

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

- 21101 Outstanding Punch Card Type Money Order**
- 21111 Reported Issues — Other Than APOs and FPOs**
- 21112 Reported Issues — APOs and FPOs**
- 21113 Vouchers Processed — Holding File**
- 21114 Paid Orders Pending Reconciliation**
- 21115 Paid Orders Reconciled — Holding File**
- 21118 Outstanding Audited**
- 21125 Duplicate Issued**
- 21128 Unclassified Outstanding at Federal Reserve Bank**
- 21141 Unreconciled Differences With Federal Reserve Banks**
- 21151 Shortages and Overages Reported by APOs and FPOs**
- 21160 Through 21166 — Tolerance Differences**

This group of accounts is used to record tolerance differences.

The net balance (debit or credit) of accounts in this group shows differences arising in the reconciliation and audit of Money Orders which are considered to be too insignificant as to amount to be worth the effort of collection, payment, or other adjustment.

- 21160 Federal Reserve Bank**
- 21162 Postmasters — Money Order**
- 21164 Postmasters — Fee**
- 21166 Customers**

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

- 21201 Accounts Payable — Money Order Transactions**
- 21203 International Expense Payments**
- 21211 Reported Issues**
- 21213 Vouchers Processed — Holding File**
- 21214 Paid Money Orders**
- 21215 Improper Payments — Semi-Domestic or International — Holding File**
- 21218 Paid Direct Service Money Orders**
- 21220 Certified for Payment**
- 21251 Reissued Money Orders**

**2 Liabilities**

**21 Outstanding Postal Money Orders**

**213 Outstanding Traveler's Checks**

**21301 Collections**

.089 Traveler's/Gift Check Sales

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **221 Payroll**

- 22100 Payable — Present Employees**
- 22120 Payable — Former Employees**
- 22126 Annuitant Protection Program — Annuitant Life Insurance**
- 22128 Annuity Protection Program — Annuitant Benefits**
- 22129 Annuity Protection Program — Survivor Benefits**

## 2 Liabilities

### 22 Accrued & Payable Payroll, Taxes, and Benefits

#### 222 Payroll Taxes, Retirement, and Insurance

**22200 Payroll Taxes and Personnel Benefits Payable (USPS Share) — A/P 14**

**22211 State Taxes**

.021 Withholding/Collection

.023 Payment/Leave Taken

**22215 City Taxes**

.021 Withholding/Collection

.023 Payment/Leave Taken

**22221 Federal Taxes**

.021 Withholding/Collection

.023 Payment/Leave Taken

**22222 Earned Income Credit**

.021 Withholding/Collection

.023 Payment/Leave Taken

**22223 FICA**

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

.026 Withholding — FERS — Voluntary Transfers — Employee Share

.028 Postal Service Contribution/Accrual — Post 1983 Employees

.029 Postal Service Contribution/Accrual — FERS — Voluntary Transfers

.030 Withholding — FERS — Automatically Covered (Mandatory Coverage)

.031 Postal Service Contribution/Accrual — FERS — Automatically Covered (Mandatory coverage)

**22225 Medicare**

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

**22232 Micronesia Social Security Tax**

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

<b>22237</b>	<b>CSR Post-1956 Military Service — FERS</b>
.021	Withholding/Collection
.023	Payment/Leave Taken
<b>22239</b>	<b>CSR Post-1956 Military Service (PL 97-346)</b>
.021	Withholding/Collection
.023	Payment/Leave Taken
<b>22240</b>	<b>Civil Service Retirement</b>
.021	Withholding/Collection
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
.024	Retirement Incentives — Nonbargaining to Bargaining
.025	Suspense Activity — Postal Service Settlement Expense
.026	Withholding — FERS — Voluntary Transfers — Employee Share
.027	Withholding — Post 1983 Employees
.028	Postal Service Contribution/Accrual — Post 1983 Employees
.029	Postal Service Contribution/Accrual — FERS — Voluntary Transfers
.030	Withholding — FERS — Automatically Covered (Mandatory Coverage)
.031	Postal Service Contribution/Accrual — FERS — Automatically Covered (Mandatory coverage)
<b>22241</b>	<b>Civil Service Retirement — Extraordinary Causes</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22242</b>	<b>Life Insurance</b>
.021	Withholding/Collection
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
.024	Retirement Incentives — Nonbargaining to Bargaining
.025	Suspense Activity — Postal Service Settlement Expense
<b>22243</b>	<b>Optional Life Insurance</b>
.021	Withholding/Collection
.022	Postal Service Contribution/Accrual
<b>22244</b>	<b>Interest Payments on Deferred Retirement Benefits</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken

<b>22245</b>	<b>FERS — Extraordinary Causes</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22246</b>	<b>FERS — Interest Payments on Deferred Retirement Benefits</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22248</b>	<b>Thrift Savings Plan — Loan Program — Repayments</b>
.021	Withholding/Collection
.023	Payment/Leave Taken
<b>22249</b>	<b>Civil Service Retirement — COLA — Retirees</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22250</b>	<b>Interest Payments on Deferred Retirement Benefits — COLA — Retirees</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22251</b>	<b>Health Benefits</b>
.021	Withholding/Collection
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
.024	Retirement Incentives — Nonbargaining to Bargaining
.025	Suspense Activity — Postal Service Settlement Expense
<b>22252</b>	<b>Health Benefits — Spouse Equity</b>
.021	Withholding/Collection
.023	Payment/Leave Taken
<b>22254</b>	<b>Health Benefits — Retired Annuitant</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22255</b>	<b>Dependent Care</b>
.021	Withholding/Collection
.023	Payment/Leave Taken
<b>22256</b>	<b>Health Care</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22257</b>	<b>Life Insurance — Annuitants</b>
.022	Postal Service Contribution/Accrual

.023	Payment/Leave Taken
<b>22258</b>	<b>Retirement Incentive</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
.024	Retirement Incentives — Nonbargaining to Bargaining
<b>22259</b>	<b>Health Benefit Premiums — Workers' Compensation Claimants</b>
.022	Postal Service Contribution/Accrual
.023	Payment/Leave Taken
<b>22260</b>	<b>Special Assessments Payable — Annuitant COLAs — Current Portion</b>
<b>22261</b>	<b>Special Assessments Payable — Annuitants Health Benefits — Current Portion</b>
<b>22262</b>	<b>Interest Payable on Special Assessments</b>



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **223 Workers' Compensation**

**22300 Employee Relations Payments Payable — A/P 14**

**22311 Accrued Workers' Compensation — Current**

**22321 Accrued Workers' Compensation**

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## 2 Liabilities

### 22 Accrued & Payable Payroll, Taxes, and Benefits

#### 224 Other Payroll Withholdings

##### 22410 Savings Bond Deductions

##### 22413 Union Dues

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22414 Charitable Contributions

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22415 Financial Organization Allotments

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22416 NALC Indemnity Insurance Plan

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22417 Automobile Insurance

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22418 Mail Handlers Accident Insurance Plan

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22419 Garnishments

.021 Withholding/Collection

.023 Payment/Leave Taken

##### 22420 Thrift Savings Plan

.021 Withholding/Collection

.023 Payment/Leave Taken

.024 Retirement Incentives — Nonbargaining to Bargaining

.025 Suspense Activity — Postal Service Settlement Expense

.026 Withholding — FERS — Voluntary Transfers — Employee Share

.027 Withholding — Post 1983 Employees

.029 Postal Service Contribution/Accrual — FERS — Voluntary Transfers

.030 Withholding — FERS — Automatically Covered (Mandatory Coverage)

.031 Postal Service Contribution/Accrual — FERS — Automatically Covered (Mandatory coverage)

**22421 Retirement Contribution Special Contract Employees**

.183 Headquarters Personnel

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23112 IRS — Airport and Airway Tax**

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

##### **23131 GPO and Other — Printing**

##### **23141 GSA and Other — Procurement**

##### **23143 GSA — FEDSTRIP Purchases**

##### **23150 Department of Labor — Unemployment Compensation**

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

##### **23160 U.S. Treasury — Savings Bonds Sold**

.021 Withholding/Collection

.023 Payment/Leave Taken

##### **23197 Miscellaneous — Proceeds From Cancellation of U.S. Treasury Checks**

.021 Withholding/Collection

.023 Payment/Leave Taken

##### **23198 Treasury Check Inquiry/Recertification (Payments)**

.021 Withholding/Collection

.023 Payment/Leave Taken

##### **23199 Miscellaneous**

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

##### **23200 Clearing Account — Unidentified Foreign Payables**

##### **23201 Through 23281 — International — Payables — Descriptions**

1. 1. Balance (credit) represents the amount payable to other countries.
2. 2. Credits represent amounts accrued or invoiced.
3. 3. Debits represent amounts paid or redeemed.

Individual accounts 23201 through 23281 are maintained as described in the following sections.

<b>23201</b>	<b>International Postal Organization</b>
<b>23203</b>	<b>Third Party Expedited Mail Contracts</b>
<b>23220</b>	<b>International Reply Coupons</b>
<b>23221</b>	<b>International Reply Coupons — Issued</b>
<b>23222</b>	<b>International Reply Coupons — Certified</b>
<b>23223</b>	<b>International Reply Coupons — Paid</b>
<b>23225</b>	<b>Outbound Direct Entry Mail — Foreign Administrations</b>
<b>23226</b>	<b>Outbound International Business Reply Mail — Air — LC/AO</b>
<b>23230</b>	<b>Indemnity Claims</b>
<b>23240</b>	<b>Parcel Post</b>
<b>23250</b>	<b>Airmail Service — Other Than Military</b>
<b>23260</b>	<b>Transit Charges Surface</b>
<b>23261</b>	<b>Terminal Dues — Surface LC &amp; AO Mail</b>
<b>23262</b>	<b>Terminal Dues Air LC &amp; AO Mail</b>
<b>23263</b>	<b>Surface Mail Transportation — Military</b>
<b>23264</b>	<b>International Express Mail</b>
<b>23266</b>	<b>INTELPOST</b>
<b>23280</b>	<b>Internal and Forwarding — Other Than Nonmilitary — Air</b>
<b>23281</b>	<b>Internal and Forwarding — Military</b>

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

<b>23310</b>	<b>Railroad Carriers</b>
<b>23320</b>	<b>Domestic Airmail Carriers — Domestic Service</b>
<b>23330</b>	<b>Domestic Airmail Carriers — Foreign Service — Other Than Military</b>
<b>23331</b>	<b>Domestic Airmail Carriers — Foreign Service — Military</b>
<b>23332</b>	<b>Domestic Airmail Carriers — Foreign Service — Nonpriority Military</b>
<b>23333</b>	<b>Domestic Airmail Carriers — Combat Area — Surface Parcels</b>
<b>23340</b>	<b>Foreign Airmail Carriers — Foreign Service — Other Than Military</b>
<b>23341</b>	<b>Foreign Airmail Carriers — Foreign Service — Military</b>
<b>23342</b>	<b>Foreign Airmail Carriers — Foreign Service — Nonpriority Military</b>
<b>23350</b>	<b>Foreign Airmail Carriers — Foreign Service — Water Transportation</b>
<b>23360</b>	<b>Foreign Airmail Carriers — Foreign Service — Surface Transportation — Containers — Foreign Destinations</b>
<b>23390</b>	<b>Foreign Airmail Carriers — Foreign Service — Highway Service</b>

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

- 23401 Accrued Interest Payable — USPS Bonds**
- 23403 Mortgage Payable (Debt Collateralized by Mortgage — Current)**
- 23404 Postal Service Notes Payable to Federal Financing Bank — Current Portion**
- 23405 Mortgage Payable (Debt Collateralized by Mortgage)**
- 23406 Postal Service Notes Payable to Federal Financing Bank**
- 23407 Accrued Interest Payable — Postal Service Notes Payable to Federal Financing Bank**
- 23408 Postal Service Notes Payable — Short Term**
- 23409 USPS Bonds — Current Portion**
- 23411 Audit Differences — Overages — Per Statements of Account**
  - .631 Statement of Differences Cash — Over
  - .635 Statement of Differences/Postage Inventory
  - .637 Statement of Differences/Bird Inventory
- 23416 Audit Differences — Overages — Per ISC**
- 23421 Undeliverable Checks**
- 23423 Clearing Account for Accounts Payable Receipts**
- 23425 Property Taxes**
- 23426 Employee Relocation Payments**
- 23428 Forfeiture and Seizure Clearing Account**
- 23429 Travel Advance and Expense Clearing Account**
- 23430 Miscellaneous National Accruals**
- 23432 Commercial Off the Shelf (COTS) Miscellaneous Undistributed Receipts (Minneapolis, San Mateo, and St. Louis ISSCs)**
- 23433 Procurement Payables**
- 23434 Receipts From Collection Agency**
- 23435 Payables With Project Numbers**
- 23436 Miscellaneous Undistributed Receipts**
- 23437 Miscellaneous Accruals and Approved Invoices**
- 23438 Miscellaneous (Other)**
  - .092 Replacement Checks
  - .093 Accounts Payable Miscellaneous Accounts

.094	OPAC
23439	Period End Accruals
23441	Period End Accruals — Property, Plant, and Equipment Acquisition — Facilities
23442	Property, Plant, and Equipment Acquisition — Mail Processing Equipment
23443	Property, Plant, and Equipment Acquisition — Motor Vehicles
23444	Property, Plant, and Equipment Acquisition — Retail Equipment
23445	Property, Plant, and Equipment Acquisition — Postal Support Equipment
23454	Cumulative Payments — Project Authorizations
23455	Project Authorizations
23456	Site Acquisition
23463	Deposits by Contractors
23465	Deposits for Reimbursable Work Authorization
23467	Deposits by Western Union for Mailgrams
23469	Deposits by Commercial Meter Resetting System Manufacturers
23480	Tort Claims
23491	Miscellaneous Payments Clearing Account
23492	Collections by Inspectors Clearing Account
23494	Unidentified Foreign Service Collections
23495	Accounts Payable — Research and Development
23496	Holding Account — Seizure and Forfeiture
23498	First-Class Calling Cards
23499	Accounts Payable — Suspense
.326	Disbursements Sent to San Mateo ISC
.426	Disbursements Paid for Field Offices



## 2 Liabilities

### 23 Accounts Payable and Accruals

#### 238 Memo Payable Accounts — Civil Service Retirement and Disability Fund

- 23801 Reciprocal Account — Office of Personnel Management
- 23802 Deductions — SF 2806
- 23803 Deductions — Individual Earnings Records
- 23807 FERS — Reciprocal Account — OPM
- 23808 FERS — Deductions — SF 2806
- 23809 FERS — Individual Earnings Records
- 23831 Civil Service Retirement for Post-1956 Military Service — Reciprocal Account — OPM
- 23832 Civil Service Retirement for Post-1956 Military Service — Special SF 2806
- 23833 Civil Service Retirement for Post-1956 Military Service — OPM Form 1514, Military Deposit Worksheet
- 23835 FERS — Retirement for Post-1956 Military Service — Reciprocal Account — OPM
- 23836 FERS — Retirement for Post-1956 Military Service — Deductions — Special SF 2806
- 23837 FERS — Retirement for Post-1956 Military Service — OPM Form 1514, Military Deposit Worksheet

#### 23851 Through 23853 — Vending Machine Commissions

These accounts are used to record commissions from the operation of vending machines on federal property.

1. 1. Balance (credit) represents undistributed commissions from vending machines received by postal installations.
2. 2. Credit entries include commissions received by Postmaster or other installation heads.
3. 3. Debit entries include (a) commissions distributed to the local Postal Social and Recreation Committee and (b) commissions distributed to the state of licensing agency.

