



November 17, 2008

MEMORANDUM FOR: Chief Financial Officers
Management and Budget Chiefs

FROM: Candace L. Myers
Chief, Financial Reporting Division *Candace Myers*

SUBJECT: CWIP/IUSD Reconciliation Requirements

This memorandum was prepared as a reminder that, per the NOAA CWIP Policy and Procedures, CWIP Activity Managers are required to complete and forward all CWIP/IUSD reconciliations, by CWIP Activity Title, to the Financial Reporting Division (FRD) - Financial Statements Branch (FSB) on a monthly basis.

Please note the following for the monthly reconciliations:

- 1) The monthly reconciliations should include reconciliations for all open CWIP (Construction Work-in-Progress) and IUSD (Internal Use Software in Development) projects.
- 2) The purpose of the reconciliations is to reconcile costs reported in CBS on the Data Warehouse CWIP Report (CA500D) to the actual CWIP costs and supporting documentation kept in the CWIP file and maintained by the CWIP Activity Manager.
- 3) The monthly reconciliations for the first and second month of any given quarter will be based on the official general ledger month end close date. Please refer to the CBS webpage under General Ledger (<http://www.corporateservices.noaa.gov/%7Ecbs/glinfo.htm>) for CBS general ledger system closing information & monthly schedules.
 - a. **“NON-QUARTER” Month Due Dates** – The monthly reconciliations will be due in FRD-FSB by COB five (5) business days following the calendar month close of CBS. Thus, the reconciliations for the following "Non-Quarter" months will be due in FRD-FSB:

NON-QUARTER Month

Due to FRD-FSB

October	November 7, 2008
November	December 5, 2008
January	February 6, 2009
February	March 6, 2009
April	May 7, 2009
May	June 5, 2009
July	August 7, 2009
August	September. 8, 2009
October	November 6, 2009



By the above "non-quarter" monthly due dates, the CWIP reconciliations must have been reviewed by the appropriate Line CWIP Coordinator and signed by the appropriate Line/Staff Office CFO or M&B Chief.

- b. **"QUARTER"** Month Due Dates – The reconciliations due at the end of the quarter (the third month – December, March, June and September), will be based on a predetermined mid point date of that last month (as was the case throughout FY 2008). The date will be announced, in advance, via the "Quarterly Data Call Memo" that is issued by Jon P. Alexander, Director, Finance Office/Comptroller or by a designate on his behalf. Those dates are also provided below:

<u>QUARTER Month (run date)</u>	<u>Due to FRD-FSB</u>
December 12	December 23, 2008
March 12	March 24, 2009
June 12	June 23, 2009
Sept 12 (4 th Qtr)	September 24, 2009
Sept 30 (5 th Qtr)	October 2, 2009

As a corrective action to FY 2007 audit findings, all differences or reconciling items noted will need to be resolved within four (4) weeks of the noted difference by the CWIP Activity Manager. The FRD-FSB CWIP accountant will contact the CWIP Activity Manager for the status of resolving all differences noted in the monthly CWIP reconciliations.

Detailed CWIP Policies and Procedures, as well as various appendices of guidance, can be found on NOAA's Finance Office CWIP website at the following link: <http://www.corporateservices.noaa.gov/~finance/CWIP.html>. Please also find at that web link and attached the February 5, 2008, memo from the NOAA Chief Financial Officer regarding CWIP roles and responsibilities for your reference.

Thank you for your continued diligence in the area of CWIP/IUSD. If you have questions or concerns about the monthly CWIP reconciliations, please contact Mark P. Miller, Chief, Financial Statements Branch, by phone on (301) 444-2704 or by email at Mark.P.Miller@noaa.gov.

Attachment