

**Department of Commerce FY 2008 Q4
Review Procedures Checklist**

Procedure	Description
RPC	Attached Review Procedures Checklist has been reviewed and all necessary comments/explanations provided to OFM except for items included in the Subsequent Review Checklist section
ANB	Trial Balance Anomaly Reports and Financial Statement Anomaly Reports have been reviewed (i.e., credit balance in a normally debit balance account or financial statement line item) and all explanations of Trial Balance anomalies provided to OFM
NPA	Net Position Analyses (appropriated funds only) reports have been reviewed for differences and THERE IS A \$500K THRESHOLD FOR THIS ANALYSIS.
132	Review Statement of Budgetary Resources (St of BR) vs. OMB SF-132s and explanations of differences provided to OFM, if applicable. Bureaus will be responsible to supply explanations of differences of \$1 million or more. All differences should be understood.
IC	Hyperion Intra-Commerce TSRs and manual Intra-Commerce TSR have been reviewed to ensure consistency and all explanations of differences provided to OFM
IG	Hyperion Intragovernmental TSRs and manual Intragovernmental Providing/Receiving TDR or Access TSR have been reviewed to ensure consistency and all explanations of differences provided to OFM
FUND ADD/DEL	Fund additions/deletions have been verified, and all required information submitted to OFM. Refer to Financial Statements Guidance Attachment K, II – HFM Entities.

Reporting Entity: _____

Chief Financial Officer: _____
Signature Date

Department of Commerce FY 2008 Bureau CFO Review Checklist Part II

Procedure	Description
RPC	Attached Review Procedures Checklist has been reviewed, including Subsequent Review Checklist section , and all necessary comments/explanations provided to OFM, including items in the Subsequent Review Checklist section

Reporting Entity: _____

Chief Financial Officer: _____
Signature Date

Department of Commerce FY 2008 Q4 Review Procedures Checklist

Note: This Checklist is a multi-purpose form for bureaus and OFM. Initials signify that procedure was performed without exception or explanation has been attached for any differences found.

Procedure	Description	OFM Binder Tab(s)	Initials
RPC	Review following pages of the Review Procedures Checklist and comments/explanations provided to OFM	1	
ANB	Review Trial Balance Anomaly Balance Reports and Financial Statements Anomaly Balance Reports (i.e., credit balance in a normally debit balance account) and explanations of Trial Balance anomalies provided to OFM. ALL DIFFERENCES MUST BE EXPLAINED	2	
NPA	Review Net Position Analyses for differences and review comments/explanations of differences provided to OFM. NOTE: THERE IS A \$500K THRESHOLD FOR THIS ANALYSIS.	4	
132	Review Statement of Budgetary Resources (St of BR) vs. OMB SF-132s and explanations of differences provided to OFM, if applicable. Bureaus will be responsible to supply explanations of differences on only the applicable lines . All differences should be understood. NOTE: THERE IS A \$1M THRESHOLD FOR THIS ANALYSIS.	9	
IC	Review Hyperion Intra-Commerce TSRs to ensure consistency with manual Intra-Commerce TSR and review comments/explanations of differences provided to OFM (Bureau procedure only)	18	
IG	Review Hyperion Intragovernmental TSRs to ensure consistency with manual Intragovernmental Providing/Receiving TDR or Access TSR and review comments/explanations of differences provided to OFM	19	
FUND ADD/DEL	Fund additions/deletions have been verified, and all required information submitted to OFM. Refer to Financial Statements Guidance Attachment K, II – HFM Entities.	24	

Explanations are attached for the procedures referenced above: (please check appropriate boxes)

- | | |
|---|---|
| <input type="checkbox"/> RPC – Review Procedures Checklist
<input type="checkbox"/> ANB – Anomaly Balances Analyses
<input type="checkbox"/> NPA – Net Position Analyses | <input type="checkbox"/> IC – Intra-Commerce TSRs Comparison
<input type="checkbox"/> IG – Intragovernmental TSRs/TDR Comparison |
|---|---|