Note: Separate accounts are maintained as follows:

- 23851 Received
- 23852 Disbursed to Social and Recreation Committee
- 23853 Disbursed to State Licensing Agency

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **241 Postage Stock Accountability**

**24100 In Post Office**

**24101 In Transit to Post Office**

**24102 Reserve for Valuation**

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **243 Migratory Bird Hunting and Conservation Stamp Accountability**

**24300 Post Offices**

**24301 In Transit to Post Offices**

**24302 Reserve for Valuation**

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **244 Public Service Products — Food Coupon Accountability**

**24400 Post Offices**

**24401 In Transit to Post Offices**

**24402 Reserve for Valuation — Credit**

**2 Liabilities**

**25 Prepayments — Deferred Revenue**

**251 Estimated Postage in Hands of Public**

**25111 Prepayment of Postage**

## **2 Liabilities**

### **25 Prepayments — Deferred Revenue**

#### **252 Box Rent Prepayment**

##### **25220 Deferred Box Rent**

.115 Box Rent and Caller Service

##### **25221 Deferred Official Mail Revenue**

## **2 Liabilities**

### **25 Prepayments — Deferred Revenue**

#### **253 Deposits With Postmasters (Trust)**

<b>25311</b>	<b>Trust Funds Received and Trust Funds Withdrawn</b>
.049	Trust Funds Received — Reserve Stock Overage
.050	Trust Funds Received — COD Funds
.051	Trust Funds Received — Periodicals Advance Deposits
.052	Trust Funds Received — Permit Imprint Additional Postage
.053	Trust Funds Received — Postage Due/Business Reply Advance Deposits
.054	Trust Funds Received — Customers Collections
.055	Trust Funds Received — Expedited Mail Advance Deposits
.056	Trust Funds Received — PBC Advance Deposits
.057	Trust Funds Received — Employee Overage
.058	Trust Funds Received — Telephone Tax
.059	Trust Funds Received — On Site Meter Fees Advance Deposit
.060	Trust Funds Received — Conditional Permit
.061	Trust Funds Received — Miscellaneous
.062	Trust Funds Received — Money Order
.063	Trust Funds Received — Military Post Office Overage
.064	Trust Funds Received — Prior Year
.065	Trust Funds Received — Canceled Symbol 9500 Checks
.066	Trust Funds Received — First Day Cover
.067	Trust Funds Received — First Day Cover Expense
.068	Trust Funds Received — Reserved
.070	Trust Funds Received — First-Class Presort Advance Deposits
.071	Trust Funds Received — Special Fourth-Class Presort Advance Deposits
.072	Trust Funds Received — Awaiting Statement of Difference — Banking
.073	Trust Funds Received — Residual Pieces/Disqualified Metered Mailings Advance Deposits
.074	Trust Funds Received — Customer Meter Advance Deposits
.075	Trust Funds Received — Advance Deposit Refunds Awaiting Payment
.076	Trust Funds Received — Statement of Difference Unresolved
.077	Trust Funds Received — CAG H-L Deposits
.079	Trust Funds Received — Lobby Service Collections

- .325 Prepay Deposits with Postmasters — San Mateo ISC
- .425 National Trust Fund Offset — Permit Sites
- .445 National Trust Fund Offset — San Mateo ISC
- .449 Trust Funds Withdrawn — Reserve Stock Overage
- .450 Trust Funds Withdrawn — COD Funds
- .451 Trust Funds Withdrawn — Periodicals Advance Deposits
- .452 Trust Funds Withdrawn — Permit Imprint Additional Postage
- .453 Trust Funds Withdrawn — Postage Due/Business Reply Advance Deposits
- .454 Trust Funds Withdrawn — Customers Collections
- .455 Trust Funds Withdrawn — Expedited Mail Advance Deposits
- .456 Trust Funds Withdrawn — PBC Advance Deposits
- .457 Trust Funds Withdrawn — Employee Overage
- .458 Trust Funds Withdrawn — Telephone Tax
- .459 Trust Funds Withdrawn — On Site Meter Fees Advance Deposit
- .460 Trust Funds Withdrawn — Conditional Permit
- .461 Trust Funds Withdrawn — Miscellaneous
- .462 Trust Funds Withdrawn — Money Order
- .463 Trust Funds Withdrawn — Military Post Office Overage
- .464 Trust Funds Withdrawn — Prior Year
- .465 Trust Funds Withdrawn — Canceled Symbol 9500 Checks
- .466 Trust Funds Withdrawn — First Day Cover
- .467 Trust Funds Withdrawn — First Day Cover Expense
- .468 Trust Funds Withdrawn — Reserved
- .470 Trust Funds Withdrawn — First-Class Presort Advance Deposits
- .471 Trust Funds Withdrawn — Special Fourth-Class Presort Advance Deposits
- .472 Trust Funds Withdrawn — Awaiting Statement of Difference — Banking
- .473 Trust Funds Withdrawn — Residual Pieces/Disqualified Metered Mailings Advance Deposits
- .474 Trust Funds Withdrawn — Customer Meter Advance Deposits
- .475 Trust Funds Withdrawn — Advance Deposit Refunds Awaiting Payment
- .476 Trust Funds Withdrawn — Statement of Difference Unresolved
- .477 Trust Funds Withdrawn — CAG H-L Deposits
- .479 Trust Funds Withdrawn — Lobby Service Collections



<b>25312</b>	<b>Field Disbursements</b>
.326	Disbursements Sent to San Mateo ISC
.426	Disbursements Paid for Field Offices
.504	Credit Card On-Line Services Offset
<b>25313</b>	<b>Credit Card Offset</b>
.504	Credit Card On-Line Service Offset.
<b>25321</b>	<b>Out/Subleasing Program — Rental Deposits</b>
<b>25326</b>	<b>Prepayment Gift Certificates Issued</b>
<b>25327</b>	<b>Prepayment Gift Certificates Redeemed</b>

**2 Liabilities**

**25 Prepayments (Deferred Revenue)**

**254 Free and Reduced Rate Mail**

**25412 Advanced Deposits From the Department of the Treasury**

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

- 26111 Reserve for Contingent Liabilities**
- 26112 ABC Pay Anomaly**
- 26115 Revolving Fund — Reserve**
- 26121 Unused Accrued Annual Leave**
  - .020 PCES and EAS Annual Leave Sell Back
  - .022 Postal Service Contribution/Accrual
  - .023 Payment/Leave Taken
- 26123 Holiday Leave**
  - .022 Postal Service Contribution/Accrual
  - .023 Payment/Leave Taken
- 26124 Fair Labor Standards Act**
  - .022 Postal Service Contribution/Accrual
  - .023 Payment/Leave Taken
- 26130 Unidentified Remittances Received**

## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

**26201 Postal Service Bonds**

**26211 Retirement Benefits**

**26212 FERS**

**26213 Retirement Benefits — COLA — Retirees**

**26214 Special Assessments Payable — Annuitant COLAs — Noncurrent Portion**

**26215 Special Assessments Payable — Annuitant Health Benefits — Noncurrent Portion**

## **2 Liabilities**

### **26 Other Liabilities**

#### **263 Unfunded Liabilities**

##### **26302 Accrued Annual Leave — Former Post Office Department**

- .001 Balance, Beginning of Year
- .005 Prior Year Adjustments — FY 1970 and Prior
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken

##### **26311 Postage in Hands of Public — Former Post Office Department**

- .001 Balance, Beginning of Year
- .003 Prior Year Adjustments — FY 1971 and Subsequent
- .005 Prior Year Adjustments — FY 1970 and Prior

##### **26312 Other — Capital Leases Payable**

- .001 Balance, Beginning of Year
- .005 Prior Year Adjustments, FY 1970 and Prior
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken
- .032 Lease Payments
- .033 Lease Reductions

## 2 Liabilities

### 27 Accounts Payable

#### 271 Nonpostage Stamps

##### 27110 Through 27119 — Migratory Bird Hunting Stamps Sold — Descriptions

Accounts in the 2711\_ series are used to record Migratory Bird Hunting Stamp accountability.

1. 1. Balance (credit) represents the amount payable to the Interior Department of Migratory Bird Hunting Stamps sold.
2. 2. Credit entries include (a) stamp inventories at post offices and the Philatelic Agency at the beginning of a period and (b) stamps received during a period, as shown on Statements of Account.
3. 3. Debit entries include (a) payments to the Interior Department; (b) stamp inventories at the end of a period; (c) the amount of claims filed by postmasters for stamps lost; (d) credit claimed for stamps destroyed or returned by post offices; and (e) stamps sent to other post offices, as shown on Statements of Account.

Note: With the exception of transfers to Headquarters (Minneapolis Accounting Service Center) and payments to Interior Department by Accounting, Headquarters, entries in this account will generally require that debits and credits also be shown in the self-balancing group of stamp accountability (243xx series of accounts). Balances in this account will be transferred to Headquarters (Minneapolis Accounting Service Center) at the end of postal quarter (PQ) III and also when the PQ III audit adjustments are registered.

**27110 Migratory Bird Stock — Beginning Period**

.091 Bird Stamp Sales

**27111 Migratory Bird Stock — Received**

**27112 Migratory Bird Stock — Redeemed/Destroyed**

**27113 Migratory Bird Stock — Ending Inventory**

**27114 Migratory Bird Stock — Claims for Losses**

**27115 Migratory Bird Stock — Shipped**

**27117 Migratory Bird Stock — Payments to Department of Interior**

**27119 Migratory Bird Stock — Miscellaneous**

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

##### **27210 Through 27218 — Food Coupons Accountability — Descriptions**

Accounts in the 2721 series are used to record food coupon accountability.

1. 1. Balance (credit) represents the liability incurred with postmasters for food coupons on hand.
2. 2. Credit entries include (a) coupon inventory at post offices at the beginning of a period and (b) coupons received during a period, as shown on Statements of Account.
3. 3. Debit entries include (a) issues to the participants as per vouchers; (b) coupon inventory at the end of a period; (c) amounts returned by post offices, to U.S. Department of Agriculture; and (d) coupons sent to other post offices as shown on Statements of Account.

Note: Entries in this account will require debits and credits to be shown, as in the self-balancing group of accounts (24401 and 24402).

<b>27210</b>	<b>Food Coupons Beginning Inventory</b>
<b>27211</b>	<b>Food Coupons Received</b>
<b>27212</b>	<b>Food Coupons — Issued Face Value</b>
<b>27213</b>	<b>Food Coupons — Ending Inventory</b>
<b>27214</b>	<b>Food Coupons — Inventory Adjustment for Overages</b>
<b>27215</b>	<b>Food Coupons Shipped (Restricted to Districts)</b>
<b>27216</b>	<b>Food Coupons Returned to District</b>
<b>27217</b>	<b>Food Coupons Returned to USDA</b>
<b>27218</b>	<b>Food Coupons Inventory Adjustment for Shortages</b>

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21101 Outstanding Punch Card Type Money Order**

This account is used to record the liability for the unpaid outstanding punch card type money orders.

1. Balance (credit) represents liability for the unpaid outstanding punch type money orders.
2. Credit entries include postings made from Department of the Treasury reports of outstanding orders remaining after completion of the reconciliation of postmaster's accountability for money orders issued during each fiscal year through fiscal year 1975. (Debit contra to account 17618.)
3. Debit entries include postings made from reports of late paid card type money orders.



## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21111 Reported Issues — Other Than APOs and FPOs**

This account is used to record data for domestic Money Orders issued, other than APOs and FPOs.

1. Balance (a) Information Service Centers (credit) represent Money Orders issued by post offices other than APOs and FPOs during the current fiscal year that have not been transferred to the Money Order Division. (b) Money Order Division (credit) represents money order issue accountability transferred from ISCs pending processing of reports of tolerance and issues for which no vouchers were reflected on initial reports of tolerance.
2. Credit entries include: (a) Information Service Centers — Postings made from summaries of postmaster's statements of account. (b) Money Order Division — Postings made from money order accountability transfer advices received from information service centers.
3. Debits entries include: (a) Information Service Centers — Postings made from money order accountability transfer advices to Money Order Division. (b) Money Order Division — Postings made from reports of tolerances, and PMA difference listings.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21112 Reported Issues — APOs and FPOs**

This account is used to record Money Orders issued by army post offices (APOs) or fleet post offices (FPOs) reconciled with reported issues (Form 6019) and vouchers processed.

1. Balance (credit) represents Money Orders issued by army post offices (APOs) or fleet post offices (FPOs) reconciled with reported issues (Form 6019) and vouchers processed.
2. Debit entries include postings made from reports from purge matched items.
3. Credit entries include postings made from summaries or reports of money order business (Form 6019, Military Post Office Report of Money Order Business) from military post offices.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21113 Vouchers Processed — Holding File**

This account is used to record amounts from vouchers processed pending reconciliation with accountability with Money Orders issued.

1. Balance (credit) represents the voucher copy of Money Orders issued by post offices and the Money Order Division and recorded on magnetic tape pending reconciliation with accountability for Money Orders issued.
2. Credit entries include postings made from reports produced by the OCR/CRT program and the reconciliation and updating programs.
3. Debit entries include postings made from (1) reports produced by the reconciliation and updating programs; (2) accountability reports prepared by Money Order Division for duplicates issued; and (3) periodic journal vouchers to close issued and paid Money Orders.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21114 Paid Orders Pending Reconciliation**

This account is used to record charges for domestic and semi-Domestic Money Orders shown on Forms 1901 received from Federal Reserve Banks which have not been reconciled with paid orders.

1. Balance (debit) represents charges for domestic and semi-domestic Money Orders shown on Form 1901, Advice of Classification for Postal Money Order, received from Federal Reserve Banks which have not been reconciled with the paid orders.
2. Debit entries include postings made from a summary of Forms 1901 received from Federal Reserve Banks. (Credit contra account 11113.)
3. Credit entries include postings made from the summary of daily paid Money Orders prepared after the paid orders have been reconciled with Forms 1901. (Debit contra account 21115.)

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21115 Paid Orders Reconciled — Holding File**

This account is used to record paid Money Orders reconciled.

1. Balance (debit) represents paid Money Orders accepted from Federal Reserve Banks and semi-domestic countries and recorded on history file pending the purge of matched items (issued and paid).
2. Debit entries include postings made from (1) Summary of Daily Paid Money Orders, which represents paid orders accepted from Federal Reserve Banks and semi-domestic countries (domestic Money Orders redeemed in semi-domestic countries); and (2) Form 6885, List of Repaid or Invalid Orders, which represents repayments to customers in other countries.
3. Credit entries include postings made from (1) periodic journal vouchers, which record the purge of matched items (issued and paid); and (2) receivables established for double payments (source JV 741, Form 1903DZ, *Invoice and Statement*).

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21118 Outstanding Audited**

This account is used to record unpaid outstanding regular issue card type Money Orders.

1. Balance (credit) represents the unpaid outstanding regular issue card type Money Orders remaining after comparison of issued and paid Money Orders.
2. Credit entries include postings made from reports of reconciliation of postmasters' accountability for Money Orders issued.
3. Debit entries include postings made from reports of outstanding orders paid in current quarter.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21125 Duplicate Issued**

This account is used to record duplicate Money Orders issued.

1. Balance (debit) represents duplicate Money Orders issued by the Money Order Division pending reconciliation with issue accountability reports.
2. Debit entries include postings made from reports of vouchers processed from OCR/CRT program.
3. Credit entries include postings made from issue accountability reports.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21128 Unclassified Outstanding at Federal Reserve Bank**

This account is used to record unclassified Money Orders outstanding at the Federal Reserve Banks.

1. Balance (debit) represents unclassified Money Orders outstanding at the Federal Reserve Banks.
2. Debit entries include postings made from Forms SF 5515 received daily from the Federal Reserve Banks for unclassified Money Orders. (Credit contra account 11113.)
3. Credit entries include postings (unclassified) made from Forms SF 215, *Deposit Tickets*, received from the Federal Reserve Banks to adjust previously submitted Forms SF 5515. (Debit contra account 11110.)
4. Credit entries include postings (classified) made from PS 1901, *Advice of Classification for Postal Money Order*. (Debit contra account 21114.)



## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21141 Unreconciled Differences With Federal Reserve Banks**

This account is used to record unreconciled differences with the Federal Reserve Bank.

1. Balance (debit or credit) represents the net over or under charge shown on Forms 1901 for paid Money Orders as developed during their reconciliation with the totals of the forms.
2. Debit entries include postings made from reports of over charges on Forms 1901 as developed during reconciliation with paid orders. (Credit contra account 21114.)
3. Credit entries include postings made from reports of under charges on Forms 1901 as developed during reconciliation with paid orders. (Debit contra account 21114.)

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21151 Shortages and Overages Reported by APOs and FPOs**

This account is used to record shortages and overages reported by APOs and FPOs.

1. Balance (debit or credit) represents shortages or overages on remittances received from military post offices as compared with reported Money Orders issued.
2. Debit entries include shortages of value reported by military post offices or as audited by the Money Order Division.
3. Credit entries include overages of value reported by military post offices or as audited by the Money Order Division.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **211 Domestic**

##### **21160 Through 21166 — Tolerance Differences**

This group of accounts is used to record tolerance differences.

The net balance (debit or credit) of accounts in this group shows differences arising in the reconciliation and audit of Money Orders which are considered to be too insignificant as to amount to be worth the effort of collection, payment, or other adjustment.

<b>21160</b>	<b>Federal Reserve Bank</b>
<b>21162</b>	<b>Postmasters — Money Order</b>
<b>21164</b>	<b>Postmasters — Fee</b>
<b>21166</b>	<b>Customers</b>

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21201 Accounts Payable — Money Order Transactions**

This account is used to record amounts payable to foreign countries for money order transactions.

1. Balance (credit) represents amount payable to foreign countries for (a) international Money Orders — United States issued, which have been certified by Money Order Division for payment in foreign countries; (b) domestic — international Money Orders issued in the United States and paid in foreign countries; and (c) other payables to foreign countries arising from money order transactions.
2. Credit entries include amounts payable to foreign countries for money order transactions.
3. Debit entries include adjustments.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21203 International Expense Payments**

This account records international money order expense payments for all Money Orders processed by foreign administrations through Citibank.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21211 Reported Issues**

This account is used to record U. S.-issued Money Orders which have not yet been issued and certified for payment in other countries.

1. Balance (credit) represents the value of authorization forms issued by post offices for which the Money Order Division has not yet (a) issued and certified for payment in other countries the applicable international Money Orders or (b) refunded the amounts to customers.
2. Credit entries include (a) value of authorization forms issued by postmasters; (b) establishment of outstanding money order amounts to be issued by the Money Order Division; and (c) accountability and other adjustments developed through audit.
3. Debit entries include (a) comparison by Money Order Division between authorization issued and vouchers processed (debit account 21211 and credit account 21213) and (b) accountability and other adjustments developed through audit.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21213 Vouchers Processed — Holding File**

This account is used to record vouchers processed to issue international Money Orders.

1. Balance (credit) represents the voucher copies of authorizations to issue international Money Orders which are recorded on magnetic tape pending reconciliation with accountability for Money Orders issued.
2. Credit entries include postings made from reports produced by the OCR/CRT program and the reconciliation and updating programs.
3. Debit entries include postings made from (a) reports produced by the reconciliation and updating programs, and (b) periodic journal vouchers to close issued and paid and established outstanding.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21214 Paid Money Orders**

This account is used to record paid international Money Orders.

1. Balance (debit) represents paid international Money Orders.
2. Debit entries include paid amounts extracted from the history file on an A/P basis that pertain to international Money Orders. (Contra account 21215.)
3. Credit entries include adjustments.



## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21215 Improper Payments — Semi-Domestic or International — Holding File**

This account is used to record amounts of semi-domestic or international Money Orders accepted from Federal Reserve Banks and subsequently found to have been improperly paid in the United States.

1. Balance (credit) represents semi-domestic or international Money Orders improperly redeemed in the United States.
2. Credit entries include current period postings from accounts receivables.
3. Debit entries include payments received. Also included are reversing entries for canceled receivable, as well as those deemed uncollectible.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21218 Paid Direct Service Money Orders**

This account is used to record paid international direct service Money Orders.

1. Balance (debit) represents paid international direct service Money Orders.
2. Debit entries include paid amounts extracted from the history file on an A/P basis that pertain to direct service Money Orders.
3. Credit entries include adjustments. (Contra account 21215.)

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21220 Certified for Payment**

This account is used to record international Money Orders (domestic issue) that have been certified for payment in other countries.

1. Balance (debit) represents: (1) the amount of international Money Orders (domestic issue) that have been certified by Money Order Division for payment in other countries, but which have not been compared with issued or outstanding orders as shown by accounts 21211 and 21213, and (2) the amount refunded to customers by Money Order Division for international domestic issue Money Orders prior to certification to other countries.
2. Debit entries include international Money Orders certified for payment in other countries and amounts refunded to customers prior to certification.
3. Credit entries include adjustments.

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **212 International**

##### **21251 Reissued Money Orders**

This account is used to record the accountability for international Money Orders (foreign issued) which have been reissued by the Money Order Division.

1. Balance (credit) represents the accountability for international Money Orders (foreign issue) which have been reissued by Money Order Division in the form of domestic Money Orders and repayment of international Money Orders issued in the United States in error (Fraud/No Business).
2. Credit entries include (a) postings made from reissued international money order accountability reports produced from international exchange lists received from foreign countries (Debit contra account 13210); and (b) postings made from fraud — no-business lists (Postal Service-issued international Money Orders refunded to customers by Money Order Division prior to certification to foreign countries). (Debit contra accounts 21220 and 43316.)
3. Debit entries include postings made from lists of Money Orders reissued by Money Order Division, which have reached their validity period of one year. Postings represent authorization to refund foreign countries (contra credit accounts 21201 and 44040), and postings made from reports of purged matched items. (Credit contra account 21115.)

## **2 Liabilities**

### **21 Outstanding Postal Money Orders**

#### **213 Outstanding Traveler's Checks**

##### **21301 Collections**

This account is used to record the liability for the outstanding balances unpaid to the traveler's check issuer.

1. Balance (credit) represents the liability for the outstanding unpaid balances as stated above.
2. Credit entries are amounts reported in AIC 089 representing traveler's check sales.
3. Debit entries are amounts reported in AIC 489 representing payments to the traveler's check issuer.

.089 Traveler's/Gift Check Sales

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **221 Payroll**

##### **22100 Payable — Present Employees**

This account is used to record the net amount of salaries, wages, and other items of compensation due employees of the Postal Service.

1. Balance (credit) represents the net amount of salaries, wages, and other compensation due employees of the Postal Service for the pay period ending on the last day of the accounting period.
2. Credit entries include the net amount of salaries, wages, and other compensation due employees at the end of each biweekly-weekly pay period. Entries may also include any terminal leave that is first recorded in the liability account from biweekly-weekly payrolls. Appropriate payroll withholding liability accounts are credited for any amounts deducted for taxes, retirement, bonds, and insurance. Contra account debits will be to salary expense accounts in the 51\_\_\_ series of accounts and other related amounts such as:
  - Leave replacement — CAG L
  - Rental allowance — CAG L — Postmasters — (contra a/c 54127)
  - Equipment maintenance allowance — Rural Carriers (contra a/c 52462)
3. Debit entries include the net amount of payroll checks drawn and issued by the Disbursing Officer — Information Service Center.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **221 Payroll**

##### **22120 Payable — Former Employees**

This account is used to record the amount of terminal leave and other payroll items that are payable to former employees of the Postal Service. However, when the liability for terminal leave is first established from a biweekly-weekly payroll it may be included in account 22100.

1. Balance (credit) represents the amount of terminal leave and other payroll items that are payable to former employees.
2. Credit entries include the gross amount of terminal leave due employees at time of separation. (Debit terminal leave salary contra accounts 5114.XXX.)
3. Debit entries include deductions withheld for Taxes and net terminal leave payments. (Credit appropriate payroll withholding liability contra accounts in the 22\_ \_ \_ series.)

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **221 Payroll**

##### **22126 Annuitant Protection Program — Annuitant Life Insurance**

This account is used to record the net amount payable to survivors for the net difference in life insurance between base salary and Cost of Living Allowance (COLA).

1. Balance (Credit) represents the net amount of life insurance benefits payable to the survivors of deceased employees.
2. Credit entries include the gross payable amount accrued. (Debit contra account 51286.)
3. Debit entries include the net payments certified and processed through the Accounts Payable System and offset amounts of insurance premiums. (Credit contra payable account 22100 and contra expense offset account 51287.)



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **221 Payroll**

##### **22128 Annuity Protection Program — Annuitant Benefits**

This account is used to record the net amount payable to eligible annuitants for periodic benefits accrued under the APP.

1. Balance (credit) represents the net amount of periodic APP benefits payable to eligible annuitants.
2. Credit entries include the gross payable amounts accrued. (Debit contra expense account 51281.)
3. Debit entries include the net payments certified and processed through the Accounts Payable Payment System and offset amounts representing the percentage charged in lieu of normal retirement deductions. (Credit contra payable account 23491 and contra expense offset account 51285.)

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **221 Payroll**

##### **22129 Annuity Protection Program — Survivor Benefits**

This account is used to record the net amount payable to designated beneficiaries, for lump sum benefits accrued under the APP.

1. Balance (credit) represents the net amount of the lump sum APP benefits payable to eligible designated beneficiaries.
2. Credit entries include the gross payable amounts accrued. (Debit contra expense account 51283.)
3. Debit entries include the net payments certified and processed through the Accounts Payable Payment System and offset amounts representing the percentage charged in lieu of normal retirement deductions. (Credit contra payable account 23491 and contra expense offset account 51285.)

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22200 Payroll Taxes and Personnel Benefits Payable (USPS Share) — A/P 14**

This account is used to record personnel benefits and payroll taxes payable (USPS share) for the A/P 14 accrual only.

1. Balance (credit) in A/P 14 represents conversion to Government Fiscal Year (GFY) accrual. It should be zero in other A/Ps.
2. Credit represents contra-offset to A/P 14 expense accruals related to personnel benefits and USPS share of payroll taxes (512XX accounts).
3. Debit represents reversal of A/P 14 accrual in A/P 01.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22211 State Taxes**

This account is used to record the amount payable to states and territories for taxes withheld from salaries, wages, and other compensation.

1. Balance (credit) represents the amount payable to states and territories for taxes withheld. The balance in this account includes deductions on payrolls that have been paid, but may also include deductions on payrolls which have been accrued but have not been paid. The payable is not due until after the payroll is paid, and the actual payment date is dependent on the requirements of the appropriate taxing authority.
2. Credit entries include deductions withheld on payrolls payable. Detail amounts withheld are maintained on earning records.
3. Debit entries include payments to states and territories.

Note: Public Law 371, approved September 23, 1969, amended the Act of July 17, 1952 (66 Stat. 765), by providing that: "...no department or agency of the United States shall, after March 31, 1959, accept compensation from any State or Territory for services rendered in withholding State or Territorial income taxes from the salaries of employees of such department or agency." Accordingly, the full amount withheld will be paid to states, irrespective of any state provision for deduction from the amount withheld.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22215 City Taxes**

This account is used to record amounts payable to cities and municipalities for taxes withheld from salaries, wages, and other compensation.

1. Balance (credit) represents amounts payable to cities and municipalities for taxes withheld.
2. Credit entries include deductions withheld on payrolls payable. Detail amounts withheld are maintained on earning records.
3. Debit entries include payments to city, county, and other local taxing authorities.

Note: Public Law 93-340 requires the withholding of city income and employment taxes from the pay of federal civilian employees in cities where 500 or more persons are employed.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22221 Federal Taxes**

This account is used to record amounts payable to the District Director of the Internal Revenue Service (IRS) for federal taxes withheld from salaries, wages, and other compensation.

1. Balance (credit) represents amounts payable to the IRS for federal taxes withheld. The balance may include deductions from payroll which have been accrued, but not paid.
2. Credit entries include deductions withheld on payrolls payable, awards, and other compensations paid. Detail of amounts withheld are maintained on earning records. These entries include: (a) Payments to the District Director, Internal Revenue Service (or deposits to the Federal Reserve Bank for the IRS). (b) Tax amounts relating to salary overpayments for which accounts receivable have been established. These amounts are not paid to the IRS since they have been withheld from funds which have been erroneously paid and which will be recovered.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22222 Earned Income Credit**

This account is used to record advance payments to eligible employees on behalf of the Internal Revenue Service and to record transfers from the federal tax and FICA accounts.

1. Balance (debit) represents amount paid to eligible employees for which a transfer from the federal tax and FICA withholding accounts has not been made.
2. Debit entries include payments made to eligible employees on behalf of the Internal Revenue Service.
3. Credit entries include transfers from the federal taxes and FICA accounts to cover the amounts of the advance earned income credit payments made to eligible employees.

Note: Detail records of amounts paid are maintained on individual earnings records.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22223**

##### **FICA**

This account is used to record amounts payable to the District Director, Internal Revenue Service (IRS), for Federal Insurance Contributions Act (FICA).

1. Balance (credit) represents amounts withheld from employees and the employer's share of FICA payable to IRS. The balance may include FICA withholdings on payrolls which have been accrued but not paid. Actual due dates depend on current IRS requirements.
2. Credit entries include (a) deductions withheld on payrolls payable and (b) the employer's share of FICA which is debited (contra) to FICA expense accounts, 51214, 51216, and 51218. Detail amounts withheld are maintained on earnings records.
3. Debit entries include (a) payments to the Internal Revenue Service (or deposits to the Federal Reserve Bank) and (b) employee deductions and employer contributions applicable to salary overpayments which have been recorded as accounts receivable.

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

.026 Withholding — FERS — Voluntary Transfers — Employee Share

.028 Postal Service Contribution/Accrual — Post 1983 Employees

.029 Postal Service Contribution/Accrual — FERS — Voluntary Transfers

.030 Withholding — FERS — Automatically Covered (Mandatory Coverage)

.031 Postal Service Contribution/Accrual — FERS — Automatically Covered (Mandatory coverage)



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22225 Medicare**

This account is used to record the amount payable to the District Director, Internal Revenue Service for Medicare/FICA Hospital Insurance Tax withholdings.

1. Balance (credit) represents the amount payable to the District Director of Internal Revenue Service.
2. Credit entries include (a) deductions from salaries, wages, and other compensation and (b) the employer's share of Medicare taxes. (Debit account 51217.) Detail records of amounts withheld are maintained on individual earnings records.
3. Debit entries include (a) payments to the Internal Revenue Service or to the Federal Reserve Bank, and (b) employee deductions and employer's contributions applicable to salary overpayments which have been recorded as accounts receivable.

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22232 Micronesia Social Security Tax**

This account is used to record amounts payable to the district Budget and Finance Office of Micronesia.

1. Balance (credit) represents amounts payable to the district Budget and Finance Office and can include FICA withholdings on payrolls paid and payrolls accrued but not paid.
2. Credit entries include (a) deductions withheld from employee's earnings and (b) the employer's contributions. Detail amounts withheld are maintained on earning records. (Debit regular payroll expense contra account 51216.XXX.)
3. Debit entries include (a) payments to the district Budget and Finance Office of Micronesia and (b) deductions and employer's contributions applicable to salary overpayments which have been recorded as accounts receivable.

- .021 Withholding/Collection
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22237 CSR Post-1956 Military Service — FERS**

This account is used to record deposits for the purchase of retirement credit for post-1956 military service. These amounts are payable to the Office of Personnel Management (OPM).

1. Balance (credit) represents the deposits payable to OPM. The balance at the end of each accounting period is the total of (a) the amount to be remitted to OPM for deposits made during the accounting period, plus (b) the amount applicable to payroll deductions but unpaid on the last day of the accounting period. However, the balance at the end of the accounting period closing during January may only consist of deposits from the last one or two payrolls, because an early remittance is required of retirement deposits from payrolls paid during December.
2. Credit entries include deposits and payroll deductions.
3. Debit entries include (a) payments to OPM (credit contra account 11111), and (b) adjustments for canceled salary checks and correction of erroneous payments.

Note: Detail records of retirement deposits will be maintained for employees on OPM Form 1514, Military Deposit Worksheet. Detail records of total calendar year deposits will be maintained on a Special SF 2806, Individual Retirement Record. Control accounts of deposits made and posted to the Special SF 2806 are in the 238\_\_ series.

- .021 Withholding/Collection
- .023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22239 CSR Post-1956 Military Service (PL 97-346)**

This account is used to record deposits for the purchase of retirement credit for post-1956 military service (Public Law 97-346). These amounts are payable to the Office of Personnel Management (OPM).

1. Balance (credit) represents the deposits payable to OPM. The balance at the end of each accounting period is the total of (a) the amount to be remitted to OPM for deposits made during the accounting period, plus (b) the amount applicable to payroll deductions but unpaid on the last day of the accounting period. However, the balance at the end of the accounting period closing during January may only consist of deposits from the last one or two payrolls, because an early remittance is required of retirement deposits from payrolls paid during December.
2. Credit entries include deposits and payroll deductions.
3. Debit entries include (a) payments to OPM (credit contra account 11111), (b) adjustments for canceled salary checks and correction of erroneous payments.

Note: Detail records of retirement deposits will be maintained for employees on OPM Form 1514, Military Deposit Worksheet. Detail records of total calendar year deposits will be maintained on a Special SF 2806, Individual Retirement Record. Control accounts of deposits made and posted to the Special SF 2806 are in the 238\_\_ series.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22240 Civil Service Retirement**

This account is used to record amounts payable to the Office of Personnel Management for the retirement fund.

1. Balance (credit) represents (a) the amount to be remitted to the Office of Personnel Management for payrolls paid during the accounting period and (b) the amount applicable to the payroll payable but unpaid on the last day of the accounting period. Details of amounts withheld are maintained on earnings records. Detail records of total calendar year deductions are controlled through the 238\_\_ series of accounts.
2. Credit entries include: a. (a) Deductions from employees earnings. (Debit contra account 51212) and (b) Employee's and employer's share contributed to the Civil Service Retirement Fund for suspended employees. (Debit contra account 51213.)
3. Debit entries include: (a) Payments to the Office of Personnel Management. (Credit contra account 11111), and (b) deductions applicable to salary overpayments recorded as accounts receivable registers.

- .021 Withholding/Collection
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken
- .024 Retirement Incentives — Nonbargaining to Bargaining
- .025 Suspense Activity — Postal Service Settlement Expense
- .026 Withholding — FERS — Voluntary Transfers — Employee Share
- .027 Withholding — Post 1983 Employees
- .028 Postal Service Contribution/Accrual — Post 1983 Employees
- .029 Postal Service Contribution/Accrual — FERS — Voluntary Transfers
- .030 Withholding — FERS — Automatically Covered (Mandatory Coverage)
- .031 Postal Service Contribution/Accrual — FERS — Automatically Covered (Mandatory coverage)

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22241 Civil Service Retirement — Extraordinary Causes**

This account is used to record the amount of principal payable to OPM within thirteen (13) accounting periods for contributions to the current unfunded liability of the Civil Service Retirement and Disability Fund.

1. Balance (credit) represents the outstanding short-term principal payable to OPM within thirteen accounting periods.
2. Credit entries include: (a) Retirement fund principal accruals by the Postal Service for extraordinary causes. (Debit contra account 58111), and (b) Adjustments to the estimated principal amount due in the current year. (Debit contra account 26211.)
3. Debit entries include payments to OPM recorded in Accounting, Headquarters (credit contra account 11111); and reductions in estimated short-term principal due OPM (credit contra account 26211). These entries are booked only at the Minneapolis Accounting Service Center.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22242 Life Insurance**

This account is used to record amounts payable to the Office of Personnel Management (OPM), for life insurance benefits provided by the employer (Postal Service).

1. Balance (credit) represents the Postal Service contribution to employee life insurance benefits.
2. Credit entries include employer's contribution to employee life insurance benefits.
3. Debit entries include payments to OPM.

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

.024 Retirement Incentives — Nonbargaining to Bargaining

.025 Suspense Activity — Postal Service Settlement Expense

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22243 Optional Life Insurance**

This account is used to record amounts payable to the Office of Personnel Management (OPM) for optional life insurance benefits.

1. Balance (credit) represents the amount payable to OPM for deductions from employees' salaries, plus the employer's share of PCES employees' optional life insurance benefits.
2. Credit entries include: Deductions currently withheld from employees' earnings. Employer's contribution to optional life insurance benefit for PCES employees only.
3. Debit entries include payments to OPM.

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22244 Interest Payments on Deferred Retirement Benefits**

This account is used to record the outstanding amount of short-term interest payable to OPM within 13 accounting periods.

1. Balance (credit) represents estimated amount payable to OPM.
2. Credit entries to this account reflect periodic accruals relating to the estimated interest payable at the beginning of the subsequent fiscal year. (Debit contra account 58111.)
3. Debit entries to this account reflect: a reduction in the amount accrued for the current fiscal year based on an OPM invoice or a revised estimate (credit contra account 58111); or a payment of the short-term interest due to OPM at the beginning of the fiscal year (credit contra account 58111).

