

## **CFO Scorecard Criteria**

The Cash Accounting Branch (CAB) Quarterly Scorecard measures and communicates agencies' monthly reporting and Funds Balance with Treasury performance. It includes five standards: Accuracy of Reporting (Large Difference), Statement of Difference Reconciliation, Suspense Account Reconciliation, Default Account Reconciliation, and Timeliness of Reporting (Accelerated). Quarterly performance notifications are sent to each agency's Chief Financial Officer (CFO) and Deputy CFO.

**The Accuracy of Reporting** (Large Difference) measures how precisely an FPA is classifying their reporting to Treasury source system records. FPA reporting should be complete and accurate as of the 3rd workday of each month. If an FPA's ALC is a full CARS reporting ALC with no outstanding Statement of Differences (SOD), this criterion does not apply. An agency is considered to be noncompliant with Fiscal Service's financial reporting standards when SODs are \$1 million or more for current month and year-end reporting, and the SOD amount is 6% or greater than total amount reported. The rating for this standard will be as follows:

- **Green:** 95% or more of total current month transactions/accountability reported and/or reconciled to Treasury
- **Yellow:** 91 – 94% of total current month transactions/accountability reported and/or reconciled to Treasury
- **Red:** 90% or less of total current month transactions/accountability reported and/or reconciled to Treasury

**The Statement of Differences Reconciliation** standard combines all three audit areas: deposits, disbursements, and checks issued. This standard measures how well an FPA reconciles their deposit and disbursement Statement of Differences (SOD). If an FPA's ALC is a full reporting ALC with no outstanding Statements of Differences, this criterion does not apply. In addition, the standard measures how well Non-Treasury Disbursing Office (NTDO) agencies reconcile their checks issued data. An FPA must reconcile any and all differences on a monthly basis. The rating for this standard is as follows:

- **Green:** Differences less than 3 months old.
- **Yellow:** Differences between 3 and 6 months old.
- **Red:** Differences older than 6 months.

**The Suspense/Default Account Reconciliation ("F" Accounts)** measures an FPA's total disbursement volume classified to an "F" account each month. There are two types of "F" accounts, SAM Default (F3500 & F3502) and Suspense (F3875 & F3885). Each reporting ALC should be able to classify 95% of their transactions to a valid treasury account symbol (TAS) other than an "F" account.

**Suspense Accounts**, the absolute value of funds flowing through suspense accounts is divided by the total absolute value of amounts for the ALC.

- **Green:** Classification of "F" account transactions are less than 5% of the total disbursements reported.
- **Yellow:** Classification of "F" account transactions are between 6-9% of the total disbursements reported.
- **Red:** Classification of "F" account transactions are in excess of 10% of the total disbursements reported.

**Default Accounts:** An FPA is also required to reclassify all SAM defaulted transactions (into F3500/3502) by the 3rd workday following the close of the accounting month. The rating for this standard is as follows:

- **Green:** An FPA has no funds in the F3500 or F3502 by the close of the 3rd workday following the close of the accounting month.
- **Red:** An FPA has funds in the F3500 or F3502 as of the 4th workday following the close of the accounting month.

**The Timeliness of Reporting** standard measures whether an FPA has submitted their mandatory reporting in a timely manner. An FPA is required to submit original and/or supplemental reporting by the 3rd workday of each month. The rating for this standard is as follows:

- **Green:** Original and Supplemental reported by the 3rd workday.
- **Yellow:** Supplemental reported on the 4th workday.
- **Red:** Original reported after 3rd workday, and supplemental reported after the 4th workday.

#### **Background on the Timeliness Standard**

In 2002, the President's Management Agenda was implemented to improve federal financial systems by providing reliable, timely, and useful information. In accordance with this initiative, the Office of Management and Budget (OMB) accelerated the federal financial reporting due date to the third business day. As a result, Federal Program Agencies' (FPAs) are required to submit all cash reporting (originals and supplementals) for the prior month by the third business day of the open window. This timeline ensures that reclassification has been completed in advance of the GTAS reporting window opening on the fourth business day. FPAs that transmit their cash reporting to the Central Accounting and Reporting System (CARS) on business days 4-6 are considered non-compliant. If unforeseen circumstances exist to cause the delay, FPAs can request a waiver to be granted by the Cash Analysis Section (CAS) supervisor. All instances that are not waived are captured on the accelerated (timeliness) report, which feeds into quarterly scorecards.

**Quarterly Scorecard Waiver Process:** If an agency encounters an anomaly which impacts the scoring criteria, the agency can request a one-time waiver from the Cash Accounting Branch. To request a scorecard waiver, please fill out FS Form 6620 (Quarterly Scorecard Waiver Request) and email [CAB.CARD.FA@fiscal.treasury.gov](mailto:CAB.CARD.FA@fiscal.treasury.gov). FS Form 6620 is provided in Appendix No. 2 within Chapter 5100. Cash Accounting Branch management will review and respond to the agency as appropriate. Scorecards are considered final once issued. It is the agency's responsibility to request waivers prior to final distribution.