*****Review Procedures Checklist continues on Page 3*****

Reporting Entity: _____ Acctg. Service Provider Finl. Mgr.: _____ Date: _____
 Reporting Entity: _____ Reporting Entity Financial Mgr.: _____ Date: _____

**Department of Commerce FY 2008 Q4
Subsequent Review Checklist**

Procedure	Description	OFM Binder Tab(s)	Initials
133	Review Statement of Budgetary Resources (St of BR) vs. FACTS II SF-133s and explanations of differences provided to OFM. NOTE: THERE IS A \$500K THRESHOLD FOR THIS ANALYSIS.	9	
FA	Review fluctuation analyses for each line item to determine significant fluctuations (increases or decreases of 10% or more AND greater than or equal to the following \$ amounts – NOAA - \$12 million; Census, EDA, ITA, NIST, and USPTO - \$5 million; all other entities - \$2 million. Review explanations of the significant fluctuations (per Financial Statements Guidance) provided to OFM for following: Balance Sheet (BS), Statement of Net Cost (St of NC), Statement of Changes in Net Position (St of CNP), St of BR, and footnotes (for each component) for Other Assets, Non-entity Assets, Other Liabilities, and Liabilities Not Covered by Budgetary Resources, all significant fluctuations must be explained **For Quarter 1 Only - OFM is only requiring bureaus to provide explanations for the top 5(\$) out of the fluctuations that bureaus would normally explain based on bureau thresholds. OFM reserves the right to request additional explanations from bureaus even if the line did not meet the bureau threshold requirement.**	23	
TROR	Review reconciliation of Treasury Report on Receivables (TROR) submission to financial statements and review comments/explanations of differences provided to OFM (Bureau procedure only)		
2108	Review St of BR by line item to ensure consistency with FACTS II FMS 2108 and review explanations of differences submitted to OFM (Year-end procedure only)	10	

Explanations are attached for the procedures referenced above: (please check appropriate boxes)

- 133** – St of BR vs. SF-133s Comparison
(also attach Comparison Report)
- FA** – Fluctuation Analyses

- TROR** – Treasury Report on Receivables Reconciliation

Reporting Entity: _____ Acctg. Service Provider Finl. Mgr.: _____ Date: _____

July 2008

Department of Commerce Q4 FY 2008 Review Procedures Checklist

Reporting Entity: _____ Reporting Entity Financial Mgr.: _____ Date: _____

Reminders:

- Accounts 4510 (Apportionments) and 4590 (Apportionments Unavailable – Anticipated Resources) must be accurately broken down by either a) available for current period; or b) available for subsequent period
- Following accounts must be broken down by either “DIR”/“D” direct or “REI”/“R” reimbursable: 4310, 4420, 4430, 4450, 4510, 4590, 4610, 4620, 4630, 4650, 4700, 4702, 4801, 4802, 4831, 4832, 4871, 4872, 4881, 4882, 4901, 4902, 4971, 4972, 4981, and 4982
- In addition to above breakdown (see second reminder), following accounts must also be broken down by “A” - category A, “B” - category B or “C” - exempt from apportionment: 4801, 4802, 4881, 4882, 4901, 4902, 4981, and 4982
- For ETB loads, use “**HFM LOAD**”
- Supplemental data loads should be included in the ETB.
- For data input into Hyperion Schedules (footnotes/DOL and OPM confirmations, etc.) use the Footnotes_Bureaus module in HFM.
- For Employer FICA transactions, use Trading Partner 99 (Treasury General Fund)
- For Employer Contributions to TSP, use N (Non-Federal) attribute

Note: Print books in Hyperion called "QTR1FSBOOK" (for Q1 only) or “Quarterly FS Book” (for Q1-Q3) and “BP Tiepoint Book” (if you later need financial statements by fund group, print FS_FULL book). Perform following procedures:

