

Federal Borrowings Branch





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Purpose

This manual is intended to guide agencies through the Federal Borrowings fiscal year-end process. It is not intended to replace the Office of Budget and Management's (OMB) guidance regarding the Credit Subsidy Calculator 2 (CSC2). The manual explains transactions and processes that contribute to the fiscal year-end process and CSC2s.

Overview of Manual

Verify Balances	Verify 'End of Year Debt to Treasury' balances for the previous fiscal year and current balances. Agencies can verify balances at any time prior to beginning the CSC2(s).
Review Unobligated Balances of Indefinite Borrowing Authority	Obligate or return any unobligated balances of indefinite borrowing authority at the end of each fiscal year. This must be completed prior to submitting the CSC2(s).
Submit Borrowing and Repayment Transactions	Ensure borrowing and repayment transactions are submitted through CARS timely and classified properly. This must be completed prior to submitting the CSC2(s).
Complete the Credit Subsidy Calculator 2	Compile borrowing, repayment, and interest activities for the fiscal year reported on the CSC2(s). Once verified by the Federal Borrowings Branch, interest costs can be submitted.
Submit Interest Costs	Process interest costs to the Bureau of the Public Debt using the IPAC system in Common Government-wide Accounting Classification (CGAC) format. Interest costs should not be submitted until notified by the Federal Borrowings Branch.
Verify Balance Confirmations	Confirm fiscal year balances prepared by the Federal Borrowings Branch.



Year-End Process Flowchart





Federal Borrowings Program Contact Information

The Federal Borrowings Branch (FBB) represents the Department of Treasury in the Federal loan program known as the Federal Borrowings Program (FBP). The FBB of the Bureau of the Public Debt (BPD) maintains the loan transactions and related records between Treasury and other federal agencies. Each fiscal year-end, the FBB is responsible for verifying agencies CSC2s.

For any questions, please contact the FBB using the group contact information below.





Verify Balances

Complete the following to verify 'End of Year Debt to Treasury' balances for the previous fiscal year and current balances. Agencies can verify balances at any time prior to beginning the CSC2(s).

'End of Year Debt to Treasury' Balances	 Verify the 'End of Year Debt to Treasury' balance for the previous fiscal year, which includes any borrowing transactions submitted to pay interest. To confirm this balance prior to starting the CSC2, email Borrowings@bpd.treas.gov
Current Account Balances	 Verify principal and interest balances in the CSC2 using the following Federal Borrowings reports which are located on the TreasuryDirect website: Detailed Principal and Accrued Balances Report Summary General Ledger Balances Report Direct link to Borrowings Page: www.treasurydirect.gov/govt/apps/tbp/tbp.htm
Detailed Principal and Accrued Interest Report	 The Detailed Principal and Accrued Interest Balances Report has two sections: The <u>Top Section</u> contains principal outstanding and the related accrued interest

• The <u>Bottom Section</u> shows other principal and accrued interest. (Examples include accrued interest on early repayments for Credit Reform programs, overdue principal of matured loans, and overdue interest.)



Adding the totals from each section, the amounts will <u>equal</u> the totals found in the Summary General Ledger Balances Report.



Summary General
Ledger BalancesThe Summary General Ledger Balances Report shows the balances for Loans
Receivable, Capitalized Interest, Interest Receivable, Interest Revenue, and
Gains and Losses for each Treasury Account Symbol (TAS). For example:

	UNITED STA	TES DEPAS	RTMENT OF	TREASUR	Y		GOVERNMENT	AGENCY INVESTMENT	I SERVICES SYSTEM	1	PAGE: 1	
	BUREAU OF	THE PUBLI	IC DEBT					G/L BALANCES REPO	ORT 04/	02/10	07:48:54	
	GAPN0210			PREV	FISCAL	YEAR:	09/30/2009	03/31/2010	FISCAL YEAR:	09/30/2010		
	ACCOUNT	DEPT	LOANS	RECEIVAB	LE	CAPIT INTE RECEI	ALIZED REST VABLE	INTEREST RECEIVABLE	INTEREST REVEN	UE GAIN	L	055
	684322	068	8,4	483,050.	78		.00	347,211.69	347,211	. 69	.00	.00
DEPAS	RTMENT	068	8,4	483,050.	78		.00	347,211.69	347,211	. 69	.00	.00

Review Unobligated Balances of Indefinite Borrowing Authority

Complete the following to obligate or return any unobligated balances of indefinite borrowing authority at the end of each fiscal year. This must be completed prior to submitting the CSC2(s).

