

## **4 FAH-2 H-820 CASHIER BANK ACCOUNTS**

*(TL:DOH-2; 04-29-2003)  
(Office of Origin: A/RPS/DIR)*

### **4 FAH-2 H-821 CASHIER BANK ACCOUNTS**

*(TL:DOH-2; 04-29-2003)*

a. Under certain circumstances, a cashier may be authorized by the USDO to open a cashier bank account. Most cashier accounts are used primarily to receive replenishment electronic funds transfer (EFT) fund transfers from the USDO or to make small EFT payments to local vendors. Some may be authorized to write checks.

b. Cashiers are normally authorized bank accounts in local currency only, although exceptions for U.S. dollar (USD) accounts can be made under certain conditions. All USD cashier bank accounts must be approved by Treasury through FMP/F/IFS. If the cashier has an approved dollar bank account that is not collateralized (see 4 FAH-2 H-612.2), the bank balance must always be zero. The cashier monitors at the FSC must monitor the balances when reviewing the monthly Form DS-3058 submission. A report must be submitted monthly to the USDO listing all cashier dollar bank accounts and the account balances on the statement. If at any time during the month the balance on the statement was not zero, the USDO should be notified immediately. The USDO must submit a report annually, on September 30<sup>th</sup>, to FMP/F/IFS oversight listing the banks and monthly balances with any explanation if balances are not zero.

c. Posts must request authorization for cashier bank accounts from the USDO by cable. The request must provide strong justification for the account, and document compliance with internal controls.

d. Posts should consider the following regulations when requesting authorization to open a bank account.

(1) The bank must be designated as an official depository to hold U.S. government funds for the United States, and must be officially designated by the Department of Treasury.

(2) If the cashier is requesting that an account be opened in a bank that is not currently being used by the USDO for their operating account, the USDO must request designation of the new bank from Treasury, via FMP/F/IFS. See 4 FAH-2 H-613 for details on how to request bank designations

(3) The account must be established under the title *UNITED STATES CASHIER DEPARTMENT OF STATE*. The Class B Cashier is designated as the principal drawer on the account. The servicing USDO must also be designated as the alternate drawer on the account, to act only in the event of disability, death or disappearance of the Class B Cashier, or other emergency. Post must advise the USDO of any changes (both additions and deletions) in the roster of authorized signatures.

(4) The currency held in the bank account is part of the cashier's authorized advance and must be included as the cashier's overall accountability. The cash advance will not be increased to provide additional funds for the account.

(5) The Class B Cashier and the FMO, or agency supervisor are subject to the control, reporting and recordkeeping requirements of the servicing USDO. The cashier must keep a permanent official record of all bank account transactions on Form OF-209, Accountability Record. Cashiers must reconcile this record with the bank statement and prepare Form FS-440, Statement of Depository Account and Report of Checks Drawn or Form SF-1149, Statement of Designated Depository Account. The checkbook balance is reported on Form DS-3058. The bank statement must be attached to Form DS-3058 that is submitted to the USDO each month. Form SF-1149 and all supporting documents must be retained by the post (not the cashier) for six years and seven months. The FMO, other agency supervisor, *management officer*, or the principal officer or designee, are responsible for auditing the cashier's Form SF-1149.

(6) If the cashier has an approved USD account that is not collateralized, the bank balance must always be zero.

(7) The account may only be used to make official payments, invoices, original receipts, vouchers as appropriate, or other justification, must support payments made by check or EFT, and be presented with the replenishment request voucher.

(8) All regulations and limitations applicable to cash payments also apply to check payments. The maximum amount of any check payment may not be in excess of 500 U.S. dollars or equivalent, except in a bona fide emergency. On a certified voucher, the payment may be up to 3,000 U.S. dollars equivalent. All vouchers over 500 U.S. dollars equivalent should be sent to the USDO for processing and payment.

(9) Any bank fees associated with the maintenance of the checking account are paid from the operating cash advances and charged to the post allotment. Any interest earned on the account must be withdrawn and deposited into the USDO local currency account, crediting general fund fiscal data 20 F 3810.

e. When the USDO receives a request from a post to open a cashier bank account, they should consider the following criteria for approval of the account:

(1) Is telebanking software available from the bank? If so, are there good security and internal controls available?

(2) Are there routine or recurring payments that could be better handled from a local bank account?

(3) Does the post have a good record of compliance with monthly DS-3058 reconciliation submissions?

(4) Has the post requested emergency payments that could have been avoided by having a cashier bank account?

