

**Report Date:** 11 Feb 2014

**Summary Report for Individual Task  
805A-36B-2026  
Review Status of Funds Report  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You are a budget analyst working in an accounting office. You have just received a status of funds report. You have full access to all applicable regulations, policies and documents. This task should not be trained in MOPP.

**Standard:** Review status of funds for 100% accuracy.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** All required references and technical manuals will be provided by the local Command.

**Performance Steps**

1. Ensure the total Annual Funding Program (AFP) amount matches the total allocation amount on the Funding Authorization Document (FAD) or Resource Distribution Document (RDD) for the Fiscal Year (FY) you are reviewing.

a. Determine the dollar ceiling(s) received for that FY (per FAD or RDD).

(1) Ensure total AFP does not exceed total allocation for that FY (per FAD or RDD).

(2) Ensure total allotment does not exceed total allocation for that FY (per FAD or RDD).

(3) Ensure any/all reimbursement funding authority (Funded Reimbursement or Automatic Reimbursement).

b. Identify any discrepancies and forward for corrections (if applicable).

2. Ensure the total commitment amount(s) are accurate and match the Funds Control Record (FCR) for the FY you are reviewing.

a. Compare the total commitment amount on the FCR (per local SOP) to the total commitment amount on the status of funds report.

b. Identify any discrepancies and forward for corrections (if applicable).

3. Ensure the total obligation amount(s) are accurate and match the FCR for the Fiscal Year (FY) you are reviewing.

a. Compare the total obligation amount on the FCR (per local SOP) to the total obligation amount on the status of funds report.

b. Identify any discrepancies and forward for corrections (if applicable).

4. Address any funding shortfalls, overages and/or discrepancies to the Resource Management Officer (RMO) for further analysis.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Ensured the total Annual Funding Program (AFP) amount matched the total allocation amount on the Funding Authorization Document (FAD) or Resource Distribution Document (RDD) for the FY you are reviewing.			
2. Ensured the total commitment amount(s) are accurate and match the Funds Control Record (FCR) for the FY you are reviewing.			
3. Ensured the total obligation amount(s) are accurate and match the FCR for the Fiscal Year (FY) you are reviewing.			
4. Addressed any funding shortfalls, overages and/or discrepancies to the Resource Management Officer (RMO) for further analysis.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	DFAS-IN 37-1	Finance and Accounting Policy Implementation.	Yes	No
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	Yes	No
	DODFMR 7000.14-R, VOL 3	Department of Defense Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None