Procedure	Description	OFM Binder Tab(s)	Initials
Bureau Only Checks:			
GL	Ensure ETBs (Expanded Trial Balances) are consistent with general ledger	/	/
APB	Ensure following payroll related accruals are included, check appropriate box below and attach an explanation if “no” Gross Payroll 2210N/6100N <input type="checkbox"/> yes <input type="checkbox"/> no Employer TSP 2213N/6100N <input type="checkbox"/> yes <input type="checkbox"/> no Employer Retirement (CSRS/FERS/NOAA Corps) 2213F.24/6400F.24 <input type="checkbox"/> yes <input type="checkbox"/> no Employer Health (FEHB/NOAA Corps) 2213F.24/6400F.24 <input type="checkbox"/> yes <input type="checkbox"/> no Employer Life (FEGLI) 2213F.24/6400F.24 <input type="checkbox"/> yes <input type="checkbox"/> no Employer Social Security/Medicare 2213F.99/6400F.99 <input type="checkbox"/> yes <input type="checkbox"/> no Unfunded Leave 2220N/6800N <input type="checkbox"/> yes <input type="checkbox"/> no Funded Leave (just a few bureaus) 2210N/6100N <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a Other Unfunded Employment Related Liability 2290N or F/6800N or F <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	/	/
UR	Ensure Unearned Revenue accounts 2310 - Advances from Others, 2320 - Deferred Credits, and 2400 - Customer Deposits have been adjusted to actual	/	/

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Procedure	Description	OFM Binder Tab(s)	Initials
AL	<p>Ensure following Accrued Liabilities are included if applicable, check appropriate box below and attach an explanation if “no”</p> <p>Accrued Grants 2110N/6100N <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a Other Accrued Liabilities 2190N or F/6100N or F <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a</p>	/	/
SD	<p>Ensure all required BS and St of CNP split SGL accounts (see Financial Statements Guidance, Hyperion attachment) are included in supplemental data submissions loaded into Hyperion. Ensure all applicable Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote supplemental data submissions are loaded into Hyperion.</p>	/	/
Hyperion Tie-Point Checks:			
Report Name: ETB_TIE.rpt			
ETB-P	<p>Review Tie-Points report to ensure that for each fund group, proprietary (all accounts except 4000 series) SGL accounts foot to zero</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	3	/
ETB-B	<p>Review Tie-Points report to ensure that for each fund group, budgetary (4000 series) SGL accounts foot to zero</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	3	/
Report Name: TBTIEPTS.rpt			
PC	<p>Review Tie-Points report to ensure that, for each fund group, PreClose account 3100 (Unexpended Appropriations – Cumulative), PreClose account 3310 (Cumulative Results of Operations), and PreClose account 4201 (Total Actual Resources-Collected) agrees with the prior year’s PostClose account 3100, PostClose account 3310, and PostClose account 4201</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	3	/
Report Name: TBSPLBUR.rpt			
SPL-1	<p>Review Split Accounts Validation report to ensure that BS Split SGL Accounts (supplemental data submission) agrees with applicable SGL accounts</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	3	/
SPL-2	<p>Review Split Accounts Validation report to ensure that St of CNP Sheet Split SGL Accounts (supplemental data submission) agrees with applicable SGL accounts</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	3	/

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Procedure	Description	OFM Binder Tab(s)	Initials
Report Name: TIEPOINT.rpt			
BS	Review Tie-Points report to ensure that Total Assets agrees to Total Liabilities and Net Position on BS NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
NP-1	This tie-point is only applicable to appropriated funds. Review Tie-Points report to ensure that Net Position-Unexpended Appropriations on BS agrees with Ending Net Position-Unexpended Appropriations on St of CNP NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.	3	
NP-2	Review Tie-Points report to ensure that Net Position-Cumulative Results of Operations on BS agrees with Ending Net Position-Cumulative Results of Operations on St of CNP NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.	3	
AU	This tie-point is only applicable to appropriated funds. Review Tie-Points report to ensure that Appropriations Used on St of CNP is reported in equal and opposite directions in Cumulative Results of Operation column and Unexpended Appropriations columns NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
BR	Review Tie-Points Report to ensure Total Budgetary Resources equals Total Status of Budgetary Resources on St of BR NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
SCA	Review Tie-Points report to ensure that custodial activity on the Statement of Custodial Activity nets out to zero	3	
ICDIF	Review Tie-Points report to ensure that at bureau level, each of bureau's "ICDIFF" accounts (an account balance represents total amount of out-of-balance condition for a bureau's intra-bureau transactions reciprocal relationship, e.g. receivables vs. payables) are less than \$300 thousand	3	
IFC	Review Tie-Points report to ensure that Imputed Financing account 5780 by Trading Partner agrees with Imputed Costs account 6730 by Trading Partner (most bureaus will have an amount in these accounts) NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.	3	