(5) Are there security concerns with carrying cash to and from the bank that could be resolved with a cashier bank account?

(6) Does the cashier have a thorough knowledge of relevant regulations and banking procedures?

f. All cashier bank accounts that have been approved must be reviewed by the USDO every three years. The USDO should send a cable to the post at least one month prior to the expiration date of the bank account approval requesting that post submit a new justification for continuing the cashier account. Any change in the financial environment, banking infrastructure, or telebanking software should be noted. The USDO should establish a schedule for reviewing and/or renewing cashier bank accounts, with expiration dates annotated.

## **4 FAH-2 H-822 CASHIER FISCAL IRREGULARITIES**

*(TL:DOH-2; 04-29-2003)*

a. Cashier fiscal irregularities could include:

(1) A cash shortage or overage of funds, or

(2) Illegal disbursements resulting from fraud, forgery, alteration of vouchers, or

(3) Other improper practices, or

(4) Unexplained out-of-balance condition reported on the monthly Form DS-3058 reconciliation.

b. Reporting cashier out-of-balance conditions as fiscal irregularities.

(1) When an explained out-of-balance is reported on the monthly Form DS-3058 reconciliation report, the cashier monitor enters it into the OSCARS cashier database (cashier monitor checklist) and tracks this condition to make sure the corrections are made on the following monthly Form DS-3058. If they are not, the cashier monitor notifies the cashier's U.S. supervisor that this is now considered "unexplained" and must be reported as a fiscal irregularity to FMP/F/IFS in accordance with 4 FAH-3 H-397.3. **NOTE:** An overage of cash is considered a fiscal irregularity and must be reported.

(2) When an unexplained out-of-balance condition is reported on the monthly Form DS-3058 reconciliation, it must be reported as a fiscal irregularity. All unexplained out-of-balance conditions on Form DS-3058 must be entered into the OSCARS database program on the cashier monitor checklist and the fiscal irregularity form.

c. Reporting and resolving cashier fiscal irregularities:

(1) When it has been determined that there is a cashier fiscal irregularity, it must be reported to FMP/F/IFS in accordance with 4 FAH-3 H-397.3, and entered into OSCARS as a fiscal irregularity. Upon receipt of the initial report, FMP/F/IFS will enter the fiscal irregularity into its database, and provide the USDO and post with an IFS Fiscal Irregularity case number.

(2) All cashier fiscal irregularities should be resolved in accordance with 4 FAH-2 H-835.

d. For all cashier fiscal irregularities, the USDO should:

(1) Contact the post's FMO or *management officer* to determine if internal controls need to be strengthened to prevent a recurrence of the event.

(2) Provide the assistance needed by the post to identify and strengthen internal controls or improve cashiering practices.

(3) Ensure that the proper FSC reviews were conducted (e.g., cashier monitors notified post of unusual transactions on Form DS-3058 unannounced verification documentation and that the cashier supervisor performed unannounced verifications).

e. Refer to 4 FAH-2 H-830 for more details on cashier fiscal irregularities.

## **4 FAH-2 H-823 COUNTERFEIT AND DAMAGED CURRENCY**

*(TL:DOH-2; 06-13-2001)*

a. All cashiers have a role in maintaining the integrity of U.S. currency. To help guard against the threat from counterfeiters, the USDO should ensure that cashiers become familiar with United States currency. A suspected counterfeit note should be compared with a genuine note of the same denomination and series, paying attention to the quality of printing and paper characteristics. For more information on counterfeit currency and examples of what to look for, refer to website—[www.treas.gov/usss](http://www.treas.gov/usss).

b. If suspected counterfeit currency has been received the Secret Service should be contacted immediately. See 4 FAH-2 H-823 Exhibit H-823 for a list of all Regional Secret Service Offices and the embassies or regions they service.

c. Damaged currency should be sent to: Department of Treasury, Bureau of Engraving and Printing, Office of Currency Standards, P.O. Box 37048, Washington, D.C. 20013. Packages should be sent “Registered Mail, Return Receipt Requested” and should include a clearly printed return address and daytime telephone number. Turnaround time varies, but for cases expected to take longer than four weeks, Treasury will issue a written confirmation of receipt. If the currency is found to be redeemable, a U.S. Treasury check will be received in return.

