**Final Department of Commerce FYs 2021/2022 Financial Statements Guidance**

**GSA Federal Buildings Fund Allocation**

#### I. Purpose

**Please note that no DOC bureaus currently have delegated rent payments. Attachment H is provided for informational purposes only.**

This attachment provides guidance and instructions from the Department of Commerce’s (Department) Office of Financial Management (OFM) to the Department's applicable bureaus on their accounting and reporting of proprietary and budgetary activity within the Department's allocation account (Appropriation Symbol 013-047X4542.001) of the General Services Administration (GSA) Federal Buildings Fund (Appropriation Symbol 047X4542.001)

### II. Background

The GSA Federal Buildings Fund is expected to pay approved rents to private landlords for certain GSA-arranged leases for a few of the Department's bureaus. GSA requires that the Department pay the rents and record budgetary and proprietary transactions in USSGL accounts. Only to facilitate this, a Parent-Child appropriation relationship has been established between GSA and the Department. The Parent Appropriation Agency (047X4542.001) allocates funds to the Department, the Transfer Appropriation Agency (013-047X4542.001). The transfer of funds to the Department is called an Allocation Transfer-In, and is accomplished via a SF-1151, *Non-expenditure Transfer Authorization*.

After the funds are transferred to the Department's allocation account, the Office of the Secretary, Office of Financial Management will allot the funds to the Department's applicable bureaus via a Form CD-3, *Allotment Advice*. These bureaus will then be authorized to incur obligations and pay approved rents.

Each of the bureaus involved is required, for its portion of the GSA Federal Buildings Fund, to: (a) maintain a separate general ledger; (b) record all transactions (both proprietary and budgetary entries) in the general ledger.

The Department's allocation account is part of the GSA Federal Buildings Fund. Therefore, it is not included in the Department's or the bureaus’ financial statements or submissions. GSA will include the Department's allocation general ledger balances in its financial statements, submissions, based on information submitted to GSA by the Department. Accordingly, NIST's Finance Division and OFM will collect information from the bureaus, and consolidate this information to report to GSA.

III. Each Bureau’s General Ledger Recording of Transactions for Its Portion of GSA Federal Buildings Fund

 **a. Record a transfer in of unobligated, unexpired authority from GSA via a SF-1151:**

Each bureau, for its portion of the GSA Federal Buildings Fund, should record the annual Allocation Transfer-In as follows (A450):

USSGL Account Name Debit Credit

Budgetary:

417500 Allocation Transfers of Current-Year Authority for Non-Invested accounts XX

417600 Allocation Transfers of Prior Year Balances XX

445000 Unapportioned Authority XX

462000 Unobligated Funds Exempt From Apportionment XX

Proprietary:

101000 Fund Balance with Treasury XX

575500 Non-Expenditure Financing

Sources – Transfers-in - Other XX

 **b. To record the allotment of funds from the Office of the Secretary Financial Management, Budget Formulation and Analysis Division:**

Each bureau, for its portion of the GSA Federal Buildings Fund, should record the allotment as follows (A116, A120):

USSGL Account Name Debit Credit

Budgetary:

445000 Unapportioned Authority XX

461000 Allotments-Realized Resources XX

Proprietary: (No entries)

**c. To record all other transactions**

Each bureau, for its portion of the GSA Federal Buildings Fund, should record in the general ledger all of the other transactions that occur, which will primarily be transactions related to undelivered orders - paid and unpaid and delivered orders – paid and unpaid. Both proprietary and budgetary entries should be recorded.

IV. Bureaus’ Monthly Submission of Trial Balance.

**Monthly**, bureaus shall prepare Trial Balances (both budgetary and proprietary). Bureaus should reconcile amounts per their records to amounts per Treasury's records and resolve any differences.

The trial balances are due to NIST's Financial Services Group by the seventh day of the month that follows the end of the reporting period (unless the 7th falls on a weekend, in which case the due date will be revised). At year-end, bureaus are also required to submit their year-end trial balances to OFM (see Attachment I, *Due Date Calendar*). Please scan and email these reports to:

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##### V. Due Dates

See FY 2020/2021 Financial Statement Guidance Attachment I, *Due Date Calendar*, for due dates. OFM will monitor bureaus’ submissions against the due dates. A deadline may be considered not met if the data is incomplete, inaccurate, or not reconciled to other applicable data.

### VI. References

Treasury Financial Manual supplement *U.S. Government Standard General Ledger*, section III: *Accounting Transactions*, as updated by Bulletin No 2020-21 (August 2020):

<https://tfm.fiscal.treasury.gov/v1/supplements/ussgl/ussgl_part_2.html>

*Allocation Transfers Interagency Agreement (IAA) Obligational Authority and Fund Balance with Treasury Transfer from Parent Appropriation to Transfer Appropriation,* Treasury's Financial Management Service, U.S. Government Standard General Ledger, Position/Policy Statement, Effective on October 1, 1996: pages I-1 through I-8 (no longer available in FMS website Archives)

### VII. OFM Contact

Questions related to Attachment H can be directed to:

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