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22245 FERS — Extraordinary Causes**

This account is used to record the amount of principal payable to OPM within 13 accounting periods for contributions to the unfunded liability for the FERS.

1. Balance (credit) represents the amount payable to OPM for the Federal Employees Retirement System.
2. Credit entries include: (a) Retirement fund principal accruals by the Postal Service for extraordinary causes. (Debit contra account 56642), and (b) Adjustments to the estimated principal amount due in the current year. (Debit contra account 26212.)
3. Debit entries include payment to OPM recorded in National Accounting, Headquarters, (credit contra account 11111) and reduction in estimated short-term principal due OPM (credit contra account 26212). These entries are booked only at the Minneapolis Accounting Service Center.

Note: Entries to this account are made at the direction of National Accounting, Headquarters.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22246 FERS — Interest Payments on Deferred Retirement Benefits**

This account is used to record the outstanding amount of short-term interest payable to OPM within 13 accounting periods.

1. Balance (credit) represents the estimated amount payable to OPM.
2. Credit entries to this account reflect periodic accruals relating to the estimated interest payable at the beginning of the subsequent fiscal year. (Debit contra account 58112.)
3. Debit entries to this account reflect: a reduction in the amount accrued for the current fiscal year based on an OPM invoice or a revised estimate (credit contra account 58112) or a payment of the short-term interest due to OPM at the beginning of the fiscal year (credit contra account 58112).

Note: Entries to this account are made at the direction of National Accounting, Headquarters.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22248 Thrift Savings Plan — Loan Program — Repayments**

This account is used to record amounts withheld from employees' salaries and payable to the National Finance Center (NFC), which is the Thrift Savings Plan (TSP) Board's record keeper for loans made to employees under the TSP Loan Program.

1. Balance (credit) represents the amount payable to the NFC for loans made to employees under the TSP Loan Program.
2. Credit entries include amounts withheld from employee's salaries. Detail amounts are maintained on earning records.
3. Debit entries include payments to NFC. Payments will be made by electronic fund transfer with other thrift savings plan deductions.

Note: Subaccount .021 (Collections) and .023 (Payments) will be used with the above account.

- .021 Withholding/Collection
- .023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22249 Civil Service Retirement — COLA — Retirees**

This account is used to record the principal liability payable to OPM within thirteen (13) accounting periods for unfunded liability for COLAs of Postal Annuitants.

1. Balance (credit) represents the outstanding short-term principal liability payable to OPM within thirteen (13) accounting periods.
2. Credit entries include: (a) Allocation of short-term Retirement Fund principal accruals by Postal Service for COLA for retirees. (Debit contra account 26213), and (b) adjustments to the estimated principal amount due in the current year. (Debit contra account 26213.)
3. Debit entries include payments to OPM recorded in National Accounting, Headquarters. (Credit contra account 1111); and reductions in estimated short-term principal due OPM (credit contra account 26213). These entries are booked only at the Minneapolis Accounting Service Center.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22250 Interest Payments on Deferred Retirement Benefits — COLA — Retirees**

This account is used to record the outstanding amount of short-term interest payable to OPM for interest on retirees COLA.

1. Balance (credit) represents estimated amount payable to OPM on retirees COLA.
2. Credit entries to this account reflect periodic accruals relating to the estimated interest payable on retirees COLA at the beginning of the subsequent fiscal year. (Debit contra account 58114.)
3. Debit entries to this account reflect: a reduction in the amount accrued for the current fiscal year based on an OPM invoice or a revised estimate (credit contra account 58114); or a payment of the short-term interest due to OPM at the beginning of the fiscal year. (Credit contra account 11111.)

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22251 Health Benefits**

This account is used to record the amount payable to the Office of Personnel Management (OPM) for employee salary deductions, plus the Postal Service contribution for employee health benefits.

1. Balance (credit) represents the amount payable to the Office of Personnel Management. The balance at the end of each accounting period consists of the following: (a) Deductions withheld from payrolls accrued but not paid during the accounting period and the related employer (Postal Service) contributions. (b) An amount equal to employee deduction and employer contribution, for suspended employees against whom an adverse action of removal has been initiated.
2. Credit entries include: (a) Deductions currently from payrolls payable to employees, reflected on the individual earnings record. (Credit appropriate contra account in the 512\_\_ series) (b) Employer's share of health benefit premiums on payrolls payable. (c) The amount payable to OPM, pertaining to employees against whom an adverse action of removal has been initiated, for health benefit amounts that would have been deducted from employee salaries, had the employee remained in a full duty and pay status (subaccount .024), plus the amount that would have been contributed for health insurance benefits by the Postal Service (subaccount .025).
3. Debit entries include payments to the Office of Personnel Management. (Credit contra account 11111.)

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

.024 Retirement Incentives — Nonbargaining to Bargaining

.025 Suspense Activity — Postal Service Settlement Expense

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22252 Health Benefits — Spouse Equity**

1. Balance (Credit) represents the amount payable to the Office of Personnel Management (OPM) for deposits from former spouse for health benefit coverage. The former spouse must pay the employee share and the Postal Service share of premiums for all eligible pay periods of coverage. The balance in the account at the end of the accounting period is the total of the amount to be remitted to OPM for deposits made during the accounting period.
2. Credits are deposits from former spouses of employees or former employees.
3. Debits include: (a) payments to OPM. (Credit contra account 11111), and (b) adjustments for correction of erroneous payment.

.021 Withholding/Collection

.023 Payment/Leave Taken



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22254 Health Benefits — Retired Annuitant**

Represents the amount payable to the Office of Personnel Management (OPM) for retired annuitant health benefits.

1. Balance (credit) represents the year-to-date Postal Service share of health benefits for retired annuitants.
2. Credit entries represent the current monthly amounts billed Postal Service by OPM (debit contra account 51204).
3. Debit entries include payments to OPM (credit contra account 11111).

Note: Subaccounts to be used with this account are: .022 Postal Service contribution and .023 payment. Entries to this account will be made by National Accounting, Headquarters.

- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22255 Dependent Care**

This account is used to record amounts withheld from employees' salaries and wages for dependent care contributions.

1. Balance (credit) represents amounts payable to a third party administrator.
2. Credit entries include amounts withheld from employees' salaries and wages.
3. Debit entries include payments to a third party administrator or the adjustments for forfeited contributions on an annual basis.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22256 Health Care**

This account is used to record amounts withheld from employees salaries and wages for health care contributions.

1. Balance (credit) represents amounts payable to a third party administrator.
2. Credit entries include amount withheld from employees' salaries and wages.
3. Debit entries include payments to third party administrator or the adjustments for forfeited contributions on an annual basis.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22257 Life Insurance — Annuitants**

This account represents the amount payable to the Office of Personnel Management (OPM) for retirees' life insurance premium.

1. Balance (credit) represents the amount payable to OPM.
2. Credit entries include amounts billed by OPM. (Debit contra account 51291.)
3. Debit entries include payments to OPM. (Credit contra account 11117.)

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22258 Retirement Incentive**

This account is used to record the outstanding retirement incentive payments payable to qualified retired employees as part of the restructuring activities.

1. Balance (credit) represents estimated amounts payable to retired employees.
2. Credit entries to this account reflect actual amounts determined to be payable to retired employees and accrued estimates of the payable at fiscal year-end. (Debit contra account 56645.)
3. Debit entries to this account represent actual payments to retired employees for the retirement incentive (credit to 11111); or an adjustment to the estimated accrual (credit to 56645).

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

.024 Retirement Incentives — Nonbargaining to Bargaining

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22259 Health Benefit Premiums — Workers' Compensation Claimants**

This represents the amount payable to the Office of Personnel Management (OPM) for health benefit premiums for current or former Postal Service employees who are on the Office of Workers' Compensation Programs (OWCP) rolls full-time.

1. Balance (credit) represents the postal share of health benefit premiums for USPS workers' compensation claimants.
2. Credit entries represent (a) accruals for the estimated amounts payable to OPM or (b) actual billings from the OPM. (Credit account 22259.022 and debit contra account 51289.)
3. Debit entries include payments to OPM or adjustments to accruals. (Debit account 22259.023.)

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22260 Special Assessments Payable — Annuitant COLAs — Current Portion**

This account is used to record the principal portion of the current liability for special assessments payable for annuitant COLAs.

1. Balance (credit) represents the current portion of principal outstanding.
2. Credit entries include increases in the current portion of special assessment payable.
3. Debit entries include payments and other reductions in the current portion of special assessment payable.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22261 Special Assessments Payable — Annuitants Health Benefits — Current Portion**

This account is used to record the principal portion of the current liability for special assessments payable for annuitant health benefits.

1. Balance (credit) represents the current portion of principal outstanding.
2. Credit entries include increases in the current portion of special assessment payable.
3. Debit entries include payments and other reductions in the current portion of special assessment payable.



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **222 Payroll Taxes, Retirement, and Insurance**

##### **22262 Interest Payable on Special Assessments**

This account is used to record the imputed interest liability included in scheduled payments on special assessments.

1. Balance (credit) represents the imputed interest payable on special assessments.
2. Credit entries include increases in the imputed interest payable on special assessments.
3. Debit entries include payments or other reductions in the imputed interest on special assessments.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **223 Workers' Compensation**

##### **22300 Employee Relations Payments Payable — A/P 14**

This account is used to record employee relations payable for the A/P 14 adjustment period.

1. Balance (credit) in A/P 14 represents conversion to GFY accrual. It should be zero in other A/Ps.
2. Credit represents contra-offset to A/P 14 accruals related to employee relations expenses accrued in the 513XX and 514XX series of expense accounts.
3. Debit represents reversal of A/P 14 accrual in A/P 01.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **223 Workers' Compensation**

##### **22311 Accrued Workers' Compensation — Current**

This account is used to record the amount of Worker's Compensation outstanding and expected to be liquidated within 13 accounting periods.

1. Balance (credit) represents the amount of Worker's Compensation outstanding whose liquidation is reasonably expected within the next 13 accounting periods.
2. Credit entries include increases in the current portion of Worker's Compensation (debit contra account 22321.022).
3. Debit entries include decreases in the current portion of Worker's Compensation (credit contra account 22321.022).

Note: Entries to this account are made at the direction of Accounting, Headquarters.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **223 Workers' Compensation**

##### **22321 Accrued Workers' Compensation**

This account is used to record the estimated liability of the Postal Service for Worker's Compensation, covering injury and death benefits to be paid by the Department of Labor on behalf of the Postal Service. The accrual is: 1) based on Headquarters' analyses and history; 2) provided for an entire fiscal year; and 3) adjusted as required. When payments are made to the Department of Labor, the accruals are adjusted to actual expense.

1. Balance (credit) represents the estimated liability for the Postal Service Worker's Compensation.
2. Credit entries include the estimated total cost of accidents reported each accounting period. (Debit contra account 51208.)
3. Debit entries include the amount reimbursed to the Department of Labor. (Credit contra account 11111.)

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22410 Savings Bond Deductions**

This account is used to record deductions from salaries and wages paid or payable, to be applied to the purchase of U.S. Savings Bonds. Detail records of deductions for the purchase of bonds will be maintained for employees on U.S. Savings Bonds registers.

1. Balance (credit) represents deductions from employees' salaries and wages paid or payable, for the purchase of U.S. Savings Bonds.
2. Credit entries include payroll deductions for purchase of U.S. Savings Bonds.
3. Debit entries include: (a) Issue price of bonds issued by disbursing officers to employees under the payroll savings program. This entry will be made on the date the bonds are validated (credit contra account 23160). (b) Bond deductions which have not been applied to the purchase of U.S. Savings Bonds and are refunded to employees separated from the agency, transferred to areas serviced by another information service center, or discontinued participation in the payroll savings program. (c) Transfers to Headquarters at the close of each fiscal year the detail employee balances which have been outstanding for one full fiscal year. Submit detail by name in duplicate.

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22413 Union Dues**

This account is used to record amounts payable to employee organizations for union dues withheld from wages of members.

1. Balance (credit) represents the amount payable to various employee unions.
2. Credit entries include amounts withheld and payable for union dues.
3. Debit entries include payments to employee unions.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22414 Charitable Contributions**

This account is used to record amounts payable to charitable organizations for contributions withheld from employee wages and salaries.

1. Balance (credit) represents the amount payable to various charitable organizations.
2. Credit entries include amounts withheld and payable for charitable contributions.
3. Debit entries include payments to charitable organizations.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22415 Financial Organization Allotments**

This account is used to record amounts payable to financial organizations for monies withheld from employee wages and salaries (less a service charge of 6 cents per payroll deduction, plus 12 cents for the remittance as a whole).

1. Balance (credit) represents the amount payable to various financial organizations.
2. Credit entries include amounts withheld and payable for allotments to financial organizations.
3. Debit entries include payments to financial organizations.

.021 Withholding/Collection

.023 Payment/Leave Taken



## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22416 NALC Indemnity Insurance Plan**

This account is used to record the amount payable to Insurance Carriers for premiums withheld from employees' salaries for Union-sponsored Indemnity Insurance Plans.

1. Balance (credit) represents the amount payable for Union — sponsored Indemnity Insurance premiums withheld.
2. Credit entries include amounts withheld and payable.
3. Debit entries include payments.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22417 Automobile Insurance**

This account is used to record the amount payable to the insurance carrier for automobile insurance premiums withheld from wages and salaries of members.

1. Balance (credit) represents the amount payable to the insurance carrier.
2. Credit entries include amounts withheld from wages and salaries and payable to the insurance carrier.
3. Debit entries include payments to the insurance carrier.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22418 Mail Handlers Accident Insurance Plan**

This account is used to record the amount payable to the insurance carrier for Mail Handlers Accident Insurance Plan premiums withheld from wages and salaries of members.

1. Balance (credit) represents the amount payable to the insurance carrier.
2. Credit entries include amounts withheld from salaries and wages, and payable to the insurance carrier.
3. Debit entries include payments to the insurance carrier.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22419 Garnishments**

This account is used to record the amount payable for court-ordered garnishments withheld from wages and salaries of employees.

1. Balance (credit) represents the amount payable for court ordered wage and salary garnishments.
2. Credit entries include amounts payable for garnishments.
3. Debit entries include payments for garnishments.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22420 Thrift Savings Plan**

This account is used to record the amounts withheld from employee salaries and wages as well as Postal Service contribution for employees who voluntarily transfer to FERS and employees who are automatically covered by FERS and payable to the Thrift Savings Plans.

1. Balance (credit) represents the amount payable to the Thrift Savings Plan.
2. Credit entries include amounts withheld and payable to the Thrift Savings Plan.
3. Debit entries include payments to the Thrift Savings Plan.

.021 Withholding/Collection

.023 Payment/Leave Taken

.024 Retirement Incentives — Nonbargaining to Bargaining

.025 Suspense Activity — Postal Service Settlement Expense

.026 Withholding — FERS — Voluntary Transfers — Employee Share

.027 Withholding — Post 1983 Employees

.029 Postal Service Contribution/Accrual — FERS — Voluntary Transfers

.030 Withholding — FERS — Automatically Covered (Mandatory Coverage)

.031 Postal Service Contribution/Accrual — FERS — Automatically Covered (Mandatory coverage)

## **2 Liabilities**

### **22 Accrued & Payable Payroll, Taxes, and Benefits**

#### **224 Other Payroll Withholdings**

##### **22421 Retirement Contribution Special Contract Employees**

This account is used to record the Postal Service costs associated with the non-qualified deferred compensation retirement plan for special contract employee(s).

1. Balance (Credit) represents year to date deductions for non-qualified deferred compensation retirement plan for special contract employee(s) as explained above.
2. Credit entries include the current and prior period costs as explained above.
3. Debit entries include adjustments.

.183 Headquarters Personnel

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23112 IRS — Airport and Airway Tax**

This account is used to record the amount payable to the District Director, Internal Revenue Service, for Tax on line haul air transportation charges authorized by PL 91–258.

1. Balance (credit) represents the amount payable to the Internal Revenue Service.
2. Credit entries represent an estimated amount due IRS and is created by subaccount 022.
3. Debit entries are the reversal of prior periods estimate.

Note: Payments are made to IRS using expense account 53599.

.021 Withholding/Collection

.022 Postal Service Contribution/Accrual

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23131 GPO and Other — Printing**

This account is used to record amounts payable to the Government Printing Office (GPO), Bureau of Engraving and Printing (BEP), Stamped Envelope Unit (SEU), and any other U.S. government agency which provides printing services for the Postal Service.

1. Balance (credit) represents amount payable to GPO, BEP, SEU, or other U.S. government agencies for these printing services.
2. Credit entries include payables established for these printing services.
3. Debit entries include payments made to the various agencies.

Note: When the payable is established, commitment entries in the 724\_\_ series, contra 70200 are reversed.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23141 GSA and Other — Procurement**

This account is used to record amounts payable to GSA or other U.S. government agencies for purchases (other than printing).

1. Balance (credit) represents the amount payable to GSA or other U.S. government agencies.
2. Credit entries include payables established for purchases from GSA or other agencies.
3. Debit entries include payments made to the various agencies.

Note: When the payable is established, commitment account entries in the 7\_ \_ \_ \_ or 8\_ \_ \_ \_ series are reversed.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23143 GSA — FEDSTRIP Purchases**

This account is used to record amounts payable to GSA for FEDSTRIP purchases.

1. Balance (credit) represents the amount payable to GSA.
2. Credit entries include payables established for FEDSTRIP purchases from GSA.
3. Debit entries include payments made to GSA.

Note: When the payable is established, commitment account entries in the 7\_\_\_\_ or 8\_\_\_\_ series are reversed. All GSA FEDSTRIP payments are made by the St. Louis ISC using the Simplified Inter-agency Billing and Collection system (SIBAC).