## **4 FAH-2 H-824 THROUGH H-829 UNASSIGNED**

## **4 FAH-2 H-823 EXHIBIT H-823 REGIONAL SECRET SERVICE OFFICES**

*(TL:DOH-1; 06-13-2001)*

### **SECRET SERVICE OFFICES**

Bangkok, Thailand,  
American Embassy Bangkok  
(011-66-2) 205-4000 ext.: 2651/2652

Bogota, American Embassy  
Santafe de Bogota, Colombia  
(011-57-1) 315-0811 ext.: 2758/2574

Bonn, FRG, American Embassy Berlin  
011-49-30-8305 ext.: 1450

Hong Kong  
63 Garden Road, 11<sup>th</sup> Floor  
Hong Kong  
(011-852) 2841-2524

Honolulu, HI  
Room 6309,  
300 Ala Moana Blvd.  
Honolulu, HI 96850  
(808) 541-1912

London, England, American Embassy  
London  
(011-44-20) 7894-0846 ext. 2844,2847

Manila, Philippines  
American Embassy  
Manila, Philippines  
(011-632) 526-9819 ext.2144

Mexico  
El Paso, Texas  
4849 North Mesa, Suite 210  
El Paso, Texas 79912  
(915) 533-6950

Phoenix, Arizona  
3200 North Central Avenue  
Phoenix, AZ 85012  
(602) 640-5580

San Antonio, Texas  
727 East Durango Blvd.  
San Antonio, Texas 78206

### **EMBASSIES**

Thailand, Malaysia  
Singapore, Indonesia

Colombia

Germany, Austria and  
Poland

Hong Kong, People's  
Republic of China, Maccau

Far East (except those listed  
for Bangkok, Hong Kong  
and the Philippines) Australia  
and all U.S. Pacific  
Possessions

United Kingdom, Republic  
of Ireland, Iceland and  
Gibraltar

Philippine Islands

Chihuahua, Mexico

Sonora

All of Mexico except as noted  
Above

San Diego, CA  
550 West C Street  
San Diego, CA 92188

Miami, Florida,  
8375 NW 53<sup>rd</sup> St.  
Miami, FL 33166  
(305) 591- 3660

Milan  
American Consulate  
Milan, Italy  
(011-39-2) 290-351

Montreal, Quebec, Canada  
American Consulate Montreal  
Quebec, Canada  
(514) 398-9695 ext. 292

Ottawa  
US Embassy Ottawa  
(613) 569-4180

Vancouver  
US Consulate Vancouver  
(604) 689-3011

New York, NY  
7 World Trade Center  
New York, NY 10048  
(212) 637-4500

Nicosia, Cyprus  
American Embassy  
Nicosia, Cyprus  
(011-357-2) 776-400 ext. 2549

Paris, France  
American Embassy Paris  
(011-33-1) 4312-7100

Baja, California

Caribbean Basin Countries,  
except Puerto Rico, Virgin  
Islands and West Indies, Haiti,  
and Dominican Republic  
Bahama Islands, (except  
Mexico), South America  
(except Columbia)

Northern Italy, north of  
Florence, to the French,  
Swiss and Austrian borders

Montreal and Quebec

Ottawa

Vancouver & Western Canada

Bermuda

All Middle East countries

All of Europe, except Italy  
Germany, Austria, Iceland and  
United Kingdom; Norway,  
SwedenBurundi, Cameroon,  
Cape Verdelslands, Central  
African Republic, Chad, Ivory  
Coast, Gabon, Ghana,  
Guinea, Madagascar, Mali,  
Mauritius Mauritania, Morocco,  
Niger, Rwanda, Senegal,  
Togo, Tunisia, Zaire

Rome Italy,  
American Embassy Rome  
(011-39-6) 4674-1 ext. 2736

Italy, south of Florence  
Sicily, Sardinia, Greece,  
Albania, Botswana, Bulgaria,  
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Kenya, Lesotho, Liberia,  
Malawi, Mozambique,  
Namibia, Nigeria, Romania,  
Sierra Leone, Somalia  
South Africa, Sudan, Tanzania  
Turkey, Uganda, Yemen,  
Zambia, Zimbabwe

Moscow  
US Embassy Moscow  
(011-7-095)-252-2451 ext. 2038

Russia and all NIS

Pretoria, South Africa  
AmEmbassy Pretoria  
27-12-342-1048 ext. 3052

Southern Africa

San Juan, Puerto Rico, 1510 F.D.  
Roosevelt Avenue, Guaynabo  
Puerto Rico 00968  
(809) 787-1515

Puerto Rico, Virgin Islands  
West Indies Haiti and  
Dominican Republic