

**U.S. Department of Commerce
 Provided By The Client (PBC) Control Sheet
 NOAA/BIS Segment Team**

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<i>Facilities Management (Personal Property)</i>					
1)		Detail listing of <u>all personal property</u> from Sunflower by category (both hard and electronic form), which supports the property, plant, and equipment balance at a. June 15, 2004. b. September 15, 2004 c. September 30, 2004 The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.	Interim 2 Final	a. 07/19/2004 b. 09/17/2004 c. 10/05/2004	a. 7/20/04 b. 9/22/04 c. 10/4/04	Brian Mason	NOAA
2)		Detail listing of <u>personal property activity</u> (addition, deletion, and adjustments) from Sunflower by category (both hard and electronic form) for the following periods: a. October 1, 2003 - June 15, 2004 b. June 16, 2004 - September 15, 2004 c. September 16, 2004 - September 30, 2004 The listing should include the property ID number, property description, acquisition	Interim 2 Final	a. 07/19/2004 b. 09/17/2004 c. 10/05/2004	a. 7/20/04 b. 9/22/04 c. 10/04/04	Brian Mason	NOAA

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		date, acquisition cost, useful life, accumulated depreciation and net book value.					
3)	*	A list of any significant additions and deletions for the period June 15 – August 15, 2004; A manually-prepared summary rollforward of all personal property categories for acquisition costs and accumulated depreciation for the period June 16 – August 15. See the description of rollforward information below.	Interim 2	09/03/2004	N/A	Brian Mason	NOAA
4)		For <u>personal property acquisition costs</u> , a summary rollforward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Software Weather, Capital Leases-Weather, Other, Software-Non-weather, and Capital Leases-Non- weather) for the following periods: a. October 1, 2004 – June 15, 2004 b. June 16, 2004 – September 15, 2004 c. September 16, 2004 – September 30, 2004 The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending	Interim 2 Final	a. 07/19/2004 b. 09/20/2004 c. 10/07/2004	a. 7/20/04 b. 9/22/04 c. _10/4/04	Brian Mason	NOAA

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		balances. For all rollforwards: <ul style="list-style-type: none"> • Beginning balance should agree to the prior period's audited ending balance. • Ending balance should agree to the general ledger • Ending balance should agree to the Sunflower detail report for the end of the period. • Activity balances should agree to the Sunflower detail activity reports for the period. • Supporting documentation should be provided for all adjustments to beginning balances. 					
5)		Reconciliation of Sunflower to CAMS (general ledger) as of: <ol style="list-style-type: none"> a. June 15, 2004. b. September 15, 2004 c. September 30, 2004 	Interim 2 Final	<ol style="list-style-type: none"> a. 07/19/2004 b. 09/20/2004 c. 10/07/2004 	<ol style="list-style-type: none"> a. 7/19/04 b. 9/22/04 c. 10/12/04 	Nancy Gates	NOAA
6)		For <u>personal property accumulated depreciation</u> , a summary roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property)					

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		<p>for the following periods:</p> <p>d. October 1, 2004 – June 15, 2004 e. June 16, 2004 – September 15, 2004 f. September 16, 2004 – September 30, 2004</p> <p>The rollforward should reflect the following columns: beginning balances, adjustments, depreciation, depreciation on deletes, accumulated depreciation on deletes, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> • Beginning balance should agree to the prior period’s audited ending balance. • Ending balance should agree to the general ledger • Ending balance should agree to the Sunflower detail report for the end of the period. • Supporting documentation should be provided for all adjustments to beginning balances. <p>Activity balances should agree to the Sunflower detail activity reports for the period.</p>	<p>Interim 2 Final</p>	<p>a. 07/19/2004 b. 09/20/2004 c. 10/07/2004</p>	<p>a. 7/20/04 b. 9/22/04 c. 10/4/04</p>	<p>Brian Mason</p>	<p>NOAA</p>
7)		<p>Listing of personal property deferred maintenance, if any, as of:</p>				<p>Brian Mason</p>	<p>NOAA</p>

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		a. June 15, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/07/2004	a. 7/20/04 b. N/A – no deferred maintenance in PP		
8)		Listing of suspense items/unreconciled items, and explanations for each item as of: a. June 15, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/07/2004	a. 7/20/04 b. 10/4/04	Brian Mason	NOAA
9)		Listing of unsupported items for personal property (items acquired FY 2002 and prior for which no support exists) as of: a. June 15, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/07/2004	a. 7/20/04 b.10/4/04	Brian Mason	NOAA
10)		Electronic and hard copy detail listing of heritage asset information as of a. June 15, 2004 b. September 30, 2004 The heritage asset listing should be the listing that is used for the RSSI.	Interim 2 Final	a. 07/19/2004 b. 10/07/2004	a. 7/26/04 b.10/6/04	Brian Mason	NOAA
		<i>Facilities Management (Real Property)</i>					
11)		Detail listing of <u>all real property</u> from RSMIS/FRPM by category (both hard and electronic form), which supports the property,				Donna Wilson/Gina	NOAA

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		<p>plant, and equipment balance at</p> <p>a. June 15, 2004. b. September 15, 2004 c. September 30, 2004</p> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.</p>	Interim 2 Final	<p>a. 07/19/2004 b. 09/22/2004 c. 10/05/2004</p>	<p>a. 7/21/04 b. 9/21/04 c.10/4/04</p>	Zieginbein	
12)		<p>Detail listing of real property <u>activity</u> (addition, deletion, and adjustments) from RSMIS/FRPM by category (both hard and electronic form) for the following periods:</p> <p>a. October 1, 2003 - June 15, 2004 b. June 16, 2004 – September 15, 2004 c. September 16, 2004 - September 30, 2004</p> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.</p>	Interim 2 Final	<p>a. 07/19/2004 b. 09/22/2004 c. 10/05/2004</p>	<p>a. 7/21/04 b. _9/21/04 c. 10/4/04</p>	Donna Wilson/Gina Zieginbein	NOAA
13)		<p><u>Real property</u> depreciation spreadsheets for the following periods:</p> <p>a. October 1, 2003 - June 15, 2004 b. June 16, 2004 – September 15, 2004</p>	Interim 2 Final			Donna Wilson/Gina	NOAA

