



*Retirement and Insurance Service  
Benefits Administration Letter*

Number: 01-302

Date: January 3, 2001

Subject: General Ledger Posting of Employee Contributions

As you know, OMB Bulletin No. 01-02, "Audit Requirements for Federal Financial Statements," requires auditors to perform certain agreed-upon-procedures to assist us in assessing the reasonableness of Retirement, Health Benefits, and Life Insurance withholdings and contributions. Procedure number 2 states that agencies should post employee contributions for Retirement, Health Benefits, and Life Insurance to Standard General Ledger (SGL) account 6400N. This is NOT correct -- employee contributions for Retirement, Health Benefits, and Life Insurance should be included in the charge to SGL account 6100N.

We attempted to ensure that all agency Offices of the Inspector General were aware of this error, but were not entirely successful. As a consequence, some auditors have reported to us the entirely proper posting of employee contributions to SGL account 6100N as a departure from requirements. We will disregard any such reporting we receive. If you need assistance in convincing your auditors that you are correct in posting your employee contributions for Retirement, Health Benefits, and Life Insurance to SGL account 6100N, please share this letter with them or have them call us on 202-606-0606.

The error, which was typographical, was entirely our fault, not OMB's, and we sincerely regret any concern or inconvenience that it may have or will cause you.

A handwritten signature in black ink, appearing to read "Robert A. Yuran".

Robert A. Yuran  
Chief, Financial Policy Staff

*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*