



# Office of Financial Management FY 2012 Business Plan

Collaboration

Leadership

Accountability



**OFFICE OF FINANCIAL MANAGEMENT**



## **Office of Financial Management – Fiscal Year 2012 Business Plan**

### **Mission:**

Lead the Department to Financial Management Excellence and Provide Value through Collaboration and Continuous Learning.

### **Values:**

- Financial Management Excellence – The Office of Financial Management (PFM) is committed to providing financial management leadership across the Department.
- Stakeholder Focus – PFM listens to its stakeholders and customers. We are committed to understanding the unique requirements of our various Bureaus and Offices, and deliver services that meet those requirements.
- Collaboration – PFM provides advocacy and support for program and bureau operations in all financial and related functional areas. PFM understands the importance of leveraging the knowledge that exists across the Department to achieve a collective success.
- Continuous Learning – PFM understands the importance of being skilled at creating, acquiring, and transferring knowledge. We use knowledge to modify our processes and become a better organization.
- Workforce – PFM realizes its number one asset is its people. We value a highly skilled, enthusiastic, motivated, and diverse workforce. We are committed to breaking down workplace barriers in order to provide an organization where all members have an equal opportunity for success.
- Providing Value – PFM is committed to providing timely thorough and thoughtful responses and information that the Departments various components find useful.

### **Linkage to Departmental Strategic Plan:**

PFM directly supports Interior's operating principles by leading the Departments pursuit of financial integrity and transparency. Obtainment of this principle ensures that the Department achieves the highest of ideals while performing its core mission. PFM is pursuing financial integrity and transparency through three strategic goals and supporting tactical performance measures which are described below.

# Office of Financial Management – Fiscal Year 2012 Business Plan

## Goals:

### 1. **Be a Leader in Sound Federal Financial Management.**

#### 1.1 **The Department receives clean audit opinions.**

Measure – Maintain clean audit opinion.

Target – Receive clean audit opinion in 2012.

#### 1.2 **Continually strengthen compliance with financial management laws, regulations, and best practices.**

Measure – No material weaknesses in 2012.

Target – Eliminate Interiors one material weakness in 2012.

Measure – Meet all Improper Payment reporting requirements in Fiscal Year (FY) 2012.

Target – Complete inventory of major programs by January 30, 2012.

Target – Make risk rating tool available to the Bureaus by February 28, 2012.

Target – Provide final guidance on improper payment risk assessments by March 31, 2012.

Target – Implement payment recapture audit process by March 31, 2012.

#### 1.3 **Excellence in financial reporting.**

Measure – Maintain record of receiving the Certificate of Excellence in Accountability Reporting (CEAR) award.

Target – Receive CEAR award in 2012.

Measure – Be a government leader in innovative financial reporting.

Target – Publish Citizen Centric report by February 15, 2012.

Measure – Meet emerging financial reporting requirements.

Target – Address required changes in the Statement of Budgetary Resources by implementing new templates by 2<sup>nd</sup> quarter of 2012 and include new format in 2<sup>nd</sup> quarter reporting package.

Target – Develop and implement processes to effectively meet new requirements resulting from Federal Accounting Standards Advisory Board (FASAB) standards related to asbestos and the capitalization of oil and gas reserves.

#### 1.4 **Maintain strong internal control program.**

Measure – Develop internal control training program to be deployed Department wide.

Target – Deploy training program by June 30, 2012, with training completed by September 30, 2012.

## Office of Financial Management – Fiscal Year 2012 Business Plan

Measure – Improve internal controls by effectively implementing Office of Inspector General and Government Accountability Office audit recommendations.

Target – Achieve 85 percent target weighted scoring of audit recommendation close out by September 30, 2012.

Measure – Provide program to identify high risk internal control areas and develop internal control review processes for testing high risk areas.

Target – In collaboration with the bureaus, identify three high risk areas prevalent across the Department and develop testing protocols to assess the control effectiveness around those areas.

### **2. Effectively Utilize Financial Information Systems and Leverage Financial Information for Management Decision Making.**

#### **2.1. Provide effective data analysis and reports.**

Measure - Develop reports that track financial data in order to provide insight into data risk areas.

Target - By June 30, 2012, develop reports that facilitate the bureaus and Departments ability to effectively manage undelivered orders, accounts receivable, accounts payable, construction work in progress, and journal entries.

#### **2.2. Identify and deploy initiatives to realize value from the Financial and Business Management System (FBMS).**

Measure – Identify FBMS processes that capitalize on the capabilities of the FBMS system to derive value for the Department and bureaus.

Target – In FY 2012, develop processes and effectively implement three FBMS value capture initiatives.

#### **2.3. Lead the development of the financial management systems roadmap.**

Measure – Identify and schedule dates for formal decommissioning of legacy financial management systems.

Target – By June 30, 2012, develop and obtain approval for financial management decommissioning schedule.

Measure – Provide a Departmental database of financial management systems that can be used to track and report on the status of legacy financial management systems.

Target – Provide an operational database by September 30, 2012, that provides a tool for tracking and reporting legacy financial systems.

## **Office of Financial Management – Fiscal Year 2012 Business Plan**

### **2.4. Lead the development of the ETS2 travel system.**

Measure – Have an implementation plan that provides the foundation for successful deployment.

Target – By March 31, 2012, develop and publish an ETS2 deployment plan and establish a Departmental workgroup to implement the plan.

### **3. Provide Superior Service and Value to the Bureaus, Offices, and Other Stakeholders.**

#### **3.1. Develop effective policy that provides relevant guidance to the bureaus and other stakeholders.**

Measure – Policy is updated and applicable to current operating environment

Target – By March 30, 2012, review current inventory of Accounting Handbook chapters and Financial Management Memorandums to identify those in need of updating.

Measure – Ensure policy gaps are addressed timely and effectively.

Target – By September 30, 2012, issue draft policy addressing high priority gaps identified during the above inventory process, or other means.

#### **3.2. Be a conduit of information flow between Interiors bureaus and offices, and the various organizations external to Interior, i.e., Office of Management and Budget, FASAB, and Treasury.**

Measure – The Chief Financial Officer (CFO) Council and other partnerships are effectively utilized to communicate information and work through issues critical to setting the strategic direction of financial management across the Department.

Target – By March 31, 2012, develop short term and long term goals to be addressed by the CFO Council, the Finance Officers Partnership, and the Financial Statement Guidance Team.