UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

DEC 2 1 2005

ITA Accounting Memorandum 2006 – 05

MEMORANDUM FOR: Program Managers and Resource Managers

FROM: for Roxanna Allen
Leslie Hyland, Director of Accounting and Financial Systems

SUBJECT: Operation Under the FY2006 Two-Year Appropriation

The purpose of this Accounting Memorandum is to provide the ITA programs with guidance on the operation of domestic and overseas activities under the FY2006 two-year appropriation. The Treasury Account Symbol for the FY2006 appropriation is 136/71250. The Department of State Charleston Financial Services Center will issue separate instructions to Department of State Financial Management Officers.

Processing Transactions through December 31, 2005

The conversion to operation under the FY2006 appropriation will begin in the second quarter of FY2006. Through December 31, 2005, program offices should continue to use Treasury Account Symbol 13X1250 for activities related to the FY2006 appropriation.

Processing Transactions beginning on January 1, 2006

Beginning on January 1, 2006, program offices should use Treasury Account Symbol 136/71250 for activities related to the FY2006 appropriation. In addition to the short code [1], all documents, e.g., purchase orders, travel orders, grants, etc., must contain the appropriate Treasury Account Symbol, e.g., 13X1250 for funds of the FY2005, and earlier, no-year appropriations and 136/7250 for the FY2006 appropriation. Purchase card, lock box, and credit card transactions will continue to use the short code and will be mapped to the FY2006 appropriation using a crosswalk.

Beginning on January 1, 2006:

- O&A activities (Funds 01 and 16) funded by the FY2006 appropriation will be charged to 136/71250;

- The following funds for O&A activities will be established for the FY2006/7 appropriation: 01CS6, 01EX6, 01IA6, 01MA6, 01TD6;

[1] The short code consists of the fiscal year, fund, project code, performance goal, cost center, and object class, e.g., 601/123406/1234/2500

- Federal reimbursable activities in which ITA is the performing organization will be charged to 136/71250;

- Collections (Funds 21, 22, and 23) will continue to be recorded in 13X6540.012 (Deposit Fund);

- Fee authority spending (Funds 15, 20, 21, 32, 33, and 34) will continue to be charged to 13X1250 until further notice.

Conversion

All transactions of Funds 01, 08, and 16 (e.g., commitments, obligations, expenditures) which involved FY2006/7 funds and which were charged to 13X1250 will be converted by the National Business Center and the Department of State to 136/71250. No action will be required by ITA programs. The conversion activity is expected to begin shortly after January 1, 2006 and should be completed by January 31, 2006.

ITA programs should not submit any Advice of Correction to the National Business Center until notification from OFM/Accounting that the conversion process has been completed. For actions taken by the Department of State Financial Management Officers, OFM/Accounting will coordinate all corrections directly with the Department of State Charleston Financial Service Center point of contact and post Financial Management Officers.

Overseas Post-Held Allotments

All allotments effective January 1, 2006 under 136/71250 should be cumulative for the first two quarters of FY2006.

Domestic-held obligations authorized via cable (996) will be converted to the new Treasury Account Symbol by the National Business Center. No action by the Department of State will be required.

Obligation Adjustments

Increases to prior year obligations must use the same funding source as the original document. Increases in scope to prior year obligations must use current year funding.

Recoveries

OFM/Budget will provide separate guidance on the allocation of recovered resources.

As a general policy, recoveries should be made available only for domestic activities, preferably of larger dollar amounts to reduce the workload associated with numerous, small dollar-value transactions.

Other Matters

OFM/Accounting will request that the National Finance Center convert all employees currently charged to 13X1250 (except for deposit-funded/public financed positions) be converted to 136/71250, effective with Pay Period 25. The coding scheme used for time and attendance reporting will not change.

Guidance regarding the preparation of FY2006 fiscal plans will be provided separately by OFM/Budget.

To ensure the successful completion of the conversion activity, accurate preparation and processing of documents that involve organizations outside of ITA, such as reimbursable agreements, is particularly important. All memoranda of understanding, reimbursable agreements, and similar documents should be forwarded to Roxanna Allen, OFM/Accounting, Room 4108 HCHB. Ms. Allen can be reached on 202-482-8363 or Roxanna.Allen@mail.doc.gov.

If you have any questions, or need additional information, please contact Leslie Hyland on 202-482-5434 or Leslie.Hyland@mail.doc.gov.

Cleared: _____
Jim Donahue, Deputy Chief Financial Officer