

## REPORTS

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### **1.0. NON-FINANCIALLY UNDERWRITTEN BANK ACCOUNT RECONCILIATION REPORT**

Each month, after reconciling the bank account, the contractor shall provide the TMA, CRM with a balanced, Non-Financially Underwritten Bank Account Reconciliation Report *for each bank account*, within 30 calendar days following the end of the month being reported. [Chapter 3, Addendum A, Figure 3-A-1](#) and [Figure 3-A-2](#) contain the format and instructions for this report. *These reports shall contain all transactions affecting the non-financially underwritten bank accounts.*

### **2.0. ACCOUNTS RECEIVABLE REPORT**

The contractor shall provide a monthly report to TMA, CRM on the status of receivables. This report is due by the *first* Federal workday of the subsequent month and may be faxed or e-mailed. See [Chapter 3, Addendum A, Figure 3-A-4](#) for reporting requirements.

