

**VA Financial Policies and Procedures, Volume II, Chapter 2D
General Fund Receipt Account**

CHAPTER 2D

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0201 OVERVIEW

This Chapter establishes financial management policies and procedures for the Department of Veterans Affairs' (VA) general ledger account descriptions and indicates the title, type of account, purpose, and entries representing most of the types of transactions for general fund receipt accounts.

0202 POLICIES

020201 VA will use General Fund receipt accounts to account for any unclaimed monies belonging to individuals, businesses, or other entities.

020202 VA will implement proper procedures for making refunds of collections or other receipts erroneously received and covered in accordance with Treasury guidance contained in [Part 6—Chapter 3000](#), Payments of Unclaimed Moneys and Refund of Moneys Erroneously Received and Covered (T/L 594).

0203 AUTHORITY AND REFERENCES

020301 [Treasury Financial Manual, Volume 1, Part 6—Chapter 3000, Payments of Unclaimed Moneys and Refund of Moneys Erroneously Received and Covered, Transmittal Letter 594](#)

020302 [Federal Accounts Symbols and Titles: The FAST Book, October 2008](#)

020303 [A Glossary of Terms Used in the Federal Budget Process, September 2005](#)

0204 ROLES AND RESPONSIBILITIES

020401 The Assistant Secretary for Management/Chief Financial Officer (CFO), as required by the Chief Financial Officers Act of 1990 and 38 U.S.C. 309, oversees all financial management activities relating to the Department's programs and operations. Specific responsibilities include the direction, management, and provision of policy guidance and oversight of VA's financial management personnel, activities, and operations. The CFO establishes financial policy, systems and operating procedures for all VA financial entities, provides guidance on all aspects of financial management, and directs and manages the Department's financial operations and systems support.

020402 All VA management Heads in Administrations, staff offices, staff organizations, and other key officials have the responsibility to implement financial policies and procedures established by the CFO, including compliance with the policies and procedures set forth in this chapter.

0205 PROCEDURES

020501 Disposal of Unclaimed Moneys

A. VA must initiate action to clear balances held in its uninvested trust, revolving fund and deposit fund accounts for more than 1 year. These balances represent moneys held for rightful owners whose whereabouts are unknown.

B. VA must verify that the proper account 20X1807, "Refund of Moneys Erroneously Received and Covered," is being used for expenditures made for collections or other receipts erroneously deposited into Treasury. These collections represent receipts that were not properly chargeable to any other appropriation.

020502 Review of Unclaimed Money Accounts On A Quarterly Basis

A. VA will analyze its uninvested trust, revolving and deposit fund accounts to determine whether it is holding unclaimed moneys that may be refunded to the depositor.

B. VA will return amounts of \$25 or more promptly to the depositor without the presentation of a claim.

C. VA will transfer amounts of \$25 or more which have been held for more than 1 year, and are properly refundable, but cannot be refunded, because the individual's whereabouts is unknown, to account 20X6133, "Payment of Unclaimed Moneys." See the provisions of [Section 3025 of the Treasury Financial Manual, Volume 1, Part 6—Chapter 3000](#) for additional guidance.

D. VA will transfer unclaimed amounts of less than \$25 or amounts of \$25 or more that have been held for more than 1 year and do not meet all provisions of Section 020503, to miscellaneous receipt account --1060, "Forfeitures of Unclaimed Money and Property."

E. On a quarterly basis, the Financial Management Service (FMS) will post the balance by agency for account 20X6133 to the FMS web page address: <http://www.fms.treas.gov/tma/unclaimed.html#responsibility>. FMS does not maintain subsidiary ledgers. VA will maintain its subsidiary ledgers and supporting documentation to ensure an accurate balance. VA has 30 days to respond to Treasury via written notification, or e-mail, regarding the accuracy of the amounts recorded by Treasury in account 20X6133. If VA does not respond to Treasury's notification letter after the 30-day period, it will receive a followup call. If Treasury still has not received correspondence from VA, 60 days after the initial notification, Treasury will assume the amounts recorded are correct. If VA disputes Treasury's recorded amount, however, it must provide supporting documentation so that Treasury can make adjustments.

