



**Department of the
Treasury Bureau of the
Fiscal Service Fiscal
Accounting
Financial Reports and Advisory Division**



**Budget Deficit
Reconciliation Entity
Instructions
July 2020**

Purpose

This document provides entities with instructions for completing The Budget Deficit Reconciliation (BDR) Template to reconcile budget receipts (from MTS Table 4) to operating revenue, net outlays to entities' Statement of Budgetary Resources (SBR) and undistributed offsetting receipts to revenue from MTS Table 5.

Background

Budgetary resources, obligations, outlays, and receipts are reported in the Treasury's Annual Report and Monthly Treasury Statement (MTS) and in the President's Budget, although not all these publications report all these measures. These documents are usually issued prior to the issuance of financial statements prepared in accordance with generally accepted accounting principles applicable to the Federal Government.

In preparing these statements, significant differences should be noted between amounts reported in the MTS and amounts reported in the subsequently prepared financial statements. Such differences should be adjusted in the records of the reporting entity and in the related records maintained by the central agencies, and the correct amounts reported in the financial statements. Entities should provide a reconciliation for differences appearing in the two types of statements at 3rd quarter and year end. Explanations for manual adjustments and other activity should include enough detail information which would allow for verification and tracing to the agency's adjusted trial balance and/or financial report, including the associated USSGL, TAS, and amounts.

Starting in FY19, Entities are no longer required to enter budget receipts and outlays data into GFRS for Other Data Note 15 Budget Deficit Reconciliation, although this information is still essential to analysis processes. The BDR Template was created to bridge the gap left with the deactivation of GFRS entity input. The template must be completed by all entities with budget receipts and outlays reported on the MTS even if no data was input in GFRS in prior years for this subject matter. The BDR Template includes tabs for each analysis section A-D as well as line detail for both MTS Tables 4 & 5.

Instructions

1. Open the Budget Deficit Reconciliation template at: <https://www.fiscal.treasury.gov/gtas/budget-deficit-reconciliation.html>
2. Click on the dropdown in cell B3 and choose your entity's identifier code.
3. This will pre-populate the four colored tabs from MTS Tables 4 & 5 detail tabs. *Note: Completion of this section is required for all agencies.*
4. Once complete upload the template in Excel format to the same area of OMB Max as the agency's AFR.

Section A: Operating Revenue to Budget Receipts

5. Run the Reclassified Statement of Changes in Net Position (SCNP) report in GTAS.
6. Using the amounts reported on reclassified SOCNP nonfederal non-exchange revenue lines (5.1- 5.9), populate the Nonfederal Exchange/Nonexchange Revenue column (Operating Revenue). *Note: Input amounts into the template in whole dollars.*
7. Due to known presentation differences related to Treasury managed trust fund accounts in MTS table 4, entities should report the Federal Non-Exchange Revenue amounts reflected on Line 6.4 Other taxes and receipts of the reclass SOCNP on the same line the trust funds are reported in MTS under the line related to the type of tax collected/received.
8. Receiving agencies populate the custodial transfer-in (revenue received from the collecting agency or General Fund) in Column 4 Federal Non-Exchange Revenue of Section A: Operating Revenue to Budget Receipts worksheet tab.
9. Record the disposition of custodial collections. Collecting agencies that collect taxes from the public (non-exchange revenue) which is then transferred to recipient entities (directly or via the General Fund), should input the amount of custodial collections transferred out in the Expenditure Transfers-Out column of Section A: Operating Revenue to Budget Receipts tab.
10. Explain the Adjusted Difference between Budget Receipts vs. Operating Revenue. Explanations should include enough detail information which would allow for verification and tracing to the agency's adjusted trial balance and/or financial report, including associated TAS and amounts.
11. An Excel pivot table of MTS, Table 4 can be found on the MTS 4 Pivot tab to assist entities with reconciling Operating Revenue to Budget Receipts differences. The detail sheet is provided so that agencies can reconcile differences between receipts and revenue by TAS.

Section B: Net Outlays to SBR

All agencies, except Other Comprehensive Basis of Accounting (OCBOA) agencies, should complete this section.

1. The MTS Net Outlays are pre-populated with the amount from MTS Table 5
2. Agency SBR Budgetary Net Outlays, this amount will come from the entity's SBR. *Note: This column should not include non-budgetary credit reform financing account activity.* Per OMB Circular A-11, Section 185—all programs that provide direct loans or loan guarantees to non-Federal entities are subject to the Federal Credit Reform Act of 1990 (FCRA). Only the unreimbursed costs of making or guaranteeing new loans (the subsidy cost, on a present value basis, and administrative expenses, on a cash basis) are included in the budget deficit or surplus (and reported as budgetary on the SBR). The actual cash flows to and from the Government (e.g. loan disbursements, collections of principal and interest payments, and payment of guarantee claims) are recorded in separate financing accounts that are displayed in the Budget Appendix, but are excluded from the budget deficit or surplus, because the net cash flows do not represent a cost to the Government. This activity in the financing account should be reported in the non-budgetary credit reform financing account activity column on the SBR and should not be included in the Section B reconciliation.
3. Enter any applicable Distributed Offsetting Receipts in the pertinent cell.
4. If any differences remain use the Entity Explanation cells to provide backup, adding more columns as needed for further explanation.

