

BIA Forestry Collections And Distribution Handbook

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BIA Forestry Collections and Distribution Handbook

I. INTRODUCTION

The purpose of this handbook is to provide procedures for the accounting of trust funds (see 25 USC Sec. 155 and 31 USC Sec. 1321) and non-trust funds collected from forest management activities on Indian trust lands. With the change of accounting systems by the Office of Trust Funds Management (OTFM) (see Acronyms – **Appendix 1**) as part of the American Indian Trust Fund Management Reform Act (PL103-412) and the realization that the changes would cause problems with the conversion of existing forestry accounts and the accrual and distribution of interest on trust funds, a meeting was held in Albuquerque, NM in August 1998 to develop consistent procedures within BIA Forestry that also met the needs of OTFM.

The original Handbook was released December 18, 1998; however, later changes in regulations and the need to further clarify some of the original Handbook procedures dictated that an update was necessary. This release is the second version of the BIA Forestry Collections and Distribution Handbook.

The publication of 25 CFR Part 115 (effective date March 23, 2001) provided that the Office of the Special Trustee would no longer deposit non-trust funds. Beginning June 1, 2001 the Bureau of Indian Affairs was responsible for the processing of the non-trust funds, which includes the bid deposits, performance bonds, and to some degree escrow funds.

Procedures are presented for each of the eight accounts identified for the management of funds collected for forest management activities. Although many of the procedures listed are redundant, they are provided in each account section so that the handbook user does not have to flip back and forth through the book to find a procedure referenced in a different account section. The sections are separated and the pages number independently so that they can be easily changed and inserted as procedural changes occur.

Procedures presented in this handbook are for hard copy payments (certified and uncertified checks, cashier's checks, bank drafts, postal money orders, etc.), transfers between government accounts, and for Electronic Fund Transfers (EFT).

Interest follows Principal for Trust Funds - Interest accrues on only trust monies collected and held by OTFM. This interest is distributed the same as the principal (i.e. Interest follows principal. See 25 USC 161d and 25 CFR 114.4) – except for single cash accounts which accrue interest as part of the principal. **CAUTION:** Timber contracts should include a statement describing how interest follows principal on advance deposits made by purchasers and how interest is not credited to the purchaser except on the amount of principal funds returned or refunded to the purchaser. Timber sale documents should have the following clause added to them to insure that the purchasers are aware of how interest accrual affects them.

“The purchaser will not receive interest on funds paid to or deposited with the Bureau of Indian Affairs except on the principal amount of advance deposits returned or refunded to the purchaser. Interest accrued on the principal amount retained for default will be treated as a penalty and distributed according to the principal funds.”

Albuquerque OTFM will send 1099-INT statements to recipients of interest in excess of \$10.00, which accompanies the principal amount of deposits returned or refunded during a calendar year.

A. GENERAL INFORMATION

The procedures for the collection, deposit, and distribution of payments from forest management activities differ by whether the funds are considered trust or non-trust. OTFM deposits trust funds in the Trust Funds Accounting System (TFAS) and also distributes the trust funds, while the BIA deposits non-trust funds in the Federal Finance System (FFS) and also distributes the non-trust funds.

There are also many instances when funds may be transferred between the TFAS and FFS (trust and non-trust) accounts. These transfers must be coordinated between the BIA Division of Accounting Management (DAM) and OTFM in order to accomplish and document the transfers. Some transfers require the originating forestry office to make an entry in the Suspense Deposit System (SDS) within the Lotus Notes Database in order to complete the transaction. The Voucher and Schedule of Withdrawals and Credits form (SF-1081) (**Appendix 2**) is the primary document used to initiate the transfer from TFAS to FFS and from FFS to OTFM.

1. Transfer from OTFM/TFAS to DAM/FFS

- a. When trust and non-trust funds are combined in the same check to the BIA. The Check is deposited by OTFM and the non-trust funds are transferred to DAM by IPAC. This usually happens when a performance bond and advance payments or advance deposits are combined on one check from the purchaser. (**Requires SDS Collection entry by originating Forestry office**)
- b. To transfer trespass funds from a Trespass (TR) account in TFAS to a program appropriations account in FFS. This is to reimburse the bureau program for the cost of rehabilitation/restoration and enforcement. (**Deposited into a Reimbursable Fund in FFS - no entry in SDS**)
- c. When excess Advance Deposit (AD) funds in a TFAS account are transferred to a PB account in FFS as all or part of the Performance Bond on a new timber sale. (**Requires SDS Collection entry by originating Forestry office**)
- d. To transfer funds from an Advance Deposit (AD) asset in TFAS to a program appropriations account in FFS to reimburse the bureau

entry in SDS).

2. **Transfer from DAM/FFS to OTFM/TFAS**

- a. Non-trust Deposit with Bid (BD) transferred to trust Advance Payment (AP) or Advance Deposit (AD) TFAS account. It goes into the AP or AD account when the BD is confiscated for failure of the purchaser to furnish the bond or execute the contract. **(Requires SDS Disbursement entry by originating Forestry office)**
- b. Non-trust Performance Bond (PB) transferred to trust Advance Payment (AP) or Advance Deposit (AD) TFAS account. This occurs when the purchaser fails to provide required stumpage payments or complete the contract and all or part of the performance bond is confiscated and paid to the landowners. **(Requires SDS Disbursement entry by originating Forestry office)**
- c. Non-trust Performance Bond (PB) transferred to trust Forestry Projects (FP) TFAS account. Funds are confiscated from the performance bond in order to fund the completion of contract requirements (planting, slash treatment, road maintenance, road closure, etc). **(Requires SDS Disbursement entry by originating Forestry office)**
- d. Transfer of non-trust un-obligated program appropriations to a trust Indian Forest Land Assistance Account (FL) in TFAS. This is less likely with the advent of the two-year budget/appropriations cycle. **(No SDS entry)**

B. TRUST ACCOUNTS

Forestry accounts for trust funds are setup to separate and distinguish between various types of forestry collections. Within most of the accounts, funds must be further separated by individual assets (by contract, permit, etc.) in order to accurately account for collections, interest accrual, and distributions. Account and asset setup is initiated by BIA forestry personnel through the completion of various forms, which are provided to the OTFM staff for actual setup and encoding. OTFM will be completing other forms to meet their accounting needs.

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Six types of accounts have been authorized for forestry trust funds. Three types of accounts are dual cash and three are single cash accounts (by coincidence, the single cash accounts all start with "F").

Accounts are usually established by reservation and designated by the Reservation Identifier. In Alaska and other locations where lands are not designated by reservation, the respective BIA Forestry and OTFM personnel will agree on a designator that will help separate and track forestry trust funds.

OTFM in Albuquerque will automatically send out monthly statements to the Forestry office where the accounts originated. This is the default schedule. If Forestry wants any reports quarterly, semi-annually, or annually; then they should contact their OTFM Tribal Accounts Manager and request the change.

1. **DUAL CASH ACCOUNTS (Principal and Interest Separated)** - An account that has the principal amounts kept separate from the interest accrual. This is especially important when you have to payout interest when making a payout of principal.

- a. **ADVANCE DEPOSIT**
AD___FR_
RESERVATION IDENTIFIER
- b. **ADVANCE PAYMENT**
AP___FR_
RESERVATION IDENTIFIER
- c. **TRESPASS ACCOUNT**
TR___FR_
RESERVATION IDENTIFIER

2. **SINGLE CASH ACCOUNTS (Principal and Interest Combined)** - Interest is added to the principal amount on a monthly basis. All account funds are treated as principal. This is for accounts that do not need to add interest to principal amounts when making a distribution.

- a. **INDIAN FOREST LAND ASSISTANCE**
FL___FR_
RESERVATION IDENTIFIER
- b. **FOREST MANAGEMENT DEDUCTIONS**
FM___FR_
RESERVATION IDENTIFIER
- c. **FORESTRY PROJECTS**
FP___FR_
RESERVATION IDENTIFIER

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3. **ASSET INFORMATION** - Assets are a unique separation of account funds by individual (bidder, purchaser, trespasser), timber sale, or project. Assets are a subsidiary system that breaks down the funds in an account.

The following information is needed to accurately identify the proper asset for each transaction.

- RESERVATION
- BIDDER/PURCHASER/TRESPASSER NAME
- ADDRESS FOR BIDDER/PURCHASER/TRESPASSER
- CONTRACT/PERMIT NUMBER
- CONTRACT/PERMIT/LOGGING UNIT NAME
- CONTRACT/PERMIT EXPIRATION DATE
- TAX IDENTIFICATION NUMBER OR SSN *
- PURPOSE OF PAYMENT**

*In order to provide the tax identification number (TIN) or Social Security Number (SSN) as part of the asset information, Forestry must send a Form W-9 (*Appendix 3*) to all purchasers when sending the timber sale contracts/permits for signature. It may be required that a completed Form W-9 is provided before the timber sale document is approved. Those account holders with money in an account that may be refunded or returned at a later date with accrued interest are expected to receive a 1099-INT form from OTFM for tax filing purposes. The completed Form W-9 is needed by OTFM to prepare a 1099-INT form for anyone who receives at least \$10.00 in interest during the year. The W-9 requirement should be included in each prospectus and contract/permit special provisions section.

**The purpose of payment comment line is to track each transaction within the system by actual description of the action rather than by document number or code. It would be Advance Deposit, Advance Payment, etc...

4. RECEIPT AND DISBURSEMENT CODES

These numbers were established by OTFM to identify or reference the type of financial transaction. It is part of the accounting string included on each financial document and is represented by the last digits of the string. This accounting string is actually the account number with the receipt or disbursement code added to the back of it. The accounting string for collecting funds for a timber sale Advance Deposit would be "AD_ _ _

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FR_94. The number 94 is the receipt code for an advance deposit. A receipt or disbursement code is always used to collect, transfer, and distribute funds.

There are a total of 118 Receipt codes and 293 Disbursement codes contained on the code lists (available from OTFM), but there are a large number of Disbursement codes (numbers 149-199) that are currently “Reserved for Future Use.” The codes most likely to be used for forestry activities are provided in the following lists of codes.

OFFICE OF TRUST FUNDS MANAGEMENT RECEIPT AND DISBURSEMENT CODES

Forestry Receipt Codes

- 4 Transfer from another account.
- 17 Transfer of funds.
- 18 Actual Scale. (Note: Only used in TAAMS)
- 30 Damages.
- 41 Forestry – taxable.
- 42 Forestry – non-taxable.
- 52 Fines.
- 73 Trespass.
- 94 Advance Deposit.
- 95 Forest Management Deduction.
- 96 Forestry Projects.
- 100 Advance Payment.
- 116 Cash Bond Defaulted.

Forestry Disbursement Codes

- 14 Advance Deposit.
- 22 Forestry.
- 58 Forestry – Taxable.
- 117 Forest Mgmt Deduction.
- 118 Advance Payment.
- 124 Forestry Projects.
- 126 Seedlings.
- 127 Hand Planting.
- 128 CFSI/Thinning.

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Disbursement Codes For Tribal ACH Payments

- 254 Advance Deposit – CHKG.
- 255 Advance Deposit – SVGS.

- 256 Forest Management Deduction – CHKG.
- 257 Forest Management Deduction – SVGS.
- 258 Advance Payment – CHKG.
- 259 Advance Payment – SVGS.
- 260 Forestry – CHKG.
- 261 Forestry – SVGS.
- 264 Forestry – Taxable – CHKG.
- 265 Forestry – Taxable – SVGS.
- 278 Forestry Projects – CHKG.
- 279 Forestry Projects – SVGS.
- 282 Seedlings – CHKG.
- 283 Seedlings – SVGS.
- 284 Hand Planting – CHKG.
- 285 Hand Planting – SVGS.
- 286 CFSI/Thinning – CHKG.
- 287 CFSI/Thinning – SVGS.

5. **Insufficient Funds** – On rare occasions, checks are provided to the Bureau of Indian Affairs which cannot be deposited into TFAS accounts because the account the check is drawn on does not have sufficient funds to cover the check. The following procedures will be used in response to this occurrence.

- a. Upon notification of insufficient funds, the Regional OTFM Authorized Collector sends copies of the check, Bill for Collection, Schedule of Collections, and Deposit Ticket back to the Agency OTFM Authorized Collector.
- b. The Agency OTFM Authorized Collector notifies the program and provides copies of the documents to the program.
- c. The program sends a letter to the party issuing the original check requesting a guaranteed remittance to cover the initial payment amount and the returned check fee.
- d. A new receipt/collection process is initiated upon receipt of the new payment.

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6. **Electronic Fund Transfer (EFT)** – The instructions for accomplishing the collection and disbursement of funds electronically are contained in the Treasury Financial Manual. Those instructions are provided (in part) to help understand the process.

- a. EFT payment to the Government - requires that a funds transfer message be transmitted to the Department of Treasury. The message must contain the following items.
- 1). Priority Code – Provided by the sending bank.
 - 2). Treasury Department Code – The nine-digit identifier “021030004” is the routing symbol for Treasury and is required on all transfer messages to Treasury.
 - 3). Type Code – Provided by the sending bank.
 - 4). Sending Bank Code – A nine-digit identifier provided by the sending bank.
 - 5). Class Code – Provided by the sending bank (if permitted by its Federal Reserve district bank).
 - 6). Reference Number – Inserted by the sending bank to identify the transaction.
 - 7). Amount – Provided by the depositor and includes the dollar sign and appropriate punctuation including cents digits.
 - 8). Sending Bank Name – Provided by the sending bank and is the telegraphic abbreviation which corresponds to item (4).
 - 9). Treasury Department Name – This CRITICAL 11 character name is *TREAS NYC/* (and must be left justified on line 5 of the funds transfer message).
 - 10). Agency Location Code – This CRITICAL three, four, or eight digit numeric symbol identifies the government department and agency and is provided by the agency. This code immediately follows the left parenthesis of item (9) and is followed immediately by a right parenthesis.
 - 11). Agency Name – An abbreviation of the agency name provided by the agency.
 - 12). Third Party Information – Agency provides reason for the transfer to the depositor and is limited to 230 characters.
- b. EFT from Government to vendor/purchaser – requires receiving institution information. Information is usually provided on the Public Voucher (SF-1034) in the “To & Address” section. Information includes:

- 1). Bank Name.

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- 2). American Banking Association (ABA) routing number.
- 3). Bank Account Number & type (checking or savings).
- 4). Bank contact and telephone number.
- 5). Bank city and state.

C. **NON-TRUST ACCOUNTS**

1. **General Information**

Guidance is provided in the Procedures for Handling Certain Non-Trust Funds, which was released with the memo from the Deputy Commissioner of Indian Affairs dated May 23, 2001 (**Appendix 8**). Non-trust funds are collected into a suspense account within the Federal Finance System (FFS). A data record is completed by the Collection Officer for each payment. The data includes:

- Vendor Name
- FFS Vendor Code
- Check Number
- Check Date
- Check Amount
- Program Code (Accounting String) *
- Agency Organization Code
- Bill for Collection or Field Receipt Code
- Advertisement Number (if applicable)
- Item Number (if applicable)
- Contractor ID Number (from TAAMS)

*Program Codes for Forestry (as follows):

<u>Fund Code</u>	<u>Program Class</u>	<u>Deposit Account Title</u>	<u>Program/Cost Code</u>
60300	603	Forestry	60300
		Forestry Product Sales	60310
		Bid Deposit	60311
		Performance Bond	60312
		Damage for Site Rehab	60313
		Forestry Projects	60314
		Forest Product/Fire Trespass	60320
		Escrow/Deposit	60321

2. **Combined funds Checks** [Checks that include both Trust and Non-Trust funds (e.g., Advance Payment (trust) and Performance Bond (non-trust))] must be provided to OTFM for processing.

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- a. Forestry prepares a Bill for Collection or Field Receipt, which indicates the amounts of trust and non-trust money.
- b. The Collection Officer provides the check(s) and a copy of the BFC or Field Receipt to OTFM.

- c. OTFM will deposit the trust funds into the proper trust TFAS account(s) and IPAC the non-trust funds back to DAM.

3. Insufficient Funds - This section is specific to non-trust monies.

- a. DAM will immediately notify the Agency office that accepted the funds.
- b. The Agency must notify the vendor immediately and have the vendor re-submit payment using a guaranteed check. If the vendor cannot be located, then the Agency should contact the Collections and Billings Office in DAM so that DAM can initiate the billing process.

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III. DEPOSIT WITH BID (BD) – Non-Trust funds that will not accrue interest.

- A. **BD COLLECTIONS** – See Flow Chart (*BD-9*). Deposits with bid are deposited by the Bureau into FFS. The accounts will normally be short lived because the funds from the successful bidder are normally transferred from FFS (non-trust) to TFAS (trust) upon approval of the timber contract/permit and any retained funds

from unsuccessful bidders are refunded. The exception to this would be when the deposit with bid is converted to a performance bond within FFS.

Sealed bid packages are received in the office designated in the sale advertisement and prospectus. These packages normally contain the bid proposal and the deposit with bid in the form of a guaranteed payment as specified in the sale advertisement, prospectus, and bid proposal. Acceptable forms of bid deposit may vary and may include; certified check, cashiers' check, bank draft, postal money order, cash, or irrevocable letter of credit. They may also contain a written request to hold the deposit with bid pending final award of the contract.

Note: The prospectus must specify that any bid or performance bond deposited into the Federal Treasury is subject to Treasury offset under the Debt Collections Improvement Act of 1996 when disbursement is made.

1. **Rejected Bid Packages** - At the time of bid opening, all bid packages are opened and the acceptable bids are abstracted. If a bid is not accepted, then the funds are not collected by the Bureau Collection Officer and the bid package is returned by certified letter to the bidder without consideration.
2. **Accepted Bid Packages** – Deposits with bid are retained by the authorized collection officer and must be deposited within 24 hours of opening. This should still allow time for Forestry to determine disposition of bids or to allow an Indian or Indian enterprise to match the high bid if authorized in the timber sale advertisement and prospectus.
 - a. **Deposits with Bid returned without deposit** - Forestry determines which deposits with bid should be returned without deposit and which ones should be collected and deposited into FFS. Usually only the high bidders' deposit with bid is deposited, but other bidders may request in writing that their deposits with bid be retained until the contract is awarded and approved (which may take up to 30 days).

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Forestry prepares a certified letter explaining that the bidder was not the successful high bidder, has the Collection Officer enclose the deposit, and mails it back to the bidder. If unsuccessful bidders are present for the bid opening, they may get their deposits with bid back immediately by signing the back of their bid proposal form (BIA-5318).

b. **Deposits with Bid that are deposited** - See Flow Chart (**BD-9**).

- 1). Forestry obtains all necessary vendor information (list below) and verifies whether a vendor code already exists in FFS for the successful bidder. If no vendor code exists, then the Agency must submit the vendor information to DAM for FFS setup. See vendor code instructions issued by DAM.

Vendor Name
FFS Vendor Code
Check Number
Check Date
Check Amount
Program Code
Agency Organization Code
Advertisement Number (if applicable)
Item Number (if applicable)
Contractor ID Number (from TAAMS if applicable)

- 2). Forestry prepares a Bill For Collection (BFC)(DI-1040) (**Appendix 4**) with all of the vendor information and provides it to the Collection Officer. [Note: Forestry would not prepare a BFC (DI-1040) to function as a receipt for an irrevocable Letter of Credit (LOC). A BFC is only prepared for payments that can be deposited].
- 3). The Collection Officer signs the DI-1040, provides a copy to the vendor and a copy to Forestry. The Collection Officer completes the Collection Information section on the Suspense Deposit Record screen in the Lotus Notes Database; except when an LOC is provided, then no entry is made in the database. Also prepares the Schedule of Collections (BIA-4284) (**Appendix 5**) - except in the case of a LOC - and sends the forms and check(s) to DAM for

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BD-2

deposit. (Note: An LOC is held by the Collection Officer in a safe and a copy is provided to Forestry).

- 4). DAM prepares a Deposit Ticket (SF-215) and a Consolidated Schedule of Collections and then deposits the checks and SF-215 at the bank.

