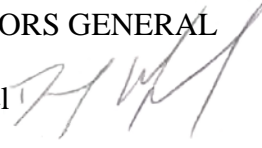




EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL  
FINANCIAL MANAGEMENT

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND  
INSPECTORS GENERAL

FROM: Danny Werfel   
Controller

DATE: October 23, 2009

SUBJECT: FY 2009 Year-end Reporting Requirements for Federal  
Departments and Agencies

This memorandum serves to remind agencies of key year-end reporting requirements and due dates. This memorandum also provides guidance and clarification on the Key Year-end Due Dates and Reporting Requirements and the Improper Payments Portal.

**I. Key Year-end Due Dates**

A. PAR and AFR

Agencies will submit draft Performance and Accountability Report (PAR) or Agency Financial Report (AFR) to OMB by November 2, 2009. Final PARs or AFRs are due **by 6:00 pm November 16, 2009**. The final AFRs and PARs should be submitted to OMB, FMS, Main Treasury, and GAO.

For FY 2009, agencies that are granted an extension in accordance with OMB Memorandum M-10-04 *Fiscal Year 2009 Audited Financial Statement Reporting Deadline* located at [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-04.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-04.pdf) will submit the final AFR or PAR **no later than 6:00 pm December 15, 2009**. The draft AFR or PAR will be due to OMB 10 business days prior to the final submission of the PAR or AFR. A request for an extension should be submitted to OMB no later than November 1, 2009. **Information on the deadlines for the Government-Wide Financial Statements will be forthcoming.**

In addition, any Non-CFO Act agencies that produce an Annual Performance Report (APR) and AFR and all CFO Act agencies will submit a draft and final summary of financial and performance information to OMB by February 1, 2010 and February 15, 2010, respectively. The following reports will be submitted to OMB using the MAX Federal Community's *Financial Management Community* page located at <https://max.omb.gov/community/x/5ADIDQ>:

- Year-end financial reporting (i.e. Performance and Accountability Report (PAR) or Agency Financial Report (AFR))
- Summary of financial and performance information (formerly known as Citizens' Reports)

- Management Representation Letters
- Interim Statements and fluctuation analyses
- Statement of Budgetary Resources (SBR) analyses

Agencies should send applicable documents listed in Appendix C to the Department of Treasury and the Government Accountability Office at the addresses listed in Appendix B. In addition, the opinion on the Closing Package should be sent to OMB via [statements@omb.eop.gov](mailto:statements@omb.eop.gov), not MAX. For more information or if you have questions, please contact Regina Kearney at [rkearney@omb.eop.gov](mailto:rkearney@omb.eop.gov).

## B. Legal Representation Letter

To assist with the timely preparation of the government-wide legal representation letter (LRL) and related financial statements, agencies' Offices of Inspectors General are required to email the Treasury's Financial Management Service (FMS) any "subsequent changes" to the FINAL LRL that have arisen after submitting the FINAL LRL but prior to the effective date. The e-mail update must be sent to FMS at [financial.reports@fms.treas.gov](mailto:financial.reports@fms.treas.gov) and indicate the specific "changes" or "no changes." For more information, or if you have questions, please contact Audrey Duchesne at [aduchesne@omb.eop.gov](mailto:aduchesne@omb.eop.gov).

## **II. Key Year-end Reporting Requirements**

### A. Debt Collection Improvement Act (DCIA) Annual Report Submission

The DCIA established a framework for improved federal debt collection by centralizing the management of delinquent obligations and providing agencies with more effective debt collection tools. To assist agencies with the DCIA reporting requirements, OMB released Memorandum M-04-10 (<http://www.whitehouse.gov/omb/memoranda/fy04/m04-10.pdf>), which outlines the annual requirement for agencies to report to OMB on their internal standards and policies regarding compromising, writing-down, forgiving or discharging debt and compliance with the current requirements. Agencies are also asked to include in their report an update on the status of any deficiencies identified in the 2008 submission. All reports should be sent electronically to OMB using the email address [fiareports@omb.eop.gov](mailto:fiareports@omb.eop.gov) with the phrase "DCIA Annual Report" in the subject line. For more information or if you have questions, please contact Kim Farington at [kfarington@omb.eop.gov](mailto:kfarington@omb.eop.gov).