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		c. September 16, 2004 - September 30, 2004		a. 07/19/2004 b. 09/22/2004 c. 10/05/2004	a. 7/21/04 b. 9/21/04 c. 10/4/04	Zieginbein	
14)		<p>For <u>real property acquisition costs</u>, a summary roll forward of all real property by category (land, buildings, structures, leasehold improvements and capital leases) for the following periods:</p> <p>a. October 1, 2003 - June 15, 2004 b. June 16, 2004 - September 15, 2004 c. September 16, 2004 - September 30, 2004</p> <p>The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> • Beginning balance should agree to the prior period's ending balance. • Ending balance should agree to the general ledger • Ending balance should agree to the RSMIS/FRPM detail report for the end of the period. 	Interim 2 Final	a. 07/19/2004 b. 09/22/2004 c. 10/05/2004	a. 7/21/04 b. 9/30/04 c. 10/4/04	Donna Wilson/Gina Zieginbein	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> • Activity balances should agree to the RSMIS/FRPM detail activity reports for the period. • Supporting documentation should also be provided for all adjustments to beginning balances. 					
15)		<p>For <u>real property accumulated depreciation</u>, a summary roll forward of all real property by category (e.g. land, building, structures, leasehold improvements and capital leases) for the following periods:</p> <ul style="list-style-type: none"> a. October 1, 2003 - June 15, 2004 b. June 16, 2004 – September 15, 2004 a. c. September 16, 2004 - September 30, 2004 <p>The rollforward should reflect the following columns: beginning balances, adjustments, depreciation, depreciation on deletes, accumulated depreciation on deletes, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> • Beginning balance should agree to the prior period’s ending balance. • Ending balance should agree to the general ledger • Ending balance should agree to the 	Interim 2 Final	<ul style="list-style-type: none"> a. 07/19/2004 b. 09/22/2004 c. 10/05/2004 	<ul style="list-style-type: none"> a. 7/21/04 b. 9/30/04 c. 10/4/04 	Donna Wilson/Gina Zieginbein	NOAA

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		RSMIS/FRPM detail report for the end of the period. <ul style="list-style-type: none"> Supporting documentation should also be provided for all adjustments to beginning balances. Activity balances should agree to the RSMIS/FRPM detail activity reports for the period.					
16)		Reconciliation of RSMIS to CAMS (general ledger) as of: a. June 15, 2004. b. September 15, 2004 c. September 30, 2004	Interim 2 Final	a. 06/23/2004 revised 7/19/04 b. 9/22/2004 c. 10/07/2004	a. 7/19/04 b.9/22/04 c.10/7/04	Nancy Gates	NOAA
17)		Detail listing of deferred maintenance for <u>real property</u> as of: a. June 30 2004 b. September 30,2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/23/04 b. 9/21/04	TBD Gene Rogers	NOAA
18)		Listing of FY 2004 purchases of land for labs, experiment stations or substations in the state of Hawaii.	Interim 2	07/19/2004	7/21/04	Gina Ziegenbien	NOAA
		<i>Facilities Management (CWIP)</i>					
19)		NOAA CWIP Project List (which lists the task manager, line office, contact information,					

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		and project codes for each CWIP project) as of a. June 30, 2004 b. September 30, 2004.	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b. 10/7/04	Daniel Bess	NOAA
20)		<u>Hard copy</u> of the CA500D CWIP S Report with the following criteria: Bureau Code: 14 – NOAA Accounting Fiscal Year: ALL Fund Code: ALL Budget Activity: ALL Sub Activity: ALL Line Item: ALL Bureau Unique: ALL Project Code: ALL Org1 Code: ALL Ongoing/Complete: ALL For the following GL End Date: a. June 30, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b. 10/05/04	Ted Wolfgang	NOAA
21)		<u>Electronic copy</u> of the query from DW of CWIP totals by project code. The file should be <u>by project codes total</u> . The project code totals and the overall total should agree to the					

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		hard copy of the CA500D CWIP Report. For the following GL End Date: a. June 30, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b.10/05/04	Ted Wolfgang	NOAA
22)		Balance of CWIP at June 30, and a roll forward from June 30 to September 30, 2004.	Final	10/07/2004	10/12/04	Nick Bayer/Nancy Gates	NOAA
23)	*	Listing of CWIP projects that were completed in FY 2004 which include the project name, project codes, dollar amounts, date of completion and property ID number for the following periods: a. October 1, 2003 - June 30, 2004 b. July 1, 2004 - September 30,2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b.10/6/04 revised roll: 10/12/04	Nick Bayer/Nancy Gates	NOAA
		<i>Facilities Management (Satellites)</i>					
24)		CWIP Reconciliation for GOES I-M, GOES N Series, POLAR, METOP and NPOES for the period ending a. June 30, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b.10/6/04	John Phillips	
25)		The most recent President's Budget Submission for Geostationary System and	Interim 2	07/19/2004	7/19/04	John Phillips	

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		Polar Orbiting System.					
26)	*	Listing of capitalizable satellites ground system projects as of a. June 30, 2004 b. September 30, 2004	Interim 2	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b. 10/6/04	John Phillips/Linda Williams	
27)		Status of all GOES and POLAR Satellites signed by program managers as of: a. 6/30/2004 b. 9/30/2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b. 10/6/04	John Phillips	
28)		Documentation for the GOES I-M, GOES N Series, POLAR and Metop: <ul style="list-style-type: none"> • Estimated cost of Satellite worksheet • Percentage of completion letter from NASA • Listing of FY 2004 Accrued cost for all project codes • Listing of FY 2004 Obligation for all project codes • Listing of labor cost for FY 2004 • Listing of overhead cost for FY 2004 • Listing of cost adjustment for FY 2004 • Query of FY 2004 cost (to be discussed) • SOCC Costs spreadsheets for satellites 					

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		<p>capitalized</p> <ul style="list-style-type: none"> • Report of property constructed and handover letter from NASA for satellites capitalized in FY04. • NASA POP Cost Plan by Fiscal Year for NOAA Metop <p>For the periods:</p> <p>a. October 1, 2003 – June 30, 2004</p> <p>b. July 1, 2004 – September 30, 2004</p> <p>Note: All listing should agree to the CA500D CWIP Report</p>	<p>Interim 2</p> <p>Final</p>	<p>a. 07/19/2004</p> <p>b. 10/06/2004</p>	<p>a. 7/19/04</p> <p>b. 10/6/04</p>	<p>John Phillips/Maggie Ekard</p>	<p>NOAA</p>
29)		<p>Documentation for NPOES:</p> <ul style="list-style-type: none"> • NPOES summary of cost and obligation • FY 2004 obligations summary and obligation detail for object class 2500. • Summary of Cost adjustments • FY2004 cost (FCFY 04) • FY2003 cost (FCFY 03) • Query of FY 2004 cost (to be discussed) <p>For the periods:</p> <p>a. October 1, 2003 – June 30, 2004</p> <p>b. July 1, 2004 – September 30, 2004</p>	<p>Interim 2</p> <p>Final</p>	<p>a. 07/19/2004</p> <p>b. 10/06/2004</p>	<p>a. 7/19/04</p> <p>b. 10/6/04</p>	<p>John Phillips/Carol Breger</p>	<p>NOAA</p>