- 5) A DAM Accounting Technician inputs the deposit into FFS after receiving the SF-215 from the bank.
- 6) The DAM Deposit Fund Desk completes the FFS Input Information section on the Suspense Deposit Record screen in the Lotus Notes Database. The FFS deposit transaction information is available for program viewing.

B. BD DISTRIBUTIONS – Since a deposit with bid is non-trust money, it does not accrue interest in FFS. There are four options for the distribution of funds from BD accounts. The options include: 1) Transfer to an Advance Deposit (AD) or Advance Payment (AP) account in TFAS, 2) refund to an unsuccessful bidder, 3) convert to a performance bond within FFS, and 4) forfeiture and payment to the beneficial landowners. See Flow Chart (***BD-10***).

When bidders appeal the contract award and approval in writing in accordance with 25 CFR Part 2, their deposit with bid will remain in FFS until a final decision is rendered.

(Note: After award and approval of the contract, all BD funds associated with that particular sale should normally be moved to a trust account or returned to the bidder. BD funds should not normally reside in FFS for longer than 30 to 45 days except when the BD is converted to a performance bond within FFS.)

Field offices for OTFM and Forestry should check the posted transaction screens in TFAS to check the accuracy of the following transactions.

1. **Transfer to an AD or AP TFAS Account** - Upon award and approval of the contract, the deposit with bid of the purchaser is usually transferred from FFS to either the Advance Deposit (AD) Account or the Advance Payment (AP) account within TFAS (see 25 CFR 163.1).
 - b. Forestry verifies that an appropriate forestry account is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of the BIA Forestry Collection and Distribution

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Handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.

- b. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, “For IPAC Processing.” Forestry also attaches a copy of the original Bill for Collection

(DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, BIA Line Officer, and Forester sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the “Details of Charges” section of the SF-1081, add the date next to the “Approved By” line, and add the FAX number to the telephone line.

- c. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
- d. The Regional OTFM Office will FAX (505-248-5700) the transfer package to the Albuquerque OTFM Office.
- e. Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
- f. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX or email of the transaction amount and IPAC Bill number.
- g. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer

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is complete the Suspense Deposit Record is no longer available for viewing by Forestry.

- h. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

2. **Refund to Unsuccessful Bidder(s)** - Upon award of the contract, the

collected deposits with bids of the unsuccessful bidders (who requested that their bid deposits be held until approval of the contract) are returned.

- a. Forestry completes the Authorization to Disburse section on the Suspense Deposit Record screen in the FFS Lotus Notes database which, when submitted electronically, will notify the DAM office of the disbursement need under the Pending Disbursement Verification screen.
- b. The DAM office will complete the FFS Verification of Disbursement section on the Suspense Deposit Record screen in the Lotus Notes Database. The DAM office will input a Payment Voucher into FFS to deposit funds into the vendors' account by electronic funds transfer (EFT) or issue a Treasury check to be mailed to the vendor. Once the disbursement is complete, the Suspense Deposit Record is no longer available for viewing by Forestry.

3. **Convert to Performance Bond (PB) within FFS** – Some locations may set the bid deposit amount to equal the performance bond requirement. By doing that, they can avoid having to transfer the BD to an Advance Deposit (AD) or Advance Payment (AP) trust account in TFAS and can simply convert the BD to a Performance Bond (PB) within FFS.

[Note: This process was still being developed at the time of this revision. The process will be released by the Division of Accounting Management (DAM) when it is completed. It is anticipated that the Suspense Deposit System (SDS) within the Lotus Notes Database will include an FFS Transfer option.]

4. **Forfeit BD, Transfer to TFAS, and Pay Landowners** - If the purchaser does not furnish the bond or execute the contract, then Forestry will confiscate the BD and distribute it to the beneficial landowners. If the confiscation is appealed, then the BD will not be distributed to the

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landowners until the confiscation has been upheld through the appeal process. The process is the same for Allotment and Tribal lands. The deposit with bid of the purchaser is transferred from FFS to the Advance Payment (AP) TFAS account using the same procedures as described in 1a through 1h in this section. Forest Management Deductions are not assessed until disbursements are made to the landowners. This aids in tracking funds and will follow procedures proposed in TAAMS.

- a. Transfer to AP TFAS Account.

- 1). Forestry verifies that an AP account is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.
- 2). Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, "For IPAC Processing." Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, BIA Line Officer, and Forester sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the "Details of Charges" section of the SF-1081, add the date next to the "Approved By" line, and add the FAX number to the telephone line.

- 3). The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
- 4). The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.

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- 5). Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
- 6). The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in

FFS, and notify OTFM by FAX or email of the transaction amount and IPAC Bill number.

- 7). DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.
- 8). Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

c. Disburse BD to FMD and Landowners.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- 1). Forestry prepares Intra Bureau Cash Transaction Authorization forms (BIA-4285/BF-349) (*Appendix 6*). The completed forms are signed by the BIA line officer and forester and provided to Agency/Region OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. The Transaction Description under the information section must include instructions to, “**Close asset.**”

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

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- 2). Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction)
- 3). Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- 4). Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.

- 5). Albuquerque OTFM adds interest, processes the disbursements, and closes the asset.
- 6). Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

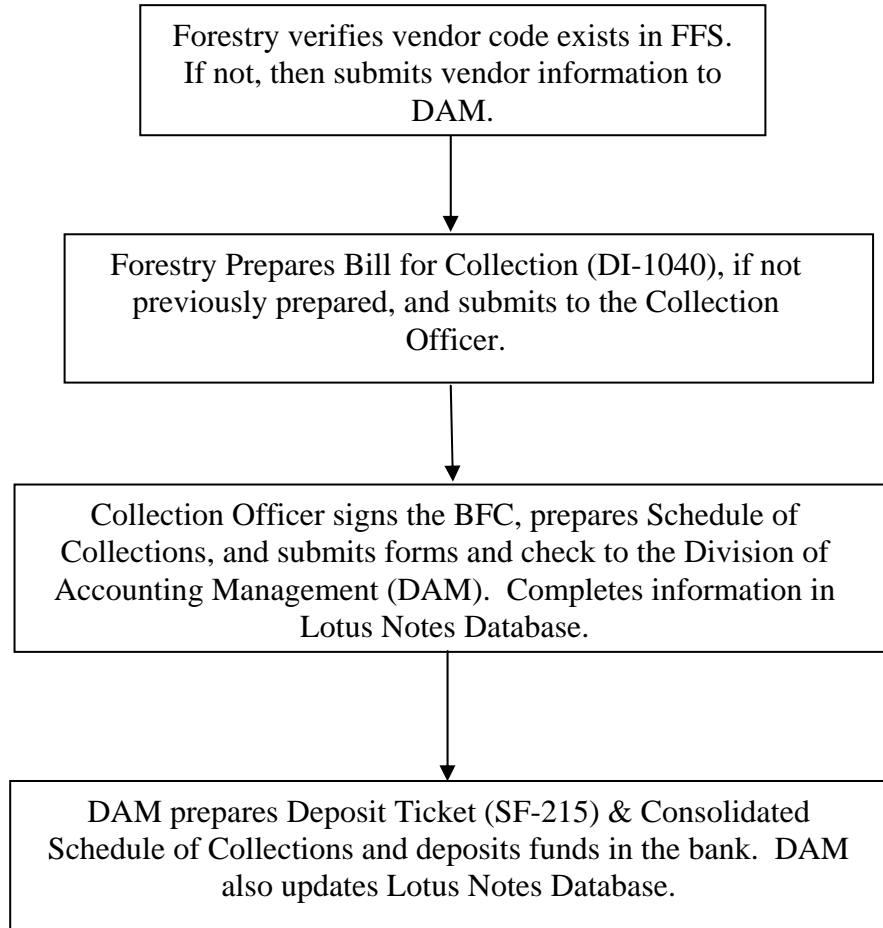
September 2002

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Bid Deposit (BD) Collections for Forestry

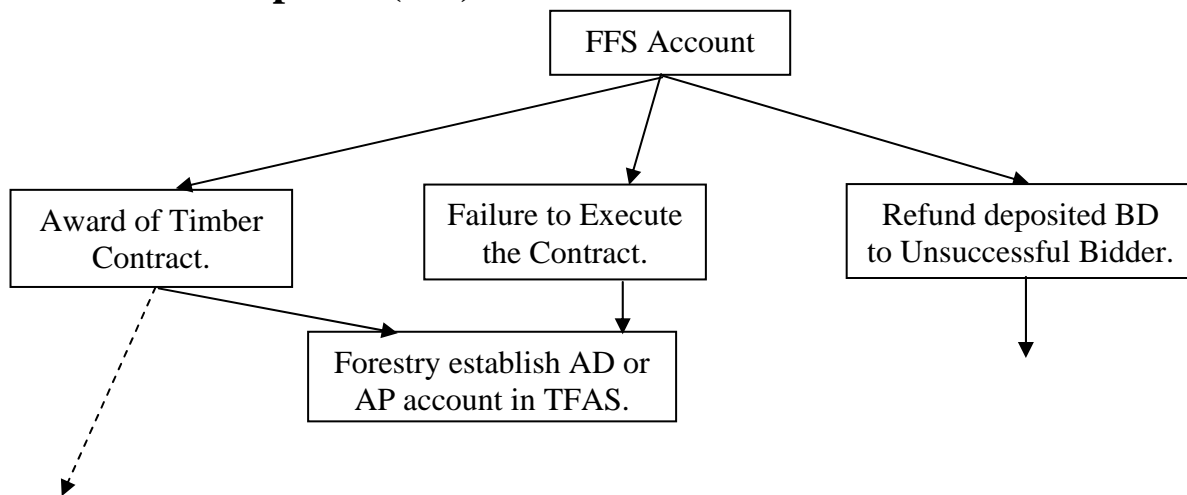
Receipt of Funds

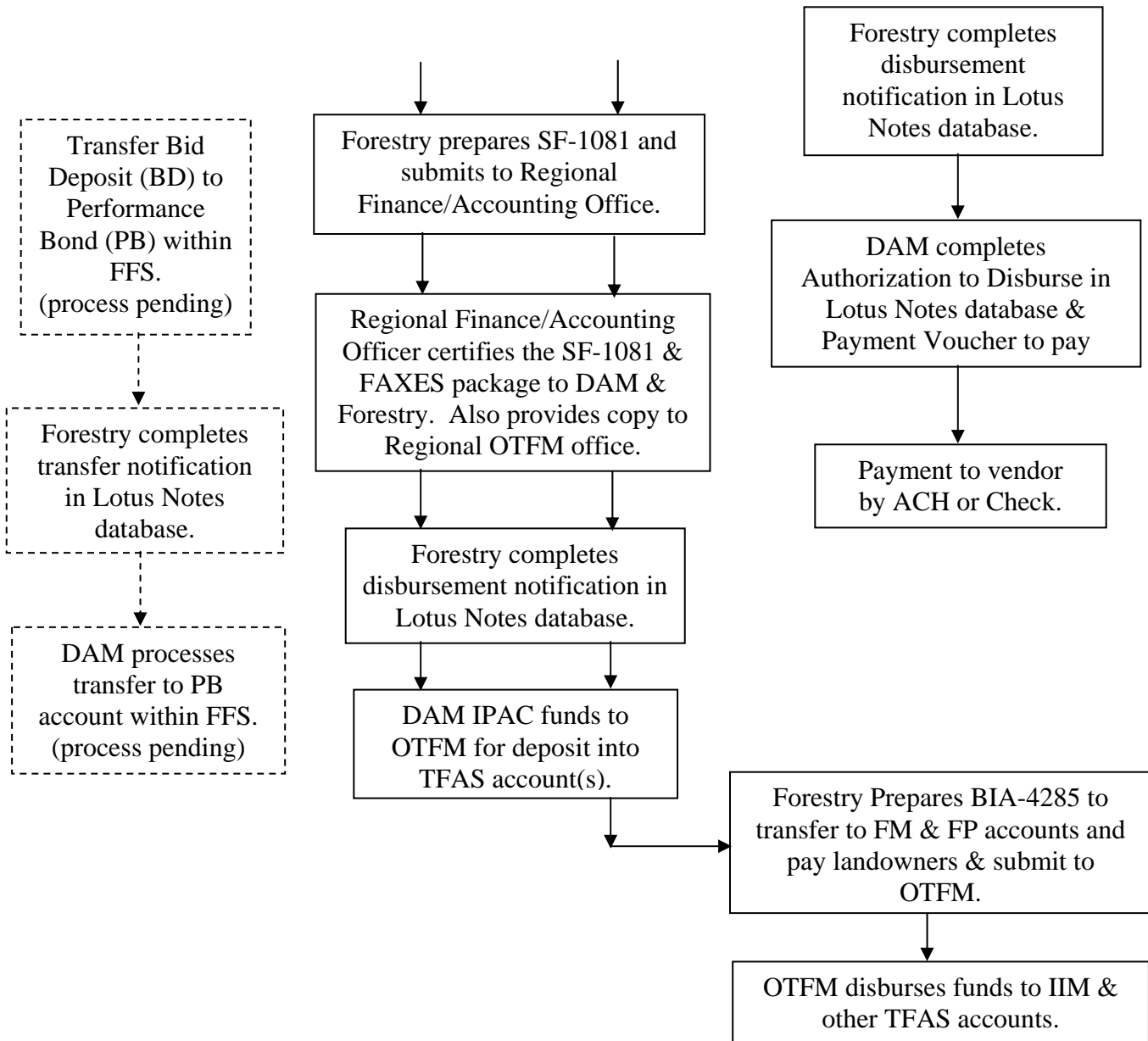




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**BD-9
Bid Deposits (BD) Distributions from FFS Account**





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IV. PERFORMANCE BOND (PB) – Non-Trust funds that will not accrue interest.

Definition - Funds which are deposited solely for the purpose of guaranteeing performance. (25 CFR 114.3).

- A. **PB COLLECTIONS** - See Flow Chart (*PB-8*). Can be in the form of cash, corporate surety, negotiable U.S. Government Securities, or irrevocable letter of credit (LOC). Performance bonds in forms other than cash, are held by the Collection Officer or other authorized individual in a safe and a copy is provided to Forestry. If a non-cash form of performance bond is converted to cash, it will be processed the same as a cash PB payment. The bond requirement may also be

met by converting the bid deposit to a performance bond within FFS (process pending). All funds deposited in the Federal Finance System (FFS) do not accrue interest and OTFM does not participate in this process.

1. Cash Collections (including non-cash forms converted to cash)

- a. Either a payment received or The Collection Officer receives the payment and advises Forestry of the payment.
- b. Forestry obtains all necessary vendor information (list below) and verifies whether a vendor code already exists in FFS for the successful bidder. If no vendor code exists, then the Agency must submit the vendor information to DAM for FFS setup. See vendor code instructions issued by DAM.

Vendor Name
FFS Vendor Code
Check Number
Check Date
Check Amount
Program Code
Agency Organization Code
Advertisement Number (if applicable)
Item Number (if applicable)
Contractor ID Number (From TAAMS if applicable)

- c. Forestry prepares a Bill For Collection (DI-1040) (**Appendix 4**) with all of the vendor information and provides it to the Collection Officer.

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- d. The Collection Officer signs the DI-1040, provides a copy to the vendor and a copy to Forestry. The collection Officer completes the Collection Information section on the Suspense Deposit Record screen in the Lotus Notes Database. Also prepares the Schedule of Collections (BIA-4284) (**Appendix 5**) and sends the forms and check(s) to DAM for deposit.
- e. DAM prepares a Deposit Ticket (SF-215) and a Consolidated Schedule of Collections and then deposits the checks and SF-215 at the bank.
- f. A DAM Accounting Technician inputs the deposit into FFS after

receiving the SF-215 from the bank.

- g. The DAM Deposit Fund Desk completes the FFS Input Information section on the Suspense Deposit Record screen in the Lotus Notes Database. The FFS deposit transaction information is available for program viewing.

- 2. **Convert BD to Performance Bond (PB) within FFS** – Some locations may set the bid deposit amount to equal the performance bond requirement. By doing that, they can avoid having to transfer the BD to an Advance Deposit (AD) or Advance Payment (AP) trust account in TFAS and can simply convert the BD to a Performance Bond (PB) within FFS.

[Note: This conversion process was still being developed at the time of this revision. The process will be released by the Division of Accounting Management (DAM) when it is completed. It is anticipated that the Suspense Deposit System (SDS) will include an FFS Transfer option.]

- B. **PB DISTRIBUTIONS** - See Flow Chart (*PB-9*). There are three options for the distribution from PB accounts. The options include; 1) return to purchaser, 2) forfeiture and payment to the beneficial landowners, or 3) partial forfeiture for payment into an FP account.

- 1. **PB to be returned to the Purchaser** - This normally occurs after the sale is completed and the Statement of Completion is approved. (WARNING - Distribution to other than the purchaser requires written authorization from the purchaser.)

- a. Forestry completes the FFS Authorization to Disburse screen under Lotus Notes which, when submitted electronically, will notify the

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DAM office of the disbursement need under the Pending Disbursement Verification screen.

- b. The DAM office will update the FFS Verification of Disbursement screen in the Lotus Notes Database. The DAM office will input a Payment Voucher into FFS to deposit funds into the vendors' account by electronic funds transfer (EFT) or issue a Treasury check to be mailed to the vendor. (Note: Once the disbursement is complete, the Suspense Deposit Record is no longer available for viewing by Forestry.)

2. **Forfeiture of PB and Payment to the Beneficial landowners** - This usually occurs when a purchaser fails to complete a sale or can occur when he trespasses on adjacent trust lands. These non-trust funds reside in the FFS and must be transferred to TFAS before disbursement. The process is the same for Allotment and Tribal lands. Forest Management Deductions are usually not assessed until disbursements are made to the landowners - this aids in tracking funds.

a. **Transfer PB from FFS to TFAS**

- 1). Forestry verifies that an AP, AD, or ES account (as appropriate) is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.
- 2). Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, "For IPAC Processing." Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the "Details of Charges" section of the SF-1081, add the date next to the "Approved By" line, and add the FAX number to the telephone line.

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- 3). The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
- 4). The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.
- 5). Upon receipt of the certified SF-1081, Forestry completes

the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.

- 6). The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.
- 7). DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.
- 8). Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

b. **Disburse to FMD and Landowners.**

(Note: If there is no Agency OTFM office, then the Regional OTFM office performs Agency OTFM functions.)

- 1). To disburse to FMD account and landowners IIM accounts or Tribe's PL account from the AP or AD TFAS account,

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forestry prepares Intra Bureau Cash Transaction Authorization forms (BIA-4285/BF-349) (*Appendix 6*). The completed forms are signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. The Transaction Description under the information section must include instructions to, “**Include overnight interest to payment date and close asset.**”

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established

procedures.)

- 2). Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction)
- 3). Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- 4). Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- 5). Albuquerque OTFM adds interest, processes the disbursements, and closes the asset.
- 6). Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

3. **Full or partial Forfeiture for Deposit into FP TFAS Account** – This is used to complete contract requirements not performed by the purchaser. Forest Management Deductions (FMD) are not assessed against this collection. See the Forestry Projects (FP) chapter for disbursement procedures.

a. **Transfer funds from FFS to TFAS.**

1. Forestry verifies that a Forestry Projects (FP) account is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by

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providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.

2. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, "For IPAC Processing." Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the

original deposit. The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the “Details of Charges” section of the SF-1081, add the date next to the “Approved By” line, and add the FAX number to the telephone line.

3. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
4. The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.
5. Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
6. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.

