

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health and Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 10--Project Procedures

Section 5: Receipt of Contributions to P.L. 86-121 Projects
Guidelines No. 10.5 (99-22)
October 1, 1999

Supersedes: G 10.5 (96-5), 10.5 (88-18), G 78-1, G. 82-8

Distribution: Standard List

GENERAL

This guideline is written to clarify procedures to be used on receipt of contributions for Public Law 86-121 projects. These procedures are required to insure that correct documentation is developed and that funds are placed in the proper accounts.

It is important to note that contributed funds are not available for use until the Navajo Area Division of Financial Management (DFM) receives an Advice of Allowance (Attachment C) from Headquarters. The Advice of Allowance is the document which first notifies the Area of the availability of the funds for use. Generally the time frame required to receive an Advice of Allowance after the funds are received in check form is approximately two months after issuance of the field receipt, but this can take several months. Once a copy of the Advice of Allowance is received by the SFC Accounting Section, a copy will be forwarded to the District Engineer and the funding amount will also be entered on the Commitment Register.

Under no circumstances should work proceed using contributed funds until an Advice of Allowance has been received at the Area Office and the Field Office has been notified that the funds are available in their project account.

CONTRIBUTIONS RECEIVED IN THE FIELD

Contributions received in the field should be processed through the Service Unit Collection Agents. The check shall be clearly identified by the appropriate project number and allowance number. The field receipt shall be correctly coded with the project and allowance numbers (see Attachment A

for an example). The correct allowance number should be obtained from the SFC Accounting Section.

A copy of the field receipt, a copy of the check, and copies of any other documentation are to be obtained from the Collection Agent and sent to the SFC Accounting Section. A note should be included which explains what the contribution is for. The note can be either a separate memo or written on the field receipt.

The DFM will credit the appropriate account upon notification from Headquarters (Advice of Allowance) that the funds have been received. If the amount is greater than \$1,000, 12% will be taken from the project and credited to the overhead account. If the Project Summary stipulates a different amount, then that amount will be credited to the overhead account.

CONTRIBUTIONS RECEIVED IN AREA OFFICE

Contributions received in the Area Office will be processed by the SFC Accounting Section. The correct project and allowance numbers shall be placed onto the check and the check shall be taken to the DFM. The DFM will issue a field receipt which should also have the project and allowance numbers written on it. Copies of the check and field receipt will be retained in the SFC Accounting Section and copies sent to the Project Manager for inclusion in the field file.

The DFM will credit the appropriate account upon notification from Headquarters (Advice of Allowance) that the funds have been received. If the amount is greater than \$1,000, 12% will be taken from the project and credited to the overhead account. If the Project Summary stipulates a different amount, then that amount will be credited to the overhead account.

INTERAGENCY TRANSFERS

In situations where IHS has agreed to complete work for another federal agency and the agency has agreed to contribute money to a project for that work, the transfer of funds will be accomplished through a Standard Form 1081 (see Attachment B for an example). If the work and the amount to be transferred has been included in the Memorandum of Agreement, no other documentation is required. However, if it has not been included in the Memorandum of Agreement, the following documentation must be obtained prior to requesting money:

1. A letter from that agency to IHS requesting IHS to complete specific work.
2. A letter to the agency from IHS stating exactly what will be accomplished and the dollar amount to be paid by the other agency.

Once the proper documentation has been obtained the Project Manager should forward a copy of all documentation with a memo to the Deputy Director, SFC, requesting that the SF-1081 be initiated. The SFC Accounting Section will initiate the SF-1081 and send it to the appropriate agency for processing. A copy of the SF-1081 will be forwarded to the IHS Project Manager for inclusion in the field files. Once DFM receives the Advice of Allowance from Headquarters, DFM will credit

the appropriate project account with the funds and the SFC Accounting section will place the Project Summary-specified percentage of funds in the overhead account.

In some cases, such as contributions from the Department of Housing and Urban Development and the Office of Navajo and Hopi Indian Relocation, funds are transferred between agencies via electronic transfer. For cases such as these the transfer of funds is requested by letter from the Deputy Director, SFC. The electronic transfer of funds is initiated by the other agency.

