

# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### Fund Misused Flags



#### Objective

To provide the Legal Instruments Examiner (LIE) with guidance on how to view and address a fund misused flag in FAST.



#### Audience

User: LIE

#### Prerequisite

The Fiduciary has submitted their accounting. FAST has flagged one or more fund misuse(s).

#### Instructions

1. Once in the accounting record, you will need to go to the tab “**Fund misused flags**”.

The screenshot displays the FAST interface for an accounting record titled "Misuse Demo 8-3-2021 9-1-2021". The interface includes a table with the following data:

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date
Misuse Demo	Louisville 327	8/3/2021	9/1/2021

Below the table, there are navigation tabs: "Details", "Line Items", and "Fund Misused Flags". The "Fund Misused Flags" tab is highlighted with a red box. Underneath, a list of flags is shown, each with a right-pointing chevron icon:

- > Multiple Fiduciary Fee
- > Funds transferred to titled accounts other than the beneficiary
- > Personal use of funds
- > Major Purchase Information
- > Funds received from VA as a retroactive or lump sum payment



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2. Under the fund misused flags tab, you will find the following misuse categories, if they apply to the accounting:

- **Multiple Fiduciary Fee**
- **Personal use of funds**
- **Major purchase information**
- **Funds received from VA as a retroactive or lump sum payment**
- **Entries on other expenses**
- **Funds gifted, loaned, or borrowed**
- **Funds received from previous Fiduciary**
- **Cash withdrawals from custodial accounts**
- **Funds transferred to accounts titled other than the beneficiary**
- **Omitted assets from previous year accounting**
- **Total expenses decreased from previous year accounting**

3. If there is a flag in the account record the LIE must mark the check box to indicate they have reviewed the fund misused flag and provide a reviewer comment, then click save.

- *Please note you cannot approve an accounting until all fund misused flags are addressed.*

The screenshot shows a web interface for reviewing a fund misused flag. The flag is titled "Funds transferred to titled accounts other than the beneficiary". On the left, there are three dropdown menus: "Transferred out of the custodial account" (set to "Yes"), "Were funds transfer to another accounts?" (set to "Yes"), and "Fiduciary's Comment" (containing the text "Test"). On the right, there is a "Reviewed" checkbox (checked) and a "Reviewer's Comment" text area (containing the text "Insert comment"). At the bottom right, there are "Cancel" and "Save" buttons. Below the main form, another flag category "Personal use of funds" is partially visible.

## Outcome

Once the LIE has reviewed the fund misused flag(s) they can act on the accounting to approve, disapprove, return for revision, or waive.