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		<i>Facilities Management (Inventory)</i>					
30)		Name of contact person, phone number, and location for the physical inventories planned for NRC and NLSC as of June 15, 2004.	Interim 2	06/01/2004	06/01/2004	Nancy Gates	NOAA
31)		Detail listings of all inventories as of June 15 and September 30, 2004 for: a. NRC b. NLSC	Interim 2	For both NRC and NLSC: a. 06/15/2004 b. 09/30/2004	a. 6/15/04 b. NRC: 10/5/04 NLSC: 10/7/04	Eric Parr/ Tim Battliner	NOAA
32)		Rollforward of inventory balances from June 15 to September 30, 2004 for a. NRC b. NLSC	Final	a. 10/06/2004 b. 10/06/2004	a. 10/7/04 b. 10/7/04	Eric Parr/ Tim Battliner	NOAA
33)		Annual inventory valuation schedule including a reconciliation from the detail listing obtained from the field as of June 15 to the balances reported in the statements for: a) NLSC operating materials and supplies b) NRC operating materials and supplies	Interim 2	a. 7/09/2004 b. 7/09/2004	a. a. 7/27/04	Eric Parr/ Tim Battliner	NOAA

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		This schedule should also include supporting documentation for the computation of inventory obsolescence reserve at June 15, 2004, and should include supporting documentation for all reconciling items.			b. 7/22/04 and 7/27/04		
34)		Annual inventory valuation schedule including a reconciliation from the detail listing obtained from the field as of September 30, 2004, to the balances reported in the statements for: a) NLSC operating materials and supplies b) NRC operating materials and supplies This schedule should also include supporting documentation for the computation of inventory obsolescence reserve at September 30, 2004, and should include supporting documentation for all reconciling items.	Final	a. 10/06/2004 b. 10/06/2004	a. 10/7/04 b. 10/7/04	Eric Parr/ Tim Battliner	NOAA
35)		Documentation supporting the price valuation for all inventory sample items selected (TBD).	Interim 2	TBD		Eric Parr	NOAA
36)		Updated inventory count procedures and other controls in place at both NRC and NLSC.	Interim 2	6/30/2004	6/15/04	Eric Parr/ Tim Battliner	NOAA
		<i>Facilities Management (Capital Leases)</i>					
37)		A report of future minimum lease payments for capital leases as of:	Interim 2			Gina	NOAA

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		a. June 15, 2004 b. September 30, 2004	Final	a. 07/19/2004 b. 10/06/2004	a. 7/21/04 b. 10/6/04	Ziegenbein	
38)		Detail listing of leases where NOAA is the lessor as of: a. June 15, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/19/04 b. 10/6/04	Nancy Gates	NOAA
39)		Any spreadsheets for GSA rent projections for real property leases, and supporting documentation for baseline rent and escalation factor for: a. June 30, 2004 b. September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/21/04 b. 9/21/04	Gina Ziegenbein	NOAA
40)		Detail listing of personal property capital leases as of: a. June 15, 2004 b. September 30, 2004 Also, supporting documentation for all FY2004 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property,	Interim 2 Final	a. 07/19/2004 a. 10/06/2004	b. 7/19/04 c. 10/4/04	Brian Mason	NOAA

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		terms, support for lease classification, future minimum lease payments schedule for fiscal year 2005 through fiscal year 2009, and the sum of the future minimum payments for fiscal year 2009 and thereafter, and access to lease agreements.					
41)		<p>Detail listing of real property capital leases as of:</p> <ul style="list-style-type: none"> a. June 30, 2004 b. September 30, 2004 <p>Also, supporting documentation for all FY2004 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property, terms, support for lease classification, future minimum lease payments schedule for fiscal year 2005 through fiscal year 2009, and the sum of the future minimum payments for fiscal year 2009 and thereafter, and access to lease agreements</p>	Interim 2 Final	<ul style="list-style-type: none"> a. 07/19/2004 b. 10/06/2004 	<ul style="list-style-type: none"> a. 7/21/04 b. 10/6/04 	Gina Ziegenbein	NOAA
42)		<p>Detail listing of additions, retirements, and ending balances to personal property leases for the following periods:</p> <ul style="list-style-type: none"> a. October 1, 2003 – June 15, 2004 	Interim 2	a. 07/19/2004	a. 7/19/04	Brian Mason	NOAA

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		b. June 16, 2004 – September 30, 2004	Final	b. 10/06/2004	b. 10/4/04		
43)		Detail listing of additions, retirements, and ending balances to real property leases for fiscal year 2004 a. October 1, 2003 – June 30, 2004 b. July 1, 2004 – September 30, 2004	Interim 2 Final	a. 07/19/2004 b. 10/06/2004	a. 7/21/04 b. 9/21/04	Gina Ziegenbein	NOAA
		<i>Resource Management</i>					
44)		Appropriation fund code listing if items have <i>changed</i> from FY 2003.	Interim 1	4/19/04	3/10/04	Danny O’Berry /Nancy Gates	NOAA /BIS
45)	*	Appropriation Act indicating the budget authority approved by Congress and the President for the sampled appropriations (134/61460 and 134/51450).	Interim 1	4/19/04	4/20/04	Stephen Smith	NOAA
46)	*	FY 2004 Financial operating plan.	Interim 1	4/19/04	4/20/04	Stephen Smith	NOAA
47)		SF-133s for the sampled appropriation codes (134/61460 and 134/51450) and supporting documentation (i.e. Appropriation Warrants Report, SF-1151, Journal entries, etc.) for 2 nd , 3 rd , and 4 th quarter of 2004.	Interim 1 Interim 2 Final	2 nd Qtr –5/7/04 (draft on 4/23/04) 3 rd Qtr-8/6/04 4 th Qtr-10/7/04	2 nd Qtr draft: 4/22/04 final: 5/7/04 3 rd Qtr – 7/29/04 4 th Qtr draft – 10/8/04	Danny O’Berry /Nancy Gates	NOAA
48)	*	Copies of Adjusted Excel General Ledger Trial Balance for every fund code for each	Interim 1	2 nd Qtr –4/19/04	4/22/04	Nancy Gates	NOAA