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23150 Department of Labor — Unemployment Compensation**

This account is used to record amounts payable to the Department of Labor for unemployment compensation payments made to former Postal Service employees. (Contra account 51261.)

1. Balance (credit) represents the amount payable to the Department of Labor.
2. Credit entries include the estimated payable amount recorded each accounting period.
3. Debit entries include the annual payment to the Department of Labor.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23160 U.S. Treasury — Savings Bonds Sold**

This account is used to record amounts payable to the Department of the Treasury for the issue price of U.S. Savings Bonds purchased by employees under the payroll savings program.

1. Balance (credit) represents the amount payable to the Department of the Treasury.
2. Credit entries include the issue price of bonds issued by disbursing officers to employees under the payroll savings program. (Debit contra account 22410.)
3. Debit entries include accounting period deposits to the Federal Reserve Bank, made by the information service centers. (Credit contra account 11112.)

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23197 Miscellaneous — Proceeds From Cancellation of U.S. Treasury Checks**

This account is used to record receipts from canceled U.S. Treasury checks in accordance with the competitive Equality Banking Act of 1987, Public Law No. 100-86.

1. Balance (credit) represents the liability for the cancellation of Treasury checks after 10/1/89 that remain unpaid.
2. Credit entries include proceeds from cancellation of U.S. Treasury checks.
3. Debit entries represents payments for underlining liability on checks presented for payment less than 2 years after cancellation, or for items written off after 2 years to revenue.

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23198 Treasury Check Inquiry/Recertification (Payments)**

1. Balance (credit) represents amounts payable to the U.S. Department of the Treasury for the lost/stolen/destroyed check inquiry/recertification process.
2. Credits are the amount of the Treasury check when an accounts receivable is created. (Debit contra account 13199.)
3. Debits include the recertification payment. (Credit contra account 23491.)

.021 Withholding/Collection

.023 Payment/Leave Taken

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **231 U.S. Government Agencies**

##### **23199 Miscellaneous**

This account is used to record amounts payable to U.S. government agencies which cannot be classified under other payable accounts in Series 231\_\_\_. (An example would be reimbursements to OPM for reemployed annuitants)

1. Balance (credit) represents the amount payable to other U.S. government agencies.
2. Credit entries include payables established for purchases from and miscellaneous payables to other U.S. government agencies.
3. Debit entries include payments made to other U.S. government agencies.

Subaccounts Applicable to Accounts (231\_\_)

- .021 Withholding/Collection
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

##### **23200 Clearing Account — Unidentified Foreign Payables**

1. Balance (debit) represents foreign country transactions which have not been distributed to the detail payable or receivable account.
2. Debits include amounts for transactions that are not identified to the appropriate payable or receivable account.
3. Credits represent amounts identified, cleared, and processed to the detail payable or receivable account.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

##### **23201 Through 23281 — International — Payables — Descriptions**

1. Balance (credit) represents the amount payable to other countries.
2. Credits represent amounts accrued or invoiced.
3. Debits represent amounts paid or redeemed.

Individual accounts 23201 through 23281 are maintained as described in the following sections.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23201 International Postal Organization**

Balance (credit) represents amounts payable to Universal Postal Union of Americas and Spain for dues and liaison expense and amounts payable to Universal Postal Union for supplies of reply coupons, maps, and publications.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23203 Third Party Expedited Mail Contracts**

This account is used as a holding account for reimbursements due the Universal Postal Union (UPU) for payments made on behalf of foreign postal administrations to contractors for the delivery of Expedited Mail products in certain countries. This account is restricted to liabilities incurred by foreign administrations only.

1. Balance (credit or zero) represents the amounts due and payable to the UPU on behalf of foreign administrations. (Contra account is 23200.)
2. Credits represent amounts deducted from specific foreign administrations by the U.S. Postal Service and reported on general statements as accepted accounts due the United States.
3. Debits represent payments made by the U.S. Postal Service to the UPU on behalf of foreign administrations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23220 International Reply Coupons**

Balance (credit) represents amount payable to foreign countries for reply coupons issued in United States and redeemed in foreign countries.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23221 International Reply Coupons — Issued**

Balance (credit) represents the estimated amount of international reply coupons issued by the Postal Service (contra account 41199). Debit represents the value of coupons returned for redemption by other countries.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23222 International Reply Coupons — Certified**

Balance (credit) represents the value of international reply coupons returned for redemption by other countries (contra account 23221).

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23223 International Reply Coupons — Paid**

Balance (debit) represents the amount paid to other countries (contra account 23491).

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23225 Outbound Direct Entry Mail — Foreign Administrations**

This account is used to record amounts due to foreign countries for the delivery of letters, cards, and other articles by air prepared to meet foreign domestic mail standards.

Balance (credit) represents amount payable to foreign countries for the delivery of letters, cards, and other articles by air as stated above.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23226 Outbound International Business Reply Mail — Air — LC/AO**

Balance (credit) represents amount payable to foreign countries for the delivery of letters, cards, and other articles by air as stated above.

Note: Restricted to finance number 67-7890 only.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23230 Indemnity Claims**

Balance (credit) represents amounts payable to foreign countries for indemnity claims paid by them on behalf of the United States to claimants in foreign countries.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23240 Parcel Post**

This account is used to record terminal and transit charges on United States parcels dispatched to and/or in transit through foreign countries.

1. Balance (credit) represents the amount payable for the above-cited services.
2. Credit entries include the amount payable.
3. Debit entries include the amount paid.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23250 Airmail Service — Other Than Military**

This account is used to record amount accrued and payable to the foreign administration for United States nonmilitary airmail and foreign transit airmail carried by foreign air carriers from the United States.

1. Balance (credit) represents the amount payable for the above-cited services.
2. Credit entries include the amount accrued.
3. Debit entries include payments to foreign administrations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23260 Transit Charges Surface**

This account is used to record amounts accrued and payable to foreign countries for United States surface mail (other than parcel post) routed via foreign countries to other destinations.

1. Balance (credit) represents amounts due and payable for the above-cited services.
2. Credit entries include the amount payable.
3. Debit entries include the amount paid.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23261 Terminal Dues — Surface LC & AO Mail**

This account is used to record amounts payable to foreign countries for surface conveyance, sorting, and delivery of surface mail (other than parcel post) dispatched to a foreign country by surface transportation.

1. Balance (credit) represents the amount payable for the above-cited services.
2. Credit entries include the amount accrued.
3. Debit entries include payments to the foreign administrations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23262 Terminal Dues Air LC & AO Mail**

This account is used to record amounts due to foreign countries for surface conveyance, sorting and delivery of airmail (other than parcel post) dispatched to a foreign country by air transportation.

1. Balance (credit) represents the amount due and payable for the above-cited services.
2. Credit entries include the amount accrued.
3. Debit entries include payments to the foreign administrations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23263 Surface Mail Transportation — Military**

Balance (credit) represents amounts accrued and payable to foreign countries on behalf of foreign surface carriers for overland transportation of U.S. military mail within the foreign countries.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23264 International Express Mail**

This account is used to record the amount payable to foreign countries for International Expedited Mail dispatched by the United States.

1. Balance (credit) represents the amount payable to foreign countries for International Expedited Mail dispatched by the United States.
2. Credit entries include amounts payable to foreign countries. (Contra account 53264.)
3. Debit entries include adjustments

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23266 INTELPOST**

This account is used to record the amount payable to foreign countries for INTELPOST dispatched by the United States.

1. Balance (credit) represents the amount payable to foreign countries for INTELPOST dispatched by the United States.
2. Credit entries include amounts payable to foreign countries.
3. Debit entries include adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23280 Internal and Forwarding — Other Than Nonmilitary — Air**

This account is used to record amounts accrued and payable to foreign countries for internal air conveyance charges for U.S. airmail given transportation within foreign countries and onward conveyance charges for U.S. airmail transported between foreign countries.

1. Balance (credit) represents the amount payable for the above-cited services.
2. Credit entries include the amount accrued.
3. Debit entries include payments to foreign administrations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **232 Foreign Countries**

*See 23201 Through 23281 — International — Payables — Descriptions*

##### **23281 Internal and Forwarding — Military**

This account is used to record amounts accrued and payable to foreign countries for transit charges on U.S. military mail given air transportation within and between foreign countries.

1. Balance (credit) represents the amount payable for the above-cited services.
2. Credit entries include the amount accrued.
3. Debit entries include payments to foreign administrations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23310 Railroad Carriers**

Balance (credit) represents amounts accrued and payable to railroad companies for transportation of mail. The use of this account is explained in Handbook F-33.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23320 Domestic Airmail Carriers — Domestic Service**

Balance (credit) represents amounts accrued and payable to U.S. air carriers for the transportation of airmail and surface mail in the United States. The use of this account is explained in Handbook F-33.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23330 Domestic Airmail Carriers — Foreign Service — Other Than Military**

Balance (credit) represents amounts accrued and payable to U.S. air carriers for transportation of nonmilitary U.S. mail to foreign countries.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23331 Domestic Airmail Carriers — Foreign Service — Military**

Balance (credit) represents amounts accrued and payable to U.S. air carriers for transportation of military airmail to foreign countries.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23332 Domestic Airmail Carriers — Foreign Service — Nonpriority Military**

Balance (credit) represents amounts accrued and payable to U.S. air carriers for transportation of non-priority military mail between the United States and military installations overseas and between such installations.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23333 Domestic Airmail Carriers — Combat Area — Surface Parcels**

Balance (credit) represents amounts accrued and payable to U.S. carriers for transportation of surface parcels up to five pounds between the United States and combat areas overseas.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23340 Foreign Airmail Carriers — Foreign Service — Other Than Military**

Balance (credit) represents amounts accrued and payable to foreign airmail carriers for transporting nonmilitary mail to foreign countries.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

**23341 Foreign Airmail Carriers — Foreign Service — Military**  
Balance (credit) represents amounts accrued and payable to foreign airmail carriers for transporting mail to foreign countries.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23342 Foreign Airmail Carriers — Foreign Service — Nonpriority Military**

Balance (credit) represents amounts accrued and payable to foreign mail carriers for transportation of regular U.S. military mail by air.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23350 Foreign Airmail Carriers — Foreign Service — Water Transportation**

This account is used to record amounts due and payable to domestic and foreign steamship companies for the transportation of mail to foreign countries.

1. Balance (debit) represents the amount payable for above-cited services.
2. Credit entries include amounts accrued.
3. Debit entries include payments to contractors.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23360 Foreign Airmail Carriers — Foreign Service — Surface Transportation — Containers — Foreign Destinations**

This account is used to record amounts payable to forwarders of special containers from inland points to foreign destinations by surface means.

1. Balance (credit) represents the amount due and payable for the above-cited services. (Debit contra accounts 53171, Domestic Thru Service, and 53272, International Thru Service.)
2. Credit entries include amounts accrued.
3. Debit entries include payments to contractors.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **233 Carriers of Mail**

##### **23390 Foreign Airmail Carriers — Foreign Service — Highway Service**

This account is used to record amounts accrued and payable to carriers of mail, including star route contractors and mail messenger service.

1. Balance (credit) represents amounts accrued and payable, including payables which are set up at the end of an accounting period and reversed at the beginning of the following period.
2. Credit entries include amounts accrued and payable.
3. Debit entries include adjustments.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23401 Accrued Interest Payable — USPS Bonds**

This account records the amount of interest accrued on USPS bonds.

1. Balance (credit) represents the amount of interest.
2. Credit entries include accrued earned interest. (Debit contra account 58101.)
3. Debit entries include interest paid. (Credit contra account 11111.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23403 Mortgage Payable (Debt Collateralized by Mortgage — Current)**

This account is used to record the amount of principal outstanding on mortgages whose liquidation is reasonably expected within the next 13 accounting periods.

1. Balance (credit) represents current portion of mortgage principal outstanding.
2. Credit entries include increases in the current portion of long-term debt. (Debit contra account 23405.)
3. Debit entries include decreases in the current portion of long-term debt. (Credit contra account 23405.)

Note: Entries to this account are made at direction of Accounting, Headquarters.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23404 Postal Service Notes Payable to Federal Financing Bank — Current Portion**

This account is used to record the amount of principal outstanding on notes whose liquidation is reasonably expected within the next 13 accounting periods.

1. Balance (credit) represents the current portion of principal outstanding.
2. Credit entries include increases in the current portion of long-term debt. (Debit contra account 23406.)
3. Debit entries include decreases in the current portion of long-term debt. (Credit contra account 23406.)

Note: Entries to this account are at direction of Accounting, Headquarters.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23405 Mortgage Payable (Debt Collateralized by Mortgage)**

This account is used to record amounts outstanding on mortgages assumed by the Postal Service in the purchase of existing buildings.

1. Balance (credit) represents the amount outstanding on mortgages assumed.
2. Credit entries include the amount of mortgages outstanding at time of purchase. (Debit contra account 11110.)
3. Debit entries include that portion of monthly payment applicable to principal. (Credit contra account 23406.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23406 Postal Service Notes Payable to Federal Financing Bank**

This account is used to record Postal Service notes payable to Federal Financing Bank.

1. Balance (credit) represents the principal value at par of Postal Service notes outstanding.
2. Credit entries include Postal Service borrowings from the Federal Financing Bank. (Debit contra account 11110.)
3. Debit entries include Postal Service notes paid. (Credit contra account 11111.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23407 Accrued Interest Payable — Postal Service Notes Payable to Federal Financing Bank**

This account is used to record the amount of interest accrued on Postal Service notes payable.

1. Balance (credit) represents the amount of interest accrued.
2. Credit entries include accrued interest. (Debit contra account 58102.)
3. Debit entries include interest paid. (Credit contra account 11111.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23408 Postal Service Notes Payable — Short Term**

This account is used to record notes payable with maturity in one year or less.

1. Balance (credit) represents the amount of short-term notes outstanding.
2. Credit entries include Postal Service borrowing with maturity in one year or less.
3. Debit entries include payment of notes payable.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23409 USPS Bonds — Current Portion**

This account records the amount of principal outstanding on bonds where liquidation is reasonably expected to occur within 13 accounting periods.

1. Balance (credit) represents the current portion of principal outstanding.
2. Credit entries include increases in the current portion of long-term debt.
3. Debit entries include reduction in the current portion of long-term debt.

This account should be reflected on the balance sheets (U.S. Postal Service Balance Sheet, Fund Balance Sheet, and the Auditors Balance Sheet) under the caption Current Portion of Long-Term Debt on both the U.S. Postal Service Balance Sheet and the Auditors Balance Sheet. On the Fund Balance Sheet, it should be reflected under the caption Funded Liabilities. As required by the new format of the Auditors Balance Sheet, this account should be a separate line item under the caption.



## 2 Liabilities

### 23 Accounts Payable and Accruals

#### 234 Other

##### 23411 Audit Differences — Overages — Per Statements of Account

This account is used to record audit differences“over” determined by ISC examination of postmaster’s Statements of Account and Postmaster’s correction of audit differences.

1. Balance (credit/debit) represents adjustments to Postmaster’s Statements of Account that have not been recorded by the postmaster and reflected in his accountable balance.
2. Debit entries include audit differences determined by information service centers as overages in the Postmaster’s Accountability as shown on the Statements of Account.
3. Credit entries include (a) reductions in amounts determined to be accountable from postmasters (audit differences — over) account 23416 after examination of Postmaster’s Statement of Account by information service centers and (b) amounts previously debited to account 13416 and recorded by postmasters on their Statements of Account (on advice from information service centers) as audit differences — short, under account 13415.

Note: This account is assigned an account identifier code for Statements of Account reporting purposes.

.631 Statement of Differences Cash — Over

.635 Statement of Differences/Postage Inventory

.637 Statement of Differences/Bird Inventory

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23416 Audit Differences — Overages — Per ISC**

This account is used to record audit difference over per ISC.

1. Balance (debit/credit) represents adjustments to Postmaster's Statements of Account that have not been recorded by the postmaster and reflected in his accountable balance.
2. Debit entries include (a) additional amounts determined to be accountable from postmaster (audit differences — short) after examination of Postmaster's Statements of Account by information service centers (account 13416) and (b) amounts recorded by postmasters on their Statements of Account (on advice from information service centers) as audit differences — over (account 23411).
3. Credit entries include (a) reductions in amounts determined to be accountable from postmasters (audit differences — over account 23416) after examination of Postmaster's Statements of Account by information service centers and (b) amounts previously debited to account 13416 and recorded by postmasters on their Statements of Account (on advice from information service centers) as audit differences — short, under account 13415.

Note: This account is assigned an account identifier code for Statements of Account reporting purposes.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23421 Undeliverable Checks**

This account is used to record undeliverable checks.

1. Balance (credit) represents the liability for undeliverable checks which have been scheduled for deposit on SF 1185, Schedule of Undeliverable Checks for Credit to Government Accounts, and which remain unpaid.
2. Credit entries include undeliverable checks that have been scheduled for deposit on SF 1185.
3. Debit entries include payments to payees formerly listed on SF 1185 or transfer to miscellaneous revenue if over two (2) years old.

Note: Subsidiary records consist of the original SFs 1185 with appropriate notations thereon as to payments. The total unpaid items on SFs 1185 should be reconciled with the balance in this control account as of the end of each postal quarter. Differences must be identified and adjusted. Reference Handbook F-30, Reconciliation, section 180.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23423 Clearing Account for Accounts Payable Receipts**

This account is used to record undistributed accounts payable receipts.

1. Balance (credit) represents undistributed accounts payable receipts.
2. Credit entries include accounts payable receipts.
3. Debit entries include transfers to proper accounts.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23425 Property Taxes**

This account is used to record payables of property taxes to outside contractors if responsible under the lease contract and where lease has a tax escalation clause.

