

FY 2008 Financial Management Key Milestones and Due Dates – FOURTH QUARTER

Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-01	7/01/08	Open Accounting period 10/08	Agencies		
4-02	7/06/08	Scheduled weekend system maintenance.	COD		
4-03	7/08/08	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-04	7/20/08	Scheduled weekend system maintenance.	COD		
4-05	7/25/08	Disbursement cutoff for feeders	ACFO-FO / COD		
4-06	7/31/08	July 2008 month end close – Accounting period 10/08	ACFO-FO / COD Agencies		
4-07	8/01/08	Open Accounting period 11/08	Agencies		
4-08	8/03/08	Scheduled weekend system maintenance.	COD		
4-09	8/04/08	Run pre-annual close job and resolve all errors	Agencies / ACFO-FO / COD		
4-10	8/12/08	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-11	8/15/08	OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities sent to Agencies	ACFO-FO		
4-12	8/15/08	Provide draft of PAR (excluding financial statements and footnotes) to OIG	ACFO-PP		PBC 38
4-13	8/18/08	Scheduled weekend system maintenance.	COD		
4-14	8/19/08	Provide HQ Allocation Methodology to OIG	ACFO-FO		PBC 36
4-15	8/28/08	FACTS I MAF window opens – agencies review, update and submit MAF to Treasury	Agencies / ACFO-FO / COD		
4-16	8/28/08	Disbursement cutoff for feeders	ACFO-FO / COD		
4-17	8/29/08	OIG to submit interim legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG		PBC 40
4-18	8/29/08	FMFIA/FFMIA annual assurance statements and remediation plans due to OCFO-FPP (PAD)	Agencies		
4-19	8/31/08	Annual review of Unliquidated Obligations, as of 7/31/08, should be completed. See DR 2230-001. Provide CFO certifications to ACFO-FO	Agencies		PBC 42
4-20	8/31/08	August 2008 month end close – Accounting period 11/08	ACFO-FO / COD Agencies		
4-21	8/31/08	Scheduled weekend system maintenance.	COD		
4-23	9/01/08	Lead Summary of Suspense balances as of 7/31/08	ACFO-FO/ COD		PBC 41
4-24	9/01/08	Explanations/causes and actions planned for abnormal balances as of 7/31/08	Agencies		

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4-25	9/01/08	Open Accounting period 12/08	Agencies		
4-26	9/01/08	Run pre-annual close job and resolve all errors	Agencies / ACFO-FO / COD		
4-27	9/ 02/08	Import accounting period 11/2008 Intradepartmental balances as of 8/31/08 from FACTS I file to ITRS	ACFO-FO /Agencies		
4-28	9/08/08	Annual review of Unliquidated Obligations, as of 7/31/08, should be completed. See DR 2230-001. Provide CFO certifications to OIG	ACFO-FO		PBC 43
4-29	9/09/08	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-30	9/10/08	GFRS opens for closing package submission	ACFO-FO		
4-31	9/12/08	Submit budget execution requests that require approval by OMB, including SF-132s, SF-1151s & warrant requests by this date to OBPA	Agencies		
4-32	9/14/08	Scheduled weekend system maintenance.	COD		
3-75	9/15/08	Fiscal year 2007 financial statements, including notes and supplemental information in FY08 presentation format submit to OIG	ACFO-FO		PBC 35
4-33	9/15/08	Submit completed FAM 2020-Checklist for Federal Reporting and Disclosures to ACFO-FO.	Agencies		
4-34	9/15/08	FACTS I MAF window closes	Agencies / ACFO-FO / COD		
4-35	9/15/08	4 th quarter accrual and estimates provided to agencies and OIG (FECA, OPM benefits, OPM imputed costs, Unfunded leave, HQ allocations, Greenbook, Working Capital Fund (WCF), Judgment Fund, Intra-departmental)	ACFO-FO / COD		PBC 44
4-36	9/17/08	FMFIA/FFMIA annual agency assurance statements and remediation plans due to OIG	OCFO-FPP (PAD)		PBC 45 and 46
4-37	9/19/08	<u>Last day PCAS job can be run</u> in order to generate IPAC collections. IPAC bills will be created for BP's created from this run on Friday, September 21. <u>Last day to input bills into IBIL</u> to accomplish IPAC collections for year-end. IPAC bills for data entered and accepted in IBIL and ABCO will be generated on Friday, September 21.	ACFO-FO / COD & Agencies		
4-38	9/22/08	Record 4 th qtr. accruals and estimates	ACFO-FO / COD Agencies		
4-39	9/22/08	Provides update of legal representation letter to OIG with copy to ACFO-FO.	OGC		PBC 47
4-40	9/22/08	Disbursement and Obligation cut-off for Feeders	ACFO-FO / COD		

