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CHAPTER 1. GENERAL

- 1-1. PURPOSE. The purpose of this Handbook is to establish for the Department of Housing and Urban Development (HUD) a standard uniform procedure for the orderly and timely fiscal year-end closing of the Department's financial and accounting records. Each year the Department is required to submit numerous fiscal year financial and accounting reports as of September 30, to the Department of Treasury, Office of Management and Budget, and Congress. In order to meet these external reporting requirements, as well as prepare financial reports for HUD management purposes, all Field Office, Regional Office and Headquarters staff shall adhere to these Handbook requirements for fiscal year-end closing.
- 1-2. FIELD OFFICE RESPONSIBILITY. Chapter 2 of this Handbook describes the actions required by the Field Offices and establishes specific dates as to when financial documentation for reservation, obligation and disbursement of funds applicable to HUD activities must be received by the Regional Office or Headquarters, as appropriate. The Field Office Managers and Supervisors shall be responsible for ensuring that the requirements and dates established in Chapter 2 are met.
- 1-3. REGIONAL OFFICE RESPONSIBILITY. Chapter 3 of this Handbook sets forth the actions required by the Regional Office with respect to each fiscal year-end closing. The Regional Administrator shall be responsible for ensuring that the reporting requirements, including the report submission dates established each fiscal year, by the Assistant Secretary for Administration are met by Regional Office staff. The Regional Administrator also shall be responsible for coordinating the Field Office activities to ensure timely submission of financial documents in accordance with Chapter 2.
- 1-4. HEADQUARTERS RESPONSIBILITY. Chapter 4 establishes for the Headquarters staff certain fiscal year-end requirements with respect to submission of program and expense documentation applicable to the fiscal year being closed. Each Assistant Secretary and/or Office Director shall ensure compliance with the year-end closing requirements prescribed in Chapter 4.