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7. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.
8. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

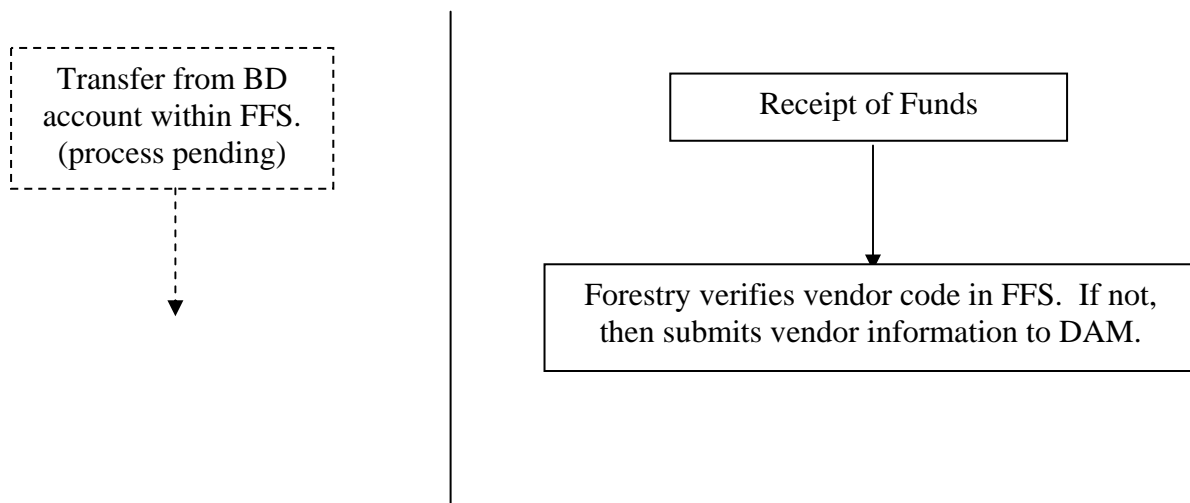
b. Refund balance of PB to Purchaser

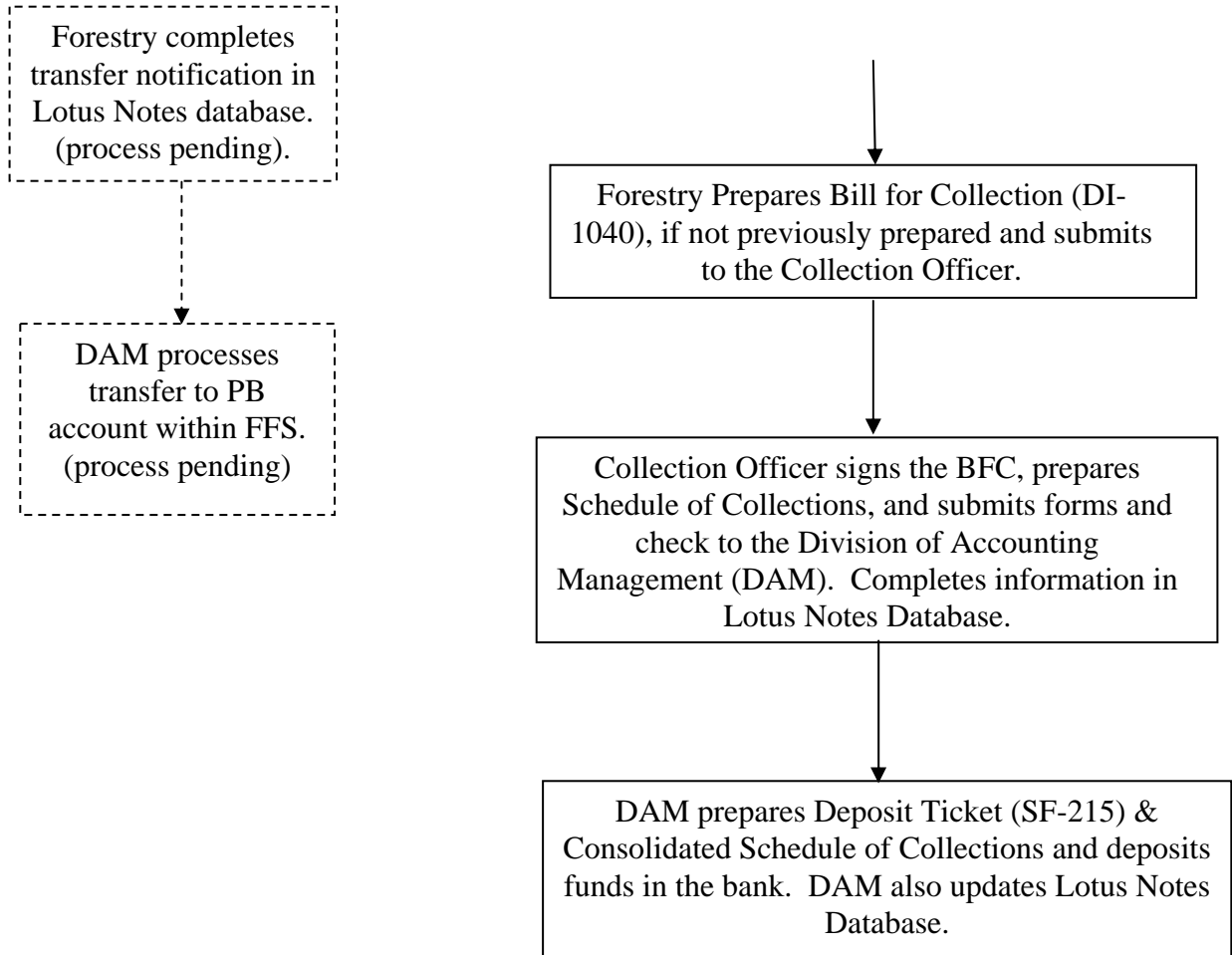
1. Forestry completes the FFS Authorization to Disburse screen under Lotus Notes which, when submitted electronically, will notify the DAM office of the disbursement need under the Pending Disbursement Verification screen.
2. The DAM office will update the FFS Verification of Disbursement screen in the Lotus Notes Database. The DAM office will input a Payment Voucher into FFS to deposit funds into the vendors' account by electronic funds transfer (EFT) or issue a Treasury check to be mailed to the vendor. (Note: Once the disbursement is complete, the Suspense Deposit Record is no longer available for viewing by Forestry.)

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Performance Bond (PB) Collections for Forestry

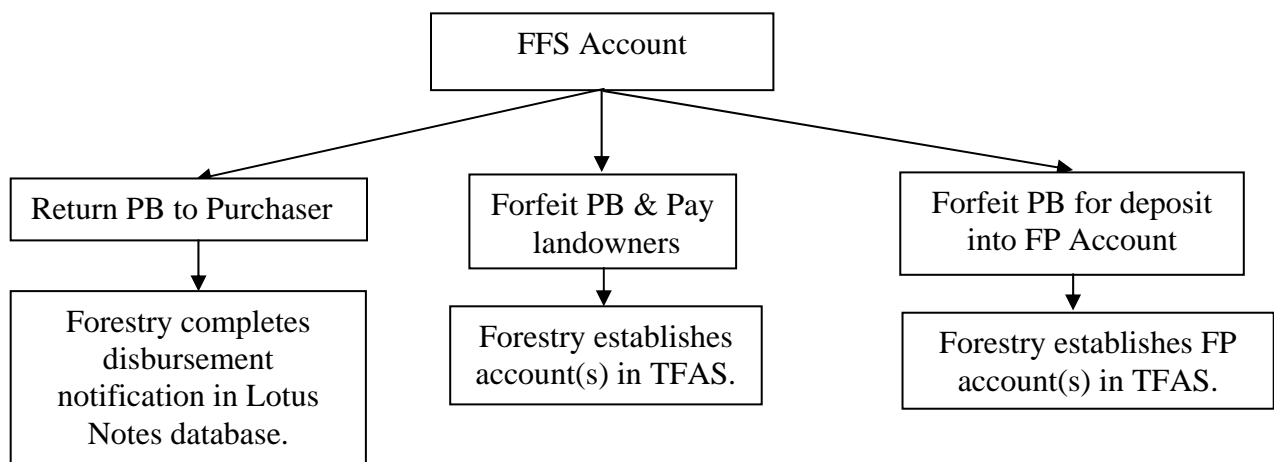


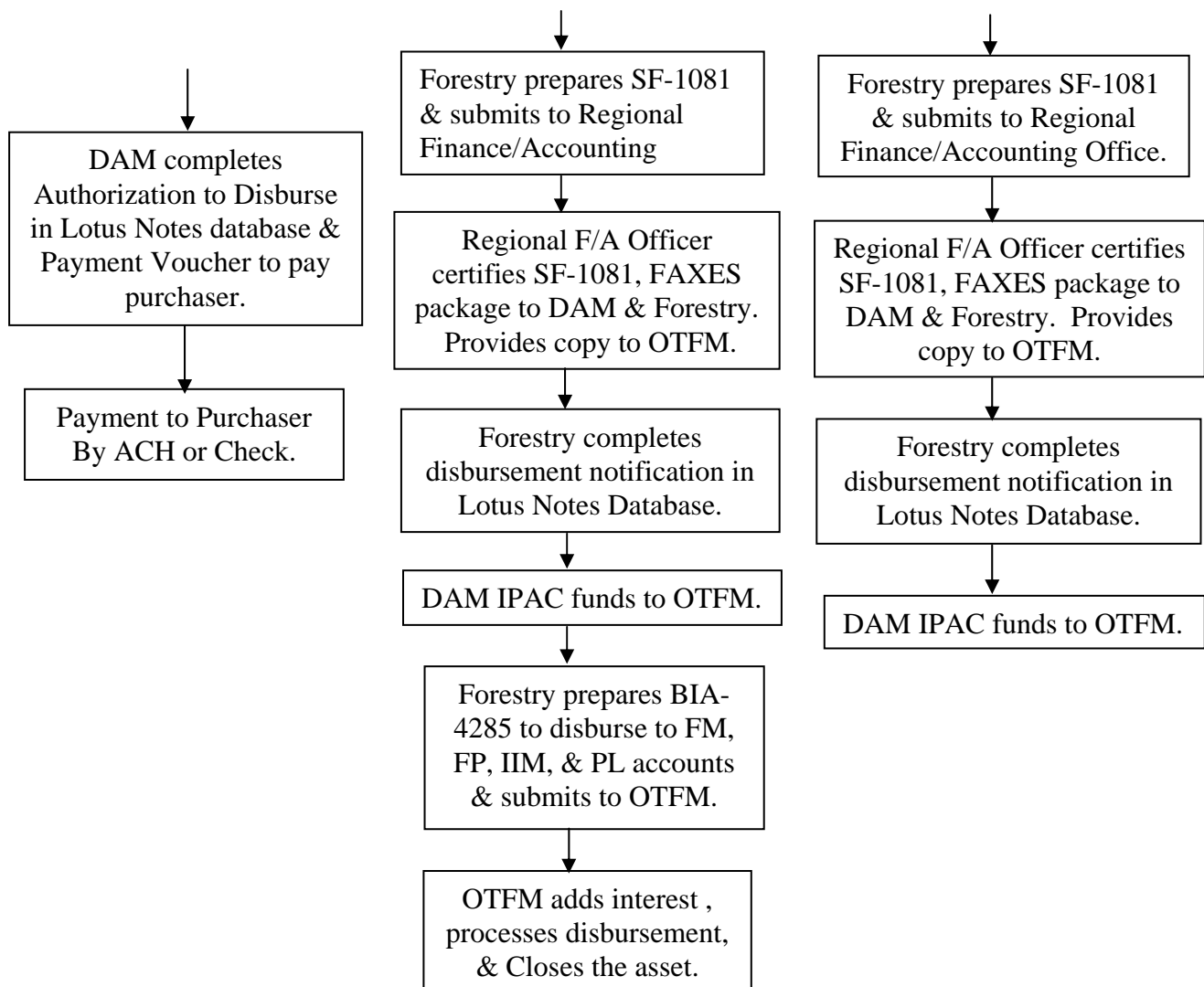


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PB-8

Performance Bond (PB) Distributions from FFS Account





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PB-9

V. ADVANCE PAYMENTS (AP) – Trust Funds

- A. **AP COLLECTIONS** - See Flow Chart (AP-7). These payments are in advance of cutting and are not refundable. Advance payments are required for the sale of timber from allotted, trust or restricted Indian forest land unless otherwise authorized by the Secretary, and except in the case of lump sum (predetermined volume) sales. Advance payments may be required for tribal land. Installment payments on Timber Contracts for the Sale of Predetermined Volumes would also be deposited in the AP account. The AP could be in the form of a cash payment or could be transferred in from a Deposit with Bid (BD) or Performance Bond (PB) FFS account.

1. **Cash Collections** – There are two options for collecting cash payments;

either 1) Make direct distribution to a tribe without utilizing the AP account, or 2) deposit funds into the AP account before making disbursements. Forestry determines which option to use.

- a. Direct Distribution Option** – (Tribal Lands only) [Note: Do not confuse this with “Direct Pay” as authorized in 25 CFR 163.22(b)]

(Note: If there is no Agency OTFM office, then the Regional OTFM office performs Agency OTFM functions.)

- 1). The Agency Collection Officer or OTFM Collection Officer (if there is one) receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) from the Mail Clerk and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- 2). Forestry identifies the amount of money to be deposited in the Forestry Projects (FP) account (if applicable) and Tribal FM account for the Forest Management Deductions portion of the payment and the amount of the remaining portion of the payment to be deposited directly into the Tribal PL account (all to be accomplished without going through the AP account). Forestry adds this disbursement information to the Accounting Classification section of the BFC and submits it to the Agency/ Region OTFM Collection Officer.
- 3). Agency OTFM completes the payment information, dates and signs the BFC, and provides a copy to the payor and a copy to Forestry. OTFM also prepares the Schedule of **AP-1** Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Supervisory Trust Accountant.
- 4). The Region OTFM Accountant prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Office with an assigned CT number.
- 5). Agency OTFM prepares a Work Ticket and forwards it through the Region Supervisory Trust Accountant to Albuquerque OTFM for processing.

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- 6). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

b. **Deposit into AP Account**

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- 1). The Agency OTFM Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) from the Mail Clerk and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- 2). Forestry determines if there is an Advance Payment (AP) account setup for the respective Reservation where the sale is located. If no AP account, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
- 3). Forestry identifies the money to be deposited in the AP account and adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer. Advance payment(s) will be a separate asset identified by sale under the same Reservation AP account. The asset information keeps each AP separate for later distribution of principal and interest.

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- 4). The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- 5). The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- 6). Agency OTFM prepares a Work Ticket and forwards it

through the Region OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.

- 7). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

2. Transferred BD or PB from FFS account into an AP TFAS account -

This is the process used to convert a bid deposit to an installment payment for predetermined volume contracts or to confiscate all or part of the performance bond. The same procedures are used for either Tribal Trust or allotment lands.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry verifies that an AP account is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.
- b. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, "For IPAC Processing." Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the

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original deposit. The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the "Details of Charges" section of the SF-1081, add the date next to the "Approved By" line, and add the FAX number to the telephone line.

- c. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.

- d. The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.
- e. Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
- f. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.
- g. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.
- h. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

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B. AP DISTRIBUTIONS – Advance Payments are not refundable and can be distributed as soon as they are received. See Flow Chart (**AP-8**).

- 1. **Tribal Trust Lands** - The proper percentage for Forest Management Deductions (FMD) are transferred to the appropriate “FM____FR_” account (*See Section IX pages FM-1 to 8*). The remaining amount is transferred to the Tribe’s Proceeds of Labor (PL) account as described below.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). The completed form is signed by the line officer and is provided to Agency OTFM along with copies of the

Transaction Record (TR) and Holding (HO) screens from TFAS. The Transaction Description under the information section must include instructions to, “**Include overnight interest to payment date and close asset.**”

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the transfer, and closes the asset (if applicable).
- f. Region or Agency OTFM verifies the interest amount and adds it to the copy of the certified BIA-4285 and provides a copy to Forestry.

2. **Allotments** - The proper percentage of principal for Forest Management Deductions (FMD) is transferred into the appropriate “FM___FR_” account (*See Section IX pages FM-1 to 8*). The remaining principal amount is transferred into the beneficial landowners IIM accounts and Tribe’s PL account (if the tribe owns interest in the allotment).

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(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*) and has it signed by the BIA line officer and forester and provides it to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. An attached sheet identifies the beneficial heirs, their IIM account numbers, their beneficial interest, and the associated amount of principal. [If it is the final payment from the asset, then the Transaction description under the Information section must include instructions to, “**Include overnight interest to payment date and close asset.**”]

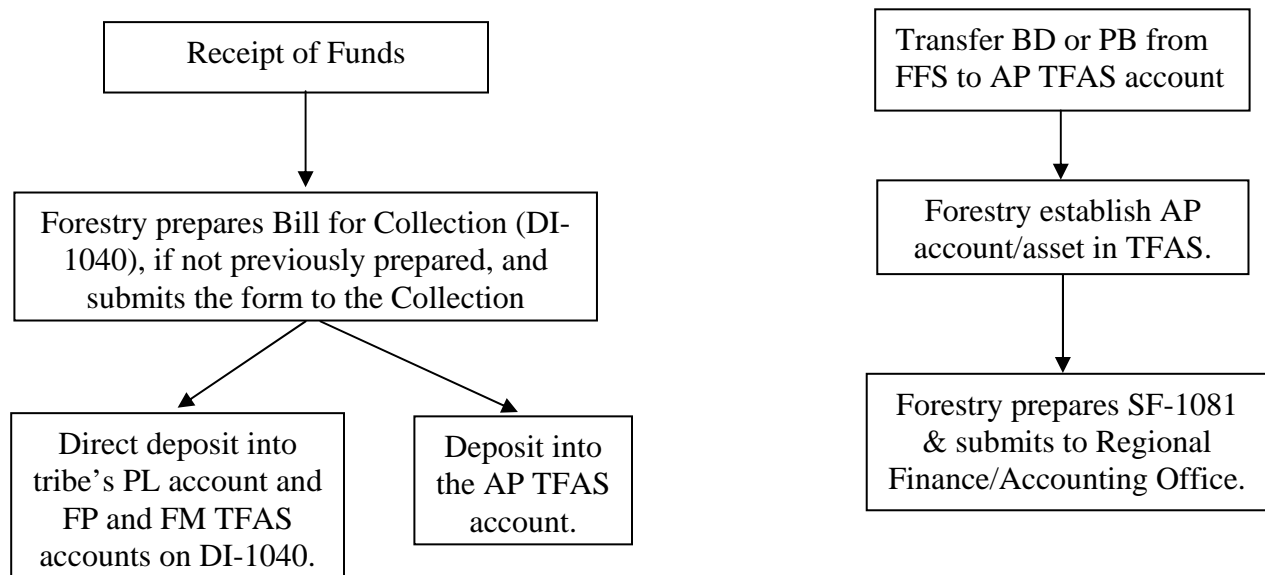
(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

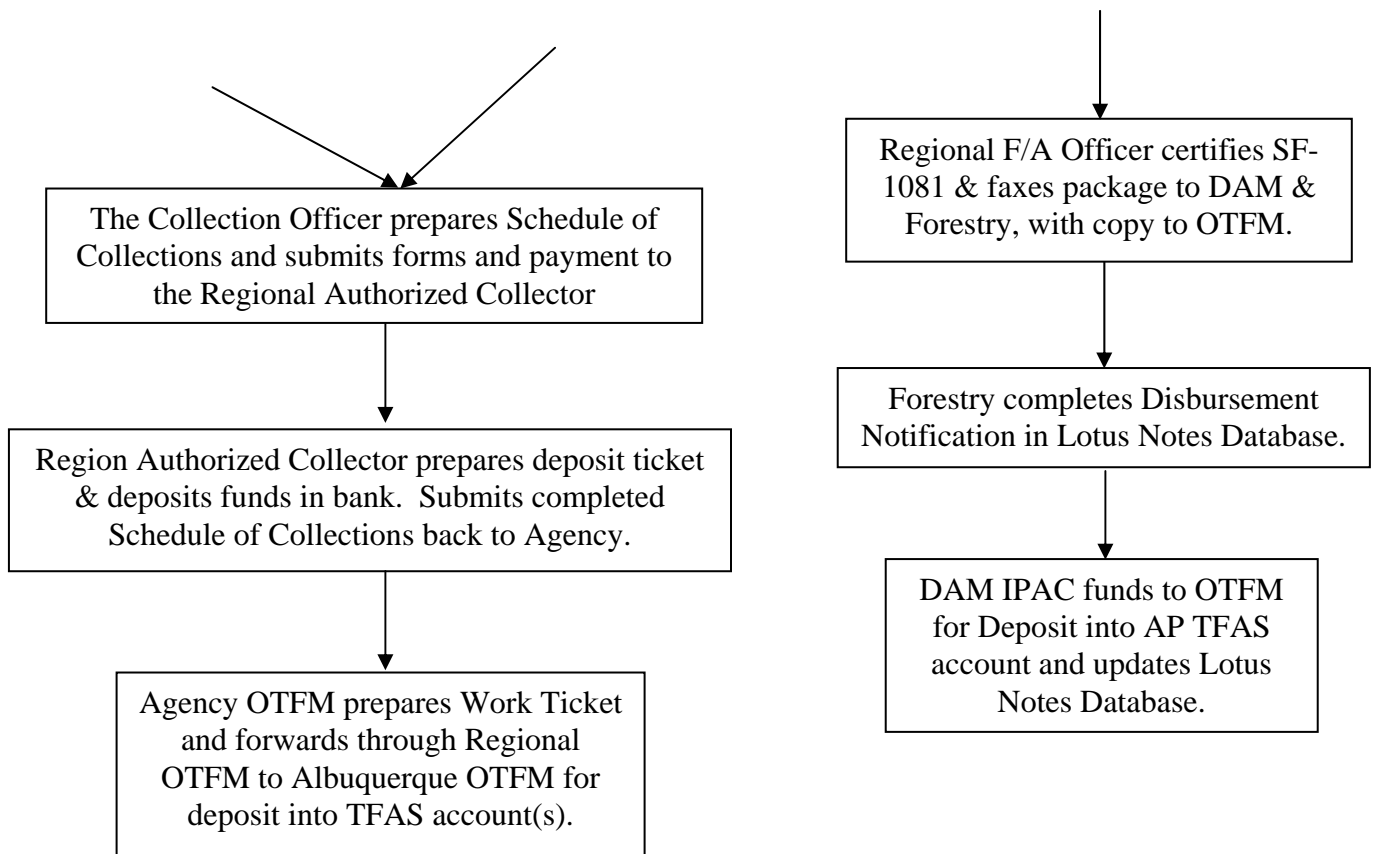
- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the disbursements, and closes the asset (if applicable).
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