Unobligated	Unobligated balances of indefinite borrowing authority must be obligated or
Balances of	returned at the end of each fiscal year. Balances cannot be carried forward.
Indefinite	
Borrowing	For guidance, contact the Credit Crew at OMB:
Authority	https://max.omb.gov/community/display/OMB/Credit+Crew+Agency+Assignments



Submit Borrowing and Repayment Transactions

Complete the following to ensure borrowing and repayment transactions are submitted through CARS timely and classified properly. This must be completed prior to submitting the CSC2(s).

Borrowing and Repayment Submission	All borrowing and repayment transactions for FY2012 must be processed in CARS as soon as possible and no later than <u>3:00 pm (EST) on Friday,</u> September 28, 2012.
Items to Remember	 Be aware of loan scheduled to mature on 09/30/2012 One borrowing or repayment transaction can contain activity for multiple combinations of cohorts, sub-cohorts, and maturity dates per TAS
Transaction Types	Ensure all transactions submitted in CARS for the year are included in the CSC2(s). For instance:

Borrowings Submitted Due to Normal Operations

Field	Entry for FY2012
Transaction Type:	Borrowing – Normal Operations (95)
Treasury Account Symbol:	Agency TAS
Amount:	Total amount of borrowing transaction(s)
Transaction Date:	September 30, 2012 or prior, but no less than current date
Effective Date:	October 1, 2011

New Borrowing Transaction		
* Required fields		
* Transaction Type	Borrowing - Normal Operations (95)	~
* Treasury Account Symbol	11X4122 VCredit Reform	
* Amount	1,000.000.00	
* Transaction Date	09/30/2012 (mm/dd/yyyy)	
Accounting Period	09/2012	
* Effective Date	10/01/2011 (mm/dd/yyyy)	

CSC2 Transaction Classification: 'Borrowings – Start of Year'



Transaction Types

Borrowings Submitted to Pay Interest

Field	Entry for FY2012
Transaction Type:	Borrowing – Normal Operations (95)
Treasury Account Symbol:	Agency TAS
Amount:	Total amount of interest to be borrowed
Transaction Date:	September 30, 2012
Effective Date:	September 30, 2012



CSC2 Transaction Classification: 'Borrowings – End of Year'

Repayments Submitted between October through August

Field	Entry for FY2012
Transaction Type:	Repayment on Borrowing – Normal
	Operations (85)
Treasury Account Symbol:	Agency TAS
Amount:	Total amount of repayment(s)
Transaction Date:	October 1, 2011 - August 31, 2012, but no
	less than current date
Effective Date:	October 1, 2011 - August 31, 2012, but no
	less than current date

New Borrowing Transaction	
* Required fields	
* Transaction Type	Repayment on Borrowing - Normal Operations (85)
* Treasury Account Symbol	11X4122 Credit Reform
,	Jordan Kolomi
* Amount	1,000,000.00
* Transaction Date	06/19/2012 (mm/dd/yyyy)
Accounting Period	06/2012
-	
* Effective Date	06/19/2012 (mm/dd/yyyy)

CSC2 Transaction Classification: 'Repayments – Middle of Year'



Transaction Types

Repayments Submitted in September

Field	Entry for FY2012
Transaction Type:	Repayment on Borrowing – Normal Operations (85)
Treasury Account Symbol:	Agency TAS
Amount:	Total amount of repayment(s)
Transaction Date:	September 1, 2012 - September 30, 2012
Effective Date:	September 1, 2012 - September 30, 2012



CSC2 Transaction Classification: 'Repayments – End of Year'



Complete the Credit Subsidy Calculator 2 (CSC2)

Compile borrowing, repayment, and interest activities for the fiscal year reported on the CSC2(s). Once verified by the Federal Borrowings Branch, interest costs can be submitted.