1. Balance (credit) represents payables of property taxes to outside contractors.
2. Credit entries include invoices and vouchers approved for payment to outside contractors. (Debit contra account 54133.)
3. Debit entries include payments made to outside contractors.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23426**

##### **Employee Relocation Payments**

This account is used to record the liability for amounts withheld from employee relocation payments to be applied to outstanding travel advance.

1. Balance (credit/debit) represents debit and credit amounts applied for employee relocation payments.
2. Credit entries include amounts applied for any outstanding advances by the Minneapolis ISC.
3. Debit entries are the San Mateo ISC posting of the actual amount calculated by the Minneapolis ISC.

Note: This is a special clearing account for employee relocation payments to be used by the Minneapolis and San Mateo ISCs only.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23428 Forfeiture and Seizure Clearing Account**

This account is used to record the portion of forfeiture and seizure funds collected which are payable to another agency.

1. Balance (credit) represents funds being held which are payable to another agency.
2. Credit entries are forfeiture and seizure funds collected and payable to other agencies.
3. Credit entries include payments to other agencies.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23429 Travel Advance and Expense Clearing Account**

This account is used to record payments received from employees to be applied to outstanding travel advances.

1. Balance: Normally zero or credit that represents funds received but not yet applied to outstanding travel advance.
2. Debit entries include payments applied to outstanding travel advances.
3. Credit entries include payments received from employees to be applied to outstanding travel advances.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23430 Miscellaneous National Accruals**

This account is used by National Accounting only to accrue for miscellaneous postal-wide liabilities.

1. Balance (credit) represents the payable or unpaid liability.
2. Credit entries include increase in the liability.
3. Debit entries include payments or reductions in the liability.

These liability accounts need to be reflected on the balance sheets (U.S. Postal Service Balance Sheet, Fund Balance Sheet, and Auditors Balance Sheet) under the caption "Current Liabilities — Compensation & Employees Benefits" on both the U.S. Postal Service Balance Sheet and Auditors Balance Sheet as required by the new format of the Auditors Balance Sheet. Each account should be a separate line-item under the caption.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23432 Commercial Off the Shelf (COTS) Miscellaneous Undistributed Receipts (Minneapolis, San Mateo, and St. Louis ISSCs)**

This account is used to record miscellaneous undistributed receipts for the COTS accounts receivable system.

1. Balance (credit) represents collections in COTS accounts receivable for which the proper credit account has not been determined.
2. Credit entries include COTS collections.
3. Debit entries include payments in COTS accounts receivable to proper accounts.

Note: Subaccount .004 for the Minneapolis ISSC, subaccount .005 for the San Mateo ISSC, and subaccount .006 for the St. Louis ISSC will be used with the above account.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23433 Procurement Payables**

This account is used to record procurement payables, for materials and services received.

1. Balance (credit) represents amounts payable.
2. Credit entries include amounts payable for materials and services received. Includes inventory items, postal and building supplies.
3. Debit entries include payments and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23434 Receipts From Collection Agency**

This account is used to record receipts from collection agency.

1. Balance (credit) represents collection from collection agencies to be applied against outstanding accounts receivable.
2. Credit entries include transfers to proper account and payments to collection agency. (Credit contra account 11111, 13311 or 13312.)
3. Debit entries include payments and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23435 Payables With Project Numbers**

This account is used to record payables with project numbers.

1. Balance (credit) represents amounts payable.
2. Credit entries include amounts payable as partial or final payments for project with project numbers assigned.
3. Debit entries include payments and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23436 Miscellaneous Undistributed Receipts**

This account is used to record miscellaneous undistributed receipts.

1. Balance (credit) represents collections for which the proper credit account has not been determined.
2. Credit entries include collections.
3. Debit entries include transfers to proper accounts.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23437 Miscellaneous Accruals and Approved Invoices**

This account is used to record miscellaneous year-end accruals. The appropriate expense account is debited in finance number detail. The data center must ensure that all expenses accrued to the prior fiscal year are applied to the prior year when payments are actually disbursed. This account must be reviewed to ensure that follow-up action is accomplished no later than A/P 04 of each fiscal year and continued on a current basis until balances are cleared.

1. Balance (credit) represents miscellaneous prior fiscal year accruals that have not been liquidated (i.e., paid, reversed).
2. Credit entries represent miscellaneous year-end accruals such as unpaid invoices or unprocessed travel vouchers.
3. Debit entries include current fiscal year payments applied against prior year accruals and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23438 Miscellaneous (Other)**

This account is used to record temporary debits and credits pending adjustment to the proper account.

Balance (debit/credit) represents temporary debits and credits arising from inter-office reciprocal differences and temporary debits and credits for which no other account is available, pending adjustment to the proper account in subsequent accounting periods.

.092 Replacement Checks

.093 Accounts Payable Miscellaneous Accounts

.094 OPAC

Note: These subaccounts are restricted to the St. Louis ISSC.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23439 Period End Accruals**

This account is used to record period end accruals. It includes "accrue and reverse" items except transportation of mail and other liabilities where the payable is to another government agency (accounts 231\_ \_). This account will not be used for fiscal year-end accruals and will have no balance at the end of the fiscal year.

1. Balance (credit) represents the estimated payable or unliquidated liability as of the end of an accounting period which is to be reversed at the beginning of the next accounting period.
2. Credit entries include the amount of unpaid purchase orders and other items that are recorded at the end of the accounting period. (Debit to contra expense accounts.)
3. Debit entries include the reversal of unliquidated liabilities which were accrued at the end of the previous period.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23441 Period End Accruals — Property, Plant, and Equipment Acquisition — Facilities**

This account is used to record amounts payable for property, plant and equipment acquisition.

1. Balance (credit) represents the amount payable for acquisition of facilities in progress. Refer to accounts 161\_\_.
2. Credit entries include invoices received for amounts payable.
3. Debit entries include amounts paid and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23442 Property, Plant, and Equipment Acquisition — Mail Processing Equipment**

This account is used to record the amounts payable for acquisition of mail processing equipment.

1. Balance (credit) represents the amount payable for acquisition of mail processing equipment. Refer to accounts 162\_\_.
2. Credit entries include amounts committed.
3. Debit entries include amounts paid and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23443 Property, Plant, and Equipment Acquisition — Motor Vehicles**

This account is used to record the amount payable for acquisition of motor vehicles.

1. Balance (credit) represents the amount payable for cost of motor vehicle acquisitions. Refer to accounts 163\_\_.
2. Credit entries include amounts committed.
3. Debit entries include amounts paid and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23444 Property, Plant, and Equipment Acquisition — Retail Equipment**

This account is used to record amounts payable for retail equipment.

1. Balance (credit) represents the amount payable for acquisition of retail equipment. Refer to accounts 164\_\_.
2. Credit entries include amounts committed.
3. Debit entries include amounts paid and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23445 Property, Plant, and Equipment Acquisition — Postal Support Equipment**

This account is used to record amounts payable for postal support equipment.

1. Balance (credit) represents the amount payable for acquisition of postal support equipment. Refer to accounts 165\_\_.
2. Credit entries include amounts committed.
3. Debit entries include amounts paid and adjustments.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23454 Cumulative Payments — Project Authorizations**

This account is used to record cumulative payments for project authorizations.

1. Balance (debit) represents cumulative payments made to outside contractors.
2. Debit entries include payments made.
3. Credit entries include adjustments.

Note: Accounts 23454 and 23455 are used in tandem in the PACS system.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23455 Project Authorizations**

This account is used to record amounts payable for project authorizations.

1. Balance (credit) represents the Postal Service liability to outside contractors, for whom payment has been authorized on Form 4211A, Facility and Fixed Mechanization Project.
2. Credit entries include payments due to outside contractors.
3. Debit entries include adjustments.

Note: Accounts 23454 and 23455 are used in tandem in the PACS system.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23456 Site Acquisition**

This account is used to record the amounts payable for site acquisition.

1. Balance (credit) represents payables for site acquisition to outside contractors.
2. Credit entries include invoices and vouchers approved for payment.
3. Debit entries include payments made.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23463 Deposits by Contractors**

This account is used to record deposits by contractors, other.

1. Balance (credit) represents (but need not be limited to) deposits by contractors for payments to the National Institute of Standards and Technology and others for testing meters and other devices for use in the postal system.
2. Credit entries include collections.
3. Debit entries include (a) cash refunds of deposits or portions of deposits, (b) cash payments of expense payable from amounts on deposit, (c) transfers to other applicable accounts of forfeited or unused deposits.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23465 Deposits for Reimbursable Work Authorization**

This account is used to record deposits for reimbursable work authorizations.

1. Balance (credit) represents deposits for reimbursable work authorizations.
2. Credit entries include collections.
3. Debit entries include (a) cash refunds of deposits or portions of deposits, (b) cash payments of expenses payable from amounts on deposit, and (c) transfers to other applicable accounts of forfeited or unused deposits.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23467 Deposits by Western Union for Mailgrams**

This account is used to record advance deposits by Western Union for Mailgrams.

1. Balance (credit) represents advance deposits by Western Union for Mailgrams.
2. Credit entries include advance deposits received from Western Union.
3. Debit entries include (a) cash refunds of deposits or portions of deposits; (b) cash payments of expenses payable from amounts on deposits; or (c) transfers to other applicable accounts of forfeited or unused deposits.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23469 Deposits by Commercial Meter Resetting System Manufacturers**

This account is used to record deposits by commercial meter resetting system manufacturers.

1. Balance (credit) represents amounts on deposit required of postage meter manufacturers to indemnify the Postal Service for erroneous or unauthorized meter settings.
2. Credit entries include incremental deposits from meter manufacturers.
3. Debit entries include refunds of deposits or portions of deposits and transfers to revenue account 41220 in cases of erroneous or unauthorized meter settings.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23480 Tort Claims**

This account is used to record the reserve for outstanding tort claims.

1. Balance (credit) represents the year-to-date reserve for outstanding tort claims.
2. Credit entries include increases in the reserve for tort claims. (Debit contra account 55215.)
3. Debit entries include decreases in the reserve for tort claims. (Credit contra account 55215.)

Note: Entries to this account are made at the direction of National Accounting, Headquarters.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23491 Miscellaneous Payments Clearing Account**

This account is used to record miscellaneous payments.

1. Balance (credit) represents the amount of postdated payments processed at the end of the accounting period.
2. Credit entries include net cash disbursements for all payments other than biweekly-weekly payrolls processed during an accounting period.
3. Debit entries include clearance to cash. (Credit contra accounts 111\_ \_.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23492 Collections by Inspectors Clearing Account**

This account is used to record collections by inspectors.

1. Balance (credit) represents amounts collected by inspectors (a) for which the proper credit account has not been determined or (b) which are being held in trust for refund or payment.
2. Credit entries include collections by inspectors.
3. Debit entries include amounts for which the Inspection Service has determined the proper account or application of the collection.

Note: Details by item of collection are maintained by the Inspection Service.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23494**

##### **Unidentified Foreign Service Collections**

This account is used to record unidentified foreign service collections.

1. Balance (credit) represents unidentified collections from foreign countries.
2. Credit entries include collections.
3. Debit entries include transfers to other applicable accounts after proper credit has been determined.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23495 Accounts Payable — Research and Development**

This account is used to record the estimated cost of research and development.

1. Balance (credit) represents the liability for the estimated cost of services rendered by contractors not yet paid as of the end of an accounting period, which is to be reversed when paid.
2. Credit entries include the liability for estimated cost of service rendered by contractors not yet paid at the end of the accounting period.
3. Debit entries include the reversal of the unliquidated obligations which were accrued at the end of the previous accounting period.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23496 Holding Account — Seizure and Forfeiture**

This account is used to track cash deposits resulting from the Seizure and Forfeiture Law. This account will be used as a holding account pending the court adjudication of the case. Upon adjudication, reversal entries are made to account 44033 to recognize the revenue, or credit to account 11110 for the refund of cash.

1. Balance (credit) represents cash deposits by the Inspection Service pending the Adjudication.
2. Credit entries include cash deposits.
3. Debit entries represent reversal of the liability upon adjudication by the court. (Credit contra account 44033 or 11110.)

Note: Only the Inspection Service, Headquarters controls and uses this account.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23498 First-Class Calling Cards**

This account is used to record First-Class calling card receipts and is applicable only to AIC 099.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **234 Other**

##### **23499 Accounts Payable — Suspense**

This account is used to record unclassified items resulting from incomplete or omitted account numbers.

Balance (debit/credit) represents unclassified items resulting from incomplete or omitted account numbers in data entered into accounting system. Such items should be identified and charged to the proper accounts with offsetting debit/credit to account 23499 so that the account will show a zero balance at the close of the accounting period.

.326 Disbursements Sent to San Mateo ISC

.426 Disbursements Paid for Field Offices

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23801 Reciprocal Account — Office of Personnel Management**

This account is used to record the cumulative amounts of retirement deductions withheld from salaries of employees presently on the rolls in the Postal Service. This account is reciprocal to an account "Active Accounts in Agencies", maintained in the Office of Personnel Management.

1. Balance (debit) represents the cumulative amounts of retirement deductions withheld from salaries of employees. The balance in this account will equal the sum of the credit balance in accounts 23802 and 23803.
2. Debit entries include: (a) deductions currently withheld from payrolls payable to employees, reflected on the individual earnings records (credit contra account 23803), (b) cumulative balances shown on SF 2806, Individual Retirement Records, and listed on transfer registers for employees who transfer-in from areas served by another ISC. (Credit contra account 23802.)
3. Credit entries include cumulative balance as shown on SF 2806, Individual Retirement Records, and listed on separation or transfer register for employees separated from the Postal Service or transferred to areas served by another information service center. (Debit contra account 23802.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23802 Deductions — SF 2806**

This account is used to record all prior calendar years' retirement deductions withheld from salaries of employees presently on the rolls in the Postal Service as recorded on SF 2806, Individual Retirement Records.

1. Balance (credit) represents the gross amount of retirement deductions accumulated during prior calendar years. The balance in this account, at the close of the calendar year, must equal the total of accumulated balances on all SFs 2806.
2. Credit entries include (a) cumulative balances as shown on SF 2806 and listed on transfer registers for employees who transfer in from areas served by another information service center (debit contra account 23801) and (b) deductions withheld from payrolls paid during the calendar year, which are posted to SF 2806 from individual earnings records at the close of the calendar year or during the calendar year for employees separated from the Postal Service, transfer out, or transfer within. (Debit contra account 23803.)
3. Debit entries include cumulative balances as shown on SF 2806 and listed on separation or transfer registers from employees separated from the Postal Service or transfer-out to areas served by another information service center. (Credit contra account 23801.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23803 Deductions — Individual Earnings Records**

This account is used to record current calendar year's retirement deductions withheld from salaries of employees presently on the rolls in the Postal Service as recorded on individual earnings records.

1. Balance (credit) represents the retirement deductions withheld from salaries during the current calendar year. The balance in this account at the close of the calendar year represents the deductions withheld on payrolls payable in the following year and to be included on the individual earnings records for the following year.
2. Credit entries include deductions currently withheld from payrolls payable to employees, reflected on the individual earnings records. (Debit contra account 23801.)
3. Debit entries include deductions withheld from payrolls paid during the current calendar year, which are posted to SF 2806 at the close of the calendar year, or during the calendar year for employees separated from Postal Service, transfer-out, or transfer-within. (Credit contra account 23802.)



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23807 FERS — Reciprocal Account — OPM**

This account is used to record the cumulative amount of retirement deductions withheld from salaries of employees presently on the rolls of the Postal Service and covered by the Federal Employees Retirement System.

Balance (debit) represents the cumulative amounts of retirement deductions withheld from salaries of employees. The balance in this account will equal the sum of the credit balance in accounts 23808 and 23809.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23808 FERS — Deductions — SF 2806**

This account is used to record all prior calendar year's retirement deductions withheld from salaries of employees presently on the rolls of the Postal Service and covered by the Federal Employees Retirement System.

Balance (credit) represents the gross amount of retirement deductions accumulated during prior years. The balance in this account at the close of the calendar year must equal the total of accumulated balances on SFs 2806 which pertain to FERS employees.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23809 FERS — Individual Earnings Records**

This account is used to record the current calendar year's retirement deductions withheld from salaries of employees presently on the rolls in the Postal Service and covered by the Federal Employees Retirement System.

Balance (credit) represents the retirement deductions withheld from salaries during the current calendar year. The balance in this account at the close of the calendar year represents to be included on the individual earnings records for the following year.

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23831 Civil Service Retirement for Post-1956 Military Service — Reciprocal Account — OPM**

This memo payable account is used to record the cumulative deposits for the purchase of retirement credit for post-1956 military service (PL 97–346). This account is reciprocal to an account entitled “Active Accounts in Agencies” maintained in the Office of Personnel Management.

1. Balance (debit) represents the accumulation of all deposits for the purchase of retirement credit for post-1956 military service (PL 97–346). The balance in this account will equal the sum of the credit balances in accounts 23832 and 23833.
2. Debit entries include: (a) Deposits from employees. (Credit contra account 23833) (b) Cumulative balances shown on Special SF 2806, Individual Retirement Records, and listed on transfer registers for employees. (Credit contra account 23832.)
3. Credit entries include cumulative balances shown on Special SF 2806, Individual Retirement Records, and listed on separation or transfer registers for employees who separate from the Postal Service. (Debit contra account 23832.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23832 Civil Service Retirement for Post-1956 Military Service — Special SF 2806**

This memo account is used to record the gross amount of deposits made in calendar year 1983 and subsequent complete calendar years, as recorded on the Special SF 2806, Individual Retirement Records, which is prepared at year-end.