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		sampled Appropriation in #47 above (up to SF-133 column)	Interim 2 Final	3 rd Qtr-7/19/04 4 th Qtr-10/7/04	7/19/04 10/8/04		
49)		Public Law documents for FY 2004 (i.e. rescissions or other changes to the appropriation) for sampled appropriations in #47 above.	Interim 1 Interim 2 Final	2 nd Qtr -4/19/04 3 rd Qtr-7/19/04 4 th Qtr-10/7/04	4/20/04 7/22/04 N/A	Stephen Smith/Zoreida Vazquez	NOAA
50)	*	Combined Statement of Budgetary Resources as of 9/30/04	Final	10/12/04	10/15/04	Nancy Gates	NOAA /BIS
51)	*	“Statement of Budgetary Resources vs. SF-133 Comparison” as of and for the Period Ending 2 nd , 3 rd and 4 th quarter.	Interim 1 Interim 2 Final	2 nd Qtr -5/10/04 3 rd Qtr-8/10/04 revised 8/13/04 4 th Qtr-11/9/04	5/20/04 8/13/04	Nancy Gates	NOAA /BIS
52)		SF-132s for appropriation codes selected in #47 above for the 2 nd , 3 rd and 4 th quarter	Interim 1 Interim 2 Final	2 nd Qtr -4/19/04 3 rd Qtr-7/19/04 4 th Qtr-10/7/04	4/22/04 7/26/04 10/8/04	Danny O’Berry /Nancy Gates	NOAA
53)	*	FY04 Conference Report for NOAA/BIS	Interim 1	4/19/04	4/20/04	Stephen Smith/Zoreida Vazquez	NOAA /BIS
54)	*	Line office budget officers’ obligation variance analysis as of 4/30/04.	Interim 1	5/21/04	5/26/04	Stephen Smith	NOAA

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55)		Funds Control Document as of September 30, 2004, including explanation of what each column represents	Final	10/7/04	10/7/04	Stephen Smith	NOAA /BIS
56)		Walkthrough the CAMS system screen-prints to document adherence to FY 04 budget.	Interim 1 Final	4/19/04 10/7/04	Access – call to make appt. Access	Stephen Smith	NOAA /BIS
57)	*	Budgetary to Proprietary Accounts Analysis for the selected appropriations in #47 above (Tie-Points).	Interim 2 Final	7/19/04 10/7/04	7/26/04 10/8/04	Danny O’Berry/Nancy Gates	NOAA
58)	*	Account Classification Code Structure	Interim 1	4/19/04	4/19/04	Lois Coleman	NOAA
		<i>Credit Risk Management</i>					
59)		Detail listing of direct loans (from the subsidiary ledger) for the following loan programs, as of March 31, June 30, and September 30, 2004: <ul style="list-style-type: none"> • Coastal Zone Management Fund (Fund P) • Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N) financing account (Fund F) • Fisheries Financing Account (Fund E) 	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/19/04 7/20/04 10/8/04	Mark St. Clair	NOAA
60)	*	E Fund (including Tuna Fleet) – Loan portfolio spreadsheets by cohort, showing fiscal year disbursements.	Final	10/7/04	9/29/04	Kim Klein	NOAA

