

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Policy System (IPS)**

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SUPERSEDES:	See Section 3 Below.

DIRECTIVE TITLE: FINANCIAL FUNDS MANAGEMENT

1. **PURPOSE and SCOPE.** This Directive establishes basic U.S. Immigration and Customs Enforcement (ICE) policy concerning financial funds management. This Directive applies to all ICE Programs Offices.

2. **AUTHORITIES/REFERENCES.**
 - 2.1. The Prompt Payment Act, 1982, as amended, 31 United States Code (U.S.C.) Chapter 39.
 - 2.2. Federal Acquisition Regulation (FAR).
 - 2.3. Treasury Financial Manual (TFM), Vol. I.
 - 2.4. Department of Homeland Security (DHS) Acquisition Manual (HSAM).
 - 2.5. ICE Financial General Operating Procedures.
 - 2.6. ICE Contract and Acquisition Procedures (ICECAPs) and instructions contained in the ICE OFM General Operating Procedures.

3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive is the originating and establishing Directive for ICE policy on Financial Funds Management.

4. **BACKGROUND.** ICE has responsibility for proper accounting and use of funds appropriated to it by the Congress or otherwise made available through statutory authority and apportioned by OMB. ICE seeks to comply with the highest standards set for financial funds management for itself and the entities it services.

5. **DEFINITIONS.** The following definitions are provided for the purpose of this Directive.
 - 5.1. **Accounts Receivable.** Amounts due from others when the right to receive funds accrues. This may result from the performance of services, the delivery of goods, court-ordered assessment, or overpayments.

- 5.2. Accounts Payable.** Amounts owed to another Federal or non-Federal entity for goods and other property ordered and received, and for services rendered by other than employees.
- 5.3. Actual Expense.** The payment of authorized actual expenses incurred up to the limit prescribed by the Administrator of the General Services Agency (GSA) or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem and is subject to the same definitions and rules governing per diem payments.
- 5.4. Appropriation.** A provision of law (not necessarily in an appropriations act) authorizing the expenditure of funds for a given purpose. Usually, but not always, an appropriation provides budget authority. For purposes of the Antideficiency Act, the term appropriation means appropriated amounts, funds, and authority to make obligations by contract.
- 5.5. Budget Authority.** The authority provided by law to incur financial obligations that will result in outlays. Specific forms of budget authority include appropriations, borrowing authority, contract authority, and spending authority from offsetting collections.
- 5.6. Commitment.** The amount of an allotment or lower level authority that is committed in anticipation of an obligation.
- 5.7. Expenditure.** An accounting term used to describe the satisfaction of an obligation by the U.S. Treasury.
- 5.8. Fiscal Year.** Refers to the Government's accounting period that begins on October 1, ends on September 30, and is designated by the calendar year in which it ends.
- 5.9. Liabilities.** Amounts of money owed to others for goods and services received, or for assets acquired. Liabilities include accrued amounts earned but not yet due for payment, and progress payments due to contractors.
- 5.10. Obligation.** A binding agreement that will result in outlays, immediately or in the future. Budgetary resources must be available before obligations can be incurred legally.
- 6. POLICY.** It is ICE policy that our financial and related processes be efficient, comprehensive, and timely to meet the requirements of good financial management. This includes, but is not limited to: timely planning for budgetary requirements to enter into acquisition and other agreements via funded requisitions; timely and accurate posting and monitoring of reimbursable agreements, obligations, and accounts receivable; accurate and timely reviewing and processing of invoices; proper documentation regarding receipt and acceptance of goods and services; and verification and validation of account balances.
- 7. RESPONSIBILITIES.**
- 7.1. ICE Programs Offices are responsible for:**

- 1) Identifying, prioritizing, and planning for financial requirements;
- 2) Ensuring that all guidelines and rules are adhered to while developing and implementing procurement actions, and for obtaining all necessary and appropriate approvals prior to submitting procurement actions to the Office of Acquisition Management;
- 3) Ensuring that all requirements are timely and completely identified with all appropriate forms prepared and information and data provided;
- 4) Proper and appropriate use of available funds;
- 5) Entering obligations in a timely manner into the financial system and monitoring obligations until payments are made;
- 6) Monitoring and ensuring that all services or goods provided or received are consistent with the terms of the contract or procurement vehicle and that no work begins without an approved contract in place;
- 7) Ensuring that invoices are reviewed, submitted, and processed by the invoice approving official generally within three business days, and a maximum of five business days after receipt of invoice in order to meet the criteria established by the Prompt Payment Act; and
- 8) Carrying out the specific steps to make proper financial transactions including certifying availability of funds, obtaining all necessary approvals and signatures, promptly and completely inspecting or reviewing goods or services received, properly documenting receipt and acceptance of goods and services, timely submitting invoices for payment, and performing ongoing review of funds through validation and verification of balances.

7.2. The Office of the Chief Financial Officer is responsible for:

- 1) Ensuring policies and procedures are established to support proper federal financial funds management.
- 2) Overseeing the Office of Budget and Program Performance which is responsible for development of budget policies and strategies, budget formulation and budget execution, timely and effective distribution of funds for program use and for monitoring the execution of funds to help ensure that programs stay within funds availability. This includes developing budget issues and multi-year resource requirements for the ICE formal budget submissions to the Department, OMB, and Congress and formulating, presenting, and evaluating the budget within ICE. It also includes developing and issuing financial plans; the timely allocation of funds and monitoring the execution of these funds, including reviewing the materiality of any differences between the Apportionment and Reapportionment Schedule, Standard

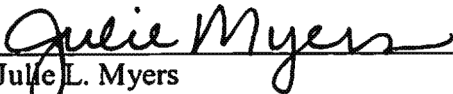
Form (SF)132 and the Report on Budget execution and Budgetary Resources and validating the need for any adjusted SF-132.

- 3) Overseeing the Office of Financial Management which is responsible for providing accounts payable (commercial, employee and intragovernmental), accounts receivable, and financial reporting/reconciliation functions, as well as limited financial systems support to ICE's program offices. This includes issuing guidelines on establishing obligations in the ICE financial system; ensuring that all expenditures are properly monitored; making timely payments once complete transaction documentation is received including proper approvals; ensuring that any overpayments and other amounts due are set up timely as accounts receivable; and performing verification and validation of open obligations.

7.3. The Office of Acquisition Management is responsible for:

- 1) Providing guidance on documentation and other requirements for submission and processing of procurement vehicles in accordance with the Federal Acquisition Regulation, Financial Management regulations, and other Federal regulations and procedures; and
 - 2) Completing all assigned contractual actions, overseeing financial obligations for contractual vehicles, and ensuring that all appropriate reviews, delegations, and approvals are initiated including timely posting of obligations.
8. **PROCEDURES.** Procedures are contained in the ICE Contract and Acquisition Procedures (ICECAPs) available at the ICE Office of Acquisition Management website and on the ICE OFM website under "ICE General Operating Procedures."
9. **ATTACHMENT.** NONE.
10. **NO PRIVACY RIGHT STATEMENT.** This Directive is an internal policy statement of ICE. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

Approved



Julie L. Myers
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U.S. Immigration and Customs Enforcement