

NOAA FINANCIAL STATEMENT
Draft FY 2013 Due Date Calendar
 (Based on December 2012 DOC OFM Due Date Calendar)

Month of January closed for transactions in CBS	JANUARY 31, 2013
Month of February closed for transactions in CBS	FEBRUARY 28, 2013
SECOND QUARTER REPORTING REQUIREMENTS	
All line offices notify Financial Statements Branch (Germantown Finance Office) of scheduled PP&E and inventory counts.	When Known
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of February 28, 2013, including additions and deletions from October 1, 2012, through February 28, 2013. Include any necessary adjustments and differences to the February 28, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	MARCH 7, 2013
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a March 19, 2013 cut-off date.	MARCH 22, 2013
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of March 19, 2013, including additions and deletions from October 1, 2012, through March 19, 2013. Include any necessary adjustments and differences to the March 19, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	MARCH 29, 2013
Second quarter closed for transactions in CBS. (After this date Financial Reporting Division will prepare on-top adjusting entries to the financial statements to record/correct material transactions only.)	MARCH 29, 2013
All Line Offices submit the OFM Quarterly Questionnaire to Finance	TBD
Final second quarter data reports available from CBS.	APRIL 1, 2013
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a March 31, 2013 cut-off date (Includes RSSI).	APRIL 2, 2013
All program offices canvass for all unasserted claims through March 31, 2013.	APRIL 4, 2013
Preliminary Intra-Commerce TDR & TSR due to DOC partner bureaus.	APRIL 7, 2013
Unasserted claims through March 31, 2013 for the Department's materiality threshold due to DOC OFM.	APRIL 9, 2013
Reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus.	APRIL 11, 2013
Trial balance data, financial statement & footnote data, RSI, RSSI, and erroneous payments data due to DOC OFM.	APRIL 16, 2013
Review Checklist Part I signed by NOAA/ BIS Bureau Finance Manager due to DOC OFM.	APRIL 17, 2013
Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM. Intra-Commerce Checklist Part I due to DOC OFM.	APRIL 17, 2013
Fiduciary confirmation data due in Intragovernmental Fiduciary Transaction Confirmation System for investments and borrowings with Bureau of the Public Debt.	APRIL 17, 2013
NOAA second quarter FACTS II reports due to Treasury – window closes	APRIL 17, 2013

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Explanations for significant financial statement and footnote fluctuations due to DOC OFM.	APRIL 18, 2013
Review Checklist Part II signed by NOAA/ BIS Bureau Finance Manager due to DOC OFM.	APRIL 19, 2013
TROR, TROR Certification, Verification, and Reconciliation due to DOC OFM.	APRIL 20, 2013
DOC second quarter FY 13 financial statements due to OMB	APRIL 29, 2013
Hyperion SF-133 data, explanations of SF-133 versus statement of budgetary resources differences, and copies of all FACTS II SF-133's due to DOC OFM.	APRIL 30, 2013
Month of April closed for transactions in CBS	APRIL 30, 2013
Treasury Report on Receivables (TROR) due to Treasury.	APRIL 30, 2013
DOC Review Checklist Part III signed by NOAA and BIS CFO due to DOC OFM.	MAY 7, 2013
Month of May closed for transactions in CBS	MAY 31, 2013
THIRD QUARTER REPORTING REQUIREMENTS	
All line offices notify Financial Statements Branch (Germantown Finance Office) of scheduled PP&E and inventory counts.	When Known
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of May 31, 2013, including additions and deletions from October 1, 2012, through May 31, 2013. Include any necessary adjustments and differences to the May 31, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	JUNE 7, 2013
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a June 18, 2013 cut-off date.	JUNE 21, 2013
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of June 18, 2013, including additions and deletions from October 1, 2012, through June 18, 2013. Include any necessary adjustments and differences to the June 18, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	JUNE 28, 2013
Third quarter closed for transactions in CBS. (After this date Financial Reporting Division will prepare on-top adjusting entries to the financial statements to record/correct material transactions only.)	JUNE 28, 2013
All Line Offices submit the OFM Quarterly Questionnaire to Finance	TBD
All program offices canvass for all unasserted claims through June 30, 2013.	JULY 1, 2013 <i>(Tentative)</i>
Final third quarter data reports available from CBS.	JULY 1, 2013
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the quarterly financial statement information requirements schedule ("quarterly data call") for items with a June 30, 2013 cut-off date (includes RSSI).	JULY 2, 2013
Preliminary Intra-Commerce TDR and TSR due to DOC partner bureaus.	JULY 6, 2013
Unasserted claims through June 30, 2013 for the Department's materiality threshold	JULY 8, 2013