020503 Procedures for Transferring Unclaimed Moneys

A. General

1. The balance of account 20X6133 represents only moneys that, when claimed, are unequivocally refundable. This account, as originally established, was to hold such moneys in trust for rightful owners (as received by Government agencies from sources outside the Government). Accordingly, items cleared from VA's uninvested trust, revolving and deposit fund accounts for transfer to account 20X6133 must meet all four of the following criteria:
 - a. Amount is \$25 or more.
 - b. A refund, upon claim, would be absolutely justified.
 - c. There is no doubt as to legal ownership of the funds.
 - d. A named individual, business or other entity can be identified with the item.

Per these criteria, the only items VA should clear from its trust and deposit fund accounts and transfer to account 20X6133 are amounts that are \$25 or more, are fully documented as refundable, but cannot be refunded because the individual's whereabouts is unknown. These items will constitute the active records of the VA's subsidiary ledger for account 20X6133.

VA should clear unclaimed balances due individuals whose whereabouts are unknown at least once each year. VA must transfer to account 20X6133 items meeting the above criteria. VA must transfer to miscellaneous receipt account --1060 those items not meeting the criteria for transfer to account 20X6133. Receipt account --1060 will show the prefix of the transferring agency. If claims are received for items transferred to account --1060 and the facts justify the refunds, then VA must pay such claims from account 20X1807 per Section 020503.

The document clearing unclaimed balances to account 20X6133 must bear the notation "Unclaimed Balances." When clearing balances, VA must note on the basic supporting documents that it transferred funds for the individual items to account 20X6133.

The document clearing unclaimed balances to miscellaneous receipt account --1060 must list individually each amount of \$25 or more. VA must annotate amounts under \$25 being cleared with the notation "Unclaimed balances of less than \$25.00," and need only show the total amount. VA need not identify individual amounts under \$25.

020504 Method of Transferring Balance

- A. If VA reports its monthly transactions on FMS 224 “*Statement of Transactions*,” it must accomplish the transfer of unclaimed moneys to accounts --1060 and 20X6133 on Optional Form 1017-G: Journal Voucher, or other comparable internal form without check issuance. See [I TFM 2-2500](#).
- B. If VA does its own disbursing it, must accomplish the transfers of unclaimed moneys to accounts --1060 and 20X6133 on the usual expenditure documentation without check issuance.

020505 Reporting of Transfers

If VA makes transfers from the uninvested trust, revolving and deposit fund accounts to accounts --1060 and 20X6133, it must report the transfers on the Statement of Transactions or Statement of Accountability.

020506 Settlement Action

VA may make payment of moneys from accounts 20X6133 and 20X1807 without settlement action by the Government Accountability Office (GAO). However, if VA has any doubt concerning the propriety or legality of any claim presented to them for payment, they should submit the matter to the Claims Division of GAO for settlement action before payment. The submitting agency must schedule payment of the certificates of settlement issued by GAO.

020507 Payments Made from Account 20X6133, "Payment of Unclaimed Moneys"

VA can make payments from account 20X6133 by preparing and submitting a properly certified SF 1166: Voucher and Schedule of Payments, or comparable form for check issuance to the payee. Authorized certifying officers can certify payments against the account. They must validate the accuracy of the claims scheduled for payment. VA's disbursing officers must report disbursements made from the account on their Statement of Transactions.

020508 Procedures for Using Account 20X1807, "Refund of Moneys Erroneously Received and Covered"

- A. When VA can trace the amount subject to refund as having been erroneously credited to an appropriation account, the refund claim is chargeable to that appropriation whether it is lapsed, current, reimbursable or nonreimbursable. VA may charge account 20X1807 only when collections are deposited into Treasury as miscellaneous receipts and the amount to be refunded is not properly chargeable to any other appropriation.

- B. VA is responsible for the validity, accuracy, and legality of any charges to account 20X1807, and for retaining documentation of the appropriation account and amount(s) which were erroneously credited. If the VA wishes to charge account 20X1807 for over \$100,000, the VA must provide written documentation of the above items to FMS' Credit Accounting Branch prior to initiating the withdrawal. Agencies withdrawing any amount from 20X1807 must report this activity on their monthly SF 224: Statement of Transactions.

