Accounting Policy Release Training

# Instructor Guide

The manual update breaks the chapter into logical sections of the accounting process. This train-the-trainer session will approach each step in that process to clarify policy and offer support to help Fiduciary Hubs execute policy.

Chapter 3 is now reserved for accounting specific policy, while chapter 4 references policy outside the accounting process.

# FPG Articles

The new accounting chapter is accompanied by five FPG articles that assist executing the accounting policy. Login to the Fiduciary KM portal and navigate to the Fiduciary Program Guide. Show students the five accompanying articles that accompany the chapter.

* Accounting Work Items
* Accounting Solicitation
* Accounting Audit
* Accounting Disposition
* Accounting FAQs

# FAQs

The Accounting FAQs article answers common questions from the Fiduciary Program Manual (FPM) by manual reference. Walk students through common questions in your hub.

# Securing Accountings

* Discuss how your hub will track and complete accounting letters and phone call.
* Demonstrate how to use the “Accounting Solicitation” FPG article to complete:
	+ Export accounting letters
	+ Conduct accounting phone call
* Explain how during the misuse process the 570-Misuse Work Item and 560/565-Accounting Work Item must both remain open until the misuse investigation is complete.

# Accounting Changes

Discuss the major changes to the accounting process

* Explain how the hub must complete a less than 1 year accounting vs spend down.
* Explain how a flexible Accounting Period End Date reduces stress on fiduciary. The Accounting Wizard tells what date to select in BFFS upon approval.
* Review the Final accounting Requirements in FPM 3.B.1.d. Final Accountings.
* Explain how an accounting can only be approved after all contingencies complete.
* Review FPM 3.D.2.a. and explain the requirement to review 21P-4706b.
* Explain how a VA Form 21-4718a must only be completed when necessary.

# Court Issues

* Court-appointed (VA recognized) impact on process
* Must always account - VA will attempt to align the accounting with the Court date. May align with bi-annual or tri-annual accountings. FPM, 3.B.1.b
* VA-Appointed Fiduciary & Court Appointment
* Required – If any condition per FPM, 3.B.1.a., apply unless required by the Hub Manager.
	+ Extenuating Circumstances

# Estate Protection

* Protecting Beneficiary Funds
	+ Commingled
		- Multiple people, no. Multiple fund sources, yes.
	+ There is no presumption as to use.
	+ Home expense vs VA home loan approval
	+ Spouse: By statute, not able to redefine
* Surety bond
	+ No personal bonds
	+ No partial retro release for a bond
	+ No waiver of bond because the fid may not pay that one-time bill…
* Withdrawal agreement
	+ Only for foreign cases
	+ No longer acceptable after April 1, 2017, unless the fiduciary qualifies per FPM, 4.D.4.c.
	+ Withdrawal Agreements initiated after April 1, 2017, will require the fiduciary obtaining a Surety Bond within 60 days of the accounting anniversary.
* BFFS task to track surety changes