



DEPARTMENT OF THE TREASURY  
BUREAU OF THE FISCAL SERVICE  
WASHINGTON, DC 20227

October 29, 2013

To: Chief Financial Officers and Chief Credit Management Officials

From: Jeffrey Schramek *JS*  
Assistant Commissioner *for*  
Debt Management Services

Subject: Combined Certification and Verification of Fiscal Year 2013 "Treasury Report on Receivables and Debt Collection Activities"

The Treasury Report on Receivables (TROR) and Debt Collection Activities is the Federal Government's primary means for Federal agencies to provide comprehensive information on receivables and delinquent debts due from the public. **Debt Management Services is requesting that the Departments/Agencies file a combined certification and verification form for the TROR to Treasury by Monday, December 16, 2013.** We anticipate that this will facilitate the reconciliation of your TROR with your agency financial statements.

The Certification relates to the debt collection information presented in Part 2, Section B, "Debt Eligible for Referral to Treasury for Offset and Cross-Servicing" of the TROR. The Verification requirements are authorized under OMB Circular A-129, Managing Federal Credit Programs. The combined "TROR Certification/Verification Form", with instructions, is enclosed.

If an agency cannot certify and verify the accuracy of its receivables and debt collection information, the Chief Financial Officer or the agency head must provide an explanation, identifying the bureaus or divisions that are unable to validate this information. The instructions for this required Certification and Verification are enclosed. Please complete the enclosed Certification/Verification form. This form must be signed and returned by December 16, 2013. Please fax it to:

**Certification/Verification Team**  
**Bureau of the Fiscal Service**  
**Debt Management Services**  
**Attn: John White**  
**Phone: (202) 874-6810**  
**Fax: (202) 874-7292**

If you have any questions regarding this memorandum, please contact Terrence Prince or David Saltiel, Director, Data Management Reporting and Analysis Division at (202) 874-6810.

Enclosures

## Verification

All 4th quarter (year-end) reports must be verified by the submitting Agency/Department's Chief Financial Officer (CFO) or equivalent.

Verification of the Receivables Report means that the report has been reconciled to the agency's Audited Financial Statements to the Federal Agencies Centralized Trial-Balance System (FACTS).

Only one verification at the Agency or Department level is to be submitted. The verification is to be submitted by the Agency/Department CFO or equivalent.

The verification should state that **the information presented in Part I, Section A, Ending Balance line of the "Report on Receivables Due from the Public" was reviewed and is reconciled to the receivable balances in the agency's (a) Form and Content -Audited Financial Statements, i.e., the Balance Sheet and (b) FACTS.** If the report is not reconciled to the Balance Sheet and FACTS, the verification should so state, with an explanation as to why verification is not possible. Agencies should also disclose the audit opinion of the Financial Statements or any issues regarding the pertinent accounts.

FMS acknowledges that there will be differences among the balances reported since the Receivables Report presents the gross book value of receivables as opposed to the net present value presented on the Audited Financial Statements and in FACTS. **Agencies are requested to define these differences and disclose any discrepancies in a separate document to be returned with the signed Certification/Verification.**

**Note:** Report accrued interest on this report the same as it is reported in FACTS and the financial statements, up to 180 days of delinquency. If interest is accrued on debts over 180 days delinquent and is included in FACTS submissions and on the audited financial statements, report it in the TROR with a footnote.

Include in the TROR all receivables for programs that are administered by the agency. Receivables are reported with the program that first generated the receivables unless there was a transfer by book entry to another entity.

**Certification**

All 4<sup>th</sup> quarter (year-end) reports must also be certified by the submitting agency's CFO or equivalent. Certification means that the delinquent debt information reported on the Receivables Report for cross servicing and offset in Part II, Section B, is correct and legally enforceable.

Only one certification at the Agency or Department level is to be submitted. The certification is to be submitted by the Agency/Department Chief Financial Officer or equivalent.

**Questions:**

Questions concerning the certification/verification process should be directed to:

Bureau of the Fiscal Service

Telephone Number: (202) 874-6810

Fax Number: (202) 874-7292

Only one Certification/Verification form **per Agency or Department** is to be submitted. The Certification/Verification form is submitted separately from the Receivables Report itself.

**Due Date**

**The Certification/Verification form is due to Debt Management Services by December 16, 2013**

**DMIS System Access**

To receive access to the DMIS System to view your agency's reports, call (202) 874-8933 and a user ID will be issued.

**Where to Send**

Once the Certification/Verification form has been completed and signed, please fax it to:

Certification/Verification Team

Bureau of the Fiscal Service

Debt Management Services

Portfolio Management and Analysis Branch

Attn: John White

Fax: (202) 874-7292

**TROR Certification/Verification Form**  
**TREASURY REPORT ON RECEIVABLES DUE FROM THE PUBLIC**  
**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

I. I have reviewed the information presented in the Treasury Report on Receivables and Debt Collection Activities (TROR) submissions for the fiscal year ending September 30, 2013. In my opinion, **all** of the receivables information specifically presented in the TROR is accurate and consistent with the agency accounting systems and the delinquent debt information reported in Part II, Section B is accurate and legally enforceable.

\_\_\_\_\_  
 Chief Financial Officer (signature)  
 (Or Agency Head)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chief Financial Officer (printed)  
 (Or Agency Head)

\_\_\_\_\_  
 Agency

**OR**

II. I have reviewed the information presented in the Treasury Report on Receivables and Debt Collection Activities (TROR) submissions for the fiscal year ending September 30, 2013. The receivables or delinquent debt information presented in the TROR is not consistent with the agency accounting systems.

Attached is a list identifying the reporting entities and the parts of the form that I am **unable** to certify/verify with an explanation as to why certification is not possible, and a target date for when such certification can be submitted to the Department of the Treasury-Bureau of the Fiscal Service.

TROR Receivables (*Part I, Section A, Line 7*)     \$ \_\_\_\_\_

Reconciliation Amount     \$ \_\_\_\_\_

Amount Unable to Verify     \$ \_\_\_\_\_

Financial Statement Receivables     \$ \_\_\_\_\_

\_\_\_\_\_  
 Chief Financial Officer (signature)  
 (Or Agency Head)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chief Financial Officer (printed)  
 (Or Agency Head)

\_\_\_\_\_  
 Agency