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4-41	9/22/08	Cut-off day and time for entering BD's to accomplish IPAC collections. All updates to ARTX or CATX for any billing documents created from PCAS or directly input must be done by this time. Last Run of FFIS-GOALS.	ACFO-FO / COD & Agencies		
4-42	9/22/08	Transmit IPAC bills from FFIS-GOALS & ABCO/IBIL File.	ACFO-FO / COD		
4-43	9/ 23/08	Import accounting period 12/2008 Intradepartmental balances as of 9/22/08 from FACTS I file to ITRS	ACFO-FO /Agencies		
4-44	9/24/08	Submit budget execution requests, including new account symbols, warrants, & SF-1151 requests by this date to OBPA	Agencies		
4-45	9/24/08	Summarize Legal letter response for USDA for items as of 9/15/08 into OMB table format and submit to OIG.	ACFO-FO		PBC 48
4-46	9/26/08	Accelerate disbursements thru 9/30/08. This will be the last day for direct entry of payments.	Agencies		
4-47	9/28/08	Run the requisition Reversal Job in final mode. IAS/FFIS interface closes at 7 p.m. (ET)	ACFO-FO / COD		
4-48	9/28/08	Scheduled weekend system maintenance. FFIS applications will be available until 4 p.m. ET.	COD		
4-49	9/29/08	Last day to input/update C8's and DD's to record IPAC collections and disbursement in FFIS.	ACFO-FO / COD		
4-51	9/30/08	Run pre-annual close job and resolve all errors	Agencies / ACFO-FO / COD		
4-52	9/30/08	Expired accounts moved to cancelled	ACFO-FO / COD		
4-53	9/30/08	September month end close - Accounting period 12/08 closes	ACFO-FO / COD Agencies		PBC 50
4-54	9/30/08	Lead Summary of Suspense balances as of 8/31/08	ACFO-FO / COD		PBC 49
4-55	9/30/08	Explanations/causes and actions planned for abnormal balances as of 8/31/08	Agencies		
4-56	10/01/08	Submit Agency and USDA Consolidated FAM 2020-Checklist for Federal Reporting and Disclosures to OIG	ACFO-FO		PBC 51
4-57	10/01/08	Window opens for FACTS I ATB submission.	Agencies		
4-58	10/01/08	Schedule of Unprocessed Intra-Departmental IPAC Bills to be provided to agencies	ACFO-FO / COD		
4-59	10/ 03/08	Import accounting period 13/2008 Intradepartmental balances as of 9/30/08 from FACTS I file to ITRS	ACFO-FO /Agencies		
4-60	10/06/08	Final listing of all warrants processed during FY 2008	OBPA		PBC 52
4-61	10/ 07/08	FACTS II 4 th quarter window opens	Treasury		