CSC2 Subm	ission	The CSC2s and supporting do to <u>Borrowing@bpd.treas.gov</u> a (EST) on Friday, September 2	cumentation must be complete as soon as possible and no late 28, 2012.	ed and submitted er than <u>1:00 pm</u>			
CSC2 Inform	mation	The CSC2 is an Office of Mana MAX website using the followin https://max.omb.gov/community Credit crew agency assignment the following link: https://max.omb.gov/community Assignments Contact the OMB credit examine For other credit questions, em	agement and Budget (OMB) too ng link: y/display/OMB/Federal+Credit+Su nts and contact information are nity/display/OMB/Credit+Crew iner for any credit program que nail CSC2@omb.eop.gov	ol found on the apport+Page e available using /+Agency+ estions or issues.			
Items to Remember CSC2 Transaction		 Principal transactions can CSC2 to the penny If there are multiple sub- each sub-cohort Format the CSC2 into a pr Ensure all borrowing and repa properly classified in the CSC2 	 Principal transactions cannot be rounded and must be reported in the CSC2 to the penny If there are multiple sub-cohorts, a CSC2 will need to be completed for each sub-cohort Format the CSC2 into a printable document Ensure all borrowing and repayment transactions submitted in CARS are properly classified in the CSC2. For instance:				
		Year-End Classification	Description	CARS Effective Date			
	Borro	Borrowings (Start of Year)	Borrowings initiated during the fiscal year due to normal operations	10/01/2011			
wings Rep		Borrowings (End of Year)	Borrowings initiated at fiscal year-end to pay interest	9/30/2012			
		Repayments (Middle of Year)	Repayments initiated from 10/01/2011 – 8/31/2012	10/01/2011 – 8/31/2012			
	a	Interest Effect: 1/2 y	ear compounded interest is ch	arged			
	yments	Repayments (End of Year)	Repayments initiated from 9/01/2012 – 9/30/2012	9/01/2012 – 9/30/2012			
		Interest Effect: Full year of interest is charged					



Supplemental Information

Prepare a spreadsheet showing the updated year-end balance and the updated 'Borrowings (End of Year)' balance if the borrowing to pay interest transaction(s) is <u>not</u> included in the CSC2 after it has already been submitted. Send the spreadsheet to <u>Borrowings@bpd.treas.gov</u>

For example:

Year-End Debt to Treasury Verification Example						
Cohort Year Debt to Treasury Borrowings to Final Debt to Treasury (as reported on CSC2) Pay Interest (actual)			Final Debt to Treasury FYE (actual)			
1992	73.000.00	0.00	73.000.00			
1993	29,600.00	0.00	29,600.00			
1994	0.00	0.00	0.00			
1995	45,000.00	0.00	45,000.00			
1996	1,325,000.00	0.00	1,325,000.00			
1997	2,756,000.00	234,500.00	2,990,500.00			
1998	4,177,000.00	0.00	4,177,000.00			
1999	5,431,000.00	0.00	5,431,000.00			
2000	4,421,000.00	0.00	4,421,000.00			
2001	387,940.00	0.00	387,940.00			
2002	765,900.00	0.00	765,900.00			
2003	957,000.00	0.00	957,000.00			
2004	3,800,000.00	58,000.00	3,858,000.00			
2005	0.00	0.00	0.00			
2006	0.00	0.00	0.00			
2007	0.00	0.00	0.00			
2008	0.00	0.00	0.00			
2009	0.00	0.00	0.00			
2010	0.00	0.00	0.00			
2011	0.00	0.00	0.00			
Total	24,168,440.00	292,500.00	24,460,940.00			

CSC2 Naming Guidelines	 Once the CSC2 is completed, include the following in the CSC2 output file name: Treasury Account Symbol (TAS) Sub-cohort, if applicable For example: 12X3456 AAA.xls
CSC2 Email Guidelines	 Email the completed CSC2s to <u>Borrowings@bpd.treas.gov</u>. When sending CSC2s, please include the following in the subject line: CSC2 The corresponding TAS If sending changes, use 'Revised #1' Examples: 'CCSC2 12X3456' or 'CSC2 12X3456, Revised #1'



The 'Summary' Tab Once FBB has received the CSC2 output file, the FBB verifies the following items using the 'Summary' Tab in the CSC2:

- 'Interest Costs (Current Year)' balances reported on the CSC2 to Federal Borrowings Subsidiary Ledger
- 'Debt to Treasury (End of Year)' balances reported on the CSC2 to Federal Borrowings Subsidiary Ledger