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Procedure	Description	OFM Binder Tab(s)	Initials
NCO-1	Review Tie-Points report to ensure that Net Cost of Operations on St of CNP and St of NC agree NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.	3	
OPM	Review OPM (Trading Partner 24) Confirmation Report to ensure that breakdown of SGL account 6400F Funded Benefit Expense entered into confirmation schedule agrees with balance of SGL 6400F NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.	3/22	
JF	Account balances in SGL accounts 5780 Imputed Financing and 6730 Imputed Costs for Trading Partner 20 (Treasury) include Judgment Fund payments per memoranda e-mailed to bureaus. NOTE: THERE IS A \$0K THRESHOLD FOR THIS TIE-POINT.	3	
DOL	Review Tie-Points report and DOL Confirmation Report to ensure account balances in SGL accounts 6400F Funded Benefit Expense and 6850F Unfunded Benefit Expense for Trading Partner 16 (DOL) agrees to Hyperion DOL Confirmation, and verify that required data has been entered in confirmation schedule (such as FECA and Unemployment Insurance portions included in 6400F.16 and 6850F.16) NOTE: AS OF Q1 FY 08, TP 51_01 (DM S&E) WILL BE USED WITH SGL 6400 AS IT RELATES TO UNEMPLOYMENT INSURANCE FOR ALL BUREAUS. THE APPLICABLE HFM FORMS/REPORTS HAVE BEEN UPDATED TO ACCOMMODATE THIS CHANGE. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3/22	
NEA-1	Review Tie-Points report to ensure Non-entity Assets equals corresponding liabilities entered into Non-entity assets schedule NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.	3	
AF	Review Tie-Points report to ensure: a) Account balance in SGL account 2650N Actuarial FECA Liability agrees to OFM Excel spreadsheet - Unaudited Estimated Actuarial FECA Liability as of prior year-end b) Difference in Actuarial FECA Liability from prior year to current year, if any, per same OFM Excel spreadsheet, is recorded in SGL account 7600 Changes in Actuarial Liability NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	

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Procedure	Description	OFM Binder Tab(s)	Initials
4590/ 4690	<p>Review Tie-points report to ensure anticipated resources are recorded in status accounts correctly: 4047, 4060, 4070, 4120, 4160, 4180, 4210, 4310D\$\$, and 4310R\$\$ resource accounts vs. 4590D\$\$, 4590R\$\$, 4690D\$\$, and 4690R\$\$ status accounts</p> <p>NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.</p>	3	
Report Name: TIEUB_OB.rpt			
UB	<p>Review Tie-Points report to ensure that Unobligated Balance, Beginning of Period on St of BR agrees with aggregate of Unobligated Balance - Available and Unobligated Balance - Unavailable on prior year's St of BR</p> <p>NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.</p>	3	
OB	<p>Review Tie-Points report to ensure that Obligated Balance, Net, Beginning of Period on St of BR agrees with Obligated Balance, Net, End of Period on prior year's St of BR</p> <p>NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.</p>	3	
Report Name: FBTSBR1, FBTSBR2			
FBTSBR1	<p>Review Tie-Points report to ensure that FBWT footnote – Unobligated Balance, Available and Unobligated Balance, Unavailable is consistent with applicable SBR data. Bureaus should determine any valid reconciling items (i.e. clearing or deposit accounts for which there are no budgetary entries, and resolve any remaining differences. OFM will follow up with bureaus on a case-by-case basis.</p>	3	
FBTSBR2	<p>Review Tie-Points report to ensure that FBWT footnote – Obligated Balance, Not Yet Disbursed is consistent with applicable SBR data. Bureaus should determine any valid reconciling items (i.e. clearing or deposit accounts for which there are no budgetary entries, and resolve any remaining differences. OFM will follow up with bureaus on a case-by-case basis.</p>	3	

