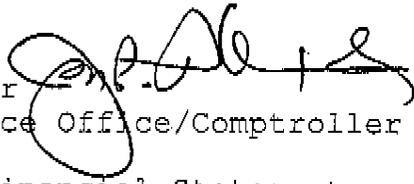




MAY 13 2007

MEMORANDUM FOR: Distribution

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

SUBJECT: June 30, 2007 Financial Statement  
and Stewardship Information Requirements  
and Due Dates  
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 June 30, 2007, financial statements. In order to comply with Departmental Office of Financial Management (OFM) deadlines, we will be using both a June 12 and June 30 cutoff for certain data requirements. Also attached is the most recent *FY 2007 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 June 30, 2007, Consolidated Departmental Financial Statements. I have attached NOAA's June 30, 2007, *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 March 31, 2007, *Stewardship Information* submission (Attachment 5).

It is imperative that NOAA submit its June 30, 2007, financial statements and stewardship information to OFM by July 11, 2007. 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 6) 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 Miller  
NOAA Finance Statements Branch (OFA212)  
20020 Century Blvd., Room 3125  
Germantown, MD 20874

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

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

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.

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 7), please contact Mark Miller on (301) 444-2704 or Candace Myers on (301) 444-2806.

Attachments

Distribution:  
See Attachment 7