50-									
Credit Subsidy Calculator version.		CSC2 version 1.2c							
Run date/time.			Fri 18 Sep 2009 13	3:46:37					
Display type			. Summary data dis	play					
Program name			Direct Loans						
Description			2009 Financial Sta	009 Financial Statement Reestimates					
Program type			direct loan						
Spreadsheet nar	ne		-						
Range name and	coordinates		CSC A:B3. A:W4	65					
Last updated on.			Fri 18 Sep 2009 13:44:29						
Pro-rata method			Construction mode						
All content displa	ayed		. See Tips-Views-Lir	mitations menu for	potential problems				
Latest Complete	d Fiscal Year:		2009						
1) Financing Acc	Cohort			Interest		Debt to	Interest		
(Dollars)	Vee			Costs		Tressure	Date		
Financing acc	tear	ted by the CSC2		Costs		Ireasury	Rate		
Debt & Cash h	efore financing accou	nt interest	Interest earnings	Interest costs	Cash balances	Debt to Treasury	DWADR/SER	Footnotes	
	Cohor	t	current year)	(current year)	(end of year)	(end of year)			
	1992		7677.98	-0	115259.55	-0	6.75		
	1993		31501.44	-4769.97	393534.23	0	6.85		
	1994		20688.21	-12930.27	149089.48	-36000	6.86		
	1995		20923.85	-14629.96	170023.02	-63000	6.79		
	1996		13803.57	-19359.86	113453.35	-200000	6.42		
	1997		5333.48	-16845.4	92896.89	-286000	5.89		
	1998		13763.48	-14828.84	-117670.57	0	5.86		
	1999)	61005.8	-45933.48	458490.64	0	6.04		
	2000)	134442.31	-255574.93	1877584.19	-2823000	5.56		
	2001		135919.63	-392039.59	2592500.05	-6808000	4.44		
	2002		55910.44	-185651.4	1219284.93	-4177000	3.58		
	2003		169226.01	-666459.87	3554031.43	-12367000	4.8		
	2004		93621.97	-458528.44	2400895.82	-10368000	4.03		
	2005	i	164696.23	-625098.23	2805705.39	-11686000	4.56		
	2006		162328.6	-733061.03	3109343.39	-14454000	4.59		
2007		-59351.33	-632387.5	117790.09	-12500000	5.06			
2008		-659.52	-698600	581159.82	-14000000	4.99			
2009		-190520.82	-45300	15619873.53	-20500000	4.53			
Total		840311.32	-4821998.75	35253245.24	-110268000		_		
			- /		- 4				
FOOTNOTES:	FOOTNOTES:								
	Should Equ	lal					" Chauld	E a sual	
	- FBB's Su	ubsidiary Ledo	ier				Snould	Equal	
	According	Submitted TD	NC.				- FBB'	s Subsidiary	/Ledger
	- Agency :	Submitted IP/	40						



The 'Cash Flow Data'The FBB also verifies the following balances using the 'Cash Flow Data' TabTabin the CSC2 with reports from the Federal Borrowings subsidiary ledger:

- Beginning Debt to Treasury
- Borrowings (Start of Year)
- Borrowings (End of Year)
- Repayments (Middle of Year)
- Repayments (End of Year)

Cohort Veen	5006					
Conort rear	2005					
Latest Completed Fiscal Year:	2009					
	**					
Reestimate Discount Rate:	4.56					
Original Subsidy Rate	10.25					
Interest Rate Reestimate Subsidy Rate	10.76					
				Start of Year	End of Year	
Debt to Treasury [annual, end, 2005]	-19076002	-17076002	-17076002	-15686000	-11686000	
Cash held by Treasury [annual, end, 2005]	15814311.7	6980841.21	3989997.88	3509406.631	2805705.39	
Borrowings from Treasury SOY [annual, beginning, 2005]	-19076002	0	0	-160000		
Borrowings from Treasury EOY [annual, end, 2005]	0	0	0	0	0	
Repayments of Treasury Debt MOY [annual, middle, 2005]	0	2000000	0	1550002	4000000	
Repayments of Treasury Debt EOY [annual, end, 2005]	0	0	0	0	0	
Financing Account Interest [annual, end, 2005]	-45447	-258066	-591440.766	-547911.83		
Financing Account Interest Adj [annual, beginning, 2005]	0	0	0	-303926.5	-91001.41	
Reestimate [annual, beginning, 2005]	0	0	-510050.95	1059350.22	821273.95	
Interest on Reestimate [annual, beginning, 2005]	0	0	-29410.513	144000.05	160361.75	
Subsidy Transfer [annual, middle, 2005]	367314.7	793600.62	372690	134992.5		
Modification [annual, middle, 2005]	0	0	0	0	0	
Modification Adjustment Trans [annual, middle, 2005]	0	0	0	0	0	
Disbursements [annual, beginning, 2005]	3583558	7742445	3636000	1317000		
Principal pmts, scheduled [annual, middle, 2006]	196231.74	786319.335	1353932.529	1625224.473	1727537.671	1773537.668
Interest pmts, scheduled [annual, middle, 2006]	59598.461	231559.622	375756.667	410864.107	385476.878	339476.881
Prepayments, net [annual, middle, 2006]	66205.948	-4281.119	-7274.938	122022.544	28303.787	-7822.693
Defaults [annual, middle, 2008]	-26.009	-47176.358	-52735.391	-58833.455	-61273.5	-86454.295
Recoveries [annual, middle, 2008]	100	3423.827	169,108	115,974	341.46	1943.776
Inflows (other) [annual, middle, 2006]	51403.741	389767.832	17418.062	291305.876	44125.39	48414.745
Outflows (non-disbursements) [annual, middle, 2010]	3697.747	0	14290.575	0	121797.738	796709.727

*A member from the Federal Borrowings Branch will contact agency representatives once the CSC2 has been verified. Once the CSC2 has been verified, the interest payment can be submitted in the IPAC system.