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4-62	10/07/08	Intragovernmental Fiduciary Confirmation System (IFCS) reporting window opens for update	Agencies		
4-63	10/09/08	Close ITRS for yearend reporting	COD		
4-64	10/09/08	Last day of Period 13 adjustments	Agencies		
4-65	10/09/08	Adjustments, excluding cash, processed into FFIS	ACFO-FO / COD		
4-66	10/09/08	Pre-annual close job run with no errors	ACFO-FO / COD		
4-67	10/09/08	Sept 2008 GWA Account Statement	Treasury		
4-68	10/09/08	Response to 4 th quarter sampled SV items (Period 12) to OIG (sent out 10/02).	Agencies		PBC 53
4-69	10/12/08	Record cash adjustments	Agencies		
4-71	10/13/08	All Apportionment schedules for selected agencies.	OBPA		PBC 54
4-72	10/13/08	FACTS II Accounts and balances verified by agencies	Agencies/COD		
4-73	10/14/08	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-74	10/15/08	FACTS II 4 th Quarter submissions to Treasury pass all edits but do not certify	Agencies / ACFO-FO / COD		
4-75	10/15/08	TROR window opens at Treasury	Treasury		
4-76	10/15/08	Accounting period 13/08 closes	ACFO-FO / COD		PBC 59
4-77	10/15/08	Year-end data entry for Statement of Financing and Program data due for input into FSDW.	ACFO-FO / COD		
4-78	10/15/08	Draft PAR section on internal controls	ACFO-FPP		PBC 60
4-79	10/16/08	Response to FFIS (Revenue) sample as of 9/30/08 (period 12) with appropriate supporting documentation to OIG.	Agencies		PBC 56
4-80	10/16/08	Lead Summary of Suspense balances as of 9/30/08	ACFO-FO / COD		PBC 57
4-81	10/16/08	Provide Period 12 Account Variance Analysis for changes greater than or equal to \$25 million and greater than or equal to 10% to OIG and ACFO-FO.	Agencies		PBC 58
4-82	10/16/08	Period 13 financial statements as of 9/30/08 available for agency and OIG review in FSDW Reporting Center`	ACFO-FO / COD		PBC 61
4-83	10/16/08	FACTS I File for Intragovernmental balances and GFRS to ACFO-FO	Agencies		
4-84	10/17/08	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO		
4-85	10/17/08	IFCS closes for the fourth-quarter	ACFO-FO / COD		
4-86	10/17/08	Intragovernmental 4 th quarter agency data file("F" Transactions) due to Treasury and OIG.	ACFO-FO		PBC 62

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4-87	10/20/08	Standalone year-end comparative unaudited financial statements and notes provided to OIG and ACFO-FO	RD, RMA, CCC, FS, FNS & NRCS		PBC 64
4-89	10/20/08	Provide response to OIG sample of expenses and obligations.	Agencies		PBC 55
4-90	10/20/08	All FACTS II 4 th quarter submissions to Treasury certified	ACFO-FO / COD		
4-91	10/20/08	FACTS II 4th quarter window closes	ACFO-FO / COD		
4-92	10/22/08	Year end notes and RSI , due to ACFO-FO	ACFO-FO / COD		
4-93	10/22/08	Agencies submit 4 th qtr Management's Explanation of Significant Variances (for BS, NC & SBR Obligations and Outlays \$25M & 10%) to OCFO	Agencies		PBC 63
4-94	10/22/08	Response to Period 13 sampled SV items to OIG (sent out 10/17).	Agencies		PBC 66
4-95	10/23/08	Responses/Support for sample of 4 th quarter items selected by OIG from ITRS	Agencies		PBC 67
4-96	10/24/08	FMS provides 4 th quarter Intragovernmental Activity Reporting data (from IRAS) to OCFO	FMS		
4-97	10/24/08	Explanations for material differences to ACFO-FO	Agencies		
4-98	10/27/08	Provide unaudited final draft of Performance and Accountability Report (PAR) including consolidated financial statements & notes to OIG, with appropriate support, including: a. eliminating entries, b. support for accruals and estimates, c. USDA crosswalks, d. log of CSXE adjustments, e. list of any exclusions between FFIS general and the financial statements generated per the Reporting Center, f. templates, and g. alternate fund code balances.	ACFO-FO/PAD		PBC 69
4-99	10/27/08	Summary spreadsheet showing status of personal property reconciliations as of 9/30/08 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG	ACFO-FO / COD		PBC 72
4-100	10/27/08	CPAIS reconciliations to FFIS as of 9/30 for non-standalone agencies	ACFO-FO / COD		PBC 71
4-101	10/27/08	Deliver FFIS data extracts through Period 12 9/30/08 with appropriate reconciliations and supporting documentation to OIG	ACFO-FS		PBC 68
4-102	10/27/08	Provide final audit adjustments for standalone financial statements agencies	OIG and contract auditors		PBC 65
4-103	10/29/08	Subcabinet and Mission areas provide management representation letter for PAR including year-end statements with CFO certification to OCFO	Agencies		
4-104	10/29/08	Explanations/causes and actions planned for abnormal balances as of 9/30/08	Agencies		PBC 70
4-105	10/31/08	4th quarter SBR vs SF-133 Reconciliation	Agencies		