Section C: Earned Revenue to Undistributed Offsetting Receipts – Employer Share, Employee Retirement (Only completed by State, DOD, and OPM)

1. Enter amounts for "Earned Revenue Reported on Entity AFR/PAR, with the entity's earned revenue amount.
2. If any differences remain use the Entity Explanation cells to provide backup, adding more columns as needed for further explanation

Section D: Operating Revenue to Undistributed Offsetting Receipts

1. Complete Section D, Miscellaneous Earned Revenue Reported on SCNP/SF133, with Spectrum Auction Proceeds revenue reclassified as non-federal miscellaneous earned revenue on the Reclassified SCNP

2. If any differences remain use the Entity Explanation cells to provide backup, adding more columns as needed for further explanation.

Appendix – MTS Line Code Crosswalk

FR Entity	Agency Identifier (AID)	Department or Agency	MTS, Table 5 Line Code(s)
DE00*	017, 021, 057, 096, 097	Department of Defense – Military Programs	1901-2508, 4266-4288
		Defense Security Cooperation Agency – International Assistance Programs (Foreign Military Financing Program and Military Sales Programs)	4339, 4375-4377
0100	001	Architect of the Capitol	1020
0300	003	Library of Congress	1030
0500	005	Government Accountability Office	1045
1100	011	Executive Office of the President (EOP)	4304-4306, 4307**, 4309-4316, 4372
1200	012	Department of Agriculture	1403-1560
1300	013	Department of Commerce	1691-1799
1400	014	Department of the Interior	3301-3428
1500	015	Department of Justice	3485-3546
1601	016	Department of Labor	3601-3699, excluding 3662
1602	916	Pension Benefit Guaranty Corporation	3662
1900	019	Department of State	3755-3798, (4339,4341, 4348)**
2000	020	Department of the Treasury [<i>including the following: International Monetary Programs (IMF) Corporation for Public Broadcasting, General & Special Payments, Legal Services Corporation, Courts, EOP, Multilateral Assistance, Contribution to the International Develop Association Corp. for Travel Promotion and Inst. of American Indian & Alaska Native Culture</i>]**	4052-4195, 4373, 5115, 5120, 5335, (4346-4348, 5117, 5570)**
2400	024	Office of Personnel Management	4403-4435
2700	027	Federal Communications Commission	5201-5205
2800	028	Social Security Administration	4505-4610
3100	031	U.S. Nuclear Regulatory Commission	5367
3600	036	Department of Veterans Affairs	4203-4262
4500	045	U.S. Equal Employment Opportunity Commission	5140
4700	047	General Services Administration	4327-4332
4900	049	National Science Foundation	4394-4397
5000	050	Securities and Exchange Commission	5480
5901	417	National Endowments for the Arts	5351
5902	418	National Endowments for the Humanities	5352
6000	060	Railroad Retirement Board	5395-5458
6300	420	National Labor Relations Board	5355
6800	068	Environmental Protection Agency	4291-4299
6900	069	Department of Transportation	3804-3999
7000	070	Department of Homeland Security	3050-3098
7200	072	Agency for International Development	4340, 4353-4364
7300	073	Small Business Administration	4438-4453
7500	075	Department of Health and Human Services	2684-3040
8000	080	National Aeronautics and Space Administration	4382-4389
8300	083	Export-Import Bank of the United States	5150
8600	086	Department of Housing and Urban Development	3116-3285, 14220
8800	088	National Archives and Records Administration	5340
8900	089	Department of Energy	2642-2679
9100	091	Department of Education	2595-2638
5903	474	Institute of Museum and Library Services	5353
9515	485	Corporation for National and Community Service	5110
9554	514/067	Broadcasting Board of Governors	5050
9563	524	Millennium Challenge Corporation	4336
9566 / 9573	537	Federal Housing Finance Agency	5260
9571	581	Bureau of Consumer Financial Protection	5060

*The Department of Defense (DOD) trading partner code "DE00" includes the Department of the Air Force, Department of the Army, Department of the Navy, U.S. Army Corps of Engineers, and Defense agencies.

**The MTS line codes presented on Table 5 may include transactions from multiple FR Entities/Agency Identifiers. It is the Agency's responsibility to determine what outlays pertain to them.