

Pension and Fiduciary Service



Accounting & Fund Usage Review Reminders



March 2024

This job aid will assist hub employees with ensuring the entire financial oversight process is fulfilled.

Accounting & Fund Usage Review Reminders

1. Due date established and/or properly updated for all fiduciaries required to account	<input type="checkbox"/>
Beginning and/or ending date of next accounting period correct	<input type="checkbox"/>
2. All financial accounts, U.S. savings bonds, and other securities properly verified	<input type="checkbox"/>
Previously recognized court-appointed fiduciary required to register investment obtained after 08/13/2018 to denote fiduciary relationship	<input type="checkbox"/>
All known financial accounts and funds under management verified	<input type="checkbox"/>
U.S. savings bonds purchased with VA funds verified via U.S. Department of Treasury website .	<input type="checkbox"/>
3. Appropriate actions taken for final accounting	<input type="checkbox"/>
Established EP 290 when final accounting required with appropriate suspense date	<input type="checkbox"/>
Notified fiduciary of final accounting requirement with appropriate due date	<input type="checkbox"/>
Notified all next of kin (NOK) with fiduciary's contact information	<input type="checkbox"/>
Removed requirement to provide beneficiary copy of accounting approval notification letter	<input type="checkbox"/>
Notified fiduciary to return funds under management within 30-days due to escheat	<input type="checkbox"/>
4. Accounting fully and properly audited	<input type="checkbox"/>
Accounting Audit Tool available in record to document audit prior to approval/disapproval of accounting	<input type="checkbox"/>
Accounting starting balance correct	<input type="checkbox"/>
Unusual or inappropriate expenses appropriately clarified and/or documented in notes section of Accounting Audit Tool	<input type="checkbox"/>
5. Proper authorization received to obtain credit report	<input type="checkbox"/>
Fiduciary initialed Background Information block on <i>VA Form 21P-4706b</i> .	<input type="checkbox"/>
Fiduciary signed <i>VA Form 21P-4703</i> , with a version date of November 2017 or later	<input type="checkbox"/>
If Fiduciary signed <i>VA Form 21P-4703</i> with a version date prior to November 2017, then <i>VA Form 27-0820</i> is of record with fiduciary's authorization	<input type="checkbox"/>
6. Income reported by fiduciary properly verified	<input type="checkbox"/>
7. Fiduciary properly authorized to collect fee	<input type="checkbox"/>
8. All excessive/unauthorized fees reimbursed to beneficiary's funds under management prior to accounting approval	<input type="checkbox"/>
9. Fiduciary met all appropriate financial account requirements	<input type="checkbox"/>

Accounting & Fund Usage Review Reminders

10. Account balance appropriately reconciled prior to accounting approval	<input type="checkbox"/>
11. All new and existing surety bonds appropriately verified and adjusted prior to accounting approval when VA funds under management exceeded \$25,000	
Fiduciary notified to obtain corporate surety bond when VA FUM exceeded \$25,000	<input type="checkbox"/>
Bond section in Accounting Audit Tool completed to indicate verification of new or existing surety bond	<input type="checkbox"/>
Fiduciary notified to increase surety bond when difference of more than 20% between bond amount and current VA FUM	<input type="checkbox"/>
Fiduciary informed to decrease surety bond when difference of more than 20% between bond amount and current VA FUM	<input type="checkbox"/>
Appropriate documentation of adequate bonding in eFolder	<input type="checkbox"/>
12. Authorized withdrawal agreement in place and signed by all three parties	
Current withdrawal agreement in eFolder	<input type="checkbox"/>
Current withdrawal agreement signed by all three parties	<input type="checkbox"/>
13. All requirements met prior to accounting being approved	
Accounting NOT approved without receipt of complete <i>VA Form 21P-4706b</i> , <i>VA Form 21P-4706c</i> and/or financial statements for entire accounting period	<input type="checkbox"/>
Credit report obtained and reviewed, if applicable	<input type="checkbox"/>
Differences in amounts listed on accounting form can be resolved by determining that unaltered financial documentation or receipts contain correct amounts	<input type="checkbox"/>
Financial accounts properly titled	<input type="checkbox"/>
Accounting approved without outstanding corrections due by fiduciary	<input type="checkbox"/>
Accounting NOT approved when evidence exists showing fiduciary has misused beneficiary's funds	<input type="checkbox"/>
14. Disposition of the accounting correct	
Valid grounds for disapproving accounting.	<input type="checkbox"/>
Detailed explanation of any resolved discrepancies noted in NOTES section of Accounting Audit Tool prior to approval	<input type="checkbox"/>
Fund usage review follow-up scheduled if fiduciary no longer meets accounting requirement	<input type="checkbox"/>
15. Accounting or fund usage review (FUR) requirement appropriately waived	
Accounting or FUR waived when requirements met, or accounting or FUR requirement appropriately waived	<input type="checkbox"/>
Did NOT utilize fund usage review in lieu of accounting requirement	<input type="checkbox"/>

