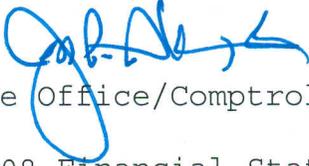




July 29, 2008

MEMORANDUM FOR: Distribution

FROM: Jon P. Alexander   
Director, Finance Office/Comptroller

SUBJECT: September 30, 2008 Financial Statement  
and Stewardship Information Requirements  
and Due Dates for FY 2008  
ACTION MEMORANDUM

Attached are the *Financial Statement Information Requirements and Due Dates* (Attachment 1) which identify the information that the Finance Office needs to receive to prepare NOAA's September 30, 2008, financial statements. In order to comply with Departmental Office of Financial Management (OFM) deadlines, we will be using both a September 12 and September 30 cutoff for certain data requirements, with due dates of September 16, 2008, and October 2, 2008, respectively. Also attached is the most recent *FY 2008 Financial Statement Due Date Calendar* (Attachment 2). Additionally, the *Checklist for Data Submissions to the Finance Office* is attached (Attachment 3) to help ensure that financial information provided to the Finance Office is stated fairly and supports management's assertions. I recommend that you continue to use the checklist, prior to submitting information to the Finance Office.

NOAA is also required to report on its stewardship over certain resources entrusted to it and certain responsibilities assumed by NOAA that cannot be measured in traditional financial reports. OFM requires NOAA to provide stewardship information for the September 30, 2008, Consolidated Departmental Financial Statements. I have attached NOAA's September 30, 2008, *Draft Stewardship Information* submission (Attachment 4). Please carefully review all applicable sections of this document and update the text and data as necessary. For your reference, I have also attached NOAA's final June 30, 2008, *Stewardship Information* submission (Attachment 5).

NOAA is also required to populate several sections of the Department's Treasury Closing Package as it relates to Stewardship information. Therefore, I have also attached two documents needing your attention and input. I have highlighted areas for



Stewardship input needed in NOAA's portion of the FY 2008 Treasury Closing Package (Attachment 6). I have also highlighted sections in an excel file (Attachment 7 - two tabs) requiring additional information relating to Heritage Assets and Stewardship Land.

It is imperative that NOAA submit its September 30, 2008, financial statements and stewardship information to OFM by October 9, 2008. Therefore, it is critical that the attached tasks are completed on time to meet that date. Due to OFM deadlines, time extensions cannot be granted. An audit calendar (Attachment 8) is attached to help ensure that all deadlines are met.

Please provide your response(s) back to the Finance Office no later than the assigned due dates. For audit purposes, it is necessary that we receive either a positive or negative consolidated reply from each NOAA Line/Staff Office. Responses should be sent as follows:

By Mail: Mark P. Miller  
NOAA Finance Statements Branch (OFA212)  
20020 Century Blvd., Room 3125  
Germantown, MD 20874

By E-Mail: Mark.P.Miller@noaa.gov

By Fax: (301) 427-2040  
ATTN: Mark P. Miller

Additionally, if your response contains information pertaining to collection-type heritage assets, your submission should also be sent to Lynette Joynes, Logistics Division, Personal Property Branch (SOU57111). The Personal Property Office will provide a consolidated response related to collection-type heritage assets to the Finance Office.

Attachments 1 through 9 to this memo can be found at:  
<http://www.corporateservices.noaa.gov/~finance/reports.html>.

Your assistance and cooperation are greatly appreciated as we strive to maintain an unqualified audit opinion for the Department of Commerce. If you or your staff have any questions or need to update the e-mail distribution list of this memorandum (Attachment 9), please contact Mark P. Miller on 301-444-2704.

Attachments

Distribution:  
See Attachment 9