



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

November 30, 2016

MEMORANDUM FOR: Distribution

FROM: *for* Kimberly A. Darling *Kimberly Darling*
Director, Finance Office/Comptroller

SUBJECT: December 31, 2016 Financial Statement
Information Requirements and Due Dates
ACTION MEMORANDUM

The December 31, 2016 Financial Statement Information Requirements and Due Dates have been published on the NOAA Finance website at http://www.corporateservices.noaa.gov/~finance/FS_DataCalls.html.

The *Financial Statement Information Requirements and Due Dates* document identifies the information that the Finance Office needs to receive from the NOAA Line and Staff offices in order to prepare NOAA's December 31, 2016 financial statements. In order to comply with Departmental Office of Financial Management (OFM) deadlines, we have requested information from you at various due dates in December and January.

NOAA is also required to report to OFM on its stewardship activities over the past fiscal year. Please review the *Draft Stewardship Information* document and update the text and data as necessary. Please note that the red highlighted areas are items that typically change from quarter to quarter; however, you should make any updates that are required to ensure the accuracy of the document as a whole.

It is imperative that NOAA submit its December 31, 2016 financial statement and stewardship information to OFM by **January 18, 2017**. Therefore, it is critical that your submissions be received by the Finance Office on time in order to meet that date. Due to the inflexibility of OFM deadlines, due date extensions cannot be granted on your submissions.

Responses should include electronic files only and be sent by email to Heather.Potter@noaa.gov. Additionally, if your response contains information pertaining to collection-type heritage assets, your submission should also be sent to Katina Felts, Logistics Division, Personal Property Management Branch (SOU57111). The Personal Property Management Branch will provide a consolidated response related to collection-type heritage assets to the Finance Office.

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 has any questions, please contact Heather Potter at 301-444-2158.