



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



FINANCIAL MANAGEMENT MEMORANDA 2010- 009 (Vol. II.A)

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

JUL 09 2010

From: Don Geiger *Don Geiger*
Acting Director, Office of Financial Management

Subject: FY 2010 Financial Reporting Requirements to support the Department's
Agency Financial Report

Effective for fiscal year 2010, all bureaus and offices within the U.S. Department of the Interior are part of the consolidated financial statement audit and are no longer required to issue separate audit reports. As a result, bureaus shall prepare individual bureau financial reporting packages that include principal financial statement work papers, certain note disclosures, Required Supplementary Information (RSI), Required Supplementary Stewardship Information (RSSI), and Other Accompanying Information (OAI), as applicable, to facilitate the preparation and audit of the consolidated Agency Financial Report (AFR).

The bureaus shall record financial transactions in accordance with generally accepted accounting principles and shall prepare financial reporting packages summarizing those transactions using the prescribed financial reporting templates. If a bureau would like to recommend changes to the financial reporting templates, identifies new reporting requirements, or believes that the financial reporting templates are not in accordance with generally accepted accounting principles, feel free to contact Ed King (Ed_King@ios.doi.gov) on (202) 208-3425 or myself (Don_Geiger@ios.doi.gov) on (202) 208-4701. Bureaus shall provide a complete and auditable draft of their 3rd and 4th quarter financial reporting packages -- footnotes, RSI, RSSI, and OAI (as applicable) -- to the Office of Financial Management (PFM) and the bureau audit team in accordance with due dates established in the PFM Milestones Schedule.

In addition, bureaus shall work with the Office of Planning and Performance Management to provide bureau information to be included in the Department's Management Discussion and Analysis (MD&A) and performance information.

Each bureau shall provide the following deliverables, as applicable:

Monthly Requirements

- Hyperion data load
- Elimination Entries, detail files, and unbilled/advance reports

- Child trial balance report to non-Interior parents
- Financial Statement work papers following the required financial reporting formats (work papers in the form of a balance sheet, statement of net cost, statement of changes in net position, statement of budgetary resources, and statement of custodial activity), as applicable

Quarterly/Year-End Requirements

- Federal Employee Compensation Act, Office of Personnel Management, and Unemployment accruals and/or adjusting entries;
- Financial statement work papers following the required financial reporting formats (Bureau adjusted trial balance information, work papers in the form of a balance sheet, statement of net cost, statement of changes in net position, statement of budgetary resources, and statement of custodial activity, as applicable)
- Footnote schedules, following the required financial reporting formats and following the same presentation as the consolidated AFR, as applicable (required for quarters 2-4 – see attached table)
- Footnote narrative text, when specific or unique information is disclosed related to the specific bureau in the consolidated AFR (required for quarters 2-4 – see attached table);
- RSI and RSSI when specific or unique information is disclosed related to the specific bureau in the consolidated AFR, (e.g., deferred maintenance; stewardship/heritage asset condition information (required for 3rd and 4th quarters)
- Other accompanying information when specific or unique information is disclosed related to the specific bureau in the consolidated AFR (required for 3rd and 4th quarters)
- Financial Statement variance analysis (quarter to quarter) following the required format in Hyperion (required every quarter)
- Financial Statement edit checklist following the required format (required every quarter)
- Non-GAAP Analysis (required for quarters 2-4)
- FACTS II Analysis following the required format (required every quarter)
- Management Representation Letter following the required format
- Statement of Budgetary Resources to SF-133 reconciliation for applicable accounts following the required format (required every quarter);
- Financial Manager's checklist following the required format (required every quarter)
- Government Financial Reporting System (GFRS) Templates following the required format (required for 4th quarter); and,
- Trial Balance verification following the required format (required for 4th quarter).

Refer to the attached table for a listing of reporting requirements.

Refer to the 2010 Bureau Financial Statement Folder in Hyperion for Monthly, Quarterly/Year-End required formats for financial statements, footnotes, certain footnote disclosures, Required Supplemental Information (RSI), Required Supplemental Stewardship Information (RSSI), and Other Accompanying Information (OSI).

Should you have concerns regarding this request, please contact Ed King (Ed_King@ios.doi.gov) on (202) 208-3425 or myself (Don_Geiger@ios.doi.gov) on (202) 208-4701.

Attachment

cc: Financial Statement Guidance Team
Finance Officers Partnership