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4-106	11/03/08	Provide advance copy of unaudited PAR to OMB for comment	ACFO-FO/PAD		
4-107	11/03/08	Provide Draft Management Representation Letter to Treasury (ann.davis@do.treas.gov)	ACFO-FO		
4-108	11/03/08	OIG provides final audit adjustments for consolidated financial statements	OIG		PBC 74
4-109	11/03/08	Agency enters audit adjustments in Period 14 and closes Period 14	ACFO-FO / COD Agencies		PBC 76
4-110	11/03/08	Standalone agencies provide final audited financial statements & notes to OIG & ACFO-FO	CCC, RD, RMA (FCIC), FS, FNS & NRCS		PBC 75
4-111	11/03/08	Revised year end notes and SI due to ACFO-FO	ACFO-FO / COD		
4-112	11/05/08	Revised FACTS I File for Intragovernmental balances and GFRS to ACFO-FO	Agencies		
4-113	11/05/08	Agency TROR Certification/Verification due to ACFO-FPP	Agencies		
4-114	11/05/08	Accelerated TROR window closing	ACFO-FPP		
4-115	11/05/08	FACTS II revision window opens	Treasury		
4-116	11/07/08	Summarize Legal letter response for USDA for items as of 11/02/08 into OMB table format and submit to OIG.	ACFO-FO		PBC 79
4-117	11/07/08	Provide SBR Reconciliation (as of 9/30) of lines 9 (Unobligated Balances) and 10 (Unobligated Balance Not Available) including Report Row, Treasury Symbol, GL Account, No Year Indicator, Fund, and Amount to OIG	ACFO-FO		PBC 83
4-118	11/07/08	Provides update of legal representation letter to OIG with copy to ACFO-FO.	OGC		PBC 78
4-119	11/07/08	Provide final PAR including adjusted comparative consolidated financial statements and notes to OMB/OIG and GAO	ACFO-FO ACFO-PAD		PBC 80 and 81
4-120	11/ 07/08	OIG issues final audited standalone financial statements reports	OIG		PBC 84
4-121	11/ 10/08	All Accounting Periods through 16 close	ACFO-FO / COD		PBC 77
4-122	11/ 10/08	Begin to run year end close – Period 17	ACFO-FO / COD		PBC 77
4-123	11/10/08	OIG provides draft consolidated audit report to OCFO	OIG		PBC 85
4-124	11/13/08	Management Representation Letter signed by CFO and Secretary provided to OIG	ACFO-FO		PBC 82
4-125	11/13/08	Exit conference held to discuss audit findings for CFS	OIG/OCFO		PBC 86
4-126	11/ 13/08	Final Agency Closing Package submission due in GFRS (including audit adjustments)	ACFO-FO		PBC 87
4-127	11/14/08	Consolidated 4 th quarter SBR vs. SF 133 reconciliation	ACFO-FO		
4-128	11/15/08	OIG issues final audited consolidated financial statements report	OIG		PBC 88

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4-129	11/15/08	Final audited consolidated financial statements, standalone financial statements, and copies of the management representation letter submitted to OMB, Main Treasury & GAO	ACFO-FO ACFO-FPP		PBC <u>89</u>
4-130	11/15/08	Performance and Accountability Report released to the President, OMB Director, and Congress, Main Treasury, FMS & GAO	OCFO		PBC <u>90</u>
4-131	11/15/08	Submit final Legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG		PBC <u>93</u>
4-132	11/15/08	CFO approves fiscal year end closing package	OCFO		PBC <u>91</u>
4-133	11/15/08	FACTS I ATB submission to Treasury	Agencies		
4-134	11/17/08	Management Representation Letter (including passed adjustments) for the special purpose financial statements signed by CFO and Secretary	ACFO-FO		PBC <u>92</u>
4-135	11/17/08	Provide opinion on fiscal yearend closing package	OIG		PBC <u>94</u>
4-136	11/17/08	Publish closing package opinion	OIG		PBC <u>95</u>
4-137	11/19/08	FACTS II revision window closes	Treasury		
4-138	11/28/08	Letter of assurance indicating that the CFO and IG agree to the information as reported in FIPS	OIG / CFO		PBC <u>96</u>
4-139	11/28/08	Completed OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities returned to ACFO-FO	Agencies		
4-140	12/09/08	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-141	12/10/08	Updated legal letter email as of 12/07/08	OGC		PBC <u>97</u>
4-142	12/10/08	CFO sends email on subsequent changes or no changes to the Management Rep letter and financial statements, due to subsequent events prior to December 7th	ACFO-FO		
4-143	12/15/08	Final Report of the U.S. Government published	Treasury		