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AP-6

Advance Payments (AP) Collections for Forestry

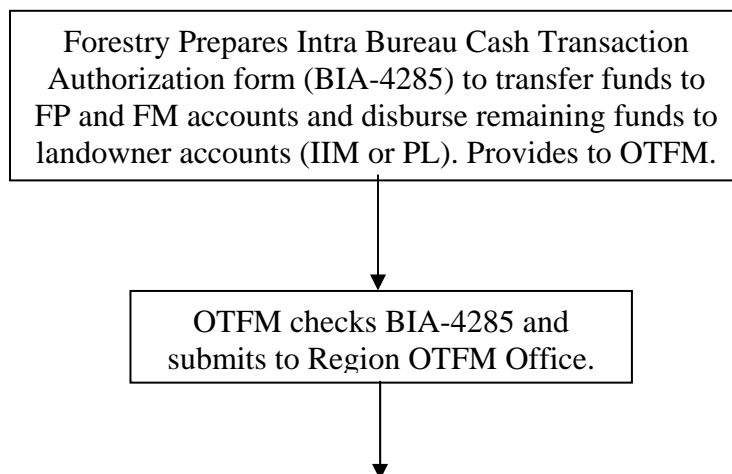


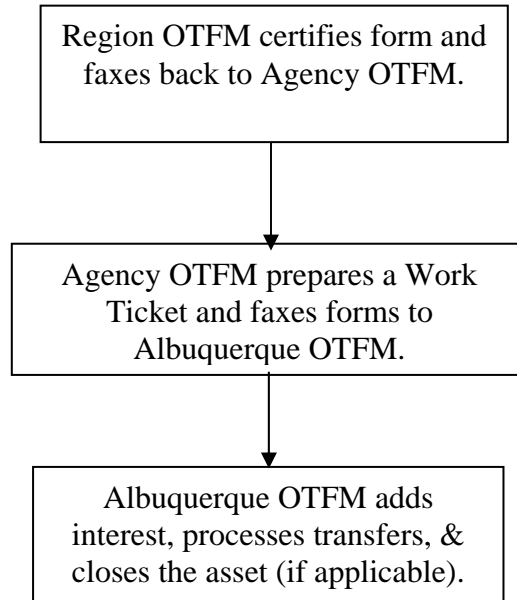


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AP-7

Advance Payments (AP) Distributions for Forestry





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AP-8

VI. ADVANCE DEPOSITS (AD) – Trust Funds

- A. AD COLLECTIONS** - See Flow Chart (*AD-13*). These are required deposits in advance of cutting, which the purchaser furnishes to maintain an operating balance against which the value of timber to be cut will be charged. The Advance Deposit (AD) could be in the form of a cash payment or could be transferred in from a Deposit with Bid (BD) FFS account or Performance Bond (PB) FFS account.

Funds could also be transferred from an asset being closed in a (old) PB or AD account to another AD asset, providing that the timber sale purchaser provides a letter requesting the transfer. The letter must be either notarized or witnessed by a DOI employee. It doesn't matter whether it is for an Allotted or Tribal sale. Interest would be added to the principal, thus giving the purchaser credit for the interest they would have received if the funds had been refunded. This is a taxable event and the interested earned (if \$10.00 or more) will be reported using

a 1099-INT form. This type of transfer would normally occur when the originating asset is being closed and the balance of the asset was to be refunded with interest.

There could also be occasional situations when AD balances can be transferred between active AD assets (originating asset not being closed). This would usually only occur for sales on Tribal Lands and interest would not be added to the principal in these types of transfers, but would follow separately to the other asset. This type of transfer would usually not occur between AD assets for two different non-tribal lands (allotments) because of problems trying to identify the appropriate distribution of interest to the landowners. This type of transfer may be necessary to correct mistakes in deposits or to assist purchasers by shifting excess funds from one contract to another to meet their financial requirements. It is recommended that shifting funds between assets should only be done in extenuating circumstances and should not be a regular or normal event.

(NOTE: Authorized tribal forest enterprises may have other payment options approved by the Secretary. Payments received from tribal enterprises after timber harvest can be paid immediately to the Tribe on Tribal Trust lands.)

1. **Cash collections** – There are two options for depositing cash collections; either 1) Make direct distributions to a tribe without utilizing the AD account (when a tribal enterprise is authorized to pay after cutting), or 2) deposit funds into the AD account before making distributions. Forestry determines which option to use.

a. **Direct Distribution Option** – (Tribal Lands only) - [Note: Do not confuse this with “Direct Pay” as authorized in 25 CFR 163.22(b)].

AD-1

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- 1). The Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- 2). Forestry identifies the amount of money to be deposited in the Forestry Project (FP) and Tribal FM accounts and the remaining portion of the payment to be deposited directly into the Tribal PL account (all to be accomplished without going through the AD account). Forestry adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer.

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- 3). The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (**Appendix 6**) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- 4). The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- 5). Agency OTFM prepares a Work Ticket and forwards it through the Region Supervisory Trust Accountant to Albuquerque OTFM for processing.
- 6). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

d. Deposit into AD Account

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

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- 1). The Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- 2). Forestry determines if there is an Advance Deposit (AD) account setup for the respective Reservation where the sale is located. If no AD account, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
- 3). Forestry identifies the money to be deposited in the AD account and adds this disbursement information to the Accounting Classification section of the BFC and submits it to the Collection Officer. Advance deposits for each sale will be placed in one asset identified by sale under the same

Reservation AD account. The asset information keeps each sale separate for later distribution of principal and interest.

- 4). The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- 5). The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- 6). Agency OTFM prepares a Work Ticket and forwards it through the Region Supervisory Trust Accountant to Albuquerque OTFM for processing.
- 7). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

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AD-3

2. **Transferred from FFS account into an AD account** - This is the process used to convert a deposit with bid (BD) to an advance deposit for estimated volume contracts or to confiscate all or part of the performance bond (PB). The same procedures are used for either Tribal Trust or allotment lands.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry verifies that an AD account is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.
- b. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the

following statement to the top of the form, "For IPAC Processing." Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the "Details of Charges" section of the SF-1081, add the date next to the "Approved By" line, and add the FAX number to the telephone line.

- c. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
- d. The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.
- e. Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the
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DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
- f. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.
- g. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.
- h. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

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3. **Transferred balance from a closing TFAS account or asset** - Transfer balance from a TFAS account or asset that is being closed to a new or active AD asset (purchaser credited with interest). Funds could be transferred from an asset being closed in a (old) PB or AD account to another AD asset, providing that the timber sale purchaser provides a letter requesting the transfer. It doesn't matter whether it is for an Allotted or Tribal sale. Interest would be added to the principal in the receiving asset, thus giving the purchaser credit for the interest they would have received if the funds had been refunded. This is a taxable event and the interest earned (if \$10.00 or more) will be reported using a 1099-INT form. This type of transfer would normally occur when the originating asset is being closed and the balance of the asset was to be refunded with interest.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. The transaction description under the Information section must include instructions to, **“Include overnight interest to payment date, combine with the principal, and close asset.”**

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(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the transfer and closes the originating asset.
- f. Region or Agency OTFM verifies the interest amounts for the

transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

4. **Transferred from active TFAS accounts or assets** – There could be occasional situations when AD balances are transferred between active AD assets (originating asset not being closed), providing that the timber sale purchaser provides a letter requesting the transfer. This would usually only occur for sales on Tribal Lands and interest would not be added to the principal in these types of transfers, but would follow separately to the other asset. This type of transfer would usually not occur between AD assets for two different non-tribal lands (allotments), because of problems trying to identify the appropriate distribution of interest to the landowners; however, this type of transfer may be necessary to correct mistakes in deposits. **The transfer of funds between assets/sales to realign un-obligated balances should be discouraged.**

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. The transaction description

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under the Information section must include instructions to, **“Include overnight interest to payment date.”**

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest and processes the transfer.

- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

B. AD DISTRIBUTIONS – See Flow Chart (**AD-14**). These deposits are refundable. Excess deposits at the end of the sale are refunded and deposits in excess of the minimum sale requirements, when cutting operations may be inactive for approximately three months or longer, may be refunded to the purchaser. Funds may also be transferred to another asset.

Since this form of deposit is refundable if not used for the sale, any un-obligated amount is returned to the purchaser. Any refund to the purchaser includes interest from the last payment(s) received from the purchaser that was (were) in excess of need.

1. **Refund to Purchaser** - This is made (with interest) at the end of the sale for the un-obligated AD balance and during the sale for funds in excess of the minimum requirements when cutting operations will be inactive for three months or more and a refund is requested by the purchaser.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

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- a. Forestry completes the Public Voucher for Purchases and Services other than Personal form (SF-1034) (**Appendix 7**) for the portion of the advance deposit to be refunded and provides it to Agency OTFM after it is signed by the BIA line officer and forester. If the sale is not completed and the refund is during inactivity on the sale, then the transaction description under the Articles or Service section must include instructions to, “**Include overnight interest to payment date.**”

(NOTE: If it is the final distribution from the asset, then the transaction description under the Articles or Service section must include instructions to, “**Include overnight interest to payment date and close asset.**”)

- b. Agency OTFM prepares a Work Ticket and forwards all forms to Area OTFM. The Region Supervisory Trust Accountant certifies the SF-1034 and forwards all forms to Albuquerque for processing.
- c. Albuquerque OTFM adds interest and encodes for payment (also closes the asset on the last payment from the asset).

2. **Transfer balance from a closing TFAS account or asset to another TFAS asset** - Transfer balance from a TFAS account or asset that is being closed to a new or active AD asset (purchaser credited with interest). Funds could be transferred from an asset being closed in a (old) PB or AD account to another AD asset, providing that the timber sale purchaser provides a letter requesting the transfer. It doesn't matter whether it is for an Allotted or Tribal sale. Interest would be added to the principal in the receiving asset, thus giving the purchaser credit for the interest they would have received if the funds had been refunded. This is a taxable event and the interested earned (if \$10.00 or more) will be reported using a 1099-INT form. This type of transfer would normally occur when the originating asset is being closed and the balance of the asset was to be refunded with interest.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. The transaction description

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under the Information section must include instructions to, **“Include overnight interest to payment date, combine with the principal, and close asset.”**

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the transfer and closes the originating asset.

- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

3. **Transfer funds from active TFAS account or asset to another TFAS asset** – There could be occasional situations when AD balances are transferred between active AD assets (originating asset not being closed), providing that the timber sale purchaser provides a letter requesting the transfer. This would usually only occur for sales on Tribal Lands and interest would not be added to the principal in these types of transfers, but would follow separately to the other asset. The purchaser does not receive credit for the accrued interest. This type of transfer would usually not occur between AD assets for two different non-tribal lands (allotments), because of problems trying to identify the appropriate distribution of interest to the landowners; however, this type of transfer may be necessary to correct mistakes in deposits. The transfer of funds between assets/sales to realign un-obligated balances should be discouraged.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

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- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. The transaction description under the Information section must include instructions to, **“Include overnight interest to payment date.”**

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.

- e. Albuquerque OTFM adds interest and processes the transfer.
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

4. **Disbursement for Tribal Trust Lands Sale** - The proper amount of Forestry Project (FP) funds and the proper percentage for Forest Management Deductions (FM) are transferred to the appropriate accounts (*See Section IX pages FM-1 to 8*). The remaining amount is transferred to the Tribe's Proceeds of Labor (PL) account as described below.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization forms (BIA-4285/BF-349) (*Appendix 6*). The completed forms are signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. If the sale is not complete,

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then the transaction description under the Information section must include instructions to, **“Include overnight interest to payment date.”**

(NOTE: If it is the final payment from asset, then the Transaction description under the Information section must include instructions to, **“Include overnight interest to payment date and close asset.”**)

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.

- e. Albuquerque OTFM adds interest, processes the disbursements, and closes the asset.
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

5. **Disbursement for Allotment Sale** - The proper amount of Forestry Project (FP) funds and the proper percentage for Forest Management Deductions (FM) are transferred to the appropriate accounts (*See Section IX pages FM-1 to 8*). The remaining principal amount is transferred into the beneficial landowners IIM accounts.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*). An attached sheet identifies the beneficial heirs, their IIM account numbers, their beneficial interest, and the associated amount of principal. The

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completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. If the sale is not complete, then the transaction description under the Information section must include instructions to, “**Include overnight interest to payment date.**”

(NOTE: If it is the final payment from asset, then the Transaction description under the Information section must include instructions to, “**Include overnight interest to payment date and close asset.**”)

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and

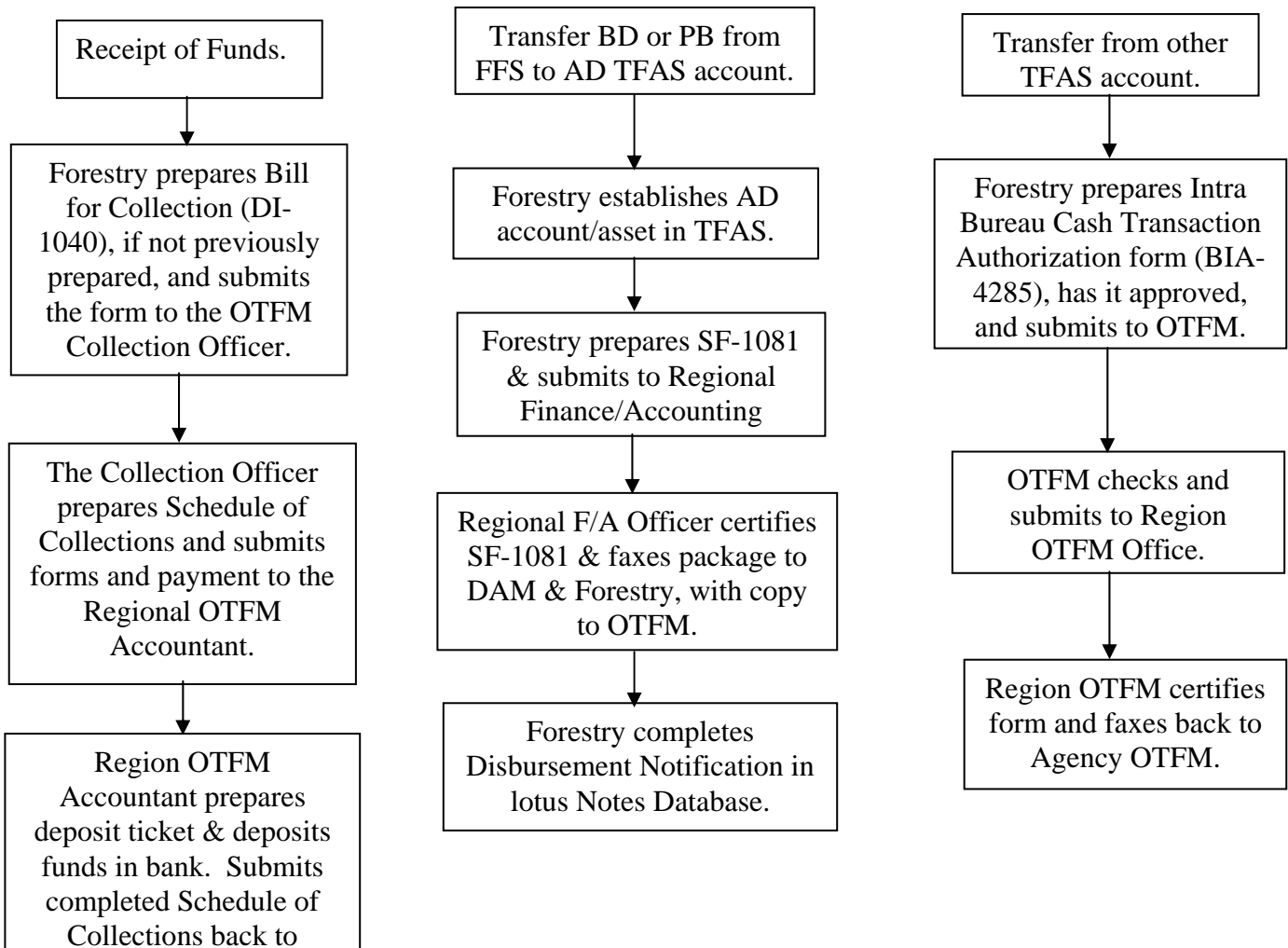
work tickets to Albuquerque OTFM.