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Procedure	Description	OFM Binder Tab(s)	Initials
Report Name: TP F00.rpt			
F00	Review Hyperion Federal Trading Partner “F00” Report to ensure that all balances included for Federal Trading Partner “00” (unknown) are immaterial; explain all amounts over \$500 thousand and 10% of each SGL account with “F” attribute	3	
Report Name: TP RNCOB.rpt			
OI	Review Tie Points Report to ensure that Obligations Incurred on St of BR agrees with Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote. NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
SA	Review Tie Points Report to ensure that aggregate of Spending Authority from Offsetting Collections and Recoveries of Prior Year Obligations on St of BR: Line 3A1: Earned/Collected Line 3A2: Receivable From Federal Sources Line 3B1: Advances Received Line 3B2: Without Advance from Federal Sources Line 3D1: Anticipated Line 4A: Recoveries of Prior-Year Obligations: Actual agrees with Spending Authority from Offsetting Collections and Recoveries on Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote., except for following valid exceptions: following SGL accounts that are included in St of BR and not included in Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote., however, are valid reconciling items: SGL account numbers 4060 (debit balance), 4070 (debit balance), 4210 (debit balance), 4310 (debit balance), and 4215 NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
OR	Review Tie Points Report to ensure that Relationship to Outlays section, Offsetting Receipts line item on St of BR agrees with Resources Used to Finance Activities – Budgetary Resources Obligated section, Offsetting Receipts line item on Hyperion Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote. NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT. (OFM procedure only)	3	
OFS-1	Review Tie Points Report to ensure that Other Financing Sources section, Donations and Forfeitures of Property line item on St of CNP agrees with Resources Used to Finance Activities – Other Resources section, Donations and Forfeitures of Property line item on Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	

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Procedure	Description	OFM Binder Tab(s)	Initials
OFS-2	Review Tie Points Report to ensure that Other Financing Sources section, Transfers In/Out without Reimbursement line item on St of CNP agrees with Resources Used to Finance Activities – Other Resources section, Transfers In/Out without Reimbursement line item on Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote. NOT APPLICABLE FOR Q1 NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
OFS-3	Review Tie Points Report to ensure that Other Financing Sources section, Imputed Financing from Costs Absorbed by Others line item on St of CNP agrees with Resources Used to Finance Activities – Other Resources section, Imputed Financing from Costs Absorbed by Others line item on Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
OFS-4	Review Tie Points Report to ensure that Other Financing Sources section, Other line item on the St of CNP agrees with Resources Used to Finance Activities – Other Resources section, Other Resources line item on Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
NCO-2	Review Tie-Points report to ensure that Net Cost of Operations on St of NC agrees with Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
NCO-3	Review Tie-Points report to ensure that Net Cost of Operations on St of CNP agrees with Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
LINE15	Review Tie-Points report to ensure that Line 15 on Reconciliation of Net Cost of Operations (proprietary) to Budget Footnote agrees with balance in SGL Account 8802 NOT APPLICABLE FOR Q1. NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.	3	
Report Names: Reports included in “BP Tiepoint Book”. Report names same as procedures per below.			
NOTE: THERE IS A \$750K THRESHOLD FOR ALL BP TIE-POINTS LISTED BELOW			