Accounting & Fund Usage Review Reminders

16. Benefits appropriately suspended, if necessary	<input type="checkbox"/>
Allegation of misuse warranted and documented in file	<input type="checkbox"/>
Fiduciary evasive when attempting to clarify information during accounting process	<input type="checkbox"/>
Financial statements show signs of alterations	<input type="checkbox"/>
Fiduciary demonstrated written or verbal intent not to comply with VA request	<input type="checkbox"/>
Beneficiary or fiduciary whereabouts unknown	<input type="checkbox"/>
17. Misuse allegation established if there is evidence from fiduciary or through discovery that accounting cannot be approved or obtained	<input type="checkbox"/>
Accounting EP cancelled and <i>EP 290 FID-Misuse</i> established when red flag indicators of misuse not resolved	<input type="checkbox"/>
<i>EP 590-Successor Initial Appointment Field Exam</i> to replace the fiduciary established	<input type="checkbox"/>
EP 590 updated to indicate need to suspend benefit payments or routed to FSR for action	<input type="checkbox"/>
18. Fund usage field exam requested to obtain required documents, determine if allegation of misuse warranted, and determine if fiduciary should remain in place	<input type="checkbox"/>
Fund usage field exam requested after all attempts to obtain missing accounting documents exhausted	<input type="checkbox"/>
Fiduciary's request for extension documented or uploaded to eFolder	<input type="checkbox"/>
19. Fund usage field exam requested when fiduciary indicated they require assistance completing accounting and assistance cannot be accomplished over phone	<input type="checkbox"/>
Fiduciary's request for assistance uploaded to eFolder	<input type="checkbox"/>
Fiduciary's request for assistance documented on <i>VA Form 27-0820</i> (if received verbally)	<input type="checkbox"/>
<i>VA Form 21-3537a</i> completed or uploaded to eFolder	<input type="checkbox"/>
Fund usage field examination EP established	<input type="checkbox"/>
20. All FUR processes and requirements met if FUR completed	<input type="checkbox"/>
Did NOT grant extension of more than 14 days from date of <i>Fund Usage Past Due Letter</i> for fiduciary to provide fund usage report	<input type="checkbox"/>
Made telephone contact with fiduciary to notify of extension	<input type="checkbox"/>
Took action to establish misuse allegation when appropriate	<input type="checkbox"/>
Took action to establish appropriate fund usage follow-up field exam EP 590 so that FE can resolve any fund usage issues	<input type="checkbox"/>
Sent second FUR letter after date past due	<input type="checkbox"/>
Made telephone contact with fiduciary when FUR past due	<input type="checkbox"/>
Made telephone contact with fiduciary to complete FUR due to missing or incomplete information	<input type="checkbox"/>

Accounting & Fund Usage Review Reminders

21. All required elements of FUR received prior to completion	<input type="checkbox"/>
Received all financial institution statements for previous three-month FUR period	<input type="checkbox"/>
Received receipts or invoices for irregular purchases	<input type="checkbox"/>
Verified financial statements are properly titled	<input type="checkbox"/>
Followed guidance to request additional or corrected FUR information	<input type="checkbox"/>
22. Systems and profiles correctly updated and/or required documentation uploaded to the eFolder	<input type="checkbox"/>
Required tasks established and/or updated	<input type="checkbox"/>
Required documents uploaded to eFolder	<input type="checkbox"/>
Beneficiary and/or fiduciary profile properly updated	<input type="checkbox"/>
Accounting/FUR diary dates properly updated in and/or removed from beneficiary profile	<input type="checkbox"/>
Notification letter sent and included all notification letter requirements	<input type="checkbox"/>
Documented all required elements of telephone conversation with fiduciary on <i>VA Form 27-0820, Report of General Information</i>	<input type="checkbox"/>
Accounting Audit Tool updated to reflect accounting approval	<input type="checkbox"/>