1. Balance (credit) represents the cumulative amount of all deposits made in calendar year 1983 and subsequent complete calendar years. At the close of the calendar year, the balance in this account must equal the total of accumulated balances on all Special SFs 2806.
2. Credit entries include deposits made during the calendar year and posted to the Special SFs 2806 at the close of the calendar year or during the calendar year in cases where employees separate from the Postal Service (debit contra account 23833).
3. Debit entries include cumulative balances shown on the Special SFs 2806 and listed on separation or transfer registers for employees who separate from the Postal Service. (Credit contra account 23831.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23833 Civil Service Retirement for Post-1956 Military Service — OPM Form 1514, Military Deposit Worksheet**

This memo account is used to record deposits made during the current calendar year. Any balance in this account at the close of the calendar year should be the retirement deposits from payrolls to be paid in the following year. Prior year deposits should be transferred to account 23832.

1. Balance (credit) represents deposits made during the current calendar year for employees still active on the employee master file.
2. Credit entries include all deposits made during the current calendar year. (Debit contra account 23831.)
3. Debit entries include all deposits made during the current calendar year, which are posted to the Special SF 2806 at the close of the calendar year, or during the calendar year in cases where employees separate from the Postal Service. (Credit contra account 23832.)

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23835 FERS — Retirement for Post-1956 Military Service — Reciprocal Account — OPM**

This memo payable account is used to record the cumulative deposits for the purchase of FERS retirement credit for post-1956 military service (PL 97–346). This account is reciprocal to an account entitled “Active Accounts in Agencies” maintained in the Office of Personnel Management.

1. Balance (debit) represents the sum of the accumulation of all deposits for the purchase of retirement credit for post-1956 military service (PL 97–346). The balance in this account will equal the sum of the credit balances in accounts 23836 and 23837.
2. Debit entries include: (a) Deposits from employees (credit contra account 23837). (b) Cumulative balances shown on Special SF 2806, Individual Retirement Records, and listed on transfer registers for employees (credit contra account 23836).
3. Credit entries include cumulative balances shown on Special SF 2806 and listed on separation registers for employees who separate from the Postal Service (debit contra account 23836).

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23836 FERS — Retirement for Post-1956 Military Service — Deductions — Special SF 2806**

This memo account is used to record the gross amount of deposits made in the calendar year 1983 and subsequent complete calendar years as recorded on the special SF 2806, Individual Retirement Records, which is prepared at year-end.

1. Balance (credit) represents the cumulative amount of all FERS deposits made in calendar year 1983 and subsequent complete calendar years. At the close of the calendar year, the balance in this account must equal the total of accumulated FERS balances on all special SFs 2806.
2. Credit entries include deposits made during the calendar year and posted to the special SF 2806s at the close of the calendar year in cases where employees separate from the Postal Service (debit contra account 23837).
3. Debit entries include cumulative balances shown on special SF 2806s and listed for employees who separate from the Postal Service.



## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23837 FERS — Retirement for Post-1956 Military Service — OPM Form 1514, Military Deposit Worksheet**

This account is used to record FERS deposits made during the current calendar year. Any balance in this account at the close of the calendar year should be the FERS deposits from payrolls to be paid in the following year. Prior year deposits should be transferred to account 23836.

1. Balance (credit) represents deposits made during the current year for employees still active on the employee master file.
2. Credit entries include all FERS deposits made during the current calendar year (debit contra account 23835).
3. Debit entries include all deposits made during the current calendar year, which are posted to the special SF 2806 at the close of the calendar year or during the same calendar year in cases where employees separate from the Postal Service (credit contra account 23836).

## **2 Liabilities**

### **23 Accounts Payable and Accruals**

#### **238 Memo Payable Accounts — Civil Service Retirement and Disability Fund**

##### **23851 Through 23853 — Vending Machine Commissions**

These accounts are used to record commissions from the operation of vending machines on federal property.

1. Balance (credit) represents undistributed commissions from vending machines received by postal installations.
2. Credit entries include commissions received by Postmaster or other installation heads.
3. Debit entries include (a) commissions distributed to the local Postal Social and Recreation Committee and (b) commissions distributed to the state of licensing agency.

Note: Separate accounts are maintained as follows:

<b>23851</b>	<b>Received</b>
<b>23852</b>	<b>Disbursed to Social and Recreation Committee</b>
<b>23853</b>	<b>Disbursed to State Licensing Agency</b>

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **241 Postage Stock Accountability**

##### **24100 In Post Office**

This account is used to record post office stamp accountability.

1. Balance (debit) represents the value of postage stock (stamps and stamped paper) on hand at post offices.
2. Debit entries include postage stock received at post offices as entered on Statements of Account. Reference A/C 41111 and related account identifier code. (Credit contra account 24101.)
3. Credit entries include (a) postage stock shipped (debit contra account 24101), (b) postage stock sold, which is the net credit of accounts 41110 through 41118, and (c) postage stock destroyed and approved losses. (Debit contra account 24102.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **241 Postage Stock Accountability**

##### **24101 In Transit to Post Office**

This account is used to record postage stock in transit to post offices.

1. Balance (debit) represents postage stock shipped to post offices but which has not been received.
2. Debit entries include (a) postage stamps shipped, as shown by listing and magnetic tape received from Bureau of Engraving and Printing (BEP); (b) transfer advices from Headquarters for air letter sheets, plastic containers, international reply coupons, postage stock transferred from other areas, and postal cards shipped from the Government Printing Office, as shown by listing and magnetic tape; (c) summaries of shipments (hard copy and electronic data transmissions) of plain stamped envelopes from the Stamped Envelope Unit; (d) postage stock shipped from Stamp Distribution Offices (SDO), as shown by filled requisitions; and (e) postage stamps, if any, shipped to CAG A–G post offices from other post offices as requested by Headquarters.
3. Credit entries include postage stock received at post offices as entered on Statements of Account. (Debit contra account 24100.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **241 Postage Stock Accountability**

##### **24102 Reserve for Valuation**

This account is used to record the difference between the cost and selling price of postage stock.

1. Balance (credit) represents the difference between the cost and selling price of postage stock on hand. The cost is deducted from inventory accounts (carried at selling price) for balance sheet purposes. Note: Since inventory cost valuation has not yet been established, the reserve is currently shown at the full selling price.
2. Credit entries include: (a) Headquarters transfer advices sent to information service center for the selling price of postage stock shipped from other areas and the Government Printing Office (debit contra account 24101). (b) Stamps shipped to the Stamp Distribution Offices (SDO) from Bureau of Engraving and Printing and plain stamped envelopes from the Stamped Envelope Unit. (Debit contra account 24101.)
3. Debit entries include (a) stamps sold by post offices and (b) approved stamp losses. (Credit contra account 24100.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **243 Migratory Bird Hunting and Conservation Stamp Accountability**

##### **24300 Post Offices**

This account is used to record post office Migratory Bird Hunting non-postage stamp accountability.

1. Balance (debit) represents the value of Migratory Bird Hunting Stamps on hand at post offices.
2. Debit entries include nonpostage stamps received at post offices as entered on Statements of Account. (Account 27111 contra credit to 24301.)
3. Credit entries include (a) stock shipped to other post offices, account 27115, (debit contra account 24301); (b) sales at post offices, which is the net credit of accounts 27110 — 27115; and (c) stock destroyed and approved losses. (Debit contra account 24302.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **243 Migratory Bird Hunting and Conservation Stamp Accountability**

##### **24301 In Transit to Post Offices**

This account is used to record value of Migratory Bird Hunting non-postage stamp accountability.

1. Balance (debit) represents Migratory Bird Hunting Stamps that have been shipped to post offices, but which have not been received.
2. Debit entries include Migratory Bird Hunting Stamps shipped from Bureau of Engraving and Printing (BEP), as shown by listing and magnetic tape received from BEP, and transferred in from other areas.
3. Credits include Migratory Bird Hunting Stamps received at post offices, as shown on Statements of Account, account 27111. (Debit contra account 24300.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **243 Migratory Bird Hunting and Conservation Stamp Accountability**

##### **24302 Reserve for Valuation**

This account is used to record Migratory Bird Hunting and Conservation Stamp accountability.

1. Balance (credit) represents the difference after consolidated national trial balances between the cost and selling price of stamps on hand and is deducted from inventory accounts (carried at selling price) for balance sheet purposes.

Note: Since inventory cost valuation has not yet been established, the reserve is currently shown at the full selling price.

2. Credit entries include (a) Headquarters transfer advice sent to information service centers for the selling price of Migratory Bird Stamps shipped between areas and the Government Printing Office (debit contra account 24301) and (b) stamps shipped to the Stamp Distributing offices from Bureau of Engraving and Printing. (Debit contra account 24301.)
3. Debit entries include (a) summaries of stamps sold by post offices and (b) stamp losses claimed. (Credit contra account 24300.)



## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **244 Public Service Products — Food Coupon Accountability**

##### **24400 Post Offices**

This account is used to record post office food coupon accountability.

1. Balance (debit) represents the value of food coupons on hand at post offices.
2. Debit entries include food coupons received at post offices as entered on Statements of Account. (Credit contra account 24401.)
3. Credit entries include food coupons shipped. (Debit contra account 24401.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **244 Public Service Products — Food Coupon Accountability**

##### **24401 In Transit to Post Offices**

This account is used to record post office food coupon accountability shipped to other offices.

1. Balance (debit) represents the value of food coupons that have been shipped to post offices, but which have not been received.
2. Debit entries include food coupons shipped by the Department of Agriculture as shown by magnetic tape and listing received from USDA contractor.
3. Credit entries include food coupons received at post offices as shown on Statements of Account. (Debit contra account 27211.)

## **2 Liabilities**

### **24 Inventory Valuation Contra**

#### **244 Public Service Products — Food Coupon Accountability**

##### **24402 Reserve for Valuation — Credit**

This account is used to record food coupon accountability reserve.

1. Balance (credit) represents the face value of food coupon inventory.
2. Credit entries include transfer advices, magnetic tape and listings sent to information service centers for the certified amounts of coupons shipped from USDA contractor and other sources.
3. Debit entries include summaries of food coupons issued by post offices or returned to USDA. (Contra credit account 24400.)

## **2 Liabilities**

### **25 Prepayments — Deferred Revenue**

#### **251 Estimated Postage in Hands of Public**

##### **25111 Prepayment of Postage**

This account is used to record the estimated amount for prepayment of postage.

1. Balance (credit) represents the revenue collected from the public for postage sold for which service has not been rendered by the Postal Service.
2. Debits and credits reflect evaluation adjustments of the deferred liability. (Debit or credit contra account 41199.)

## **2 Liabilities**

### **25 Prepayments — Deferred Revenue**

#### **252 Box Rent Prepayment**

##### **25220 Deferred Box Rent**

This account is used to record prepayment of box rent.

1. Balance (credit) represents the revenue received in advance for use of post office boxes.
2. Credit entries include box rents collected in advance.
3. Debit entries include prior period collections transferred to revenue. (Credit contra account 43320.)

Note: The balance in this account will be reviewed periodically to determine whether changes should be made in the amount credited to revenue each accounting period.

.115 Box Rent and Caller Service

## **2 Liabilities**

### **25 Prepayments — Deferred Revenue**

#### **252 Box Rent Prepayment**

##### **25221 Deferred Official Mail Revenue**

This account is used to record Official Mail "OPAC" revenue.

1. Balance (credit) represents the deferred revenue carried over from the prior accounting period.
2. Credit entries represent revenue deferred for the next accounting period.
3. Debit entries represent the reversal of revenue deferred during the prior accounting period.

Note: "OPAC" is the on-line Payment and Collections Treasury/Postal Service program for the collection of Official Mail Revenue. These collections are made on the first working day of each calendar month; however, Official Mail Revenue is picked up on an accounting period basis.

## 2 Liabilities

### 25 Prepayments — Deferred Revenue

#### 253 Deposits With Postmasters (Trust)

##### 25311 Trust Funds Received and Trust Funds Withdrawn

This account is used to record trust funds received and trust funds withdrawn by postmasters. This account is assigned an account identifier code for Statements of Account purposes.

1. Balance (credit) represents unapplied advance deposits that have been made with postmasters by customers for mailing and other purposes.
2. Credits include amounts received by postmasters and entered on their Statements of Account.
3. Debits entries include amounts withdrawn by postmasters and entered on their Statements of Account.

Note: Subsidiary records consists of the trust fund balances shown on the reverse of the Statements of Account and maintained in post offices.

- .049 Trust Funds Received — Reserve Stock Overage
- .050 Trust Funds Received — COD Funds
- .051 Trust Funds Received — Periodicals Advance Deposits
- .052 Trust Funds Received — Permit Imprint Additional Postage
- .053 Trust Funds Received — Postage Due/Business Reply Advance Deposits
- .054 Trust Funds Received — Customers Collections
- .055 Trust Funds Received — Expedited Mail Advance Deposits
- .056 Trust Funds Received — PBC Advance Deposits
- .057 Trust Funds Received — Employee Overage
- .058 Trust Funds Received — Telephone Tax
- .059 Trust Funds Received — On Site Meter Fees Advance Deposit
- .060 Trust Funds Received — Conditional Permit
- .061 Trust Funds Received — Miscellaneous
- .062 Trust Funds Received — Money Order
- .063 Trust Funds Received — Military Post Office Overage
- .064 Trust Funds Received — Prior Year
- .065 Trust Funds Received — Canceled Symbol 9500 Checks
- .066 Trust Funds Received — First Day Cover
- .067 Trust Funds Received — First Day Cover Expense
- .068 Trust Funds Received — Reserved
- .070 Trust Funds Received — First-Class Presort Advance Deposits

- .071 Trust Funds Received — Special Fourth-Class Presort Advance Deposits
- .072 Trust Funds Received — Awaiting Statement of Difference — Banking
- .073 Trust Funds Received — Residual Pieces/Disqualified Metered Mailings Advance Deposits
- .074 Trust Funds Received — Customer Meter Advance Deposits
- .075 Trust Funds Received — Advance Deposit Refunds Awaiting Payment
- .076 Trust Funds Received — Statement of Difference Unresolved
- .077 Trust Funds Received — CAG H-L Deposits
- .079 Trust Funds Received — Lobby Service Collections
- .325 Prepay Deposits with Postmasters — San Mateo ISC
- .425 National Trust Fund Offset — Permit Sites
- .445 National Trust Fund Offset — San Mateo ISC
- .449 Trust Funds Withdrawn — Reserve Stock Overage
- .450 Trust Funds Withdrawn — COD Funds
- .451 Trust Funds Withdrawn — Periodicals Advance Deposits
- .452 Trust Funds Withdrawn — Permit Imprint Additional Postage
- .453 Trust Funds Withdrawn — Postage Due/Business Reply Advance Deposits
- .454 Trust Funds Withdrawn — Customers Collections
- .455 Trust Funds Withdrawn — Expedited Mail Advance Deposits
- .456 Trust Funds Withdrawn — PBC Advance Deposits
- .457 Trust Funds Withdrawn — Employee Overage
- .458 Trust Funds Withdrawn — Telephone Tax
- .459 Trust Funds Withdrawn — On Site Meter Fees Advance Deposit
- .460 Trust Funds Withdrawn — Conditional Permit
- .461 Trust Funds Withdrawn — Miscellaneous
- .462 Trust Funds Withdrawn — Money Order
- .463 Trust Funds Withdrawn — Military Post Office Overage
- .464 Trust Funds Withdrawn — Prior Year
- .465 Trust Funds Withdrawn — Canceled Symbol 9500 Checks
- .466 Trust Funds Withdrawn — First Day Cover
- .467 Trust Funds Withdrawn — First Day Cover Expense
- .468 Trust Funds Withdrawn — Reserved
- .470 Trust Funds Withdrawn — First-Class Presort Advance Deposits
- .471 Trust Funds Withdrawn — Special Fourth-Class Presort Advance Deposits



- .472 Trust Funds Withdrawn — Awaiting Statement of Difference — Banking
- .473 Trust Funds Withdrawn — Residual Pieces/Disqualified Metered Mailings Advance Deposits
- .474 Trust Funds Withdrawn — Customer Meter Advance Deposits
- .475 Trust Funds Withdrawn — Advance Deposit Refunds Awaiting Payment
- .476 Trust Funds Withdrawn — Statement of Difference Unresolved
- .477 Trust Funds Withdrawn — CAG H-L Deposits
- .479 Trust Funds Withdrawn — Lobby Service Collections

## **2 Liabilities**

### **25 Prepayments (Deferred Revenue)**

#### **253 Deposits With Postmasters (Trust)**

##### **25312 Field Disbursements**

This account is used to record trust funds withdrawn by postmasters for field disbursements. This account is assigned account identifier codes for Statement of Account purposes.

.326 Disbursements Sent to San Mateo ISC

.426 Disbursements Paid for Field Offices

The above AICs are not trust/suspense AICs.

Standard Field Accounting Offices will use AIC 326 to offset entries withdrawn from trust. The entries withdrawn from trust will be entered in the APARS II system to be paid at the San Mateo ISC. When bills are paid by the San Mateo ISC, AIC 426 will be used as the balancing entry.

.504 Credit Card On-Line Services Offset

## **2 Liabilities**

### **25 Prepayments (Deferred Revenue)**

#### **253 Deposits With Postmasters (Trust)**

##### **25313 Credit Card Offset**

This account is used to offset credit card sales via on-line computer services.

1. Balance (credit) is offset for credit card sales.
2. Credit entries are amounts reported in AIC 504.
3. Debit entries are adjustments.

.504 Credit Card On-Line Service Offset.

