

## **DTSA/TDS Financial Procedures**

Companies with on-going programs that include mandatory monitoring requirements must establish dialog with DTSA/TDS by July of each year to identify to DTSA/TDS the planned activities for the upcoming fiscal year (FY). The federal government FY begins on 1 October of the current year and ends on 30 September of the following year. The FY is designated by the calendar year in which it ends; e.g., fiscal year 2020 (FY20) begins on 1 October 2019 and ends on 30 September 2020.

Your company must identify all planned activities where technical data transfer or technical assistance/defense services or technology will be provided. Examples of these are: Launch Campaigns (LCs), Site Visits, Technical Interchange Meetings (TIMs), and Teleconferences/Videoconferences (Telecons). Provide the approximate dates, durations, and locations for these meetings. Also needed are the type and number of documents expected to be reviewed by DTSA/TDS. Based on your information we will estimate the resources needed to support your company. DTSA will send the company the estimate as a billing letter, no later than August, prior to the beginning of the upcoming FY for the level of funding needed to provide the estimated support. Companies are required to have funds in the DTSA financial system prior to 1 October. Due to government regulations, DTSA/TDS cannot perform any activities in the new FY until funds are in place.

Companies with new programs starting within a FY should establish dialog with DTSA/TDS as early as possible and identify all planned activities through the end of the current FY, as discussed in the previous paragraph. Based on your information, DTSA/TDS will estimate the resources needed to support the company's activities and send a billing letter for the level of funding needed to provide support. Reiterating, DTSA cannot perform any activities until the funds are in place.

Due to DTSA's accounting controls, processes, and procedures, DTSA cannot roll funding from one FY to the next. Companies requiring services every year must go through this process yearly so new monies are available at the start of the new FY. At the completion of the FY, DTSA will close-out and reconcile all accounts, and refund unspent funds to the companies by the end of the second quarter of the following FY, i.e., March. If additional funds are required (e.g., the number of meetings or launch campaigns exceed initial estimates), then DTSA/TDS will send the company a billing letter no later than the third quarter of the FY, i.e., June. The billing letters will provide details for payment via electronic funds transfer to the Defense Finance and Accounting Services.