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61)		Detail listing of new promissory notes as of June 30 and September 30, 2004 (resulting from sale of foreclosed property.)	Interim 2 Final	7/19/04 10/7/04	7/20/04 – N/A 10/7/04 – N/A	Mark St. Clair	NOAA
62)		Detail listing of all newly issued FY 2004 loan and note agreement balances as of March 31, June 30, and September 30, 2004. Note: the listing at September 30, 2004 should exclude those on the March 31 and June 30 listing).	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/19/04 7/20/04 10/7/04	Mark St. Clair	NOAA
63)		Detail listing of all FY 2004 loan guarantee defaults at June 30 and September 30, 2004.	Interim 2 Final	7/19/04 10/7/04	7/20/04 10/7/04	Mark St. Clair	NOAA
64)		Detail listing of all notes receivable as of March 31, June 30, and September 30, 2004.	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/19/04 7/20/04 10/7/04	Mark St. Clair	NOAA
65)		Descriptive documentation for new loan programs in FY 2004, if applicable.	Interim 1 Updates at Interim 2 Final	4/19/04 7/19/04 10/7/04	4/5/04 N/A – 7/21/04 N/A – 10/5/04	Shawn Barry	NOAA
66)	*	Roll forward from June 30, 2004 to September 30, 2004 of the balance of direct loans for the following loan programs:				Mark St. Clair	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> • Coastal Zone Management Fund (Fund P) • Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N) and financing fund (Fund F) • Fisheries Financing Account (Fund E) 	Final	10/7/04	10/7/04		
67)		Detail listing of all pre-1992 and post-1991 outstanding loan guarantees closed as of June 30 and September 30, 2004.	Interim 2 Final	7/19/04 10/7/04	7/20/04 10/7/04 – N/A	Mark St. Clair	NOAA
68)		Changes to the calculations supporting the “Allowance for Doubtful Loans” for Coastal Zone Management Fund (Fund P) and Summary of Loans Loss Provisions from those in prior year obtained as of June 30, and September 30, 2004.	Final	10/7/04	10/12/04	Barbara MacNeill / Ruth Best	NOAA
69)		Fishing Vessel Obligation Guarantee (FVOG) liquidating account (FUND N) – N Fund Collectibility Estimates as of June 30, and September 30, 2004.	Interim 2 Final	7/19/04 10/7/04	7/21/04 10/7/04	Gail Trupo	NOAA
70)		Changes to the calculations supporting the “Allowance for Doubtful Loans” for Fisheries Financing Account (Fund E)-if applicable.	Interim 2 Final	7/19/04 10/7/04	7/22/04 9/29/04	Kim Klein	NOAA
71)		Appraisal of Port Arthur properties as of fiscal year ended 9/30/04.	Final	10/7/04	10/12/04	Barbara MacNeill / Ruth Best	NOAA
72)		E Fund – Interest Accrual Report as of 6/30/04 and 9/30/04, with query showing	Interim 2	7/19/04	7/27/04	Kim Klein	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		>180 day interest amount	Final	10/7/04	10/5/04		
73)		A summary report for Federal Ship Financing Fund contingent liability as of 9/30/04	Final	10/7/04	10/7/04	Mark St. Clair	NOAA
74)		List of Zuanich loan disbursement as of 9/30/04.	Interim 2	7/19/04	7/20/04	Mark St. Clair	NOAA
			Final	10/7/04	10/7/04		
75)	*	F Fund – Gulf King Services, OGRG-007 & OGRG-008 Status Report for FY04	Final	10/7/04	10/5/04	Shawn Barry/ Dave Moyer	NOAA
76)	*	Portfolio Review and Risk Assessment (Sensitivity Analysis) for FY04	Final	10/7/04	10/5/04	Shawn Barry	NOAA
77)		Schedule that details the average contingent liabilities for loan losses in the liquidating account since 1981, the annual defaults (demand paid), annual collections (from collateral).	Final	10/7/04	10/5/04	Shawn Barry	NOAA
78)		List of Fisheries Finance Program – Cash Inflows and Outflows calculated through September 30, 2004.	Final	10/7/04	10/5/04	Shawn Barry	NOAA
79)		Subsidy re-estimates for each cohort calculated by NMFS as of September 30, 2004.	Final	10/7/04	9/29/04	Kim Klein	NOAA
80)	*	Credit reform interest rates.	Final	10/7/04	9/23/04	Kim Klein	NOAA
81)		Copy of IPAC printout for Treasury interest income and expense for FY 2004 for funds 13X4324 and 13X4314.	Final	10/7/04	10/7/04	Nancy Eadie	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
82)	*	Schedule for Reconciling Subsidy Allowance, separated by loan program	Final	10/7/04	10/7/04	Kim Klein	NOAA
83)	*	Subsidy expense calculation worksheet by component and support for FY04 subsidy component rates.	Final	10/7/04	10/7/04	Kim Klein	NOAA
84)	*	Query showing breakdown of subsidy allowance amortization.	Final	10/7/04	10/7/04	Kim Klein	NOAA
85)	*	Nonexpenditure Transfer Authorization forms supporting the Debt to Treasury amount for funds 13X4324 and 13X4314.	Final	10/7/04	10/7/04	Danny O'Berry	NOAA
86)	*	"Intragovernmental Fiduciary Confirmation System" (IFCS) printout supporting the Debt to Treasury balance at 9/30/04 for 13X4324 and 13X4314.	Final	10/7/04	10/13/04	Danny O'Berry /Kim Klein	NOAA
87)		Guaranteed loan program interest income and expense computations by cohort as of September 30, 2004	Final	10/7/04	10/7/04	Kim Klein/ Gail Trupo	NOAA
88)		Summary of FY 04 subsidy re-estimate adjustments as of September 30, 2004	Final	10/7/04	10/7/04	Kim Klein	NOAA
89)		Listing of Fisheries Financing Program loans approved and closed in FY 04 as of March 31, June 30, and September 30, 2004.	Interim 1	4/19/04	4/19/04	Kim Klein	NOAA
	Interim 2		7/19/04	7/21/04			
	Final		10/7/04	10/7/04			
90)		A detail listing of foreclosed properties related to liquidating account and FVOG (if	Final	10/7/04		Mark St. Clair	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		applicable) as of 9/30/04.			10/7/04		
91)		Roll forward of the notes receivable balance in detail from June 30 to September 30, 2004.	Final	10/7/04	10/7/04	Mark St. Clair	NOAA
92)		Calculation of realized gain on the sale of collateral for fiscal year ended 9/30/04.	Final	10/7/04	10/7/04	Gail Trupo	NOAA
93)		Balance of seized and forfeited property at June 30, and a roll forward from June 30 to September 30, 2004, and access to supporting documentation for such activity.	Interim 2 Final	7/19/04 10/7/04	7/19/04 10/6/04	Mark St. Clair/ Michele Kuruc	NOAA /BIS
94)		Detail listing of CMP cases assessed or settled in October 2004 as of 10/6/04 and an update as of 10/25/04	Final	10/7/04 10/26/04	10/7/04 10/22/04	Mark St. Clair	NOAA /BIS
95)		EMIS report of only legally enforceable cases as of 9/30/04.	Final	10/7/04	10/6/04	Michele Kuruc	NOAA /BIS
		<i>Customer Billing</i>					
96)		Data file and listing containing all cash receipts from October 1, 2003 through March 31, 2004, April 1, 2004 through June 30, 2004, and July 1, 2004 through September 30, 2004 via CD-Rom.	Interim 1 Interim 2 Final	a. 04/19/2004 b. 07/19/2004 c. 10/07/2004	a. 04/05/04 b. 07/19/04 c. 10/05/04	Candace Myers	NOAA/ BIS
97)		■ Detailed electronic file for unfilled customer orders without advance (acct #	Interim 1 Interim 2	a. 04/19/2004 b. 07/19/2004	a. 04/05/04 b. 07/19/04	Candace Myers	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		4221) and unfilled customer orders with advance (acct # 4222) issued October 1, 2003 Through March 31, 2004, April 1, 2004 through June 30, 2004, and then from July 1, 2004 through September 30, 2004. <ul style="list-style-type: none"> ■ Reconciliation of the data files listed above to the general ledger. (Note: acct # 4221 transactions will need to be pulled from acct # 4800) 	Final	c. 10/07/2004	c. 10/05/04		
98)		Access to reimbursable receivable files and related supporting documentation for FY 04 reimbursable receivables selected for test work.	Interim 1 Interim 2 Final	a. 04/19/2004 b. 07/19/2004 c. 10/07/2004	a. Access b. Access c. Access	Mark St. Clair	NOAA/ BIS
99)		Electronic data files from CAMS along with reconciliation of data files to the general ledger for the detail listing of total billed <u>accounts receivable and total unbilled accounts receivable:</u> a. balance as of June 30, 2004 b. activity for the period of July 1 - September 30, 2004 (with a roll forward from June 30 to September 30, 2004).	Interim 2 Final	a. 07/19/2004 b. 10/07/2004	a. 07/19/04 b. 10/05/04	Candace Myers	NOAA
100)		Weekly electronic data files for listing of cash receipt for the month of October 2004 from					