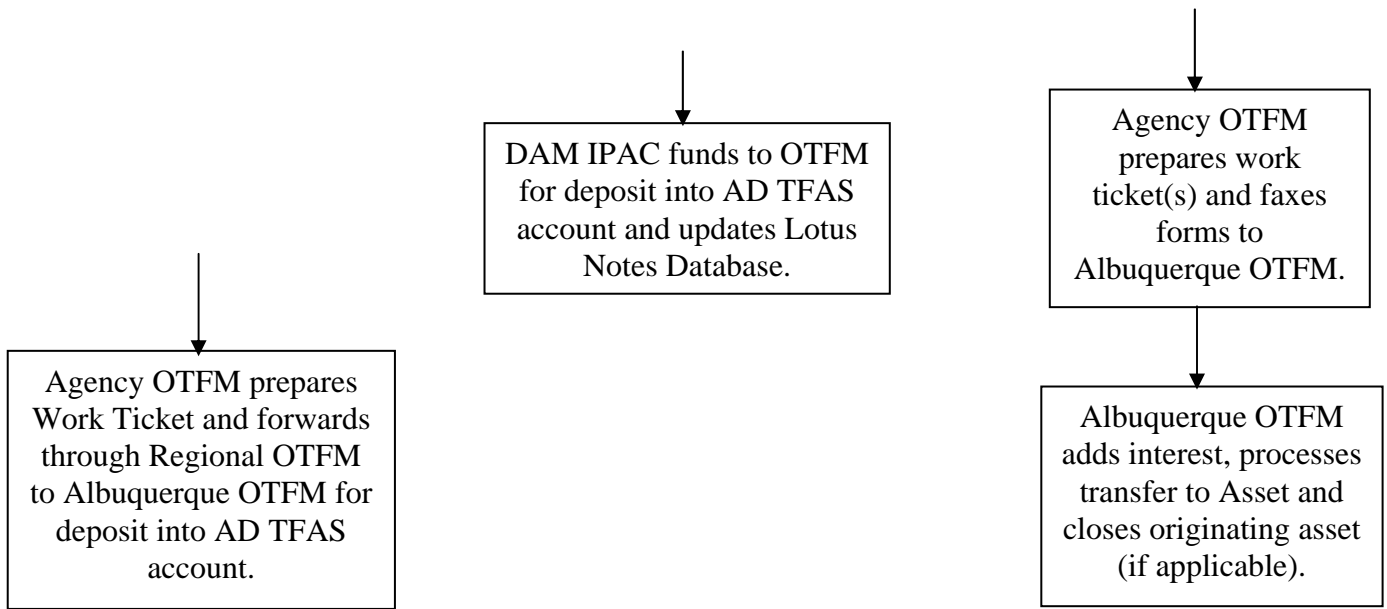
- e. Albuquerque OTFM adds interest, processes the disbursements, and closes the asset (if applicable).
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

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Advance Deposit (AD) Collections for Forestry

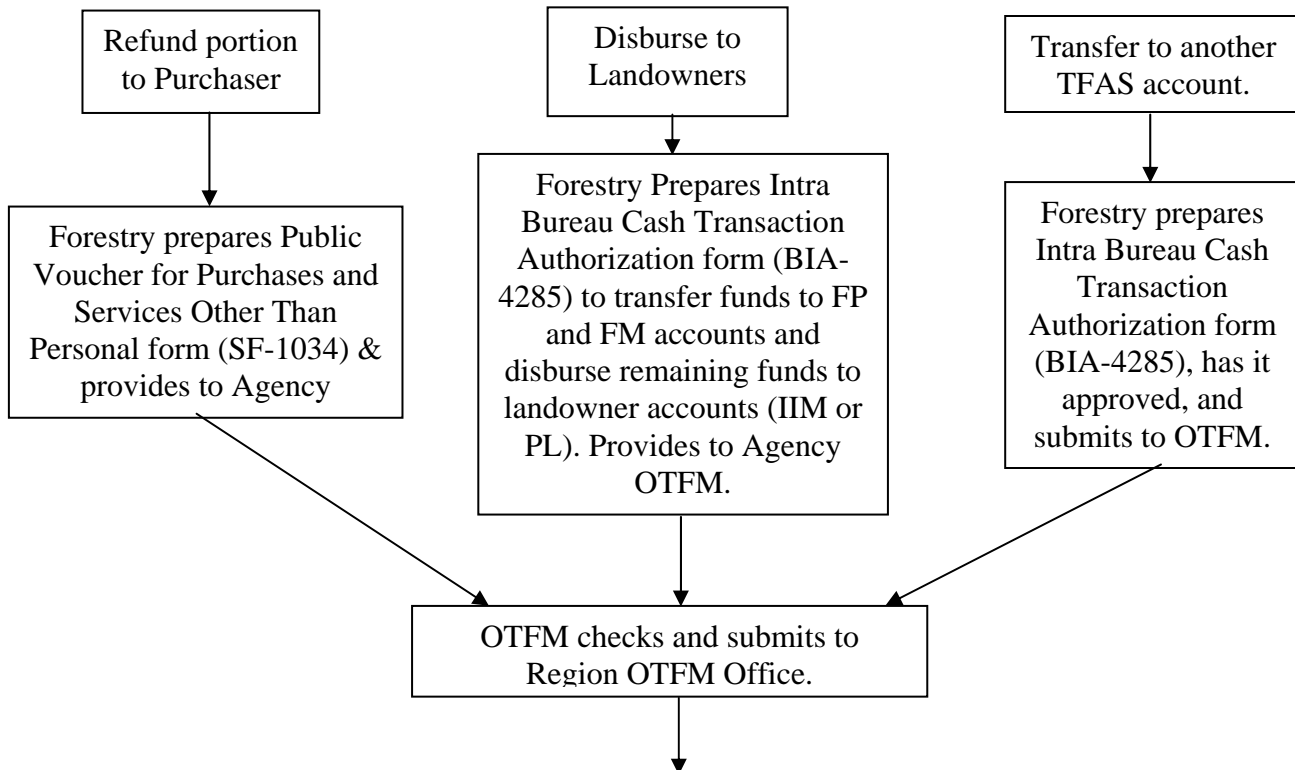


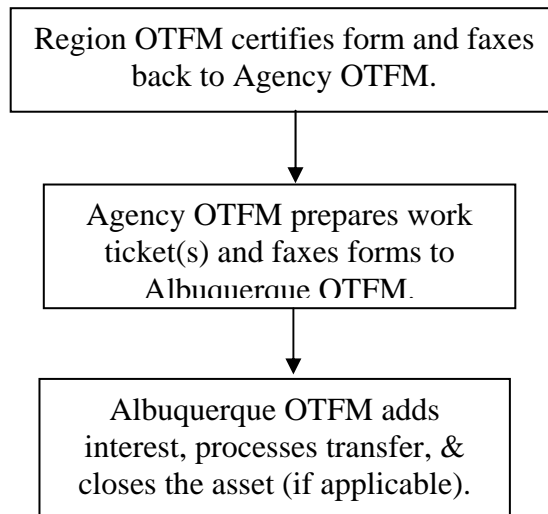


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AD-13

Advance Deposit (AD) Distributions for Forestry





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AD-14

VII. TRESPASS (TR) – Trust Funds

- A. TR COLLECTIONS** - See Flow Chart (*TR-9*). Trespass funds are usually associated with timber trespass payments. Trespass payments from adjudicated actions or undisputed settlements where the amount is known are deposited in a TFAS account. These funds are held in an “TR____FR_” account and may be in the form of a cash payment or funds transferred from an FFS account or another TFAS account/asset when the trespass resulted from an active timber sale on an adjacent trust property.

(Note: Trespass funds collected pending final adjudication or under appeal are not considered trust funds and must be deposited in a non-trust Escrow account in FFS.)

OTFM establishes one Trespass (TR) account for each trespass – even if there are multiple parties responsible for the trespass.

Forest Management Deductions (FMD) are assessed against the gross proceeds (amount recovered less restoration and enforcement costs) collected on a trespass.

1. Cash Collections

If payments are made after the trespass occurs, the responsible party/parties pay the assessed damages in full, and there are no restoration and/or enforcement charges; then it may be possible to pay the beneficial landowner (tribal lands only) without depositing the funds in an TR

account. Payments for allotment trespasses cannot be disbursed directly to the landowners and must go through a TFAS account.

There are two options for depositing cash payments; either 1) Make direct distribution to a tribe without utilizing the TR account (Tribal lands only), or 2) deposit funds into the TR account before making disbursements. Forestry determines which option to use.

a. **Direct Distribution Option (Tribal Lands only).**

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- 1). The OTFM Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not

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TR-1

previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)

- 2). Forestry identifies the amount of money to be deposited in the Tribal FM account for the Forest Management Deductions portion of the payment and the amount of the remaining portion of the payment to be deposited directly into the Tribal PL account (both to be accomplished without going through the TR account). Forestry adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer.
- 3). The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- 4). The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- 5). Agency OTFM prepares a Work Ticket and forwards it

through the Region OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.

- 6). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

b. Deposit into a TR account in TFAS.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

1. The OTFM Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)

TR-2

2. Forestry determines if there is an Trespass (TR) account setup for the respective Depositor (each trespass must have a separate account or accounts. If no TR account(s), then Forestry requests a new account(s) from OTFM by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
3. Forestry identifies the money to be deposited in the TR account and adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer.
4. The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
5. The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
6. Agency OTFM prepares a Work Ticket and forwards it through the Region OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.

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7. Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of the deposits.

2. **Transferred from FFS to an Trespass (TR) TFAS Account** - Funds may be transferred from a Performance Bond (PB) account when a trespass occurs on trust property adjacent to a trust timber sale and is caused by the actions of the purchaser. Funds may also be transferred from an Escrow (ES) account in FFS after adjudication or settlement of a trespass.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

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TR-3

- a. Forestry requests a new account from OTFM by providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. OTFM will establish one account for the trespass – not an account for each trespasser.
- b. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, “For IPAC Processing.” Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the “Details of Charges” section of the SF-1081, add the date next to the “Approved By” line, and add the FAX number to the telephone line.

- c. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
- d. The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.
- e. Upon receipt of the certified SF-1081, Forestry completes the

Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.

- f. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.
- g. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit

September 2002

TR-4

Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.

- h. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

B. TR DISTRIBUTIONS - See Flow Chart (**TR-10**). Trespass funds (less forest management deductions and rehabilitation/restoration/enforcement costs) are paid to the beneficial landowners through a transfer to either the Tribe's PL account or to the allottees IIM accounts.

Trespass rehabilitation/restoration and enforcement costs are paid to the enforcement agency as provided for in 25 CFR 163.29.

This account is a dual cash account and interest should follow principal at the time of distribution for the forest Management deductions and payments to the landowner(s); however, the rehabilitation/restoration/enforcement payments should not include interest.

The proper percentage of principal and interest for Forest Management Deductions (FMD) are based on the gross proceeds of the trespass; however, FMD will not be withheld if less than the highest stumpage value is recovered.

1. **Disburse rehabilitation/restoration and enforcement costs (without interest) to the enforcement agency (if applicable) – TFAS to FFS transfer.**

- a. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, "For IPAC Processing." The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and a copy of the original Bill for Collection (DI-1040) to the Agency/Regional OTFM Office.

Note: Describe the transfer in the "Details of Charges" section of the SF-1081 and add the date next to the "Approved By" line and include the FAX number with the Telephone number.

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TR-5

- b. The Agency/Regional OTFM Office will either certify the SF-1081 or forward the package to the appropriate OTFM Officer to certify the SF-1081.
- c. The authorized OTFM officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. OTFM will also fax a copy of the certified SF-1081 to the originating Forestry office.
- d. Upon receipt of the certified SF-1081, Forestry enters the collection information in the Suspense Deposit Record in the Lotus Notes SDS Database. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
- e. The DAM IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the collection in FFS, and notify OTFM and the originating Forestry Office by FAX or email of the transaction amount and IPAC Bill number.

2. **Disbursement for Tribal Trust Lands** - The proper percentage for Forest Management Deductions (FMD) are transferred to the appropriate "FM___FR_" account (*See Section IX pages FM-1 to 8*) and to the Tribes' Proceeds of Labor (PL) account as described below.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). The completed form is

signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. If the total trespass amount has not been received, then the transaction description under the Information section must include instructions to, “**Include overnight interest to payment date.**”

(NOTE: If all funds have been received and it is the final payment from the account, then the Transaction description under the Information section must include instructions to, “**Include overnight interest to payment date and close account.**”)

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TR-6

(Note: The BB number may be assigned by either the Agency Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the disbursements, and closes the account (if applicable).
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

3. **Disbursement for Allotments** - The proper percentage of principal and interest for Forest Management Deductions (FMD) is transferred into the appropriate “FM_ _ _FR_” account (*See Section IX pages FM-1 to 8*). The remaining principal amount and interest is transferred into the beneficial landowners IIM accounts. An attached sheet identifies the beneficial heirs, their IIM account numbers, their beneficial interest, and the associated amount of principal.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). An attached sheet identifies the beneficial heirs, their IIM account numbers, their beneficial interest, and the associated amount of principal. The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. If the trespass is not settled, then the transaction description under the Information section must include instructions to, **“Include overnight interest to payment date.”**

September 2002

TR-7

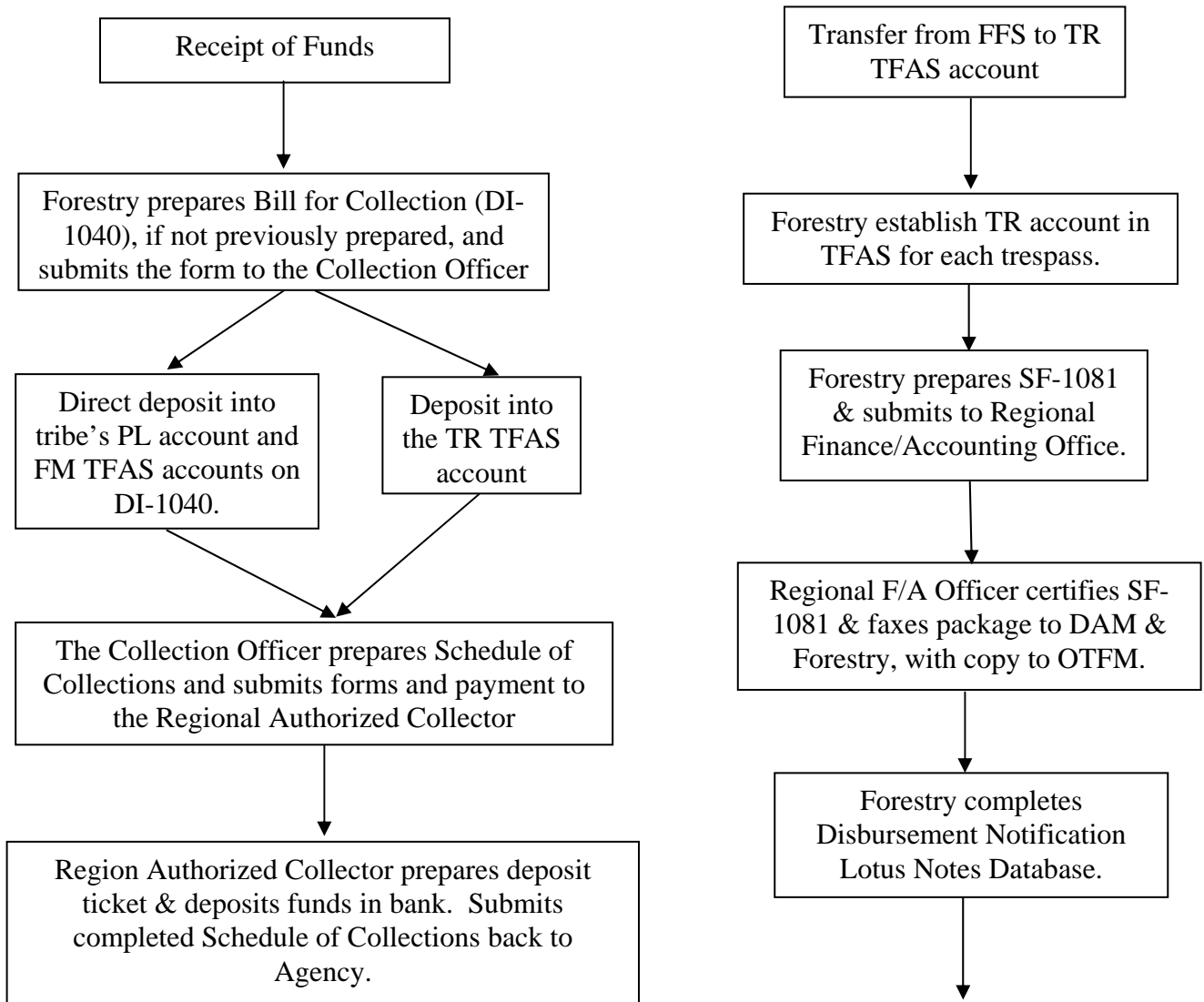
(NOTE: If it is the final payment from the account, then the Transaction description under the Information section must include instructions to, **“Include overnight interest to payment date and close account.”**)

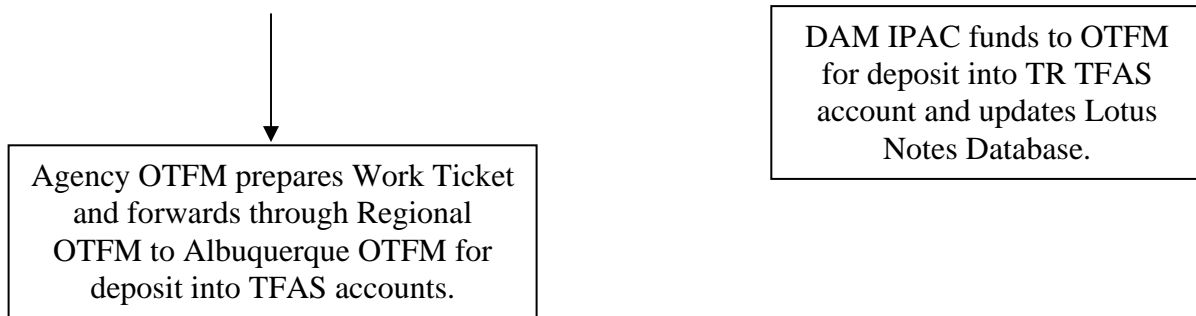
(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the disbursements, and closes the account (if applicable).
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

September 2002

TR-8 Trespass (TR) Collections for Forestry

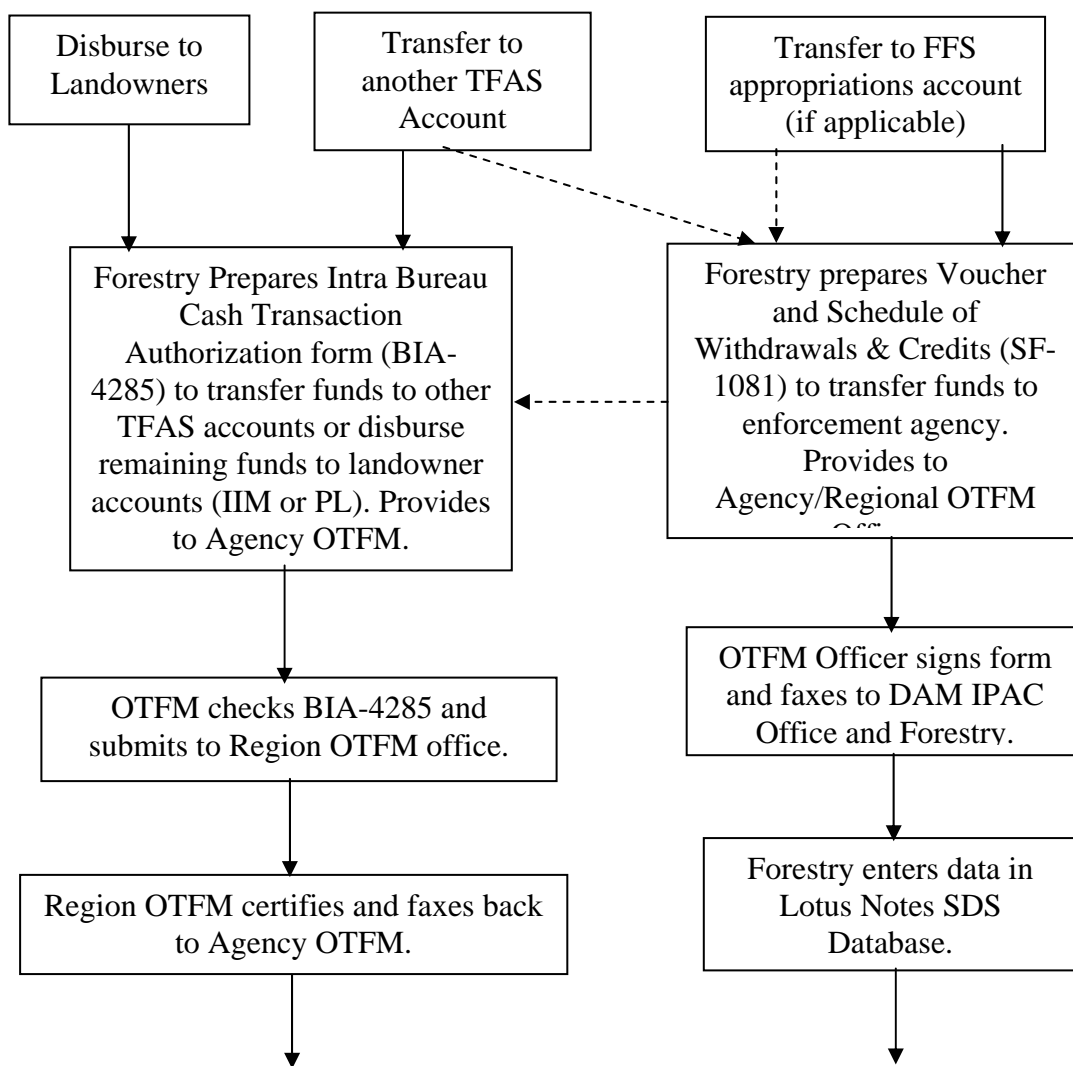


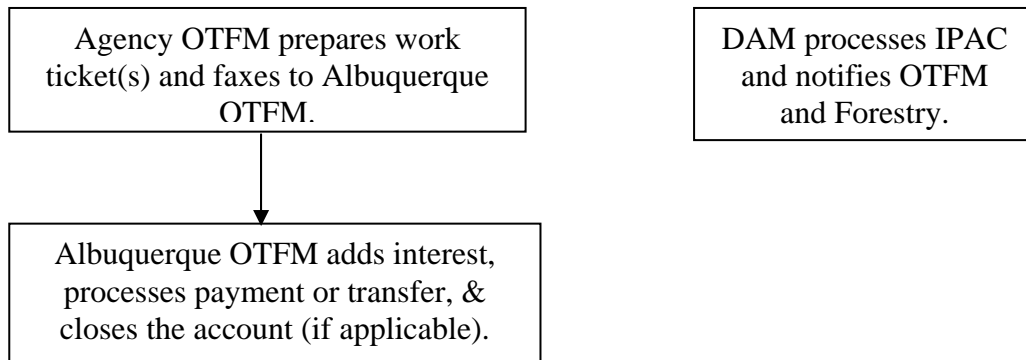


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TR-9

Trespass (TR) Distributions for Forestry





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TR-10

VIII. ESCROW (ES) - Non-Trust Funds

- A. ES COLLECTIONS** – See Flow Chart (*ES-5*). These are funds that are usually associated with a timber trespass and may include charges for stumpage, penalties, and fines and are held pending adjudication or are under appeal. Since the final ownership of the funds is undetermined, these funds are considered non-trust and must be deposited and held in non-interest bearing Escrow (ES) accounts in FFS.

