



United States Department of the Interior


OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



DEC 27 2004

Memorandum

TO: Heads of Bureaus
Chief Financial Officers
Departmental Offices

FROM: P. Lynn Scarlett 
Assistant Secretary - Policy, Management and Budget

SUBJECT: FY 2005 Financial, Performance, and Stewardship Milestones

The FY 2005 annual reporting date for Federal financial statements (Performance and Accountability Reports) as required by the Office of Management and Budget is November 15th. The 2005 timeline and milestones have incorporated the lessons learned from our successful fiscal year. This timeline and related milestones represent the minimal requirements. More detailed plans will be provided for both the financial statements and performance reports in January and as determined necessary to meet auditor requests.

A successful FY 2005 will require a Department-wide cooperative effort. Getting an early start is critical to meeting this challenge in FY 2005. The preparation of reliable and timely financial and performance information is not a one-time event. Financial, performance, and stewardship information should be prepared and available throughout the fiscal year to be useful to Department and Bureau managers. In addition, it is the responsibility of Bureau senior management, including Chief Financial Officers and Planning and GPRA Officers, to ensure all the necessary individuals are actively involved in streamlining reporting processes. As such, Bureaus should continue to implement new financial and performance reporting processes.

Critical milestones for completing interim and final FY 2005 financial, performance and stewardship data are included in Attachment A. Interim financial information should include all property transactions, adjustments, estimates of supplies/services received but not paid for, and elimination of intra-governmental transactions in the accounting records at the end of each quarter (e.g., March 31, June 30 and September 30, 2005). Estimations are acceptable for deferred maintenance, stewardship, performance, and other data, provided the estimates are based on reasonable assumptions and are appropriately supported and documented.

I look forward to working with each of you again this year as we continue to improve DOI's reporting processes and meet reporting milestones. Should you have questions

regarding this memorandum, please direct them to Nina Rose Hatfield, Deputy Assistant Secretary - Business, Management and Wildland Fire on 208-1829 or Scott Cameron, Deputy Assistant Secretary - Performance, Accountability and Human Resources on 208-1738.

Attachment

**ATTACHMENT A:
KEY MILESTONES FOR BUREAUS/DEPARTMENTAL OFFICES**

Monthly Requirements

- Initial load of Financial Data into Hyperion Data Base:
 - *5th business day*
- Elimination Entries:
 - *7th business day*
- Finalization of Hyperion Data (all adjustments complete):
 - *17th calendar day, or next business day*
- Completion of Financial Statements:
 - *17th calendar day, or next business day*

Quarterly Requirements

- Bureau Financial and Supplemental Data
 - Deliverables
 - *1st Quarter*
 1. Finalization of Hyperion Data – *Due January 14*
 2. Financial Statements – *Due January 14*
 - *2nd Quarter*
 1. Finalization of Hyperion Data – *Due April 18*
 2. Financial Statements – *Due April 18*
 3. Footnotes – *Due April 25*
 4. Edit Checklist – *Due April 25*
 5. Financial Analysis – *Due April 29*
 - *3rd Quarter*
 1. Finalization of Hyperion Data – *Due July 15*
 2. Financial Statements – *Due July 15*
 3. Footnotes – *Due July 15*
 4. Edit Checklist – *Due July 15*
 5. RSI (Deferred Maintenance/WCF Statements) and the RSSI – *Due July 22*
 6. Financial Analysis – *Due July 22*
- Bureau Management's Discussion and Analysis
 - Text:
 - *1st and 2nd Quarter – not due*
 - *3rd Quarter – Due July 22*
 - Performance Data:

- **1st Quarter – Due December 17**
(Enter FY 05 targets into ABC/M Performance Module)
- **2nd Quarter – Due April 25**
- **3rd Quarter – Due July 15**

* In cases where performance data cannot be entered on a quarterly basis, an explanation must be entered into the Performance Module regarding the non-reporting.

Year-End Requirements

- Bureau Financial and Supplemental Data
 - Initial load of Financial Data into Hyperion
 - **Due October 5**
 - Year-end Trial Balance, that incorporates all known and expected adjustments
 - **Due October 7**
 - Deliverables
 - Financial Statements
 - Footnotes
 - RSI and RSSI
 - Edit and Verification Checklists
 - **Due October 15**

- Bureau Management's Discussion and Analysis
 - Performance Data: **Due September 30**
 - Text: **Due October 6**