliation cover sheet with all supporting documentation.

ENCLOSURE 2

PROCEDURES

d. Once all discrepancies are properly resolved, the DoDEA HQ RMD Accountant signs and dates the reconciliation cover sheet and submits the package to the Chief, DoDEA Accounting Branch for review. Should the Chief, DoDEA Accounting Branch discover any additional discrepancies, he/she returns the reconciliation cover sheet and supporting documentation to the DoDEA HQ RMD Accountant and/or DFAS for correction.

e. Once the Chief, DoDEA Accounting Branch has reviewed and approved the package, he/she signs and dates the reconciliation cover sheet.

f. The DoDEA HQ RMD Accountant retains all CMR reconciliations and supporting documentation on the DoDEA Accounting Branch shared drive for at least six years and three months.

ENCLOSURE 5

DFAS CMR EXTRACT

T197 CMR Report Analysis - Report 4b - Field Submitters									
T197 LIMIT LEVEL UNSUPPORTED UNDISTRIBUTED DISBURSEMENTS/COLLECTIONS AS OF September 2013									
(Sort Order: Submitter, Basic Symbol, Fiscal Year, Limit)									
Fy	Bs	Limit	Trans Type	EOP Undistributed (Report 4) Col E	TBO/TFO/ Cross Disbursing Uncleared Col F	Cross Disbursing Intransit Col G	Interfund Uncleared Col H	Miscellaneous For-Self Transactions Col I	EOP-Unsupportable Undistributed (Col E-F-G-H-I) Col J
Submitter: DODEA									
0808	0100	6005	DISB	-76,710.75	0.00	0.00	0.00	0.00	-76,710.75 *
0808	0100	6007	DISB	153,597.14	0.00	0.00	0.00	0.00	153,597.14
0808	0100	6008	COLL	-0.03	0.00	0.00	0.00	0.00	-0.03
0808	0100	6008	DISB	0.00	0.00	8,082.61	-782.52	-8,082.61	782.52
0808	0100	6009	DISB	217,118.01	0.00	0.00	0.00	0.00	217,118.01
0808	0100	6010	DISB	-43.25	0.00	0.00	-594.05	-43.25	594.05
0808	0100	6014	DISB	104,041.34	0.00	0.00	0.00	0.00	104,041.34
0808	0100	6016	DISB	-289,534.83	82,194.34	5,378.67	0.00	0.00	-377,107.84 *
0808	0100	6017	DISB	-2,585,835.79	0.00	0.00	0.00	0.00	-2,585,835.79 *
0808	0100	6018	DISB	73,838.96	-150.68	-7,230.83	0.00	8,082.61	73,137.86
0808	0100	6021	COLL	-68,216.00	0.00	0.00	0.00	0.00	-68,216.00
0808	0100	6021	DISB	662,157.61	0.00	0.00	0.00	0.00	662,157.61
0808	0100	6022	COLL	-31,945.31	0.00	0.00	0.00	0.00	-31,945.31
0808	0100	6022	DISB	76,888.46	-1,344.00	1,103.00	0.00	0.00	77,129.46
0808	0100	6023	DISB	218,205.16	0.00	4,732.60	0.00	0.00	213,472.56
0808	0100	6024	DISB	43,170.74	0.00	-695.12	0.00	0.00	43,865.86
0808	0100	6025	DISB	2,215.10	0.00	0.00	0.00	0.00	2,215.10
0808	0100	6026	DISB	174,672.08	0.00	-125.19	0.00	-2,356.00	177,153.27
0808	0100	6027	DISB	1,197,126.89	0.00	-182.70	0.00	0.00	1,197,309.59
0808	0100	6060	DISB	6,309,824.42	-10,987.59	3,853,470.04	0.00	0.00	2,467,341.97
0808	0100	6096	DISB	44,495.48	0.00	0.00	0.00	0.00	44,495.48
Total for FY 0808				6,225,065.43	69,712.07	3,864,533.08	-1,376.57	-2,399.25	2,294,596.10
0909	0100	1160	DISB	59.48	0.00	0.00	0.00	59.48	0.00

GLOSSARY

ABBREVIATIONS AND ACRONYMS

CMR	Cash Management Report
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
DoD	Department of Defense
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
FAD	Funding Authorization Document
FBWT	Fund Balance with Treasury
FMR	Financial Management Regulation
GL	General Ledger
HQ	Headquarters
LOA	Line of Accounting
RMD	Resource Management Division
WAAS	Washington Headquarters Services Allotment Accounting System