



## **Foreign Affairs Handbook**

### **4 FAH-3 – Financial Management Procedures**

**Change Transmittal:** FMP-58

**Date:** August 23, 2010

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#### **4 FAH-3 H-210 GENERAL PROCEDURES AND POLICIES**

#### **4 FAH-3 H-220 FUNDS AVAILABILITY**

#### **4 FAH-3 H-230 ACCRUAL ACCOUNTING CONCEPTS FOR ASSETS AND LIABILITIES**

#### **4 FAH-3 H-240 OVERSEAS ACCOUNTING AND SUPPORT FOR OTHER AGENCIES**

#### **4 FAH-3 H-250 DEPARTMENT/RFSC/FMC PROCESSING AND REPORTING ON TRANSACTIONS**

#### **4 FAH-3 H-260 POST ACCOUNTING RECORDS AND REPORTS**

## **4 FAH-3 H-270**

# **FISCAL YEAR CLOSING PROCEDURES**

### **Changes**

1. **4 FAH-3 subchapters H-210 through H-270:** Material formerly covered in these subchapters has been transferred to 4 FAM subchapters 210 through 250 and 4 FAM 270 on the date of this transmittal (August 23, 2010). Therefore, 4 FAH-3 chapter H-200 is now unassigned as of this date.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapters 4 FAH-3 H-210 through H-270 and replace them with page 4 FAH-3 H-200 Unassigned (1 page).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:FMP-58 and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(RM/FPRA/FP)**