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Procedure	Description	OFM Binder Tab(s)	Initials
BPFBWT1	<p>Review Tie-Points report to ensure that for each fund group, total of undisbursed budgetary status accounts (4180, 4383, 4394, 4398, 4420, 4430, 4450, 4510, 4610, 4620, 4650, 4700, 4801, 4831, 4871, 4881, 4901, 4931, 4971, and 4981) agree to proprietary Fund Balance with Treasury account (1010) for funded transactions</p> <p>NOT APPLICABLE FOR Q1.</p> <p>NOTE: Unfunded disbursements or collections (e.g. deposits paid) reflected in Fund Balance with Treasury account balance (1010) would be valid reconciling items. If applicable, bureaus will quantify and explain these as valid reconciling items.</p> <p>NOTE: There could be valid reconciling items for anticipated or estimated reimbursements/recoveries included in accounts 4450 or 4620. If applicable, bureaus will quantify and explain these as valid reconciling items.</p> <p>NOTE: A valid reconciling item is Imprest Funds, account 1120. This account will appear as a valid reconciling item for the tie-point. If applicable, bureaus will quantify and explain this circumstance as a valid reconciling item.</p> <p>PURPOSE: To ensure that undisbursed budgetary status accounts agree to proprietary Fund Balance with Treasury for funded transactions</p> <p>NOTE: BPFBWT1 and BPFBWT2 are two different methods being used to test the same tie-point for Fund Balance with Treasury</p>	5	

Department of Commerce Q4 FY 2008 Review Procedures Checklist

BPFBWT2	<p>Review Tie-Points report to ensure that for each fund group, total of undisbursed budgetary accounts (undisbursed resource accounts 4111, 4112, 4114, 4115, 4117, 4118, 4119, 4146, 4147, 4148, 4150, 4151, 4152, 4157, 4158, 4167, 4168, 4170, 4173, 4175, 4176, 4190, 4195, 4201, 4212, 4222, 4231, 4252, 4255, 4260, 4261, 4262, 4263, 4264, 4265, 4266, 4267, 4271, 4273, 4275, 4276, 4277, 4392, 4393, and 4396, reduced by paid status accounts 4802, 4832, 4872, 4882, 4902, 4972, and 4982) agree to proprietary Fund Balance with Treasury account (1010) for funded transactions NOT APPLICABLE FOR Q1.</p> <p>NOTE: Unfunded disbursements or collections (e.g. deposits paid or deposits collected) reflected in Fund Balance with Treasury account balance (1010) would be valid reconciling items. If applicable, bureaus will quantify and explain these as valid reconciling items.</p> <p>NOTE: A valid reconciling item is Imprest Funds, account 1120. This account will appear as a valid reconciling item for the tie-point. If applicable, bureaus will quantify and explain this circumstance as a valid reconciling item.</p> <p>PURPOSE: To ensure that undisbursed budgetary accounts agree to proprietary Fund Balance with Treasury for funded transactions</p> <p>NOTE: BPFBWT1 and BPFBWT2 are two different methods being used to test the same tie-point for Fund Balance with Treasury</p>	5	
BPREC	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary receivable accounts (4225, 4232, 4233, 4234, 4251, 4281, 4283, 4285, 4286, and 4287) agrees to total of proprietary, federal receivable accounts (1310 Federal, 1320 Federal, 1325 Federal , 1330 Federal, 1335 Federal, 1340 Federal , and 1360 Federal) for funded transactions NOT APPLICABLE FOR Q1.</p> <p>NOTE: For this tie-point, only proprietary federal receivables have been included, because, revenue from the public is generally not recognized as a budgetary resource until collected. For bureaus that record budgetary resources for receivables from the public, bureaus will quantify and explain these as valid reconciling items (please include in your explanation why budgetary resources are recorded for the receivables from the public).</p> <p>PURPOSE: To ensure that budgetary receivables equals proprietary receivables (excluding allowance accounts, which are normally unfunded) for funded transactions</p>	5	