020509 Payments from Account 20X1807

If VA initiates payments from account 20X1807, it must do so via the Electronic Certification System (formerly referred to as "certified SF 1166") or comparable form. An authorized agency certifying officer must certify these payments.

020510 Internal Audit by Agencies

VA must audit accounts 20X6133 and 20X1807. They must include these audits in their internal audit program.

020511 Maintenance of Records

VA must maintain adequate records in support of moneys being held for rightful owners in account 20X6133. The individual records of all items transferred to the miscellaneous receipt account --1060 are to be filed in a closed file in the event claims are received. In addition, VA must:

1. Maintain memorandum accounts for 20X6133 and 20X1807.
2. Maintain a file of paid disbursement voucher forms with supporting documents for payments made from these accounts.
3. Make records available to internal auditors and auditors conducting on-site audits for GAO.

020512 Special Reporting

FMS may, from time to time, request reports on transactions and/or balances pertaining to accounts 20X6133 and 20X1807.

0206 DEFINITIONS

020601 General Fund Receipt Account. A receipt account credited with all collections that are not earmarked by law for another account for a specific purpose in another account. These collections are presented in the President's budget as either governmental (budget) receipts or offsetting receipts. These include taxes, customs duties, and miscellaneous receipts.

020602 Forfeitures of Unclaimed Money and Property. Unclaimed money and proceeds from the sale of abandoned or confiscated property.

0207 RESCISSIONS

This Chapter rescinds MP-4, Part V, Chapter 5, Appendix M-3-4, General Fund Receipt and Treasury Accounts.

0208 QUESTIONS

Questions concerning these policies and procedures should be directed as shown below:

VHA	VHA Accounting Policy (Outlook)
VBA	VAVBAWAS/CO/FINREP (Outlook)
All Others	OFP Accounting Policy (Outlook)

APPENDIX A

Definitions of Accounts

I. General Fund Receipts

- A. 36 0869 Fees for Legal and Judicial Services, Not Otherwise Classified includes: costs of administering special programs; fees and other charges for administrative, professional, and judicial services; fees collected by clerks of United States courts; fees of United States marshals; and fees for probate of estates of deceased Indians.
- B. 36 1060 Forfeitures of Unclaimed Money and Property. Unclaimed money and proceeds from the sale of abandoned or confiscated property. Includes such items as unclaimed funds of veterans under the Armed Forces Leave Act; excess proceeds of withheld Veterans Administration foreign checks; funds and proceeds of enemy property; funds and personal effects of military deserters; unclaimed proceeds of estates of American citizens who die abroad; unclaimed funds of patients and residents of Federal hospitals and institutions; unexplained balances in cash accounts; and unclaimed amounts in employees' payroll allotment accounts for U.S. savings bonds. See Treasury Financial Manual (TFM) Transmittal Letter (T/L) 594 for more details.
- C. 36 1099 Fines, Penalties, and Forfeitures, Not Otherwise Classified. All other fines, penalties, and forfeitures, other than those arising out of contracting or similar business transactions.
- D. 36 1499 Interest Received from Credit Reform Financing Accounts
- E. 36 1435 General Fund Proprietary Interest, Not Otherwise Classified. Interest paid to Treasury on the Federal Government's investment in corporations or funds that are wholly owned by the Federal Government.
- F. 36 2473 Contributions from Military Personnel, Veterans Administration Education Assistance Act of 1984
- G. 36 2571.001 Native American Veteran's Housing Loans, Negative Subsidies, Department of Veterans Affairs
- H. 36 2755.001 Veterans Housing Benefit Loan Program, Negative Subsidies, Department of Veterans Affairs
- I. 36 2767.003 Vocational Rehabilitation and Employment Direct Loan Financing, Department of Veterans Affairs, Downward Re-estimates of Subsidies

- J. 36 3200 Collections of Receivables from Canceled Accounts
 - K. 36 3220 General Fund Proprietary Receipts, Not Otherwise Classified, All Other
 - L. 2733.003 Guaranty and Indemnity Direct Loan Financing, Department of Veterans Affairs, Downward Reestimates of Subsidies.
- II. General Funds for the Department of Treasury
- A. 20X6133 Payment of Unclaimed Moneys.
 - B. 20X1807 Refund of Moneys Erroneously Received and Covered (indefinite).