APPROVED BY:



C. Lewis Fox, Jr., P.E., Director
Division of Sanitation Facilities Construction

Attachment A - Sample Field Receipt, HRSA-307

Attachment B - Sample Voucher and Schedule of Withdrawals and Credits, SF-1081

Attachment C - Sample Advice of Allowance



HRSA-307 (FORMERLY HSA-307)
3/83

NO. 563469

DEPT. OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE

FIELD RECEIPT

DATE
04 APRIL 86

RECEIVED OF

NAME

ANDY BEGAY CF#00803

ADDRESS

Tsaile Chapter
Tsaile, AZ

BILL NO.	FOR	QUAN.	UNIT PRICE		AMOUNT
			AMT.	PER	
	1. HOSPITALIZATION				
	2. OUT-PATIENT TREATMENT				
	3. DENTAL TREATMENT				
	4. EXAMINATION				
	5. GUEST MEALS				
	6. LODGING				
	7. SUBSISTENCE (HOSPITALIZED C.O.)				
	8. LEGAL FEES				
	9. RATIONS (MONTHLY)				
	10. SALES				
	11. Contribution	1			\$6,678.00
	Proj. #NA 85-486				
	ALLOWANCE # 30008				

TOTAL AMOUNT \$6,678.00

(FOR USE BY INDIAN HEALTH ONLY)

INDIAN NON-INDIAN

CREDIT

75X8073

REMITTANCE RECEIVED

DESCRIPTION:

CHECK #49,006,605, \$6,678.00, United States Treasury,
San Francisco, CA
 CASH

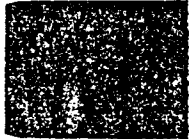
COLLECTOR AGENT'S SIGNATURE

[Handwritten Signature]

LOCATION

TUBA CITY, AZ

1. PAYEE COPY



**VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS**

Transaction Date September 15, 1986
Document No. 629248

AND CREDIT WILL BE REPORTED ON
FOR AGENCY STATEMENT OF TRANSACTIONS
OR ACCOUNTING PERIOD ENDING

CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)	Billing Agency Voucher No.
		75030657	
DEPARTMENT Environmental Protection Agency BUREAU Attn: Financial Management Officer ADDRESS 26 West St. Clair Street Room 214 Cincinnati, Ohio 45268		DEPARTMENT DHHS, HPSA, PHS, NAIHS BUREAU Navajo Area Indian Health Service ADDRESS P. O. Box G Window Rock, Arizona 86515 Attn: Financial Management Branch	
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
		75X3921 3548669 5-31050.25.00.840.02.04	\$10,000.00
(AGREE WITH BILLING AGENCY TOTAL)	TOTAL	(MUST AGREE WITH CUSTOMER AGENCY TOTAL)	TOTAL
			\$10,000.00

Details of charges or reference to attached supporting documents

Interagency Agreement Number DW7593007-01-2 to support O&M Training of water system operators on the Navajo Reservation per the attached original Project Summary and Memorandum of Agreement Amendments thereto and Interagency Agreement.

BILLING AGENCY CONTACT:

PREPARED BY _____
APPROVED BY _____
TELEPHONE NO. _____

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

(Date)

(Authorized administrative or certifying officer)

(Telephone No.)

FILE: X8073\CONTRB95\HUD

ADVICE OF ALLOWANCE

Director
Navajo Area Indian Health Service
P.O. Box G
Window Rock, Arizona 86515

ALLOWANCE NO. 5-30035
AMENDMENT NO. 01
DATE: 30-June-95

ALLOTMENT NO.
5-30000

Director
Albuquerque Area Indian Health Service
505 Marquette NW, Suite 1502
Albuquerque, NM 87102-2162

APPROPRIATION SYMBOL
75X8073 Contributions

ATTN: Carl Fitzpatrick/C. Lewis Fox

ACTIVITY: HUD Contributions
ACCTG POINT: 54

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
ALLOWANCE PREVIOUSLY AUTHORIZED	\$0.00	\$170,000.00	\$0.00	\$0.00	\$170,000.00
ORIG'L/INCREASE IN ALLOWANCE			280,000.00		280,000.00
DECREASE					
REVISED AMOUNT	\$0.00	\$170,000.00	\$280,000.00	\$0.00	\$450,000.00


PURPOSE OF ALLOWANCE OR REASON FOR CHANGE -

HUD Offsite Water and Sewer

\$280,000.00 NA-94-A04 Navajo, HUD# AZ 99B012136.
OPAC Bill from HUD dated 6/30/95.

\$280,000.00

CERTIFIED - DIVISION OF FINANCE - PHS

SIGNATURE 
Carl L. Fitzpatrick
TITLE: Director, Division of Resources Management
Indian Health Service

See 6/30/95