### B. Intragovernmental Reconciliations

Intragovernmental balances are required to be reconciled at least quarterly with other Federal trading partners pursuant to OMB and Treasury policy. Agencies should promptly respond to reconciliation efforts and balance confirmations sent by your fellow Federal trading partners. Failure to participate in the reconciliation efforts will hamper the resolution of the government-wide material weakness and potentially jeopardize the audit opinion on the closing packages of your fellow Federal trading partners. For more information or if you have questions, please contact Regina Kearney ([rkearney@omb.eop.gov](mailto:rkearney@omb.eop.gov)) or Audrey Duchesne ([aducesne@omb.eop.gov](mailto:aducesne@omb.eop.gov)).

### C. Closing Packages

For purposes of the agency's Closing Package, the scope paragraph, as well as the audit opinion included in the auditor's report on the agency's special-purpose financial statements, should indicate the audit assurance provided on the reclassified Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Social Insurance (if applicable), and Accompanying Notes in the Notes Module. This assurance should be provided regardless of a system limitation that would prevent a statement from being entered through a separate financial statement module within the Government-wide Financial Reporting System (GFRS). Specifically, due to systems limitations of the GFRS, the information related to the Statement of Social Insurance cannot be entered through a separate financial statement module within GFRS. Consequently, the information related to the Statement of Social Insurance has to be reported through the GFRS' Financial Report (FR) Notes module. Accordingly, auditors should plan and perform their social insurance related audit procedures to obtain a reasonable basis for expressing an opinion on the agency's special-purpose financial statements in the Closing Package, including the Statement of Social Insurance presented in the GFRS' FR Notes module. For more information, or if you have questions, please contact Audrey Duchesne at [aduchesne@omb.eop.gov](mailto:aduchesne@omb.eop.gov).

### D. The Management Representation Letter

As part of GAO's audit of the CFS, GAO requires that the Department of the Treasury (Treasury) and the Office of Management and Budget (OMB) provide representations to GAO at the Government-wide level. GAO refers the preparers to the illustrative letter in FAM 1001A for guidance in preparing the management representation letters. Treasury and OMB rely on the management representation letters of the significant federal entities to provide representation in the Government-wide management representation letter.

GAO needs agency management to provide representation to its auditors of any known material weaknesses in internal controls over financial reporting that have occurred subsequent to September 30, 2009 (representation 16 from FAM 1001A). OMB has conferred with GAO on this representation, and we agree that this representation is based on information **known** by management up to the date of the management representation letter. It does not require management to perform additional steps to identify subsequent material weaknesses in internal controls over financial reporting. For more information or if you have questions, please contact Regina Kearney at [rkearney@omb.eop.gov](mailto:rkearney@omb.eop.gov).

### E. Exhibit 52 Submission

This is a reminder that under Circular A-11 Exhibit 52 is due January 31 and should be approved by the agency CFO before submission to OMB. The exhibit 52 report captures information on obligations for financial management activities; specifically, resource levels for functions overseen by the CFO, including budget formulation and execution. It also collects the full-time equivalent (FTE) employment data and contractor information for the same activities. Detailed instructions are in Circular A-11 Section 52, and a formatted excel spreadsheet template is

provided on the MAX Federal Community page at <https://max.omb.gov/community/x/3YHYEg>. For questions, email [exhibit52@omb.eop.gov](mailto:exhibit52@omb.eop.gov).

### **III. Improper Payments Portal**

For FY 2009 Improper Payment Information Act (IPIA) and Recovery Auditing reporting, agencies are required to enter their information into a Web-based Improper Payments portal using the OMB MAX database. This data entry will be additional to the required PAR reporting. Both sets of information are due November 16, 2009. The portal is currently open for input and can be accessed at: <https://max.omb.gov/community/x/OQDjCQ>. For more information or if you have questions, please contact Joe Pika at [jpika@omb.eop.gov](mailto:jpika@omb.eop.gov).

We appreciate your continuous efforts to improve financial and performance reporting in the Federal government. If you have any questions regarding the requirements of this memorandum, contact Dana James, Chief, Financial Standards and Grants Branch, Office of Federal Financial Management (OFFM), at (202) 395-3993.