Submit Interest Costs

Complete the following to process interest costs to the Bureau of the Public Debt using the IPAC systemin Common Government-wide Accounting Classification (CGAC) format. Interest costs should not be submitted until notified by the Federal Borrowings Branch.

Interest Cost Submission	All interest payments must be processed in the IPAC system as soon as possible and no later than 3:00 pm (EST) on Friday, September 28, 2012.				
IPAC Information	The IPAC system now Government-wide According for the system of the syst	requires agency TAS to be in the Common ounting Classification (CGAC) format. For more os://www.sam.fms.treas.gov/sampublic/tasbetc.htm			
	To access the IPAC sys	tem, go to: https://www.ipac.fms.treas.gov/index.html			
Items to Remember	 Send only one IPA During the month or regardless of when Do not net Interest 	C per TAS for Interest Costs to the FBB of September, the amount of interest will be the same the IPAC is processed Costs with Interest Earnings			
		Interest Costs			
	Point of Contact	Federal Borrowings Branch			

Email	Borrowings@bpd.treas.gov
ALC	20550865

(within BPD) (304) 480-7488

- **IPAC Requirements** When processing the interest cost transaction in the IPAC system be sure to include the following:
 - Customer ALC = 20550865 (FBB's ALC)
 - Sender TAS
 - Receiver TAS

Phone

- Sender Business Event Type Code (BETC)
- Receiver BETC



IPAC BETC Information

When processing an IPAC, ensure the proper Business Event Type Code (BETC) is used based on the type of interest transaction.

	TAS	Transaction	BETC
Paym	Sender (Agency)	Gross Disbursement	DISB
nent	Receiver (BPD)	Collection to an Unavailable Receipt Account	COLUVRCT
Coll	Sender (Agency)	Offsetting Collection	COLL
lection	Receiver (BPD)	Collection to an Unavailable Receipt Account Decrease	COLURDEC

Interest Earnings

The Credit Accounting Branch at the Financial Management Service (FMS) oversees the 'Interest on Uninvested Funds (Interest Earnings)' portion.

- Submit the transaction in the IPAC system to ALC 20180002 to receive ٠ Interest Earnings
- The IPAC needs to include a certification statement •

Interest Earnings				
Point of Contact	Credit Accounting Branch (within FMS)			
Phone	(202) 874-8740			
Email	Credit.Accounting@fms.treas.gov			
ALC	20180002			



Verify Balance Confirmations

Complete the following to confirm fiscal year balances prepared by the Federal Borrowings Branch.

Balance Confirmations

In October, the Federal Borrowings Branch will send an email to agency representatives with the 'Detailed Principal and Accrued Interest Balances Report' and the 'Summary General Ledger Balance Report' attached requesting confirmation that records match against the Federal Borrowings Branch records.

Confirm the following:

- Loan balances by maturity date
- Verify cohort and sub-cohort information



Once confirmed, reply to the original email with confirmation or alert the Federal Borrowings Branch of any problems.



References

Federal Credit Support Page https://max.omb.gov/community/display/OMB/Federal+Credit+Support+Page

Federal Credit Reform Act http://www.fms.treas.gov/ussgl/creditreform/fcra.html

TFM Vol. 1 Part 2 Ch. 4600 http://www.fms.treas.gov/tfm/vol1/index.html#Part%202

SFFAS No. 2 Accounting for Direct Loans and Loan Guarantees http://www.fasab.gov/standards.html

CARS User Manual http://www.fms.treas.gov/cars/user_documentation.html

Monthly Treasury Statement, Table 6 Schedule C http://fms.treas.gov/mts/index.html

Intragovernmental Transaction Information http://www.fms.treas.gov/closingpackage/index.html

OMB Circular A-11, Part 5, Section 185 - Federal Credit http://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc

*If you have any questions, contact the Federal Borrowings Branch at Borrowings@bpd.treas.gov or (304) 480-7488