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		CAMS along with reconciliation to the general ledger for the following periods: a. October 1 – October 8, 2004 b. October 9 – October 15, 2004 Revised October 9 – October 14, 2004	Final	a. 10/12/2004 b. 10/19/2004 revised 10/15/04	a. 10/12/04 b. 10/15/04	Candace Myers	NOAA/ BIS
101)		Obtain a copy of the TROR Report on Accounts and Loans Receivable Due from the Public for each quarter in fiscal year 2004.	Final	10/20/2004	10/20/04	Tony Furnia	NOAA/ BIS
102)		Detail listing of Civil Monetary Penalties accounts receivable balance from CAMS as of September 30, 2004, including aging analysis and support for “Allowance for Uncollectible Account Receivable” and “Bad Debt Expense” as of September 30, 2004.	Final	10/07/2004	10/7/04	Danny O’Berry /Nancy Gates	NOAA/ BIS
103)		Documentation of any new procedures with regard to Civil Monetary Penalties implemented after 9/30/03.	Final	10/07/2004	10/6/04	Mark St. Clair/Michele Kuruc	NOAA/ BIS
104)		A list of cases sent to the Dept. of Justice for civil penalty action, consultation for civil collection action, or civil forfeiture action as 9/30/03.	Final	10/07/2004	10/6/04	Michele Kuruc	NOAA/ BIS
105)	*	Obtain an Aging Analysis of accounts receivable as of June 30, 2004.	Interim 2	07/19/2004	7/19/04	Mark St. Clair	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
106)		Not used					
107)	*	Obtain a listing of fiscal year 2004 accounts receivable write-offs per quarter.	Final	10/07/2004	10/7/04	Hsiying Wang	NOAA/ BIS
		<i>Grants Management</i>					
108)		A detail list of all FY 2004 grant obligations unpaid (48x1) and paid (48x2) as of March 31 and June 30, 2004.	Interim 1 Interim 2	4/19/04 7/19/04	4/5/04 7/19/04	Candace Myers	NOAA
109)	*	A detail list of all active awards at March 31 and June 30, 2004.	Interim 1 Interim 2	4/19/04 7/19/04	4/19/04 7/19/04	Patricia Rauch	NOAA
110)		A detail list of grant awards expired as of March 31 and June 30, 2004—including expiration date, start date (if possible), award number, grant recipient name, and federal dollar amount. This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards. The listing at June 30 should be rolled forward from the March 31 listing.	Interim 1 Interim 2	4/19/04 7/19/04	4/19/04 7/19/04	Patricia Rauch	NOAA
111)		A detail listing of grants awarded that were closed in FY 04, as of June 30, 2004. Also a roll forward of this listing from June 30 to September 30, 2004.	Interim 2 Final	7/19/04 10/7/04	7/19/04 10/4/04	Patricia Rauch	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
112)		A list of names that are authorized in signing CD-435's for grants.	Interim 1	4/19/04	4/19/04	Patricia Rauch	NOAA
113)		Calculation as of June 30, 2004 supporting Accrued Grants (Negative Cash on Hand) using undelivered orders, including system queries supporting undelivered orders amounts.	Interim 2	7/12/04	7/19/04	Patricia Rauch	NOAA
114)		Estimate of Grant Advances (Positive Cash on Hand) at 6/30/04 using query reports from ASAP detailing the balances reported by grantees on latest submission.	Interim 2	7/19/04	7/19/04	Patricia Rauch	NOAA
115)		A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	Interim 1	4/19/04	4/6/04	Patricia Rauch	NOAA
116)		Detail listings at June 30, 2004, (via hard copy) of: a. Advances (other than grants) b. Travel advances	Interim 2	7/19/04	7/19/04	Nancy Eadie	NOAA
117)		Detail listing of prepayments as of June 30, 2004.	Interim 2	7/19/04	7/19/04	Nancy Gates	NOAA
118)		A detail list of all grantees subject to A-133 compliance.	Final	9/15/04	9/16/04	Patricia Rauch	NOAA
		<i>Financial Management (FBWT)</i>					

