

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES
No. 37-1-2

17 May 1999

RECEIPT OF NON-FEDERAL SPONSOR FUNDS

1. Purpose: To define responsibilities, process, and CEFMS procedures for the receipt, deposit, and recording of non-federal contributed funds.
2. References:
 - a. ER 37-2-10, Chapter 30, Accounting for Cost Shared Projects
 - b. EC 37-8-2, Accounting for Cost Shared Projects
 - c. CEFC-AO-FC memo dated 7 Dec 98, subject: Registering Contributed Funds
 - d. Buffalo District CEFMS Business Process Plan, Creating Funding Accounts, page 11
3. Responsibilities:
 - a. Project Managers (PM) are responsible for providing work item and funding information for the entry of sponsor funds in CEFMS.
 - b. A data manager will enter the Debtor ID information if none already exists.
 - c. Program Manager will enter the Non-Federal Cost Share Control Information.
 - d. Finance and Accounting (F&A) will enter the Customer Advance Account information in CEFMS.
 - e. F&A will enter the collection in CEFMS and deposit the sponsor's check with the Federal Reserve within two working days of receipt unless receipt occurs too soon to month end to ensure the entire process can be completed prior to month end.
 - f. F&A will register contributed funds for cost shared projects upon confirmation of deposit.

g. For Customer Order Advances, the Customer Order will be entered by Budget, technically approved by the PM, financially approved by F&A, and accepted by Budget.

h. Budget will distribute funds to the work item(s) identified by the PM for cost shared projects.

4. Procedures:

a. If the sponsor's check is received at least 5 working days prior to the end of month, then deposit immediately. If it is received within the last 5 working days of end of month, hold until next month. During September, all effort will be made to collect, deposit, and register funds in the current fiscal year.

b. Debtor ID must first be entered in CEFMS if it does not already exist. Cathie Coyne has data manager delegation to do this, as does Linda Howard.

c. Non-Federal Cost Share Control information for cost shared projects must be entered before the customer advance account information can be entered.

d. F&A will enter Customer Advance Account information and enter the collection in CEFMS according to the attached CEFMS procedures, annotate the CV or ROV no. on the Remittance Register and on the check, and send the check to the Federal Reserve Bank of Buffalo promptly on a separate deposit ticket.

d. Confirmation that the deposit has cleared the bank must be verified before the next steps can be taken. USACE Finance Center (UFC) (Lucius Othman 901-874-8648) has access to CashLink, a system that lets them know when this has happened. Locally, we rely on the return of the green copy of the deposit ticket stamped with the confirmation date. If we are unable to verify in a timely manner that a deposit has cleared, call the Federal Reserve Bank of New York, Utica office, at 315-768-2283, and ask for the Adjustments Branch to confirm a deposit. *9 or 1-888-333-0105*
F&A 1-315-768-3326

e. UFC will certify the collection voucher and create the deposit ticket in CEFMS upon receipt of the faxed remittance register and deposit ticket and upon confirmation that the deposit has cleared the Federal Reserve. If funds are needed prior to UFC being able to take action, the MOU between Buffalo District and UFC allows for us to certify collections and create deposits in CEFMS for sponsor funds (the reason for a separate deposit ticket). These CEFMS steps are attached. Notify UFC (Lucius Othman (reports) and Kay Repert (collections)) that we took action to certify and deposit in CEFMS.

f. If there is a problem with the sponsor's check clearing the bank, all of the above steps can be reversed in CEFMS as long as the funds have not yet been registered or the customer order approved/accepted and made available for use.

g. F&A (Rob - primary and Ted - secondary) will register the funds for cost shared projects and notify budget and the Project Manager that the funds are available for distribution. }

h. Budget will distribute the funds to the work item, coordinating with the PM if the needed information is not already available.

M. Christine Mooney
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Finance and Accounting Officer