These funds may originate from the alleged perpetrator, employer, or a mill. Transfers from other FFS or TFAS accounts or payments from insurance companies would normally not occur until the trespass case is adjudicated – at which time the funds would be deposited into a Trespass (TR) account in TFAS rather than the Escrow (ES) account in FFS.

1. Either a payment received or The Collection Officer receives the payment and advises Forestry of the payment.
2. Forestry obtains all necessary vendor information (list below) and verifies whether a vendor code already exists in FFS for the successful bidder. If no vendor code exists, then the Agency must submit the vendor information to DAM for FFS setup. See vendor code instructions issued by DAM.

Vendor Name
 FFS Vendor Code
 Check Number
 Check Date
 Check Amount
 Program Code
 Agency Organization Code
 Advertisement Number (if applicable)
 Item Number (if applicable)

Contractor ID Number (From TAAMS if applicable)

3. Forestry prepares a Bill For Collection (DI-1040) (*Appendix 4*) with all of the vendor information and provides it to the Collection Officer.
4. The Collection Officer signs the DI-1040, provides a copy to the vendor and a copy to Forestry. The collection Officer completes the Collection Information section on the Suspense Deposit Record screen in the Lotus Notes Database. Also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to DAM for deposit.

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ES-1

5. DAM prepares a Deposit Ticket (SF-215) and a Consolidated Schedule of Collections and then deposits the checks and SF-215 at the bank.
6. A DAM Accounting Technician inputs the deposit into FFS after receiving the SF-215 from the bank.
7. The DAM Deposit Fund Desk completes the FFS Input Information section on the Suspense Deposit Record screen in the Lotus Notes Database. The FFS deposit transaction information is available for program viewing.

B. ES DISTRIBUTION – See Flow Chart (*ES-6*). Upon final adjudication, all or part of the funds may be refunded to the payer/vendor, transferred to another FFS account, or transferred to a TFAS account for processing the distribution to the landowners.

1. Refund to payer/vendor

- a. Forestry completes the Authorization to Disburse section on the Suspense Deposit Record screen in the FFS Lotus Notes database which, when submitted electronically, will notify the DAM office of the disbursement need under the Pending Disbursement Verification screen.
- b. The DAM office will complete the FFS Verification of Disbursement section on the Suspense Deposit Record screen in the Lotus Notes Database. The DAM office will input a Payment Voucher into FFS to deposit funds into the vendors' account by electronic funds transfer (EFT) or issue a Treasury check to be mailed to the vendor. Once the disbursement is complete, the Suspense Deposit Record is no longer available for viewing by Forestry.

2. **Transfer to another FFS account** - Trespass rehabilitation/restoration and enforcement costs are converted to the appropriate account within FFS.

[Note: This conversion process was still being developed at the time of this revision. The process will be released by the Division of Accounting Management (DAM) when it is completed. It is anticipated that the Suspense Deposit System (SDS) will include an FFS Transfer option.]

September 2002

ES-2

3. **Transfer to TFAS account** – After completing the following process, the funds are available for distribution to the landowners
 - a. Forestry verifies that a Trespass (TR) account is established in TFAS. If not, then Forestry requests a new account from OTFM and establishes a new asset by providing the information contained in Section II.A.3 of this handbook to OTFM by email or hard copy. Forestry also provides a copy of the first page and signature page of the sale document to OTFM if they have not already received a copy.
 - b. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, “For IPAC Processing.” Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, Forester, BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

Note: Describe the transfer in the “Details of Charges” section of the SF-1081, add the date next to the “Approved By” line, and add the FAX number to the telephone line.
 - c. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
 - d. The Regional OTFM Office will FAX the transfer package to the Albuquerque OTFM Office.

- e. Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.

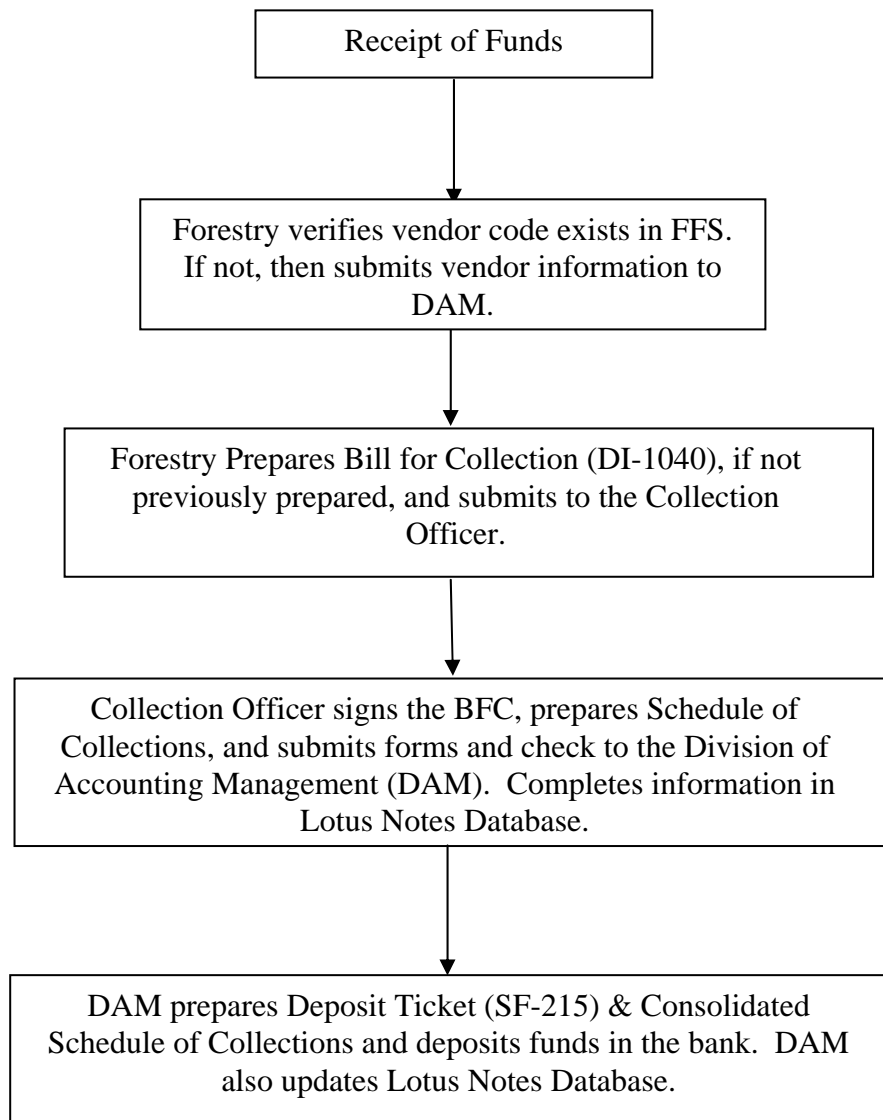
September 2002

ES-3

- f. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.
- g. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer is complete the Suspense Deposit Record is no longer available for viewing by Forestry.
- h. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

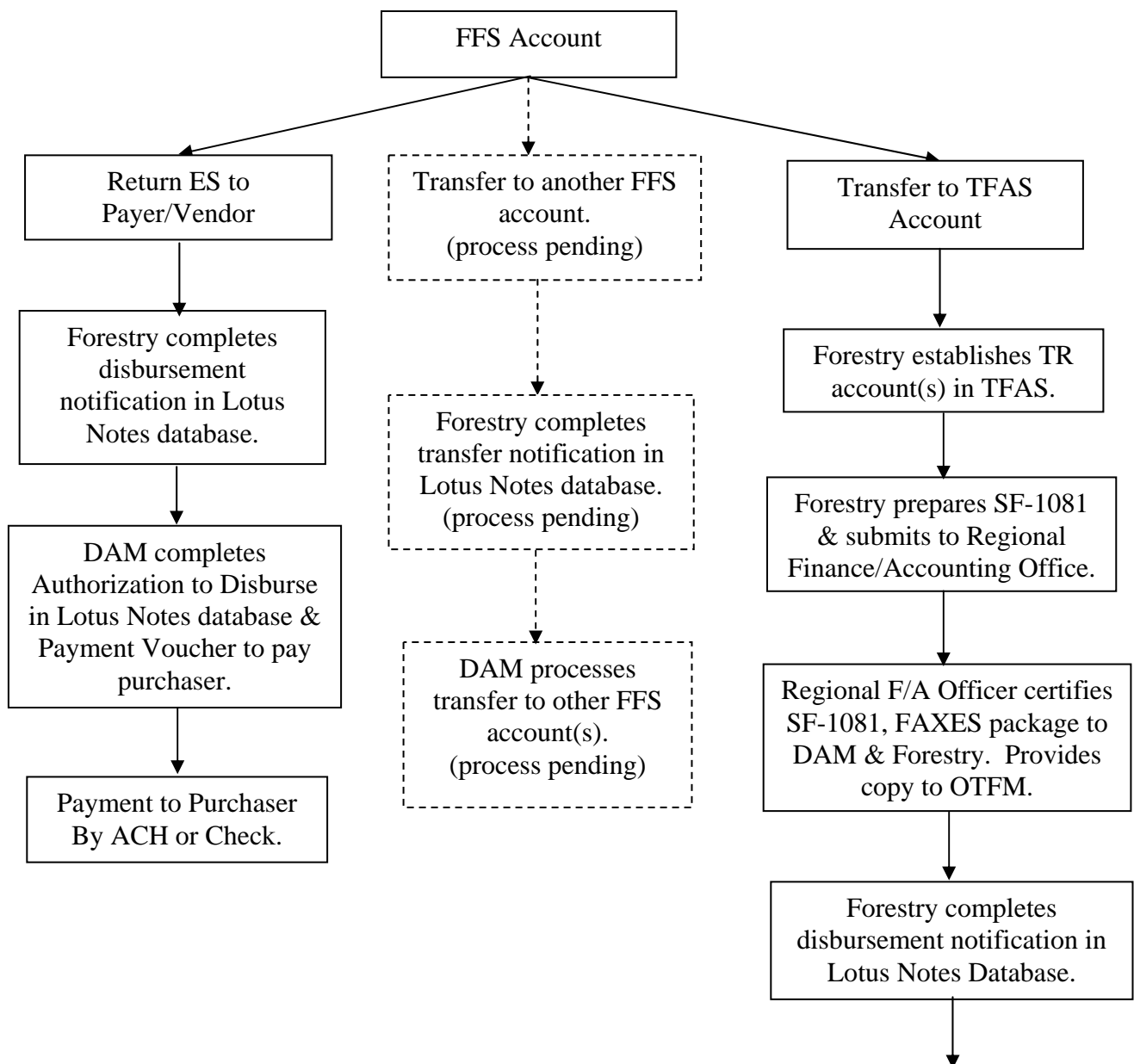
September 2002

ES-4
Escrow (ES) Collections for Forestry



September 2002

ES-5 Escrow (ES) Distributions for Forestry



September 2002

ES-6

IX. INDIAN FOREST LAND ASSISTANCE ACCOUNT (FL) – Trust Funds

- A. FL COLLECTIONS** - also known as IFLAA funds. See Flow Chart (*FL-5*). These are un-obligated appropriated forestry funds, funds from non-federal sources relating to activities on or for the Indian forestland, donations and contributions, user fees, and/or funds transferred under Federal interagency agreements. They are deposited in Tribal “FL____FR_” accounts (single cash) for the benefit and use of the designated tribe. More than one account may be set up per reservation [25 CFR 163.35(a)]. Use of the funds is restricted to those forestland management activities authorized in an approved expenditure plan.

1. Cash Collections into an FL account.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. The Collection Officer receives the payment and advises Forestry of the payment.
- b. Forestry prepares a Bill for Collection (BFC) (DI-1040) and determines if there is an FL account setup for the respective Tribe. If no FL account(s), then Forestry requests a new account(s) from OTFM by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
- c. Forestry identifies the money to be deposited in the FL account and adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer.
- d. The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.

September 2002

- e. The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- f. Agency OTFM prepares a Work Ticket and forwards it through the Region OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.
- g. Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of the deposits.

FL-1

2. Transferred Un-obligated Federal Funds from FFS to TFAS

- a. The Tribe or local Forestry office determines that there are un-obligated forestry appropriations that were not obligated in the previous two-year budget cycle.
- b. Prior to the end of the budget reconciliation year following the two-year budget cycle (i.e. FY-03 for the 01-02 budget), the Tribe must request that the un-obligated forestry appropriations be transferred to the Tribe's IFLAA trust fund account (FL account). The request should be initiated by June or July in order to accomplish the transfer by September 30th.
- c. Forestry contacts the BIA Budget Office regarding the proposals to transfer un-obligated funds. The BIA Budget Office reconciles and certifies the balance of appropriations that are available for transfer to FL Accounts.
- d. The Office of Trust Responsibilities (OTR) prepares memoranda identifying the tribes, organizational codes, FFS codes, and the un-obligated balances to be transferred and sends them to the appropriate Regional Directors and the Office of Trust Funds Management (OTFM) in Albuquerque, NM. OTR will also fax the memorandums to the Division of Accounting Management (DAM) Deposit Fund Desk at 703-390-6570.
- e. The appropriate Forestry office (receiving the funds) verifies that an FL account is established in TFAS. If not, then Forestry requests a new account from OTFM by providing the information contained Section II.A.3 of this handbook by email or hard copy.
- f. The DAM office will process the IPAC transfer through entries in

the IPAC System and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.

- g. Albuquerque OTFM office will notify the responsible Regional OTFM Office or Agency OTFM office that funds were received.

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FL-2

- B. FL DISTRIBUTIONS** - See Flow Chart (*FL-6*). Interest becomes part of the principal in this single cash account, so there will not be any need to determine interest for distribution. Payment to the tribe is authorized in accordance with the approved IFLAA Expenditure Plan. Payment may be made either directly to the tribe or it can go into the Tribes' Proceeds of Labor (PL) Account.

In both cases the BIA Line Officer approves the tribal IFLAA Expenditure Plan and provides a copy to the Tribe and to OTFM for transmittal to Albuquerque OTFM.

Upon receipt of a Tribal invoice, Forestry verifies that the expenditure was authorized by the Expenditure Plan. Forestry also determines whether to pay the Tribe by check/ACH or transfer the funds to the Tribe's Proceeds of Labor (PL) account based on the invoice.

1. Pay Tribe directly from TFAS

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry completes the Public Voucher for Purchases and Services other than Personal form (SF-1034) (*Appendix 7*) for the amount to be paid (no interest is added to payment) to the tribe. The completed form is signed by the BIA line Officer and Forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. Forestry keeps a copy for their records.

(NOTE: When the final funds are to be distributed and the account is to be closed, the transaction description under the Service section must include instructions to, "**Close account.**")

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits to the Region OTFM Supervisory Trust Accountant. (If not in order, then it is returned to forestry for correction and resubmission.)

- c. Region OTFM certifies the SF-1034 and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the form and work tickets to Albuquerque OTFM.

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FL-3

- e. Albuquerque OTFM processes the disbursement and closes the account (if applicable).

2. Transfer funds to Tribal PL Account.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- 1). Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS.

(NOTE: If it is the final payment from the account, then the Transaction description under the Information section must include instructions to, “**Close account**”)

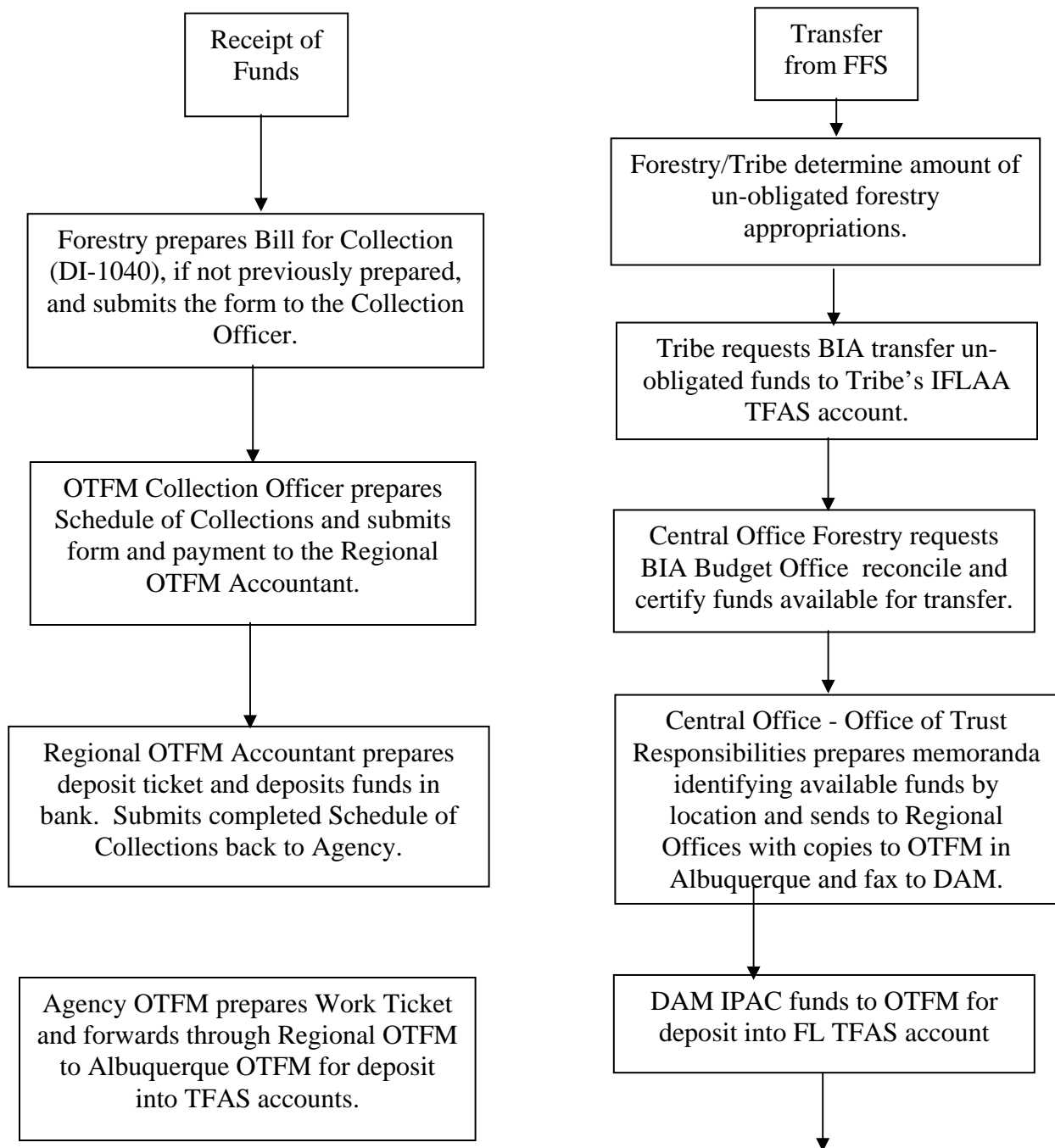
(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- 2). Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- 3). Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- 4). Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- 5). Albuquerque OTFM processes the disbursement and closes the account (if applicable).