**Agencies Required to Prepare Closing Packages and to Submit Representation Letters**

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Homeland Security  
Department of Housing and Urban Development  
Department of Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of the Treasury  
Department of Veterans Affairs  
U.S. Agency for International Development  
Environmental Protection Agency  
General Services Administration  
National Aeronautics and Space Administration  
Nuclear Regulatory Commission  
National Science Foundation  
Office of Personnel Management  
Small Business Administration  
Social Security Administration  
Export-Import Bank of the United States  
Farm Credit System Insurance Corporation  
Federal Communications Commission  
Federal Deposit Insurance Corporation  
National Credit Union Administration  
Pension Benefit Guaranty Corporation  
Railroad Retirement Board  
Securities and Exchange Commission  
Smithsonian Institution  
Tennessee Valley Authority  
U.S. Postal Service

**Contact Information**

Office of Management and Budget  
New Executive Office Building  
Office of Federal Financial Management &  
Resource Management Office  
MAX Federal Community:  
<https://max.omb.gov/community/x/5ADIDQ>

Government Accountability Office  
441 G Street, NW, Room 5T16  
Washington, DC 20548  
Attn: Louise DiBenedetto  
E-mail: [USCFSS@gao.gov](mailto:USCFSS@gao.gov)  
Telephone: (202) 512-6921  
Fax: (202) 512-9596

Department of the Treasury(Main)  
1500 Pennsylvania Avenue, NW  
Room 2064  
Washington, DC 20220  
Attn: Ann Davis  
E-mail: [ann.davis@do.treas.gov](mailto:ann.davis@do.treas.gov)  
Telephone: (202) 622-1028  
Fax: (202) 622-0962

Department of the Treasury  
Financial Management Services  
Room 509B  
3700 East-West Highway  
Hyattsville, MD 20782  
Attn: Karen Hunter  
E-mail: [Financial.Reports@fms.treas.gov](mailto:Financial.Reports@fms.treas.gov)  
Telephone: (202) 874-9910  
Fax: (202) 874-9907

Department of Justice  
Office of the Assistant Attorney General  
950 Pennsylvania Avenue, NW  
Room 3138  
Washington, DC 20530  
Attn: Colonel James W. Herring, Jr.  
E-mail: [Legal.letters@usdoj.gov](mailto:Legal.letters@usdoj.gov)  
Telephone: (202) 514-3886  
Fax: (202) 514-8071

Department of Justice  
1100 L Street, NW, Room 9048  
Washington, DC 20005  
Attn: Holly Cummings  
E-mail: [Legal.letters@usdoj.gov](mailto:Legal.letters@usdoj.gov)  
Telephone: (202) 616-8048  
Fax: (202) 514-1908

**Key Dates for Fiscal Year-End Reporting and the Financial Report of the United States Government**

<b>Key Due Date</b>	<b>Who Should Submit</b>	<b>Requirement</b>	<b>Recipient</b>
7/21/2009	CFO Act and ATDA agencies*	Submission of unaudited financial statements for 3rd quarter	OMB OFFM and RMO
7/30/2009	Interim Pilot agencies	Submission of unaudited financial statements for 3rd quarter	OMB OFFM and RMO
8/27/2009 – 9/18/2009	All	FACTS I MAF Window	FMS
8/14/2009	Agencies in Appendix A	Submission of 3rd quarter SBR to SF-133 Reconciliation	OMB
When available but NLT 8/31/2009	Agencies in Appendix A	Submission of interim Legal Representation Letter and Management Schedule	DOJ, FMS, GAO
9/09/2009 – 11/16/2009	Agencies in Appendix A	GFRS Window for Closing Package submissions	FMS
10/1/2009 – 11/16/2009	Agencies excluded from Appendix A	FACTS I Window for ATB submissions and related GFRS Notes and Other data submissions	FMS
10/1/2009	Payroll Providers (OIG)	Submission of Retirement, Health Benefits, and Life Insurance Withholdings/Contributions and Supplemental Semiannual Headcount Report	OPM (wwscott@opm.gov; cc: Finance@opm.gov)
10/8/2009 - 10/16/2009	All	Submission of fiduciary balances for 4th quarter through IFCS (final)	FMS
10/18/2009	Agencies in Appendix A	Submission of intragovernmental data files for 4th quarter	FMS
11/2/2009	All agencies without an extension in accordance with OMB M-10-04	Submission of draft Performance and Accountability Report, Agency Financial Report, or Annual Management Report	OMB OFFM and RMO
11/16/2009	All Executive Branch Departments and Agencies (per Circular A-123, Appendix B)	Submission of IPIA and Recovery Audit data through OMB MAX	OMB
11/16/2009	Agencies in Appendix A without an extension in accordance with OMB M-10-04	Submission of year-end SBR to SF-133 Reconciliation	OMB
11/16/2009 6:00 p.m. EST	All agencies without an extension in accordance with OMB M-10-04	Submission of final Performance and Accountability Report (PAR), Agency Financial Report (AFR), or Annual Management Report	OMB OFFM and RMO, Main Treasury, FMS, GAO