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
119)		<i>Statement of Transactions</i> (SF 224) for NOAA's agency location code (ALC) for March, June, and September 2004.	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/19/04 7/19/04 10/7/04	Nancy Eadie	NOAA /BIS
120)	*	Supporting documentation for the sampled SF-224 such as Deposit Ticket/Debit Voucher Listing	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/21/04 7/22/04 TBD	Nancy Eadie	NOAA /BIS
121)		<i>Statement of Difference</i> (TFS 6652) for March, June, August, and September 2004, along with reconciliation of the general ledger amounts to report amounts. The supporting documentation for reconciling items shown on the SF 224 reports should be available for our review upon request.	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/19/04 7/19/04 10/7/04	Nancy Eadie	NOAA /BIS
122)		Access to the Cumulative Active Document Status Report as of June 30, 2004 (or CAMS equivalent).	Interim 2	7/19/04	Access	Nancy Eadie	NOAA
123)		SF 2108 Year-end closing statement	Final	11/7/04		Danny O'Berry /Nancy Gates	NOAA /BIS
124)		2004 Reconciliations of the General Ledger Cash Accounts to SF 224 should be available	Interim 1	4/30/2004	4/30/04	Nancy Eadie	NOAA /BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		for our review for months of March, June, and September 2004. 2004 Cumulative Cash Reconciliations should be available for our review upon request.	Interim 2 Final	8/6/04 Sept: 11/7/04 Revised 10/15/04	8/5/04 10/18/04		
125)	*	Copies of FMS 6653, FMS 6654 and FMS 6655	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04 revised 10/13/04	4/19/04 7/19/04 10/14/04	Nancy Eadie	NOAA /BIS
126)		Listing of receipts considered undeposited receipts as of fiscal year ended 9/30/04.	Final	10/7/04	10/7/04 – None	Nancy Eadie	NOAA /BIS
127)		Access to the detail listing of the foreign currency receipts and disbursements for the entire fiscal year ended 9/30/04 (if applicable).	Final	10/7/04	10/07/04 – Access (Karin Weeden)	Nancy Eadie	NOAA /BIS
128)		Listing of all petty cash and imprest funds as of June 30 and September 30, 2004 including amount and location, plus the name and phone number of custodian. The information at the ASC's should be provided to HQ.	Interim 2 Final	7/19/04 revised 7/26/04 10/7/04	7/27/04 10/5/04	Lois Coleman	NOAA /BIS
129)	*	Investment and Redemption Fund Register for all funds as of June 30 and September 30, 2004. Copies of transaction confirmations	Interim 2	7/19/04 10/7/04	7/22/04	Danny O'Berry	NOAA /BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		from Treasury for each investment and redemption.	Final		10/12/04		
130)		Listing of all cash on deposit with financial institutions, if any, as of June 30 and September 30, 2004, by institution, including the type of each account, corresponding account numbers and the names of individuals having signatory authority for each account.	Interim 2 Final	7/19/04 10/7/04	7/19/04 10/5/04	Nancy Gates	NOAA /BIS
		<i>Procurement</i>					
131)		A CAMS system query that will detail the "life of the document" for all sample items (TBD) through a specified date (TBD). This request will be used to inspect the deobligation or removal of related payable or obligation for document types requiring initial obligation in CAMS.	Interim 2	TBD		Maria Eisel/ Keith Schellhase	NOAA
132)		Financial Document Distribution Listing (if different from the FY 2003 listing).	Interim 2	7/19/04	7/19/04	Chuck Kilgore	NOAA
133)		Data file containing all cash disbursements by object class code via CD-Rom for October 1, 2003 through March 31, 2004, for April 1 through June 30, 2004, and for July 1 through September 30, 2004.	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/07/04	4/05/04 7/19/04 10/05/04	Candace Myers	NOAA
134)		Electronic detail data files of undelivered orders from CAMS (GLD 173 Version C) along with reconciliation data files to the general ledger as of September 15, 2004.	Interim 2	9/20/04	10/1/04	Candace Myers	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		* Refer to the Audit Summary Report document regarding electronic file formats needed for the audit.					
135)		Data files from CAMS for undelivered orders for the period of September 15th through September 30, 2004 (Rollforward). *Refer to the Audit Summary Report document regarding electronic file formats needed for the audit.	Final	10/06/04	10/05/04	Candace Myers	NOAA/ BIS
136)		Electronic data files from CAMS along with reconciliation of data files to the general ledger: <ul style="list-style-type: none"> ■ Detail listing of accounts payable as of June 30 and September 30, 2004, with a roll forward from June 30, 2004 to September 30, 2004 (the consolidated audit team will provide an example) 	Interim 2 Final	7/19/04 10/7/04	7/19/04 10/05/04	Candace Myers	NOAA/ BIS
137)	*	Detail listing of disbursements by object code for the week ending October 8 th , 2004.	Final	10/13/04	10/12/04	Candace Myers	
138)	*	Detail listing of disbursements by object code for the week ending October 15 th , 2004. Revised: for period 10/9 – 10/14/04	Final	10/19/04 revised 10/15/04	10/15/04	Candace Myers	
139)		FY 2004 payment performance data submitted to DOC, as required by OMB Circular A-125 and the <i>Prompt Payment Act</i> .	Final	As soon as possible	10/13/04	Chuck Kilgore	NOAA
140)		Listing of contingent liabilities (e.g. guarantees or endorsements, incurred but	Final	10/12/04	10/13/04	Nancy Gates	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		unreported claims, irregularities involving management or employees, unfunded, pension costs, cases transferred to the Department of Justice, etc.) as of September 30, 2004.					
141)		Detail listing of all contracts identified as having contract retainage provisions as of 6/30/04 and 9/30/04.	Interim 2 Final	7/19/04 10/07/04	7/21/04 10/15/04	Dick Bennett	NOAA
142)		For contracts: detail listing of contract retainages with total accrued cost that have been withheld as of 6/30/04 and 9/30/04.	Interim 2 Final	7/19/04 10/7/04	7/21/04 10/15/04	Dick Bennett	NOAA
143)		Detail listing of all other liabilities as of June 30, 2004 and September 30, 2004 (Rollforward).	Interim 2 Final	7/19/04 10/12/04	7/19/04 10/12/04	Nancy Gates	NOAA
144)		Aging analysis for accounts receivable and accounts payable that indicates amounts outstanding 30, 60, 90, and over 90 days, as of June 30, 2004 and June 30, 2003. Aging analysis for undelivered orders that indicate amounts outstanding 30, 60, 90, and over 90 days as of August 31, 2004 and September 30, 2004. Also, method of calculation supporting the "Allowance for Doubtful Accounts" by fund.	Interim 2 Final	 7/7/04 10/7/04	 A/R: 7/19/04 No change to allowance method 7/29/04 A/P: 10/1/04	 A/R: Danny O'Berry /Nancy Gates A/P & UDO: Chuck Kilgore	 NOAA /BIS
145)	*	Project Code Listing for all goals (Budgeting	Interim 2	7/17/04	7/19/04	Daniel Bess	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		Office) as of June 30, 2004.					
146)	*	The FY 04 Internal Fund Cost allocation rates.	Final	10/7/04	10/5/04	Thomas Santymire	NOAA
