

**Department of Commerce**  
**Documents to be provided by Client (PBC) – Preliminary for Comment**  
**Submitted on September 13, 2002 at 1:20 p.m. for DOC OFM**

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>	<b>NOAA Contact</b>
1.	Payroll data file from July 1, 2002 through September 30, 2002.	10/07/02		Michael P. Cohen	
2.	DOC FY 2002/2003 CFO Guidance	10/07/02		?	
3.	<ul style="list-style-type: none"> <li>■ Federal Manager's Financial Integrity Act (FMFIA) Sections 2 and 4 (self-assessments for fiscal year 2002).</li> <li>■ Any existing FY 2002 documentation on instructions to the bureaus related to roles and responsibilities (i.e. organization chart per se) for preparing FMFIA, management control review schedules, and levels of reviews.</li> </ul>			?	Lois Coleman  Mack Cato
4.	Liability estimates for the Department of Commerce pertaining to the Federal Employees' Compensation/Contribution Act (FECA).	11/12/02		?	
5.	From Hyperion, a text file of the standard general ledger crosswalk to the financial statements.	10/07/02		?	
6.	Imputed costs associated with services provided by the U.S. Office of Personnel Management.	11/12/02		?	
7.	Key financial information: <ul style="list-style-type: none"> <li>■ Financial statements (including consolidating schedules) from Hyperion and for publisher.</li> <li>■ Notes to the financial statements (for the department as a whole and each bureau) from Hyperion and for publisher.</li> <li>■ Required supplementary information from publisher.</li> <li>■ Required supplementary stewardship information for publisher.</li> <li>■ Tie-points schedules.</li> <li>■ Statement of Financing crosswalk calculations.</li> <li>■ Analysis of components of net position.</li> <li>■ Electronic trial balance from Hyperion (consolidated and consolidating schedules).</li> </ul>	11/20/02		?	Nancy Gates
8.	Explanations for significant fluctuations for financial statements.	11/25/02		?	Nancy Gates
9.	A copy of the Final Intra-Commerce TDR and TSR.	12/09/02		?	Nancy Gates
10.	Reconciliation of the Department's Statement of Budgetary Resources to the Department's information in the President's Budget (i.e. support related to the footnote disclosure requirement).	12/16/02		?	

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>	<b>NOAA Contact</b>
11.	<p>Other information accompanying the financial statements:</p> <ul style="list-style-type: none"> <li>■ Introductory (referred to as “front matter” by DOC OFM) summaries.</li> <li>■ Mission and Strategic Planning section</li> <li>■ Performance Goals and Results</li> <li>■ Bureau APPR chapters</li> <li>■ Financial Management and Analysis section</li> <li>■ Any other sections that will be included in the fiscal year 2002 Accountability and Program Performance Report.</li> </ul>	<p>11/15/02</p> <p>11/15/02</p> <p>11/15/02</p> <p>11/01/02</p> <p>11/11/02</p>		?	<p>Linda Adkins</p> <p>Peter Maxey</p>
12.	<p>Legal contingencies:</p> <ul style="list-style-type: none"> <li>■ Initial updated response by December 13, 2002, that is effective no earlier than December 6, 2002.</li> <li>■ Second and final updated response by noon, January 3, 2003, that is effective no earlier than December 31, 2002.</li> <li>■ Verbal response directly to Diane Dudley at (202) 533-3002 by January 9, 2003, that is effective no earlier than January 7, 2003.</li> </ul>	<p>12/13/02</p> <p>12/13/02</p> <p>01/09/03</p>		<p>Susan Burnett / Tim Conner of OGC and Kathryn Anderson of OCR</p>	
13.	<p>As of December 27, 2002, listing of all events occurring after September 30, 2002 that could have a significant effect on the fiscal year 2002 financial statements (e.g. extraordinary event, sale or acquisitions of fixed assets, settlement of material claims, etc.). Note: A verbal update through January 7, 2003 is requested.</p>	<p>Written: 01/03/03</p> <p>Verbal: 01/09/03</p>		?	<p>RJ Dominic</p>
14.	<p>Management representation letter as of December 27, 2002.</p>	<p>12/31/02</p>		?	<p>RJ Dominic</p>

**NOTE:** If you have any questions related to this PBC listing, please contact Joe Dandic, KPMG or Robin Valentine, KPMG at (202) 482-6413 or 5321.