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FL-4

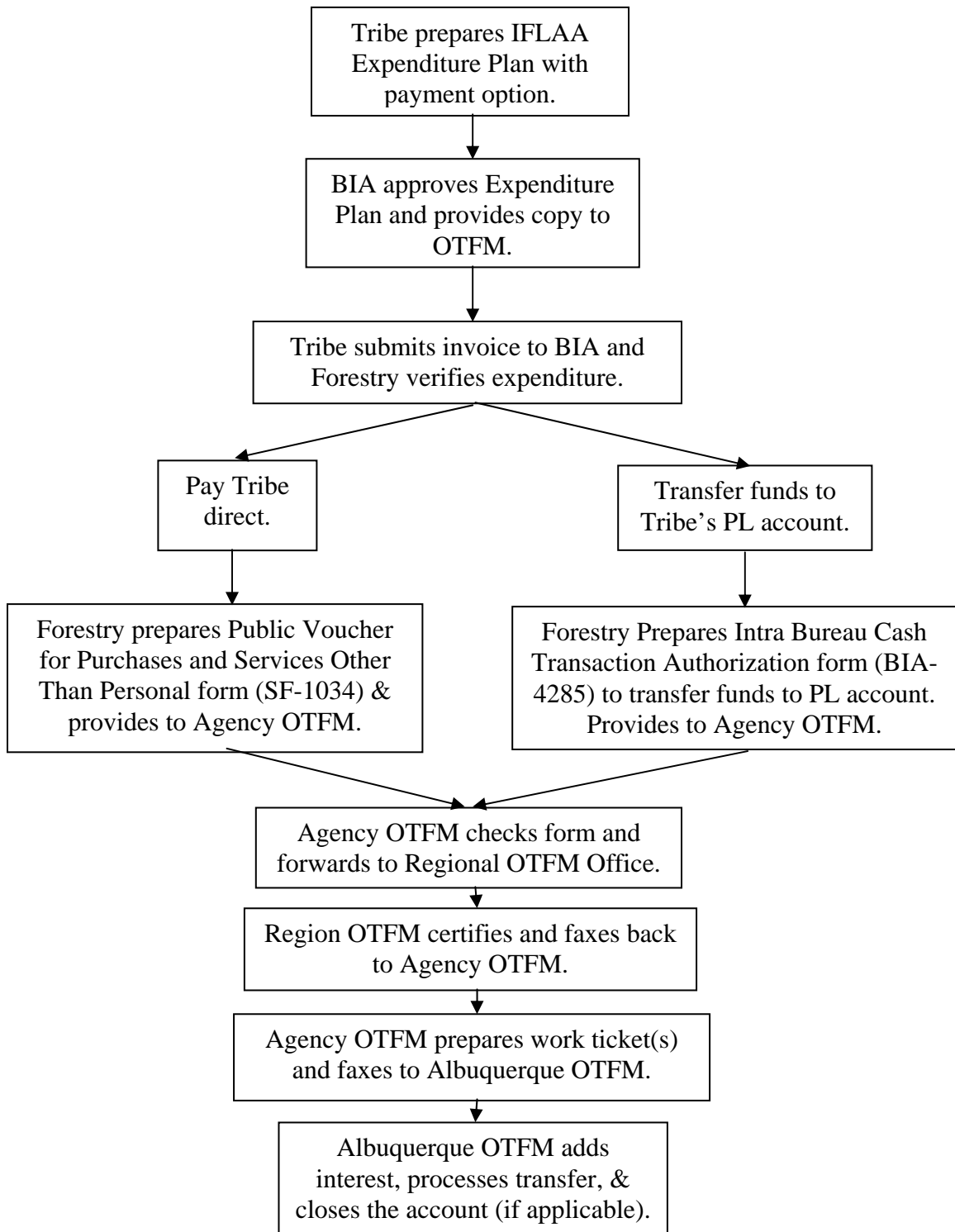
Indian Forest Land Assistance (FL) Collections



Albuquerque OTFM will notify
Regional or Agency OTFM Offices
that funds were received.

September 2002

FL-5 Indian Forest Land Assistance (FL) Distributions



September 2002

FL-6

X. FOREST MANAGEMENT DEDUCTIONS (FM) – Trust Funds

- A. **FM COLLECTIONS** - See Flow Chart (*FM-8*). Also known as FMD funds are deposited in a “FM____FR_” account for use by the respective tribe in their forestry program. This is a single cash account, so interest becomes part of the principal and there is no distinction between the two. These funds can be in the form of cash payments or can be transferred from other TFAS accounts. Funds would not normally be transferred to an FM TFAS account from an FFS account.

These funds are usually collected at the time that stumpage is being distributed to the beneficial landowners, although they can be collected independent of other monies (i.e. Special Allotment Timber Harvest Permit - SATHP). FMD funds are paid directly to the BIA and are independent of stumpage when a tribe is authorized to collect stumpage payments directly from the timber sale purchasers on their reservation. The tribe pays the FMD funds to the BIA for deposit in the FM account either by check or by Electronic Fund Transfer (EFT).

When the stumpage rate includes an allowance for forestry project (FP) costs, the forestry project funds are deducted from payments to the landowners before the Forest Management Deductions are applied to the distribution.

The forest management deduction percentage is a fixed rate, but this fixed rate varies around the country and cannot be lower than 1% unless the requirement for collection has been waived altogether. The FMD percentage may also be different for different forest products – as is the case on the Quinault Reservation.

Forest management deductions are only collected on timber sales with total stumpage values of more than \$5,000.00 and for other activities described in 53 IAM.

1. **Cash Collections**

- a. **Direct deposit of FMD funds into FM Account** - not included with other funds (i.e. Payment on SATHP or from tribe who collects stumpage). This is the same for tribal or allotment lands. [NOTE: Payment could also be made by Electronic Funds Transfer (EFT).]

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

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- 1). The Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not

FM-1

previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)

- 2). Forestry determines if there is a Forest Management Deductions (FM) account setup for the respective Tribe. If no FM account, then Forestry requests a new account from OTFM by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
- 3). Forestry identifies the money to be deposited in the FM account and adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer.
- 4). The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- 5). The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- 6). Agency OTFM prepares a Work Ticket and forwards it through the Area Supervisory Trust Accountant to Albuquerque OTFM for processing.
- 7). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of the deposits.

- b. **Direct payment (deposit) when included with other funds -** Usually combined with funds to be paid out directly without deposit into the AD, AP, or ES accounts. The process only applies to tribal lands because direct disbursements cannot be made to allotment owners. FM funds from allotment activities will usually be transferred to the FM account from another TFAS account (i.e.

AP, AD, or ES). (Note: This is also covered in the respective account sections of this handbook).

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FM-2

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- 1). The Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- 2). Forestry identifies the amount of money to be deposited in the Forestry Projects (FP) account and the Tribal FM account for the Forest Management Deductions portion of the payment. The remaining portion of the payment will be deposited directly into the Tribal PL account (all deposits to be accomplished without going through another TFAS account). Forestry adds this disbursement information to the Accounting Classification section of the BFC and submits it to the OTFM Collection Officer.
- 3). The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- 4). The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- 5). Agency OTFM prepares a Work Ticket and forwards it through the Region OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.
- 6). Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

2. **Transfer funds into an FM account from other TFAS accounts** – Forestry determines if funds should be transferred into the FM account for

each transfer of funds from the other forestry accounts. This usually

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FM-3

occurs at the same time that stumpage or damages are distributed to the beneficial landowners. The same procedures are used for tribal trust and allotment lands. As funds are distributed to the landowners from the AP, AD, or ES accounts; deposits are made with interest to the FM account.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry determines the principal amount of funds to be transferred to the FM account.
- b. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*). The completed form is signed by the line officer and is provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. If the account or asset is not to be closed, then the transaction description under the Information section must include instructions to, “**Include overnight interest to payment date.**”

[NOTE: If it is the final distribution from an asset or account, then the transaction description under the Information section must include instructions to, “**Include overnight interest to payment date and close asset (or account).**”]

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- c. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- d. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- e. Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- f. Albuquerque OTFM adds interest, processes the disbursements, and closes the account (if applicable).

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- g. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

- B. FM DISTRIBUTIONS** - See Flow Chart (*FM-9*). An approved Forest Management Deductions Expenditure Plan must be approved by the BIA Line Officer before distributions can be made from the FM account. A copy of the plan should be provided to OTFM. Payment to the tribe is authorized in accordance with the expenditure plan. Payment can be direct to the tribes (either check or EFT) or funds could be transferred to the tribe's Proceeds of Labor (PL) account, depending on the payment method(s) approved in the Expenditure Plan. The FM account is a single cash account – Interest is not added to the distribution.

(NOTE: It is recommended that an annual expenditure plan be developed and approved at the beginning of each Fiscal Year (either BIA or Tribal) to obligate all funds accrued to that date. 25 CFR 163.25(f) states in part, "Any forest management deductions that have not been incorporated into an approved expenditure plan by the end of the fiscal year following the fiscal year in which the deductions are withheld, shall be collected into the general funds of the United States Treasury pursuant to 25 U.S.C. 413." Forestry should encourage, if not assist, the Tribes in development of the annual Plans to insure their completion.)

1. Payment to Tribe (Check or Electronic Funds Transfer)

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Upon receipt of a Tribal invoice or request to withdraw FM account funds, Forestry verifies that the invoice complies with the Expenditure Plan. Forestry completes the Public Voucher for Purchases and Services other than Personal form (SF-1034) (*Appendix 7*) for the amount to be paid (no interest is added to the payment) to the tribe. The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. Forestry keeps a copy for their records. Forestry also provides a copy of the approved Expenditure Plan to OTFM if a copy had not already been provided to them.

(NOTE: If it is the final payment from the account and the account is not expected to be used again for at least six months, then the Transaction description under the Information section must include instructions to, "**Close account.**")

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- b. Agency OTFM checks the CT #'s and balance. If all in order, then submits the SF-1034 to the Region OTFM Supervisory Trust Accountant. If not in order then it is returned to forestry for correction.
- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares the work ticket and faxes the form and work ticket to Albuquerque OTFM.
- e. Albuquerque OTFM encodes for payment.

2. Transfer to Tribal PL account.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Upon receipt of a Tribal invoice or request to withdraw FM account funds, Forestry verifies that the invoice complies with the Expenditure Plan. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (**Appendix 6**). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. Forestry also provides a copy of the approved Expenditure Plan to OTFM if a copy had not already been provided to them

(NOTE: The account is not usually closed although if it is the final payment from the account and the account is not expected to be used again for at least six months, then it should be closed. The Transaction description under the Information section must include instructions to, "**Close account**")

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).

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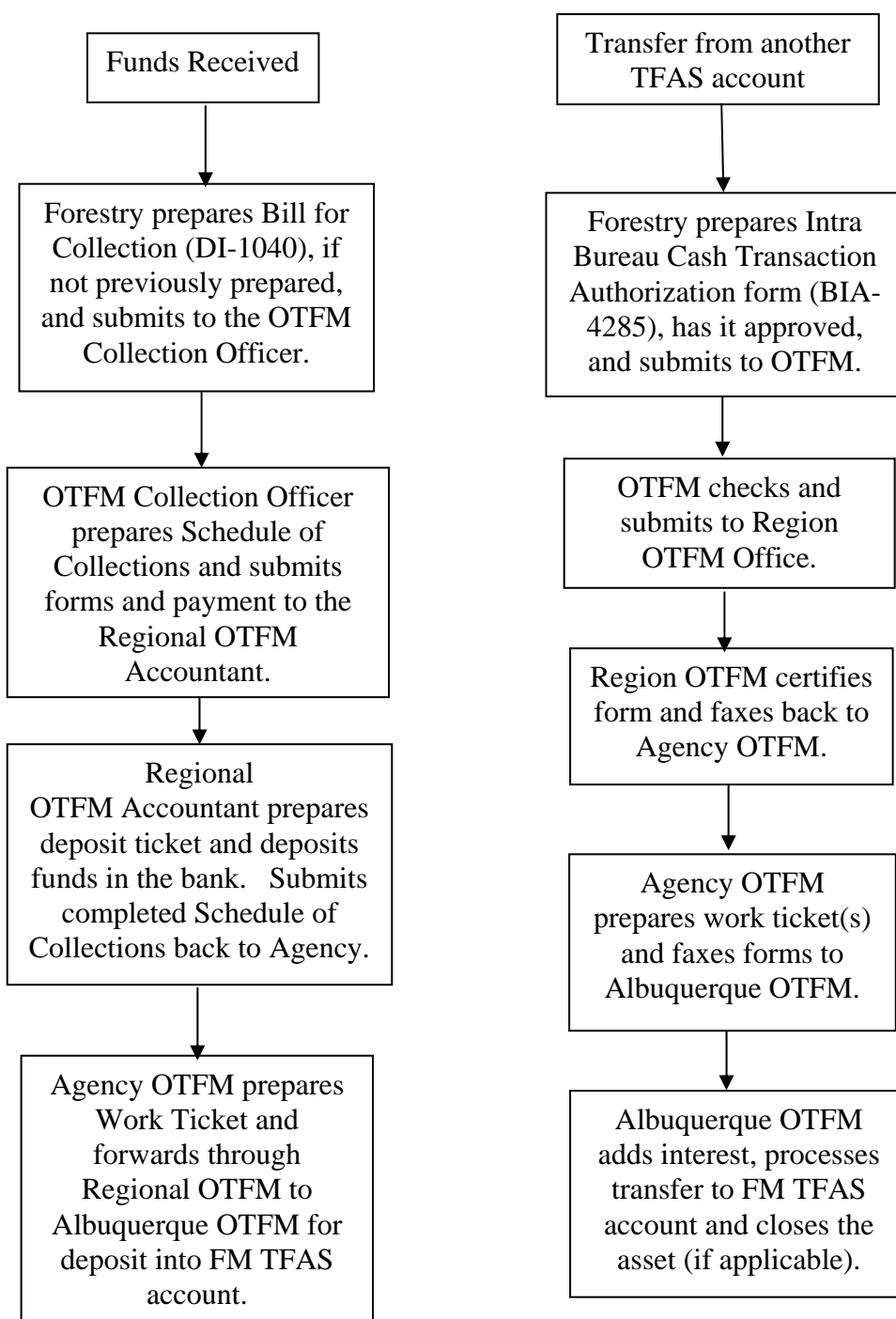
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- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- e. Albuquerque OTFM processes the disbursements.

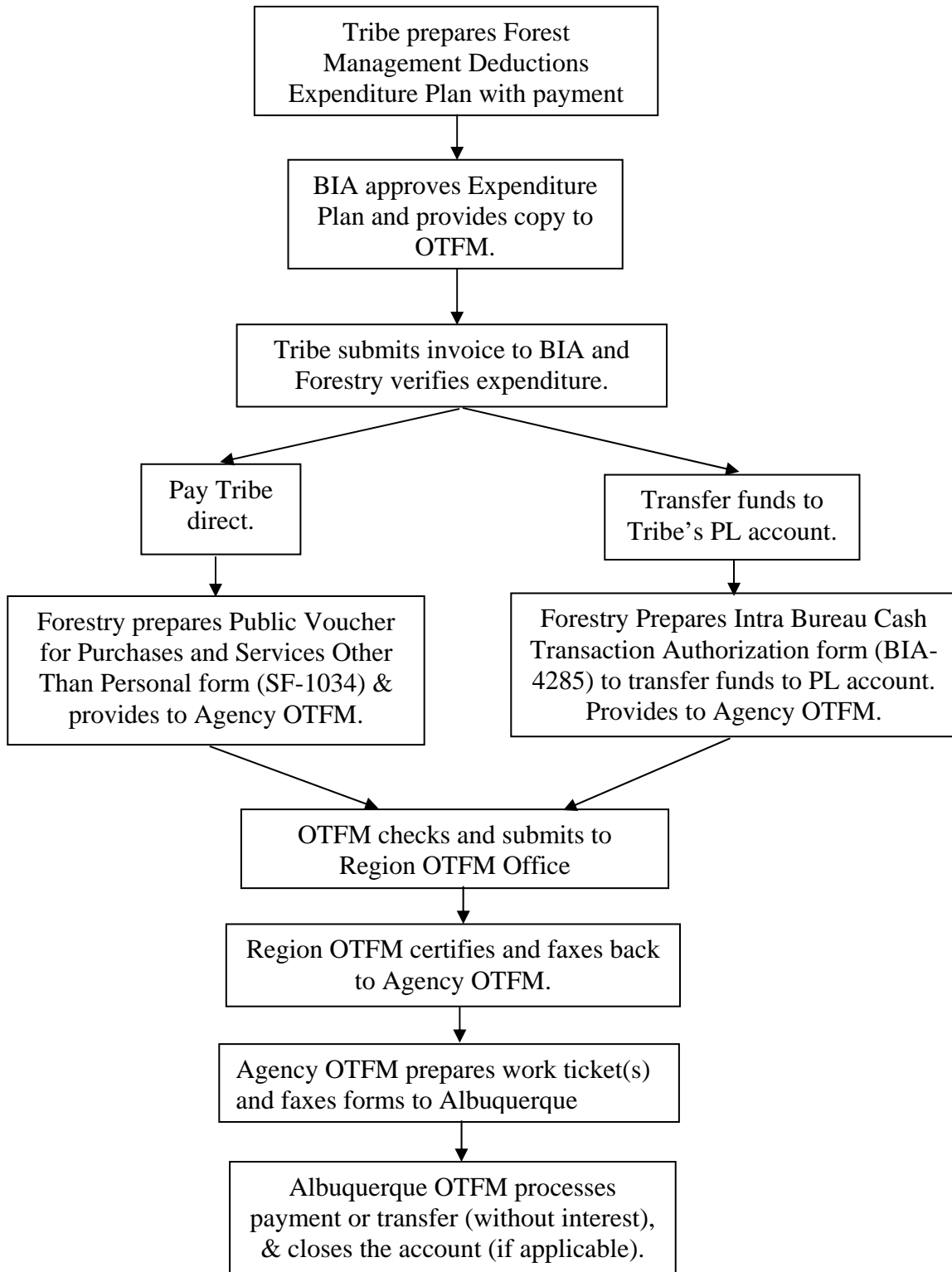
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Forest Management Deductions (FM) Collections



Forest Management Deductions (FM) Distributions



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XI. FORESTRY PROJECTS (FP) – Trust Funds

Funds deposited in these accounts are to pay for the completion of special contract requirements for which money was paid and deposited by the purchaser. The timber sale purchaser may or may not be the contractor who completes the projects. Funds are usually paid directly from the account to the project contractor, although a Tribe (as a project contractor) may request that payments be deposited into the tribal Proceeds of Labor (PL) account. Projects may include, but not be limited to; the maintenance and rehabilitation of roads and trails, slash burning, grass seeding, scaling, road closure, sand and gravel, cultural and archeological site protection, etc. These funds are considered trust funds because they pay for resource treatments which increase resource values. The interest that accrues on the principal amount provides a direct benefit to the landowners through increased resource treatments.

Funds collected may or may not equal the actual expense of the contract required projects. Excess funds will usually be paid to the landowners although tribes may request that excess funds from sales on tribal lands be held to offset the unintentional shortfall in project expenses that may occur on other tribal timber sales on the same Reservation.