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BPUDOPD	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary, paid undelivered orders accounts (4802, 4832, 4872, and 4882) agree to total of proprietary advances to others/prepayments accounts (1410, and 1450) for funded transactions NOT APPLICABLE FOR Q1.</p> <p>NOTE: Unfunded disbursements (e.g. deposits paid) would be valid reconciling items. If applicable, bureaus will quantify and explain these as valid reconciling items.</p> <p>PURPOSE: To ensure that budgetary undelivered orders – paid agree to proprietary advances to others/prepayments for funded transactions</p>	5	
BPPAY	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary payables/accrued expenses accounts (4901, 4931, 4971, and 4981) agree to total of funded portions of proprietary payables/accrued expenses accounts (2110, 2120, 2130, 2140, 2150, 2155, 2160, 2170, 2179, 2180, 2190, 2210, 2211, 2213, 2215, 2216, 2217, 2218, 2910, 2920, 2940, 2950, 2960, 2970, 2980, 2990, and 2995) NOT APPLICABLE FOR Q1</p> <p>PURPOSE: To ensure that budgetary delivered orders – unpaid agree to funded portions of proprietary payables/accrued expenses</p>	5	
BPUFCO	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary Unfilled Customer Orders With Advance account (4222) agrees to total of proprietary advances from others/deferred credits accounts (2310). SGL 2320 deleted from Tie Point. NOT APPLICABLE FOR Q1.</p> <p>PURPOSE: To ensure that budgetary unfilled customer orders with advance agrees to proprietary advances from others/deferred credits</p>	5	
BPREV	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary revenue accounts (4251 less 4251 Beginning, 4252, 4260, 4261, 4264, 4266, and 4267) agree to total of proprietary revenue from services or goods provided accounts (exchange portions of 5100, 5109, 5200, 5209, 53xx, 5400, 5409, 5500, 5509, 5900, 5909) for funded transactions. NOT APPLICABLE FOR Q1.</p> <p>NOTE: A valid reconciling item could be revenue from the public that are receivable(s), as, generally, revenue from the public should not be recognized as a budgetary resource until collected. If applicable, bureaus will quantify and explain this circumstance as a valid reconciling item.</p> <p>PURPOSE: To ensure that budgetary revenue agrees to proprietary revenue for funded transactions</p>	5	

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BPDIRDO	<p>This tie-point is only applicable to appropriated funds.</p> <p>Review Tie-Points report to ensure that for each fund group, total of budgetary, direct delivered orders accounts (4901DIR less 4901DIR Beginning, 4902DIR, 4981DIR, and 4982DIR) agree to proprietary expended appropriations account (5700). NOT APPLICABLE FOR Q1.</p> <p>PURPOSE: To ensure that budgetary, direct delivered orders is consistent with proprietary expended appropriations</p>	5	
BPDO	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary delivered orders accounts (4901 less 4901 Beginning, 4902, 4971, 4972, 4981, and 4982) agree to total of proprietary expense accounts for funded transactions (6100, 6190, 6199, 6310, 6320, 6330, 6400, 6500, 6600, 6610, and 6900, 8803, and 8804). NOT APPLICABLE FOR Q1.</p> <p>NOTE: A valid reconciling item is capitalized purchases (8802). An additional reconciling item could be account 6500 to the extent transactions posted to account 6500 are unfunded transactions.</p> <p>PURPOSE: To ensure that budgetary delivered orders equals proprietary funded expenditures</p>	5	
BPAR	<p>This tie-point is only applicable to appropriated funds.</p> <p>Review Tie-Points report to ensure that Appropriations Received accounts on St of CNP (3101) agrees with Appropriations Received on St of BR accounts (4111, 4112, 4114, 4115, 4117, 4118, 4119, 4123, 4124, 4125, 4126 less 4126 Ending, 4127 less 4127 Ending, 4128, 4129, 4138, 4150, 4157, 4158, 4384 less 4384 Ending, 4391 if Debit Balance, and 4394 E-B). Exceptions might be:</p> <ul style="list-style-type: none"> • Appropriated dedicated and earmarked receipts (dedicated and earmarked receipts, typically in special and non-revolving trust funds, are to be accounted for as either exchange or non-exchange revenue in accordance with SFFAS No. 7) NOTE: THIS INCLUDES ACCOUNT 4114 • Rescissions • Continuing resolution <p>NOT APPLICABLE FOR Q1.</p> <p>All differences must be explained, except for SGL 4114 account balance, Appropriated Trust or Special Fund Receipts, which will show as a valid reconciling item in the Hyperion Tie-Points Report</p>	5	

