

REPORTS

1.0. NON-FINANCIALLY UNDERWRITTEN BANK ACCOUNT RECONCILIATION REPORT

Each month, after reconciling the bank account, the contractor shall provide the TMA, CRM with a balanced, Non-Financially Underwritten Bank Account Reconciliation Report within 30 calendar days following the end of the month being reported. [Figure 3-A-1](#) and [Figure 3-A-2](#) contain the format and instructions for this report.

2.0. MONTHLY TOTAL OF DRAWDOWNS AGAINST THE FED

Each month the contractor shall e-mail to the TMA, CRM the total of all cash drawdowns against the Fed. This e-mail is due the first Federal workday of the following month.

3.0. MISCELLANEOUS RECEIPTS AND SMALL ADJUSTMENTS REPORT

The contractor shall submit an EFT for the total of the items listed below along with a report to TMA, CRM for the items listed below. The fund transfer and reports are due on the 15th calendar day of the month following the reporting month. Do not include amounts that will be, or have been included in a TED or other voucher. Negative reports are required. Supporting documentation shall be available to respond to any concerns, but will not be sent. The report shall be submitted with a listing of and dollars associated with the following:

- **Unidentified refunds and collections under \$100 that are no longer being worked.** Any refunds or collections of \$100 or more must be submitted as a credit voucher per [Sections 3, 4, or 5](#), as applicable.
- **Refunds or collections - greater than \$10 but less than \$100**, that could not be adjusted in TEDs (these must include adequate explanations as to why they could not be submitted as TEDs). Any refunds or collections of \$100 or more must be submitted as a credit voucher per [Sections 3, 4, or 5](#), as applicable.
- Refunds and collections less than \$10.00
- **Reduce dollars by the repayments of (only) transactions previously included in these reports.** Repayments of items that were originally submitted as a type of voucher must be submitted directly to TMA, CRM for approval per [Sections 3, 4, or 5](#), as applicable.
- Interest collected on installment loans.

- **Collections on installment loans.** Do not include dollars until collections are complete, then report as a credit voucher per [Sections 3, 4, or 5](#), as applicable.
- **Cancelled and staledated checks under \$10 including \$.99 check cancellations** (no dollars to be submitted)

4.0. ACCOUNTS RECEIVABLE REPORT

The contractor shall provide a monthly report to TMA, CRM on the status of receivables. This report is due by the fourth Federal workday of the subsequent month and may be faxed or e-mailed. See [Figure 3-A-4](#) and [Figure 3-A-4](#) for reporting requirements.