

Directive 434.1
6/14/83

Estimated Reimbursements or Receipts

I PURPOSE

This Instruction:

A Sets forth the requirements for establishing and revising estimated reimbursements or receipts which are to be credited to AMS appropriations or funds.

B Prescribes the use and preparation of Form AMS-2, Statement of Estimated Reimbursements or Receipts, for reporting amounts.

C Sets forth requirements on the maintenance of records to support statements.

NOTE: The Packers and Stockyards Administration, Office of Transportation, and Agricultural Cooperative Service operate under the Central Accounting System (see NFC Procedures Manual, Title IV).

II TYPES OF REIMBURSEMENTS OR RECEIPTS

The requirements in this Instruction:

A Apply to the types of reimbursements or receipts derived from the authorities and programs listed in Exhibit A, attached.

B Do not apply to receipts recovered by means of refunds or repayment credits to appropriations or funds. Examples of receipts excluded are:

- 1 Amounts collected from employees on account of jury service; and
- 2 Amounts billed non-Government cooperators as reimbursements for awards, contributions for training expenses, or travel expenses in connection with attendance at meetings.

III RESPONSIBILITIES

The Division Director shall:

A Determine the amounts of estimated reimbursements or receipts to be earned during the fiscal year, by fund, activity, and project and revise such estimated amounts, as appropriate; and

B Determine the estimated staff-years applicable to each item.

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IV FINANCIAL ARRANGEMENTS

A Work Arrangements. Work arrangements between and within Divisions do not increase or decrease the funds of AMS. Such amounts should not be reported on Form AMS-2.

- 1 Accounting Adjustments. Occasional or irregular inter-Division or inter-Branch work arrangements may be financed by accounting adjustments between the funds of the Divisions or the Branches within a Division involved. Such work arrangements between Divisions will be based on negotiated agreements. The applicable Division or Branch shall:

a Establish the obligation; and

b Request the Fiscal Operations and Systems Branch, Financial Management (FM) Division to transfer costs, by subobject class, from the accounts of the performing organization to the organization primarily responsible for the activity. The transfer or refund may be made monthly or quarterly. In any event, the transfer or refund must be made before the close of the fiscal year.

- 2 Allocation Adjustments. Divisions which regularly need services performed on an inter-Division basis may negotiate agreements for such work arrangements.
- B Between Federal Agencies. Arrangements for work, supplies, and services to be furnished another Federal Agency are carried out in accordance with terms of agreements. Such arrangements may be financed by reimbursements or advances of funds. Form AMS-2 shall be used for reporting such amounts.
- C With Individuals and Non-Federal Organizations. Collections for services performed by AMS for non-Federal clients are credited to appropriations or funds pursuant to law or, when authorized, under cooperative agreements. Form AMS-2 shall be used for reporting such amounts.
- D Sales of Personal Property. Amounts received from the sale of Trust Fund and User Fee property are available for credit to the fund. Amounts from the sale of appropriated property are available for credit to the fund, if replacement of the property is to be made in accordance with applicable regulations. Form AMS-2 shall be used to report such amounts. Where no replacement is contemplated, or when timely action to secure the proceeds for use to replace property is not taken, the proceeds are deposited to the Miscellaneous Receipts account of the Treasury Department. Do not report amounts for deposit to the Miscellaneous Receipts account on Form AMS-2.

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V USE OF REIMBURSEMENT OR RECEIPTS FOR ALLOCATION

- A General. Estimated reimbursements or receipts are generally allocated in AMS. Reimbursements for credit to funds required to be apportioned will not be allocated until they are included in an apportionment approved by the Office of Management and Budget. Amounts of reimbursements and receipts included in allocations are noted as such.
- B Allocation Changes. The Division Director shall request revisions of allocations, as necessary, due to changes in estimates of reimbursements or receipts.
- 1 If reimbursable work involves additional employment and costs over the regular program, the allocation will be increased by the amount of the additional reimbursements or receipts. However, the establishment of the additional receipts on Form AMS-2 must precede or be concurrent with the allocation request.
- 2 When estimated receipts which have been allocated are being decreased, or will not be realized, an allocation reduction must precede or accompany Form AMS-2 reflecting the decrease.

VI REPORTS

- A General. AMS is required by law (31 USC 200) to report, as of September 30 each year, the unobligated balance, including uncollected reimbursements or receipts, of each appropriation or fund, including Trust Funds. AMS must certify these reports. The unobligated balance under an appropriation or fund cannot be stated accurately without considering the total amount of reimbursements or receipts, and the amounts to be collected

through September 30 each year.

- B Rounding to the Nearest Thousands. Divisions shall report estimated receipts in thousands of dollars. Do not omit zeros.
- C Preparation and Submission of Form AMS-2. Divisions shall report estimated reimbursements or receipts to FM Division on Form AMS-2 in an original and three copies.
- 1 Preparation.
 - a Use the listing in Exhibit A, Types of Reimbursements or Receipts in AMS, as a guide for reporting the items applicable to the Division on Form AMS-2. If the type of reimbursement or receipt is not listed in Exhibit A, cite the authority for credit of such receipts to the appropriation or fund. List amounts by activity and work project.
 - b Prepare initial estimates as illustrated in Exhibit B, attached.
 - c Prepare revised estimates as illustrated in Exhibit C, attached.
 - d In developing income (receipts and reimbursements), estimates, direct production labor costs (inspectors, graders, samplers, etc.) and indirect costs (supervisory, billing and collecting, and other administrative management costs) will need to be determined. In accordance with AMS Instruction 434-2, Fees and Charges, the FM Division will determine the proportionate share of costs for services performed outside the program Division and will notify the applicable Division accordingly.
 - 2 Submission. Use Form AMS-2 to:
 - a Submit initial estimates to Budget and Program Analysis Branch, FM Division, when requested by an AMS Notice or Instruction. The initial estimates will be considered a part of the operating budget submission.
 - b Submit revised estimates to Budget and Program Analysis Branch, FM Division, whenever necessary to report significant changes. Estimates must be reviewed, and revised if necessary, at least quarterly during the first three quarters of the fiscal year. During the last quarter of the fiscal year revisions must be submitted no later than August 31.
 - 3 Coding. The FM Division will insert Subcenter Number amount and effective date. Document numbers will be in sequence, by fund, by fiscal year. The amount column will show the original reimbursement or receipt while revisions will reflect the increase or decrease.

VI RECORDS

The Division Director is required to establish and maintain records and controls of estimated reimbursement or receipts. Such records consist of documents and other information and related background material required to support the amounts reported on Form AMS-2.

David C. Rector, Acting
Deputy Administrator, Management

Attachments: EXHIBITS A AND B.

For a copy of these attachments, please contact AMS, Information Management Branch.

