

INSTRUCTIONS FOR USE OF SF-224 WORKSHEET

1. GENERAL. The SF-224 worksheet, Report A96 ATCA, is prepared each time PAS processes. It is produced in eight parts (A through H). These parts are described in the following paragraphs.
2. PART A
  - a. Part A is prepared for each disbursing station. A separate report is prepared for each schedule type except SF-215s, and SF-5515s.
  - b. The schedules accomplished during the month are first classified by month that HUD executed and recorded them. Within each month of execution, each accomplished schedule is detailed by appropriation symbol and accomplished date with daily subtotals. Then, an appropriation summary showing totals of all schedules for the month is printed.
  - c. The report also shows an appropriation summary of all schedules regardless regardless of month of execution.
  - d. The last section of the report lists schedules executed and recorded by HUD but not yet accomplished by Treasury. The appropriation symbol is printed for each schedule. This is followed by an appropriation summary.
3. PART B
  - a. Part B is prepared for each disbursing station for confirmed schedules SF-215 and SF-5515 only.
  - b. The schedules reported during the month are first classified by the month that they are executed and recorded. Within each month of execution, each confirmed schedule is detailed by appropriation summary slowing totals of all schedules for the month is printed.
  - c. The report also shows an appropriation summary of all schedules regardless of month of execution.
4. PART C
  - a. Part C is prepared for each disbursing station for unconfirmed deposit schedules, SF-215s.

- b. This worksheet lists the unconfirmed deposit schedules which were received but not confirmed during the accounting month. The deposit

schedules should be classified by schedule number and appropriation symbol. Also the worksheet compares the beginning of the month balance of each summary appropriation account with the end of the month balance giving a net change. All unconfirmed schedules will remain in Part C until a confirmation data is received. When these schedules are confirmed they should be omitted from Part C and included in Part B.

5. PART D. Part D is prepared for each Region. It is an appropriation summary of the schedules which appear on Parts A and C except for SF-1151s.
6. PART E. Part E is prepared for each Region. It summarizes accomplished cash transactions generated by SF 1166, SF 1098, SF 1081, and GSA 789. The report is broken down by standard form number and produces total used in reconciliation with Treasury.
7. PART F. Part F is prepared for each disbursing station for SF 215s and 5515s only. The schedule accomplished during the month are classified by the month that HUD executed and recorded them. Within each month of execution, the schedules are listed showing the accomplished date and amount. A total is shown for each month's grouping.
8. PART G
  - a. Part G is prepared for each Region's for documents relating to letters of credit including SF-5805, SF-183, SF-1098, and SF-215.
  - b. The schedules are classified by schedule type by month according to the paid date. Then, for each schedule, the report shows the letter of credit number, voucher number, appropriation symbol, paid date, and amount. Daily subtotals in addition to a grand total for each month should be printed.
  - c. Next, the report shows by appropriation symbol the total amount of draw-downs recorded during the month, regardless of the actual drawdown date, and grand total of drawdowns.
9. Part H. Part H is prepared for each agency location code. It is an appropriation summary of the schedules which appear in Part G.