



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

MAY 15 2014

## FINANCIAL MANAGEMENT MEMORANDUM 2014 - 012 (Vol.II.A)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D.A. Glenn*  
Deputy Chief Financial Officer and Director  
Office of Financial Management

Subject: Guidance for the Preparation of FY 2014 Heritage Asset and Stewardship Land Reporting including requirements for the Basic, RSI, and RSSI portions of the AFR

This memorandum serves as the guidance for the preparation of the Heritage Asset and Stewardship Land information to be included in the Principal Financial Statements (Basic), Required Supplementary Information (RSI), and Required Supplementary Stewardship Information (RSSI) sections of the Fiscal Year (FY) 2014 Agency Financial Report (AFR).

Every bureau must provide Basic, RSI, and RSSI information for the consolidated AFR in accordance with the timeframes established by the Financial Statement Guidance Team.

In FY 2014 the Stewardship Information will be reported as follows:

### Basic:

- Mission Relevance,
- Stewardship Policies,
- Stewardship Land,
- Non-Collectible Heritage Assets, and
- Collectible Heritage Assets;

### RSI:

- Deferred Maintenance,
- Condition of Stewardship Land,
- Condition of Non-Collectible and Collectible Heritage Assets, and
- Oil, Gas, and other Natural Resources reported under Statement of Federal Financial Accounting Standard 38 and Technical Bulletin 2011-1;

### RSSI:

- Investments – (Research and Development, Human Capital, and Non-Federal Physical Property).

In the Basic section of the AFR, the Stewardship Note will consist of descriptive paragraphs on

how stewardship land and heritage assets relate to the mission of the organization and the policies that guide their management. The Balance Sheet will include a Stewardship Assets line item with a zero dollar value and reference its explanatory note.

To facilitate preparation of the FY 2014 Basic, RSI, and RSSI data, data collection templates have been placed in FBMS BPC in the "Company" folder at *WEBEXCEL\TEMPLATE\LIBRARY\REPORTS\TEMPLATES\FY 2014 HASL Templates*. The templates will also be sent out to the FSGT email distribution list. Please use these templates for Basic, RSI, and RSSI data submitted to the Office of Financial Management (PFM).

Bureaus should be aware that information included in the Basic section is audited. Therefore, ensure that the ending balances for FY 2013 are the beginning balances for FY 2014 and any subsequent changes shall be reflected as additions or deletions.

Bureaus are also required to provide PFM with narrative information for Basic, RSI, and RSSI sections of the AFR.

For the three investment areas in RSSI, bureaus should provide the full cost of the investment made for the current year and the preceding four years. For the Research and Development section:

- Basic research – an identification of any major new discoveries that were made during the year;
- Applied research – an identification of any major new applications that were developed during the year; and
- Developmental research – the progress of major developmental projects including the results with respect to projects completed or otherwise terminated during the year and the status of projects that will continue.

As bureaus incorporate information into the templates, the file should be saved with the bureau acronym and the date the file was prepared/revised. Each subsequent update to the file should be appended with the current date. Bureaus must notify PFM when Basic, RSI, and RSSI data has been updated to ensure that the most current information is input into the AFR.

### **2<sup>nd</sup> Quarter Reporting**

None required.

### **3<sup>rd</sup> Quarter Reporting**

The Department will prepare a complete 3<sup>rd</sup> quarter draft of the AFR for review by the consolidated audit team. This requires that Basic, RSI, and RSSI sections be submitted to PFM by **July 21, 2014**, with data as of June 30, 2014. (Oil, gas, and other natural resources reporting under SFFAS 38 and Technical Bulletin 2011-1 in the RSI not required.)

### **4<sup>th</sup> Quarter Reporting**

Updated 4<sup>th</sup> quarter data (Basic, RSI, and RSSI) must be submitted to PFM by **October 17, 2014**, for inclusion in the final AFR which must be completed no later than November 17, 2014.

Effective in FY 2015, SFFAS 42, *Deferred Maintenance and Repairs: Amending Statements of Federal Financial Accounting Standards 6, 14, 29, and 32*, will amend the RSI presentation requirements for Deferred Maintenance and Repairs in SFFAS 6 and condition reporting requirements for Heritage Assets and Stewardship Land in SFFAS 29. Separate implementation guidance will be issued during FY 2014.

**Basic, RSI, and RSSI Contacts**

To assist with the collection and consolidation of the Basic, RSI, and RSSI materials, a designated point of contact for each bureau is required. Please provide a point of contact for the areas of reporting outlined in this memo to Sherry Lee at [Sherry\\_Lee@ios.doi.gov](mailto:Sherry_Lee@ios.doi.gov) and Diane Washington at [Diane\\_Washington@ios.doi.gov](mailto:Diane_Washington@ios.doi.gov) no later than **May 30, 2014**.

If you have questions, please contact Sherry Lee at (202) 219-4096 or Diane Washington at (202) 208-6225.

cc: Financial Statement Guidance Team  
Finance Officers Partnership

Attachment