Note: Account 25313.504 Credit Card On-Line Service Offset will not be included in the calculation for gross revenue.

## **2 Liabilities**

### **25 Prepayments (Deferred Revenue)**

#### **253 Deposits With Postmasters (Trust)**

##### **25321 Out/Subleasing Program — Rental Deposits**

This account is used to record rental deposits for the last month of a lease.

1. Balance (credit) represents prepaid rent for the last month of a lease.
2. Credit entries include funds received.
3. Debit entries record the cancellation of the liability upon lease termination. (Credit contra account 54951 or 54953.)

## **2 Liabilities**

### **25 Prepayments (Deferred Revenue)**

#### **253 Deposits With Postmasters (Trust)**

##### **25326 Prepayment Gift Certificates Issued**

This account is used to record the funds received from the sale of gift certificates.

1. Balance (credit) represents gift certificates issued to customers.
2. Credit entries are amounts reported in AIC 159.
3. Debit entries include adjustments.

## **2 Liabilities**

### **25 Prepayments (Deferred Revenue)**

#### **253 Deposits With Postmasters (Trust)**

##### **25327 Prepayment Gift Certificates Redeemed**

This account is used to record gift certificates redeemed at post offices.

1. Balance (debit) represents the amount of gift certificates redeemed at post offices.
2. Debit entries are amounts entered in AIC 567.
3. Credit entries include adjustments.

Note: The above accounts and AICS are applicable only to Standard Field Accounting Post Offices in Arkansas, New Orleans, Oklahoma, San Antonio, Fort worth, Houston, and Dallas.

## **2 Liabilities**

### **25 Prepayments (Deferred Revenue)**

#### **254 Free and Reduced Rate Mail**

##### **25412 Advanced Deposits From the Department of the Treasury**

This account is used to record advanced deposits from the Department of the Treasury for free and reduced rate mail.

1. Balance (credit) represents advances by the Department of the Treasury for free and reduced-rate mail service.
2. Credit entries include advances received.
3. Debit entries include the accrual established each accounting period. (Credit contra account 41431.)

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26111 Reserve for Contingent Liabilities**

This account is used to record the estimated Postal Service liability for outstanding litigations. These entries are booked at the direction of National Accounting, Headquarters.

1. Balance (credit) represents the estimated Postal Service liability for outstanding litigations.
2. Credit entries reflect increases in the provision for legal contingencies. (Contra account 56651.)
3. Debit entries include adjustments to the reserve for contingent liabilities.



## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26112 ABC Pay Anomaly**

This account is used to record accrued liability for salary adjustments of employees in steps A, B, and C who were promoted and receive less pay than those who had not been promoted.

1. Balance (credit) represents the estimated liability for pay adjustments relating to ABC pay anomaly.
2. Debit entries include payment to employees affected by the anomaly.
3. Credit entries include adjustments to the accruals.

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26115 Revolving Fund — Reserve**

This account is used to record the reserve amount due the Department of the Treasury for the \$5,000,000 appropriated by Congress to maintain a revolving fund for advance payments to U.S. Flag International Air Carriers for mail transportation services performed by foreign countries.

1. Balance (credit) represents the reserve amount due the Department of the Treasury.
2. Credit entries include the original \$5,000,000 appropriated in 1975 to record the liability for the fund. (Contra account 15150.)
3. Debit entries include payments to Treasury.

Note: Additional credit entries would arise from an increase of the appropriation to the revolving fund by Congress.

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26121 Unused Accrued Annual Leave**

This account is used to record the unused accrued liability of the Postal Service for balances of annual leave hours accumulated as reflected on individual leave records. At the end of each leave year (the first pay period ending in January of each year), the balance of this account will be adjusted to the actual leave liability as calculated from individual annual leave carry-over balances multiplied by individual hourly rates of pay.

1. Balance (credit) represents the unused/accrued annual leave liability of the Postal Service.
2. Credit entries to account 26121.022 include the annual leave expense accrued each accounting period. (Debit contra account 51141.)
3. Debit entries to account 26121.023 include the amount of annual (including terminal) leave taken. Credits will be to contra accounts 22100 or 11111 for leave paid in cash.

Note: Extraordinary adjustments of annual leave due to effect of pay increase or other extraordinary causes are also included in this account.

- .020 PCES and EAS Annual Leave Sell Back
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26123 Holiday Leave**

This account is used to record the liability for the cost of holiday leave accrued and not yet paid.

1. Balance (credit) represents the holiday leave liability.
2. Credit entries to account 26123.022 include the estimated holiday leave expense which is accrued each accounting period. (Debit contra account 51142.)
3. Debit entries to account 26123.023 include the cost of holiday leave actually paid. Credit contra account 22100 for accrued payroll or account 11111 for leave paid in cash.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26124 Fair Labor Standards Act**

This account is used to record the liability of the Postal Service for the cost of Fair Labor Standards Act (FLSA) expenses accrued but not paid. Includes retroactive pay adjustments from the date of enactment, May 1, 1974.

1. Balance (credit) represents FLSA liability.
2. Credit entries include retroactive pay adjustments accrued. (Debit contra account 51335.)
3. Debit entries include FLSA payments.

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **26 Other Liabilities**

#### **261 Miscellaneous**

##### **26130 Unidentified Remittances Received**

This account is used to record unidentified remittances that need to be reclassified to the proper receivable account(s).

1. Balance (credit) represents the amount to be reclassified into the proper receivable account(s).
2. Credit entries include unidentified remittances as mentioned above.
3. Debit entries include the amount of the identified remittances. (Credit account(s) in the 134xx series.)

Note: This account is restricted for use of the MNISC only.

## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

##### **26201 Postal Service Bonds**

This account is used to record the par value of Postal Service Bonds issued and outstanding.

1. Balance (credit) represents par value of bonds outstanding.
2. Credit entries include Postal Service Bonds issued to the U.S. Treasury or to the public. (Contra account 11110.)
3. Debit entries include redemption of bonds. (Contra account 11111.)

## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

##### **26211 Retirement Benefits**

This account is used to record amounts payable to the Office of Personnel Management over a 30-year period relating to Postal Service pay increases from 7/1/71. Entries to this account will be made at the direction of Accounting, Headquarters.

1. Balance (credit) represents amount payable to OPM.
2. Credit entries include increases in the unfunded retirement liability due to Postal Service pay increases as computed by OPM. (Debit contra account 15241.)
3. Debit entries include estimated amounts which will be paid in current year and adjusted upon receipt of invoice from OPM. (Credit contra account 22241.022.)



## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

##### **26212 FERS**

This account is used to record amounts payable to OPM for increases in the unfunded retirement liability of FERS.

1. Balance (credit) represents the outstanding unfunded liability payable to OPM.
2. Credit entries include increases in the unfunded liability for FERS.
3. Debit entries include estimated amounts which will be paid in the current year and adjusted upon receipt of invoice from OPM.

Note: Entries to this account are made at the direction of National Accounting, Headquarters.

## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

##### **26213 Retirement Benefits — COLA — Retirees**

This account is used to record the long-term liability payable to OPM for retirees COLA. Entries to this account are made at the direction of National Accounting, Headquarters.

1. Balance (credit) represents the outstanding long-term liability payable to OPM for retirees COLA.
2. Credit entries include increases in the long-term liability for retirees COLA.
3. Debit entries include estimated amounts which will be paid in the current year and adjusted upon receipt of invoice from OPM.

## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

##### **26214 Special Assessments Payable — Annuitant COLAs — Noncurrent Portion**

This account is used to record the principal portion of the noncurrent liability for special assessments payable for annuitant COLAs.

1. Balance (credit) represents the noncurrent portion of principal outstanding.
2. Credit entries include increases in the noncurrent portion of special assessment payable.
3. Debit entries include payments and other reductions in the noncurrent portion of special assessment payable.

## **2 Liabilities**

### **26 Other Liabilities**

#### **262 Long-Term Indebtedness**

##### **26215 Special Assessments Payable — Annuitant Health Benefits — Noncurrent Portion**

This account is used to record the principal portion of the noncurrent liability for special assessments payable for annuitant health benefits.

1. Balance (credit) represents the noncurrent portion of principal outstanding.
2. Credit entries include increases in the noncurrent portion of special assessment payable.
3. Debit entries include payments and other reductions in the noncurrent portion of special assessment payable.

These liability accounts need to be reflected on the balance sheets (U.S. Postal Service Balance Sheet, Fund Balance Sheet, and Auditors Balance Sheet) under the caption Deferred Retirement Costs on both the U.S. Postal Service Balance Sheet and Auditors Balance Sheet and under the Funded Liabilities caption on the Fund Balance Sheet. As required by the new format of the Auditors Balance Sheet, this account should be a separate line-item under the caption.

## **2 Liabilities**

### **26 Other Liabilities**

#### **263 Unfunded Liabilities**

##### **26302 Accrued Annual Leave — Former Post Office Department**

This account is used to record the remaining unfunded liability for unused annual leave earned prior to July 1, 1971, by employees of the former Post Office Department (POD).

1. Balance (debit) represents the remaining unfunded annual leave liability.
2. Credit entries include adjustments to correct errors.
3. Debit entries include Congressional Appropriations to fund the remaining liability.

.001 Balance, Beginning of Year

.005 Prior Year Adjustments — FY 1970 and Prior

.022 Postal Service Contribution/Accrual

.023 Payment/Leave Taken

## **2 Liabilities**

### **26 Other Liabilities**

#### **263 Unfunded Liabilities**

##### **26311 Postage in Hands of Public — Former Post Office Department**

This account is used to record the estimated liability of the former Post Office Department (POD) for revenue collected for postage that was sold to the public prior to July 1, 1971, and for which nonservice has been performed.

1. Balance (debit) represents the remaining liability of the Former POD for postage in the hands of the public.
2. Credit entries include upward adjustments to the June 30, 1971, balance.
3. Debit entries include portions of the June 30, 1971, balance that have been funded through Congressional appropriations.

.001 Balance, Beginning of Year

.003 Prior Year Adjustments — FY 1971 and Subsequent

.005 Prior Year Adjustments — FY 1970 and Prior

## **2 Liabilities**

### **26 Other Liabilities**

#### **263 Unfunded Liabilities**

##### **26312 Other — Capital Leases Payable**

This account is used to record the amount of principal outstanding on capital leases.

1. Balance (credit) represents unliquidated portion of capital lease principal outstanding.
2. Credit entries include adjustments to increase capital lease principal outstanding. (Debit contra account 15305.062.)
3. Debit entries include periodic reductions in capital lease principal outstanding.

- .001 Balance, Beginning of Year
- .005 Prior Year Adjustments, FY 1970 and Prior
- .022 Postal Service Contribution/Accrual
- .023 Payment/Leave Taken
- .032 Lease Payments
- .033 Lease Reductions

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

##### **27110 Through 27119 — Migratory Bird Hunting Stamps Sold — Descriptions**

Accounts in the 2711\_ series are used to record Migratory Bird Hunting Stamp accountability.

1. 1. Balance (credit) represents the amount payable to the Interior Department of Migratory Bird Hunting Stamps sold.
2. 2. Credit entries include (a) stamp inventories at post offices and the Philatelic Agency at the beginning of a period and (b) stamps received during a period, as shown on Statements of Account.
3. 3. Debit entries include (a) payments to the Interior Department; (b) stamp inventories at the end of a period; (c) the amount of claims filed by postmasters for stamps lost; (d) credit claimed for stamps destroyed or returned by post offices; and (e) stamps sent to other post offices, as shown on Statements of Account.

Note: With the exception of transfers to Headquarters (Minneapolis Accounting Service Center) and payments to Interior Department by Accounting, Headquarters, entries in this account will generally require that debits and credits also be shown in the self-balancing group of stamp accountability (243xx series of accounts). Balances in this account will be transferred to Headquarters (Minneapolis Accounting Service Center) at the end of postal quarter (PQ) III and also when the PQ III audit adjustments are registered.



## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27110 Migratory Bird Stock — Beginning Period**

This account is used to record the value of Migratory Bird stock beginning inventory. This account is assigned an account identifier code for Statements of Account purposes.

1. Balance (credit) represents the value of beginning inventory for Statements of Account reporting purposes.
2. Credit entries include beginning stamp inventories at post offices and the Philatelic Agency.
3. Debit entries include closing of the Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).

.091 Bird Stamp Sales

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

##### **27111 Migratory Bird Stock — Received**

This account is used to record Migratory Bird Stock received during the accounting period. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (credit) represents the value of Migratory Bird stock received during the accounting period.
2. Credit entries include Bird Stamps received during the period.
3. Debit entries include the closing of the Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27112 Migratory Bird Stock — Redeemed/Destroyed**

This account is used to record the value of redeemed/destroyed Migratory Bird Stock. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of Migratory Bird Stock redeemed/destroyed during the accounting period.
2. Debit entries include Migratory Bird stock redeemed/destroyed during the period.
3. Credit entries include the closing of the Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27113 Migratory Bird Stock — Ending Inventory**

This account is used to record the value of Migratory Bird stock ending inventory. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of inventory on hand at the end of the accounting period.
2. Debit entries include stamp inventories at post offices and the Philatelic Agency at the end of the period.
3. Credit entries include the closing of the Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27114 Migratory Bird Stock — Claims for Losses**

This account is used to record the value of Migratory Bird stock losses claimed on the Statements of Account. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of Migratory Bird stock losses claimed by the postmaster.
2. Debit entries include losses claimed on the Statements of Account.
3. Credit entries include (1) adjustments for disallowed claims and (2) the closing of the Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27115 Migratory Bird Stock — Shipped**

This account is used to record the value of Migratory Bird stock shipped to other post offices. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of Migratory Bird stock shipped.
2. Debit entries include Migratory Bird stock shipped.
3. Credit entries include the closing of Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27117 Migratory Bird Stock — Payments to Department of Interior**

This account is used to record payments to the Interior Department.

1. Balance (debit) represents payments to the Interior Department based on transfers of account 27119 to the Minneapolis Accounting Service Center.
2. Debit entries include payments to the Department of Interior.
3. Credit entries include adjustments.

## **2 Liabilities**

### **27 Accounts Payable**

#### **271 Nonpostage Stamps**

*See 27110 Through 27119 — Migratory Bird Hunting Stamps Sold —  
Descriptions*

#### **27119 Migratory Bird Stock — Miscellaneous**

This account is used to record net Migratory Bird Hunting Stamp sales.

1. Balance (credit) represents net Migratory Bird Hunting Stamp sales in accounts 27110 — 27115.
2. Credit entries include Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments).
3. Debit entries include the closing of the Migratory Bird Hunting Stamp account balances for the Bird Stamp year (postal quarter III plus audit adjustments). Accounts 27110 — 27115 are closed to account 27119.



## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

##### **27210 Through 27218 — Food Coupons Accountability — Descriptions**

Accounts in the 2721 series are used to record food coupon accountability.

1. 1. Balance (credit) represents the liability incurred with postmasters for food coupons on hand.
2. 2. Credit entries include (a) coupon inventory at post offices at the beginning of a period and (b) coupons received during a period, as shown on Statements of Account.
3. 3. Debit entries include (a) issues to the participants as per vouchers; (b) coupon inventory at the end of a period; (c) amounts returned by post offices, to U.S. Department of Agriculture; and (d) coupons sent to other post offices as shown on Statements of Account.

Note: Entries in this account will require debits and credits to be shown, as in the self-balancing group of accounts (24401 and 24402).

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27210 Food Coupons Beginning Inventory**

This account is used to record the value of food coupons beginning inventory.

1. Balance (credit) represents the value of beginning inventory for Statements of Account reporting purposes.
2. Debit and credit entries are as shown in the general description Account 2721X.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27211 Food Coupons Received**

This account is used to record the food coupons received during the accounting period. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (credit) represents the value of food coupons received during the accounting period.
2. Debit and Credit entries are as shown in the general description of Account 2721X.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27212 Food Coupons — Issued Face Value**

This account is used to record the face value of food coupons issued. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (credit) represents the value of food coupons issued during the accounting period.
2. Debit and Credit entries are as shown in the general description of account 2721X.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27213 Food Coupons — Ending Inventory**

This account is used to record the value of food coupons ending inventory. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of inventory at the end of the accounting period.
2. Debit and Credit entries are as shown in the general description of account 2721X.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27214 Food Coupons — Inventory Adjustment for Overages**

This account is used to record the value of food coupons inventory overages. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (credit) represents the value of food coupons overages claimed by postmasters.
2. Credit entries include adjustments for overages.
3. Debit entries should not be recorded in this account except for reversing erroneous entries.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27215 Food Coupons Shipped (Restricted to Districts)**

This account is used to record the value of food coupons shipped to other offices by districts. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of food coupons shipped.
2. Debit and Credit entries are as shown in the general description account 2721X.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27216 Food Coupons Returned to District**

This account is used to record the value of food coupons returned to the district. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of food coupons returned.
2. Debit and Credit entries are as shown in the general description of account 2721X.



## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

##### **27217 Food Coupons Returned to USDA**

This account is used to record the value of food coupons returned to USDA by districts. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of food coupons returned to USDA.
2. Debit and credit entries are as shown in the general description of account 2721X.

## **2 Liabilities**

### **27 Nonpostage Stamps**

#### **272 Food Coupons Inventory**

*See 27210 Through 27218 — Food Coupons Accountability — Descriptions*

#### **27218 Food Coupons Inventory Adjustment for Shortages**

This account is used to record the value of food coupons inventory shortages. This account is assigned an account identifier code for Statements of Account reporting purposes.

1. Balance (debit) represents the value of food coupons shortages claimed by postmasters.
2. Debit entries include adjustments for shortages.
3. Credit entries should not be recorded in this account except for reversing erroneous entries.