147)	*	The FY 04 balance for deferred Credits as of 9/30/04.	Final	10/7/04 revised: 10/12/04	10/12/04	Nancy Gates	NOAA
148)	*	The detail schedules for Prepayments for both Intergovernmental and governmental as of September 30,2004.	Final	10/7/04 revised: 10/12/04	10/18/04	Nancy Gates	NOAA
		<i>Human Resources</i>					
149)	*	Obtain a listing of NOAA/BIS employees by ASC for the period June 1, 2004 through September 30, 2004.	Final	10/07/04	10/14/04	Renita Richardson	NOAA/ BIS
150)		Listing of NOAA Corps employees via the Roster of Commissioned Officers as of January 1, 2004.	Interim 2	7/19/04	7/27/04	Katherine Raymond	NOAA/ BIS
151)	*	Access to Personnel files for NOAA/BIS and NOAA Corps employees.	Interim 2 Final	a. 07/19/04 b. 10/07/04	a. Access b. Access	Renita Richardson / Katherine Raymond	NOAA/ BIS
152)		Reconciliation of CAMS payroll expenses to include: CAMS query of actual and estimated payroll expenses for object classes 11, 12, 13, and 14 as of September 30, 2004.	Final	10/07/04	10/8/04	Nancy Eadie	NOAA/ BIS
153)		Object Class Year-end Summary Report (Object class 1230-1237) for Employer	Final	10/07/04	10/7/04	Nancy Eadie	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		Contributions to Retirement.					
154)	*	Obtain a CAMS report detailing the actual monthly payroll expense and each months FMS 6653: Undisbursed Appropriation Account Ledger for the period October 1, 2003 through September 30, 2004, as well as CAMS report detailing the actual payroll expense for October 2004.	Final	10/07/04	10/7/04	Nancy Eadie	NOAA/ BIS
155)	*	Obtain a CAMS print out, for each month, of NOAA Corps Plan & Obligation detail, which is broken down between object classes.	Final	10/07/04	10/05/04	Carolyn Harris	NOAA/ BIS
156)		Year-end payroll accrual computation.	Final	10/07/04	10/7/04	Nancy Eadie	NOAA/ BIS
157)		NFC Focus Report used to support accrued annual leave for both NOAA and BIS and NOAA Corps Pay Leave Status Report, detailed by individual, as of September 30, 2004.	Final	10/07/04	10/7/04	Nancy Eadie	NOAA/ BIS
158)	*	CAMS query for the number of employees for both NOAA and BIS at year-end.	Final	10/07/04	10/7/04	Nancy Eadie	NOAA/ BIS
159)		Detail listing of pension liabilities and related pension expenses by organization code (line office) and object classification code as of June 30 and September 30, 2004.	Interim 2 Final	TBD TBD		Ted Wolfgang	NOAA/ BIS
160)		NOAA Corps Pension Actuarial Report as of 9/30/04 and NOAA Corps FY 2004 Pension Data File (details the social security number,	Final (or	10/07/04	Report:	Nancy Gates	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		birth date, hire date, sex, and monthly salary/benefit amount for each active duty personnel, retired annuitant, disabled annuitant, & surviving family), both from Hay Huggins Company, Inc.	when available)		10/4/04 Data file: 10/13/04		
161)		Health benefits actuarial report as of 9/30/04 from Hay Huggins Company, Inc for the NOAA Corps.	Final (or when available)	10/07/04	10/4/04	Nancy Gates	NOAA/ BIS
162)	*	2004 FECA Liability calculation for both NOAA and BIS.	Final	10/12/04	10/12/04	Nancy Gates	NOAA/ BIS
163)	*	<p>Imputed Cost Calculation</p> <ul style="list-style-type: none"> ■ Quarterly DOC Accounting for Pensions and Other Retirement Benefits Report ■ NOAA/BIS prepared spreadsheets detailing the pension and ORB expense calculation (electronic copy if available) ■ FY 2004 Retirement and Other Benefits Calculation of 1st and 4th Quarter Conversion Factors ■ FY 2004 Cost Factors Imputed cost factors related to FEHB for each quarter of FY 2004. 	Final	10/12/04	10/12/04	Nancy Gates	NOAA/ BIS
		<i>Environmental Management</i>					
164)		List of all environmental projects at June 30 and September 30, 2004.	Interim 2 Final	7/8/2004 10/1/2004	7/15/04 10/1/04	Bernie Denno	NOAA
165)		List of all environmental liabilities as of June	Interim 2	7/8/2004	7/15/04	Bernie Denno	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		30 and September 30, 2004.	Final	10/1/2004	10/1/04		
166)		“Environmental Liability – Estimated Environmental Costs for FY 2004” information packet.	Interim 2	7/8/2004	7/15/04	Bernie Denno	NOAA
167)		Organization chart for FY 2004	Interim 2	7/8/2004	7/15/04	Bernie Denno	NOAA
168)		FY 2004 Environmental Compliance Status Reports for all quarters.	Interim 2 Final	7/8/2004 10/1/2004	7/15/04 10/1/04	Bernie Denno	NOAA
169)		Listing of all FY 2004 assessments performed by NECSAS.	Interim 2 Final	7/8/2004 10/1/2004	7/15/04 10/1/04	Bernie Denno	NOAA
170)		Updated resumes for Bernie Denno, RECOs, and other specialists computing cost estimates.	Interim 2	7/8/2004	7/15/04	Bernie Denno	NOAA
171)		Copy of or access to the ECS Council Meeting and Decisions minutes for FY 2004.	As available	As available	7/15/04	Bernie Denno	NOAA
		<i>Miscellaneous</i>					
172)		General ledger as of 3/31, 6/30, and 9/30/04 (CAMS GL109 T/B)	Interim 1 Interim 2 Final	4/19/04 7/19/04 10/7/04	4/5/04 7/19/04 10/5/04	Candace Myers	NOAA/ BIS
173)		Support for long-term commitments and contingencies foot notes	Final	10/12/04	10/12/04	Nancy Gates	NOAA/ BIS
174)		Supporting documentation for RSI/ RSSI	Final	10/12/04	10/13/04	Nancy Gates	NOAA/ BIS
175)		Prior year adjustments as of March 31, June 30, and September 30, 2004. This should be a print out of SGL Account 7400 with	Interim 1 Interim 2	4/19/04 7/19/04	4/22/04 7/19/04	Nancy Gates	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		supporting documentation for each sample item (TBD).	Final	10/12/04	10/12/04 - none		
176)	*	Equity Analysis as of September 30, 2004	Final	10/12/04	10/13/04	Nancy Gates	NOAA/ BIS
177)		Listing from NFC of individuals who charged time to 1TK3B% from October 1, 2003 through June 30, 2004 (Superfund)	Interim 2	7/19/04	7/22/04	Nancy Eadie	NOAA
178)		ETB Report from Hyperion as of 3/31/04, 6/30/04, and 9/30/04.	Interim 1 Interim 2 Final	4/27/04 7/19/04 10/15/04	4/27/04 7/19/04 10/15/04	Nancy Gates	NOAA/ BIS
179)		Financial Statements with footnotes as of June 30, 2003 and 2004, and September 30, 2004. Please also provide a flux analysis to prior year balances with explanations for variances greater than 10% and \$10 million.	Interim 2 Final	7/21/04 10/18/04 (draft F/S on 10/12/04)	7/19/04 FS: 10/15/04 Flux: 10/18/04	Nancy Gates	NOAA/ BIS
180)		Disbursement report for the periods of 10/1/2003 - 6/30/2004 and 7/1/04 – 9/30/04. This report should show all payments made to vendors and have the following fields: 1. Vendor name 2. Invoice number (and any other information	Interim 2 Final	8/4/04 10/7/04	9/04 10/12/04	Karen Green	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		that help locating the supporting documents) 3. Invoice amount and amount paid 4. Date invoice was received 5. Date invoice was paid 6. Interest paid, if any" 7. If item was flagged as "do not pay interest penalty"					
181)		Detailed list of Deferred Revenue (Account 2310) for the period 10/1/03-6/30/04.	Interim 2	8/13/04	8/12/04	Candace Myers	NOAA/ BIS
182)		A memo from the Director of the Finance Office, indicating any subsequent events as of October 29, 2004, which may have a significant effect on the organization.	Final	10/29/04		Lois Coleman	NOAA/ BIS