Department of Commerce Q4 FY 2008 Review Procedures Checklist

BPTRANS	<p>Review Tie-Points report to ensure that for each fund group, total of budgetary, transfer accounts (4170, 4176, 4190, 4151, 4152) agree to proprietary transfer accounts (3102F, 3102F13, 3103F, 3013F13, 5750F, 5750F13, 5755F, 5755F13, 5760F, 5760F13, 5765F, 5765F13). NOT APPLICABLE FOR Q1.</p> <p>NOTE: A valid reconciling item would be Intra-Bureau transactions that are reflected in the SBR, but are not reflected in the SCNP (5750F13, 5755F13, 5760F13, and 5765F13)</p> <p>PURPOSE: To ensure that budgetary, transfers are consistent with proprietary appropriation transfers and proprietary transfers without reimbursement</p>	5	
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Manual Checks:			
ACOI	<p>Review the Apportionment Categories of Obligations Incurred to ensure that it agrees to Obligations Incurred, Direct and Obligations Incurred, Reimbursable per St of BR, Status of Budgetary Resources section</p> <p>NOTE: THERE IS A \$300K THRESHOLD FOR THIS TIE-POINT.</p>	3	
NAF	Review non-appropriated funds to ensure that SGL accounts 3100 through 3109 (Unexpended Appropriations type accounts) do not have any balances	2	
BNP	<p>Ensure Beginning Net Position on St of CNP agrees with Net Position on prior year's BS per prior year's Accountability Report</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT, EXCEPT FOR ROUNDING DIFFERENCES CAUSED BY ROUNDING IN THE PRIOR YEAR'S ACCOUNTABILITY REPORT.</p>	8	
NEA-2	Review Non-entity Assets Schedule to ensure that classifications of corresponding Liabilities appear reasonable.	12	
HF	<p>Ensure Hyperion footnote submissions are complete and agree Hyperion footnote schedules to applicable financial statement line items</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	12/13	
FTM	Review Footnotes Text Matrix submitted to OFM to ensure accuracy and completeness	13	
MRSI	Review Manual RSI (Deferred Maintenance, Segment Information) for completeness and accuracy. – Not applicable for Q1	16	
MRSSI	Review Manual RSSI for completeness and accuracy, and consistency with prior year's RSSI - Not applicable for Q1	17	

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PPA	<p>Review Hyperion Major Trial Balances to determine if there are balances in following accounts 3108, 3109, 5708, 5709, 7400, and 7401 (if so, agree the balances to Prior Period Adjustments Excel footnote file and review explanations for accuracy and completeness)</p> <p>At year-end, immaterial balances must be reclassified from above PPA accounts to applicable 5000, 6000, or 7000 series accounts</p> <p>NOTE: Prior Period Adjustments should be recorded to prior period adjustments accounts during the fiscal year. At third quarter and again at year-end, a materiality analysis should be performed for recorded balances, and immaterial prior period adjustments should be reclassified so that only material prior period adjustments remain at third quarter and again at year-end.</p>	2/13	
LR	<p>Agree Loans Receivable line item on BS to Loans Receivable Footnote Excel file, GL Summary tab</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	6/13	
SNC	<p>For each Strategic Goal, agree St of NC to St of NC by Major Program Footnote Excel file NOT APPLICABLE FOR Q1.</p> <p>NOTE: THERE IS A \$0 THRESHOLD FOR THIS TIE-POINT.</p>	7/13	
CP	<p>Ensure Manual and Hyperion Closing Package Notes/Other Data submissions are complete and agree Manual and Hyperion Closing Package Notes/Other Data to applicable financial statement or Hyperion data</p>	14/15	N/A for Q1-Q3
AJE	<p>OFM to include information in Review Comments Template regarding Hyperion on-top adjusting journal entries prepared by OFM (AJE # and Instructions to Bureau)</p>	25	
SAB	<p>Stand-Alone Bureau Only: Compare Hyperion financial statements, and footnotes to stand-alone financial statements for consistency (USPTO only)</p>	26	

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Bureau Binder Table of Contents**

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