<b>Key Due Date</b>	<b>Who Should Submit</b>	<b>Requirement</b>	<b>Recipient</b>
11/16/2009 6:00 p.m. EST	Agencies in Appendix A without an extension in accordance with OMB M-10-04 (OIG)	Submission of Opinion on Closing Package (refer to TFM, Part 2, Chapter 4700 for documents to attach to the opinion)	OMB OFFM, FMS and GAO
10 Business Days Prior to Submission of Final PAR or AFR	All agencies with an extension in accordance with OMB M-10-04	Submission of draft Performance and Accountability Report, Agency Financial Report, or Annual Management Report	OMB OFFM and RMO
12/1/2009 6:00 p.m. EST	Agencies in Appendix A (OCFO)	Submission of ATBs through FACTS I	FMS
When Available but NLT 12/15/2009 6:00 p.m. EST	All agencies with an extension in accordance with OMB M-10-04	Submission of final Performance and Accountability Report (PAR), Agency Financial Report (AFR), or Annual Management Report	OMB OFFM and RMO, Main Treasury, FMS, GAO
When Available but NLT 12/15/2009 6:00 p.m. EST	Agencies in Appendix A with an extension in accordance with OMB M-10-04 (OIG)	Submission of Opinion on Closing Package (refer to TFM, Part 2, Chapter 4700 for documents to attach to the opinion)	OMB OFFM, FMS and GAO
When available but NLT 1/4/2010	CFO Act agencies (OCFO and OIG)	Submission of FIPS data and IG certification	OMB OFFM
11/16/2009 6:00 p.m. EST	Agencies in Appendix A without an extension in accordance with OMB M-10-04 (OCFO)	Submission of Management Representation Letters (related to general-purpose financial statements and special- purpose/Closing Package financial statements)	OMB OFFM, Main Treasury, FMS, GAO
11/16/2009 6:00 p.m. EST	Agencies in Appendix A without an extension in accordance with OMB M-10-04 (OIG)	Submission of final Legal Representation Letter and Management Schedule	DOJ, FMS, GAO
TBD	Agencies in Appendix A with an extension in accordance with OMB M-10-04 (OCFO)	Submission of ATBs through FACTS I	FMS
TBD	Agencies in Appendix A with an extension in accordance with OMB M-10-04	Submission of year-end SBR to SF-133 Reconciliation	OMB



<b>Key Due Date</b>	<b>Who Should Submit</b>	<b>Requirement</b>	<b>Recipient</b>
TBD	Agencies in Appendix A (OCFO)	Submission of CFO Representations on Intragovernmental Activity and Balances	FMS and GAO
TBD	Agencies in Appendix A with an extension in accordance with OMB M-10-04 (OCFO)	Submission of Management Representation Letters (related to general-purpose financial statements and special- purpose/Closing Package financial statements)	OMB OFFM, Main Treasury, FMS, GAO
TBD	Agencies in Appendix A with an extension in accordance with OMB M-10-04 (OIG)	Submission of final Legal Representation Letter and Management Schedule	DOJ, FMS, GAO
TBD	Agencies in Appendix A (OIG)	Email on subsequent changes to the final legal representation letter that have arisen after the submission of the final legal representation letter but prior to TBD.	FMS
TBD	Agencies in Appendix A (OCFO)	Email on subsequent changes to the management representation letters and financial statements that have arisen after the date of the financial statement audits (general-purpose and special-purpose) and up through TBD.	OMB OFFM, FMS, Main Treasury, GAO
2/1/2010	Non-CFO Act agencies that produce an AFR and APR and CFO Act agencies	Submission of draft summary of performance and financial information	OMB
2/15/2010	Non-CFO Act agencies that produce an AFR and APR and CFO Act agencies	Submission of final summary of performance and financial information	OMB

\* - See OMB Bulletin 07-04 *Audit Requirements for Federal Financial Statements*, as amended, for agencies subject to the Accountability of Tax Dollars Act.