- A. **Account Options** - There are four account/asset configuration options for Forestry Projects and are discussed below. All are single cash accounts (without separation of principal and interest). They are presented in the order of simplicity.
1. **Single pure account (no assets)** – This account is set up by Reservation to hold all project funds without further asset separation. The advantage of this account is that it would probably never close and is similar in simplicity to the FM account. However, this would probably work for reservations with only tribal lands and the tribe has requested that excess funds remain in the account. Funds cannot be tracked by sale.
 2. **Multiple pure accounts (no assets)** - This pure account configuration has FP accounts set up for each type of project for each Reservation thereby providing separation of different projects funds (i.e. five project types will result in five accounts) without using assets. Funds cannot be tracked by sale.
 3. **Single account with multiple assets** - This option would establish one account for a Reservation with each project type or timber sale as an asset under the account. If the project type asset configuration is used, then the asset would not normally be closed and would be a revolving fund for the project type; however, if the assets are identified by timber sale, then the assets would close with the completion of the project requirements and distribution of any excess funds. Funds can be easily tracked by sale under

the sale/asset option. Tracking is more difficult under the project type/asset option.

4. **Multiple accounts with multiple assets** - This option would have each project type as a separate account and would have each sale or purchaser as a separate asset under each account. Funds can be easily tracked by sale under the sale/asset option. Tracking of funds is more difficult under the purchaser/asset option.

- B. FP COLLECTIONS** - See Flow Chart (*FP-10*). This “FP___FR_” account(s) will be in the form of a single cash account (without separation of principal and interest).

The timber sale document authorizes the collection of project funds and specifies how the funds will be collected - either as separate payments by the purchaser (preferred method) and/or as a portion of the stumpage rate (i.e. \$1.00/MBF for road maintenance).

When the stumpage rate includes an allowance for forestry project costs, the forestry project funds are deducted before the Forest Management Deductions are applied to the landowner distribution. Project funds as part of the stumpage payment are originally deposited into the AP or AD accounts and are not separated out for deposit into the FP account until stumpage is distributed to the landowners.

1. Cash Collections for Deposit directly into the FP account.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. The Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- b. Forestry determines if there is a Forestry Projects (FP) account(s) or asset(s) setup for the respective Tribe or project type. If account(s) or asset(s) are needed, then Forestry requests a new account or asset from OTFM by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
- c. Forestry identifies the money to be deposited in the FP account or asset and adds this disbursement information to the Accounting

Collection Officer.

- d. The OTFM Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (**Appendix 5**) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- e. The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency Collection Officer with an assigned CT number.
- f. Agency OTFM prepares a Work Ticket and forwards it through the Area OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.
- g. Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of the deposits.

2. **Direct payment (deposit) when included with other funds** - Usually combined with funds to be paid out directly to the tribe without deposit into the AD, AP, or ES accounts. The FP funds are deposited into the FP account using the collection document. The process only applies to tribal lands because direct disbursements cannot be made to allotment owners. This method may be used for advance payments and for authorized deferred payments made on previously reported scale.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. The Collection Officer receives the payment with the cover sheet of the Bill for Collection (BFC) (DI-1040) and advises Forestry of the payment. (If the BFC had not previously been completed and sent to the payer in advance of the payment, then forestry would prepare a BFC.)
- b. Forestry determines if the payment is for immediate distribution. If immediate distribution is justified, then Forestry identifies the amount of money to be deposited in the Forestry Projects (FP)

the amount of the remaining portion of the payment to be deposited directly into the Tribal PL account (all to be accomplished without going through an AP or AD account).

Forestry adds this

disbursement information to the Accounting Classification section of the BFC and submits it to the Collection Officer.

- c. The Collection Officer completes the payment information, dates and signs the BFC, and provides a copy to the payer and a copy to Forestry. The Collection Officer also prepares the Schedule of Collections (BIA-4284) (*Appendix 5*) and sends the forms and check(s) to the Region OTFM Authorized Collector.
- d. The Region OTFM Authorized Collector prepares a Deposit Ticket and deposits the funds in the bank. A copy of the signed Schedule of Collections is returned to the Agency OTFM Collection Officer with an assigned CT number.
- e. Agency OTFM prepares a Work Ticket and forwards it through the Region OTFM Supervisory Trust Accountant to Albuquerque OTFM for processing.
- f. Local OTFM and Forestry should check the posted transaction screens on the computer system to verify the accuracy of deposits.

3. **Transfer funds from another TFAS account** - These funds are usually transferred from the Advance Payment (AP) and Advance Deposit (AD) accounts at the time that payments are made to the landowners and Forest Management Deductions (FM) account. The procedures under this section are used for either Tribal Trust or allotment lands. Transfers into the FP account should also include the associated interest.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry determines if there is a Forestry Projects (FP) account(s) set up (and/or assets if applicable). If account(s) or asset(s) are needed, then Forestry requests a new account or asset from OTFM by providing the information contained in Section II.A.3 of this handbook by email or hard copy.
- b. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*). The completed form is

signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. If the account or asset is not to be closed, then the transaction description under the Information section must include instructions to, “**Include overnight interest to payment date.**”

[NOTE: If it is the final distribution from an asset or account, then the transaction description under the Information section must include instructions to, “**Include overnight interest to payment date and close asset (or account).**”]

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- c. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- d. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- e. Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- f. Albuquerque OTFM adds interest, processes the disbursements, and closes the asset or account (if applicable).
- g. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.
- f. Region or Agency OTFM verifies the interest amount, adds it to the copy of the certified BIA- 4285, and provides a copy to Forestry.

4. Transfer from FFS to TFAS (FP account) - There will be occasions when funds would be transferred from a Performance Bond (PB) account in the Federal Finance System (FFS) to a TFAS account.

- a. Forestry verifies that an FP account is established in TFAS. If not, then Forestry requests a new FP account from OTFM and

establishes a new asset by providing the information contained in Section II.A.3 of this handbook by email or hard copy.

- b. Forestry prepares the Voucher and Schedule of Withdrawals and Credits (SF-1081) (**Appendix 2**), to transfer funds. Add the following statement to the top of the form, "For IPAC Processing." Forestry also attaches a copy of the original Bill for Collection (DI-1040) and a copy of the FFS Suspense Deposit Record showing the original deposit. The preparer, Forester, and BIA Line Officer sign the SF-1081 and send it and attached documents to the Regional Finance/Accounting Officer.

(Note: Describe the transfer in the "Details of Charges" section of the SF-1081, add the date next to the "Approved By" line, and add the FAX number to the telephone line.)

- c. The Regional Finance/Accounting Officer will sign/certify the SF-1081 and FAX the transfer package to the DAM Intergovernmental Payment and Collection (IPAC) Unit at 703-390-6570. The Finance/Accounting Officer will also provide a copy of the transfer package to the Regional OTFM office and fax a copy of the certified SF-1081 to the originating Forestry office.
- d. The Regional OTFM Office will fax the transfer package to the Albuquerque OTFM Office.
- e. Upon receipt of the certified SF-1081, Forestry completes the Authorization to Disburse section of the Suspense Deposit Record in the SDS Lotus Notes Database – which will serve as the notification to the DAM office. If Lotus Notes is not accessible, then the Agency/Field Station must fax the notification to the DAM Deposit Fund Desk at 703-390-6570 or wait until the system is available again.
- f. The IPAC Unit will process the IPAC transfer through entries in the IPAC System, record the disbursement in FFS, and notify OTFM by FAX (505-248-5700) or email of the transaction amount and IPAC Bill number.
- g. DAM will update the Lotus Notes Database by completing the FFS Verification of Disbursement section of the Suspense Deposit Record screen with the FFS disbursement data. Once the transfer

is complete the Suspense Deposit Record is no longer available for viewing by Forestry.

- h. Each month, the Regional Director or designated representative will reconcile information from the Agency disbursement notification and the BIA 450 report to ensure that both FFS and the BIA 450 report accurately reflect actual disbursements.

C. **FP DISTRIBUTIONS** - See Flow Chart (*FP-II*). Payment to the project contractor is authorized in accordance with the sale provisions (if going to the sale purchaser), the approved Forestry Projects Expenditure Plan, or the Approved Project Agreement. Contractors may include the Tribe, Tribal Enterprise, Timber sale Purchaser, other individual or company, or State agency. Payments are usually made directly to the contractor hired to complete the project(s); although a Tribe who contracts the project may request to have the payment deposited into their Proceeds of Labor (PL) account. Even though interest accrues in the FP account, payments are principal only and interest is not added to the payments – except when the asset is closed and it is part of the principal.

- 1. **Distribution to the Project Contractor** - This is a payment (either check or EFT) to the contractor for project work completed.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry completes the Public Voucher for Purchases and Services other than Personal form (SF-1034) (*Appendix 7*) for the portion of the FP to be paid (no interest is added to the payment). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. Forestry keeps a copy for their records. Forestry also provides a copy of the approved Expenditure Plan or Project Agreement to OTFM if a copy had not already been provided to them.

[NOTE: If it is the final distribution from the account (or asset), then the transaction description under the Articles or Service section must include instructions to, “**Close the account (or asset).**”

- b. Agency OTFM checks the CT #'s and balance. If all in order, then submits the SF-1034 to the Region OTFM Supervisory Trust Accountant. If not in order then it is returned to forestry for correction.

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- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.

- d. Agency OTFM prepares the work ticket and faxes the form and work ticket to Albuquerque OTFM.
- e. Albuquerque OTFM encodes for payment and closes the asset or account (if applicable).

2. **Transfer to Tribal PL account.**

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization form (BIA-4285/BF-349) (*Appendix 6*). The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS. Forestry also provides a copy of the approved Expenditure Plan or Project Agreement to OTFM if a copy had not already been provided to them. Interest is not added to this transfer of funds.

[NOTE: If it is the final transfer from an account (or asset), then the transaction description under the Information section must include instructions to, “**Close the account (or asset).**”]

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the form by signature and faxes the form back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the form and work ticket to Albuquerque OTFM.
- e. Albuquerque OTFM processes the transfer (also closes the account or asset if it's a final transfer/withdrawal).

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- 3. **Refund excess to landowners** - Funds collected may or may not equal the actual expense of the contract required projects. Excess funds will usually be refunded to the landowners although tribes may request that excess

funds from sales on tribal lands be held to offset the unintentional shortfall in project expenses that may occur on other tribal timber sales on the same Reservation.

(Note: If there is no Agency OTFM office, then the Regional OTFM office also performs Agency OTFM functions.)

- a. Forestry prepares the Intra Bureau Cash Transaction Authorization forms (BIA-4285/BF-349) (**Appendix 6**). For allotments, an attached sheet identifies the beneficial heirs, their IIM account numbers, their beneficial interest, and the associated amount of principal. The completed form is signed by the BIA line officer and forester and provided to Agency OTFM along with copies of the Transaction Record (TR) and Holding (HO) screens from TFAS.

[NOTE: If appropriate, the Transaction description under the Information section must include instructions to, “**Include overnight interest to payment date and close account (or asset).**”]

(Note: The BB number may be assigned by either the Agency or Regional Office – depending on established procedures.)

- b. Agency OTFM checks CT #'s, balances, and calculations. If all in order, then submits the BIA-4285 to the Region OTFM Supervisory Trust Accountant. (If not correct, package is returned to forestry for correction).
- c. Region OTFM certifies the forms by signature and faxes the forms back to the Agency OTFM Office.
- d. Agency OTFM prepares work tickets and faxes the forms and work tickets to Albuquerque OTFM.
- e. Albuquerque OTFM adds interest, processes the disbursements, and closes the asset or account.
- f. Region or Agency OTFM verifies the interest amounts for the transactions, adds them to the copies of the certified BIA- 4285 and provides copies to Forestry.

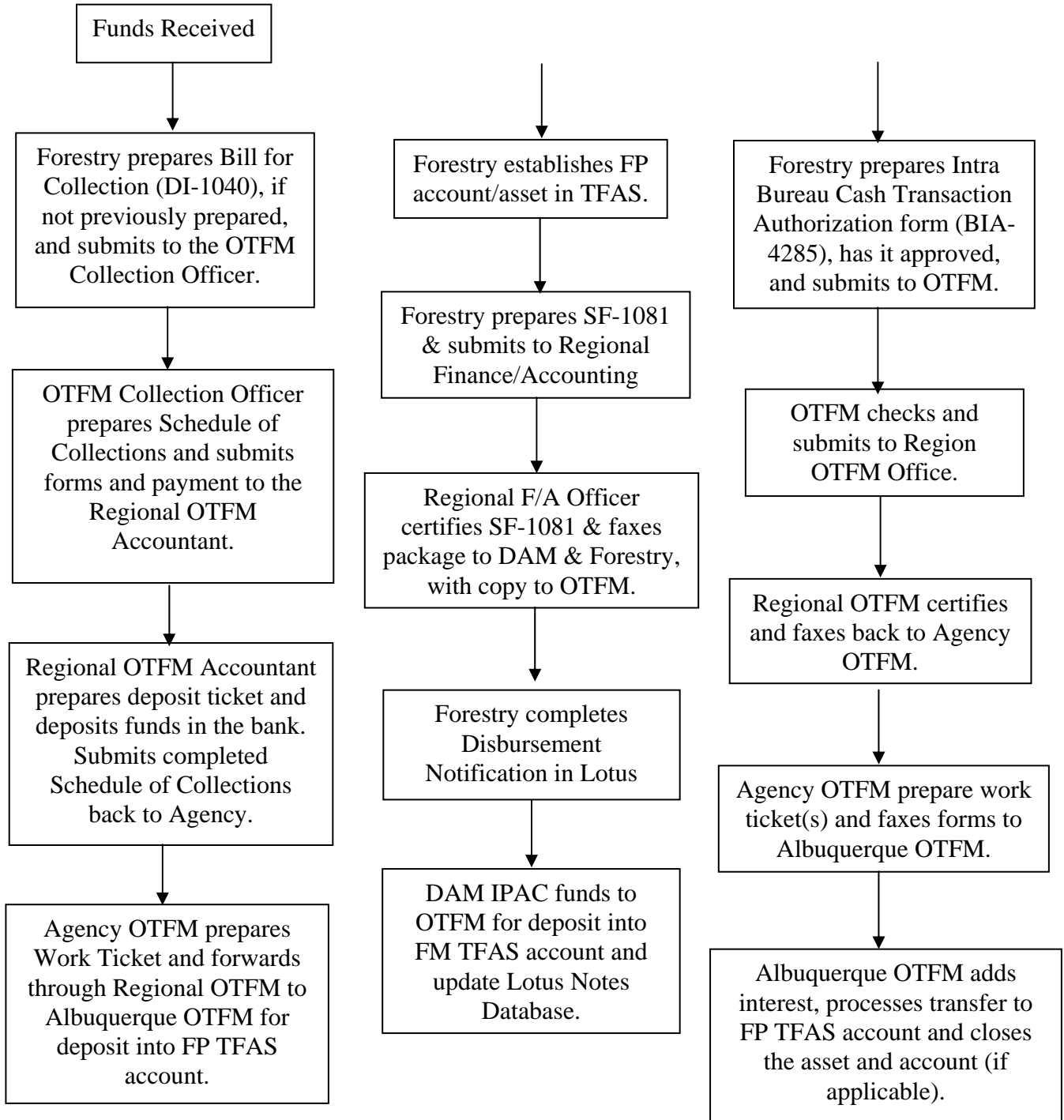
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Forestry Projects (FP) Collections

Transfer from
FFS account.

Transfer from another
TFAS account

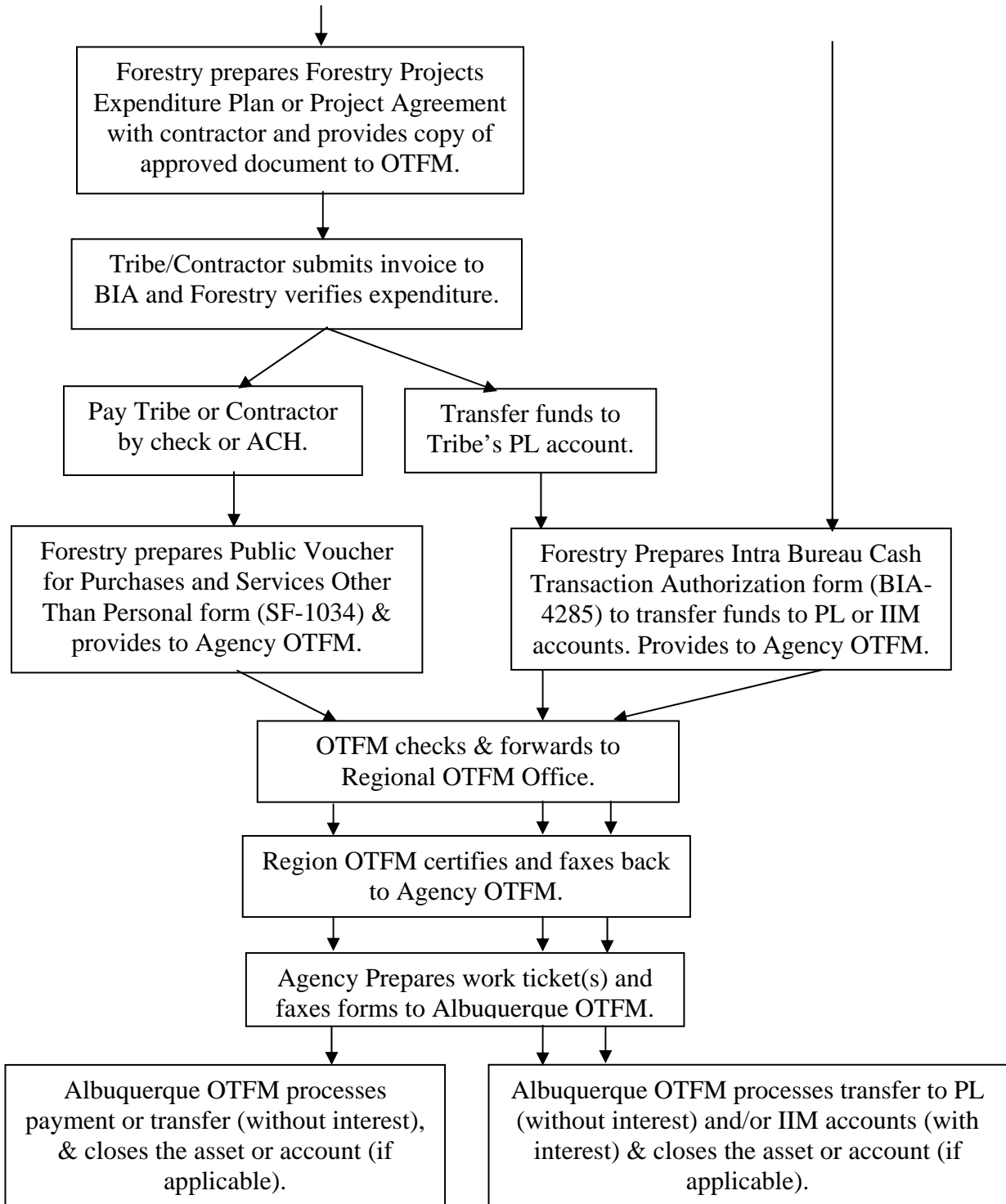


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**FP-10
Forest Projects (FP) Distributions**

Pay Contractor

Refund excess funds to
landowners.



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Acronyms

ACH Automated Clearing House

AD	Advance Deposit
AP	Advance Payment
BD	Deposit with Bid
BFC	Bill For Collection
BIA	Bureau of Indian Affairs
CFR	Code of Federal Regulations
CT	Collection Ticket
DAM	Division of Accounting Management
DI	Department of Interior Form
DOI	Department of Interior
EFT	Electronic Fund Transfer
ES	Escrow
FFS	Federal Finance System
FL	Indian Forest Land Assistance Account (IFLAA)
FM	Forest Management Deduction (FMD)
Appendix 1 (Page 1 of 2)	
FP	Forestry Project
HO	Holding
IIM	Individual Indian Money

IPAC	Intergovernmental Payment and Collection
LOC	Irrevocable Letter of Credit
LTRO	Land Title and Records Office
OST	Office of Special Trustee for American Indians
OTFM	Office of Trust Funds Management
PB	Performance Bond
PL	Proceeds of Labor
SF	Standard Form
TAAMS	Trust Asset and Account Management System
TFAS	Trust Funds Accounting System
TIN	Taxpayer Identification Number
TR	Trespass
TSR	Title Status Report