



**Department of the Treasury  
Bureau of the Fiscal Service Fiscal Accounting  
Financial Reporting Division**



**Budget Deficit  
Reconciliation Entity  
Instructions  
July 2022**

## Purpose

This document provides significant entities with instructions for completing The Budget Deficit Reconciliation (BDR) Template to reconcile budget receipts (from MTS Table 4) to operating revenue 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 3<sup>rd</sup> 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.

The BDR Template was created to bridge the gap left with the deactivation of GFRS entity input. The template must be completed by all significant entities with budget receipts and outlays reported on the MTS. The BDR Template includes tabs for each analysis section 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 template is required only for Significant Entities.**

## Section A: Operating Revenue to Budget Receipts

4. Run the Reclassified Statement of Changes in Net Position (SCNP) report in GTAS.
5. 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.*
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 C: Earned Revenue to Undistributed Offsetting Receipts – Employer Share, Employee Retirement (Only completed by State, DOD, OPM, HHS, and SSA)

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 (Only completed by DOI, DOC, and FCC)**

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.