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due to DOC OFM.	<i>(Tentative)</i>
Reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus.	JULY 10, 2013
Trial balance data, financial statement & footnote data, RSI, RSSI, and erroneous payments data due to DOC OFM.	JULY 12, 2013
Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM. Intra-Commerce Checklist Part I due to DOC OFM.	JULY 15, 2013
Review Checklist Part I signed by NOAA/ BIS Bureau Finance Manager due to DOC OFM.	JULY 15, 2013
Explanations for significant financial statement and footnote fluctuations due to DOC OFM.	JULY 17, 2013
Fiduciary confirmation data due in Intragovernmental Fiduciary Transaction Confirmation System for investments and borrowings with Bureau of the Public Debt.	JULY 17, 2013
NOAA third quarter FACTS II reports due to Treasury – window closes	JULY 19, 2013
TROR, TROR Certification, Verification, and Reconciliation due to DOC OFM.	JULY 19, 2013
Review Checklist Part II signed by NOAA/ BIS Bureau Finance Manager due to DOC OFM.	JULY 19, 2013
DOC third quarter FY 13 financial statements due to OMB	JULY 29, 2013
Hyperion SF-133 data, explanations of SF-133 versus statement of budgetary resources differences, and copies of all FACTS II SF-133's due to DOC OFM.	JULY 29, 2013
Treasury Report on Receivables (TROR) due to Treasury.	JULY 30, 2013
Month of July closed for transactions in CBS	JULY 31, 2013
DOC Review Checklist Part III signed by NOAA and BIS CFO due to DOC OFM.	TBD
Treasury Master Appropriation File additions, deletions, or revisions due to DOC OFM.	TBD
Month of August closed for transactions in CBS	AUGUST 30, 2013
FOURTH QUARTER REPORTING REQUIREMENTS	
All line offices notify Financial Statements Branch (Germantown Finance Office) of scheduled PP&E and inventory counts.	When Known
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of August 31, 2013, including additions and deletions from October 1, 2012, through August 31, 2013. Include any necessary adjustments and differences to the August 31, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	SEPTEMBER 9, 2013
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) <i>Reports of Property Constructed</i> , Form 37-6, for all real and personal property construction work in progress items completed through August 31, 2013. For CWIP items estimated to be completed from September 1, 2013, through September 30, 2013, 37-6 forms clearly labeled “estimate” are due. Each form 37-6 cost line-item should contain valid CBS Organization Codes, Project Codes, Task Codes, and original fiscal year as stated on the CBS CA500D report. The Project/Task Codes on the Form 37-6 must be active in CBS at the time the Form 37-6 is submitted.	SEPTEMBER 20, 2013
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the year-end financial statement information requirements schedule (“year-end data call”) for items with a September 18, 2013 cut-off date.	SEPTEMBER 21, 2013

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NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of September 10, 2013, including additions and deletions from October 1, 2012, through September 10, 2013. Include any necessary adjustments and differences to the September 10, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	SEPTEMBER 20, 2013
FY 2013 closed for transactions in CBS. (After this date Financial Reporting Division will prepare on-top adjusting entries to the financial statements to record/correct material transactions only.)	SEPTEMBER 27, 2013
All Line Offices submit the OFM Quarterly Questionnaire to Finance	TBD
Final year-end data reports available from CBS.	OCTOBER 1, 2013
Due in from NOAA Line Offices, manual adjustments to correct any over obligation at the fund or Category B level.	OCTOBER 1, 2013
All program offices canvass for all unasserted claims through September 30, 2013.	OCTOBER 1, 2013 <i>(Tentative)</i>
NOAA Line Offices and select Staff offices submit to Financial Statements Branch (Germantown Finance Office) information requested in the year-end financial statement information requirements schedule ("year-end data call") for items with a September 30, 2013 cut-off date (Includes RSSI).	OCTOBER 2, 2013
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of September 30, 2013, including additions and deletions from September 11, 2013, through September 30, 2013. Include any necessary adjustments and differences to the September 30, 2013, balances. All adjustments and differences must be properly identified and explained in detail.	OCTOBER 2, 2013
Preliminary Intra-Commerce TDR & TSR due to DOC partner bureaus.	OCTOBER 5, 2013
Reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus.	OCTOBER 7, 2013
Trial balance data, financial statement & footnote data, RSI, RSSI, erroneous payments data, and FACTS I closing package data due to DOC OFM.	TBD
Unasserted claims through September 30, 2013 for the Department's materiality threshold due to DOC OFM.	TBD
Review Checklist Part I signed by NOAA/ BIS Bureau Finance Manager due to DOC OFM.	TBD
Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM. Intra-Commerce Checklist Part I due to DOC OFM.	TBD
Fiduciary confirmation data due in Intragovernmental Fiduciary Transaction Confirmation System for investments and borrowings with Bureau of the Public Debt.	TBD
Explanations for significant financial statement and footnote fluctuations due to DOC OFM.	TBD
Review Checklist Part II signed by NOAA/ BIS Bureau Finance Manager due to DOC OFM.	TBD
NOAA year-end FACTS II reports due to Treasury – window closes	OCTOBER 21, 2013
TROR, TROR Certification, Verification, and Reconciliation due to DOC OFM.	TBD
Hyperion SF-133 data, explanations of SF-133 versus statement of budgetary resources differences, and copies of all FACTS II SF-133's due to DOC OFM.	TBD

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Audit adjusted reconciled Intra-Commerce TDR and TSR due to DOC partner bureaus. Intra-Commerce Checklist Part II due to DOC OFM.	TBD
Audit adjusted intra-governmental TDR and Intragovernmental Checklist Part II due to DOC OFM.	TBD
Consolidated IPA provides OFM with draft summary of material weaknesses, reportable conditions, and compliance matters.	TBD
All program offices canvass for all unasserted claims through October 30, 2013.	TBD
Unasserted claims through October 30, 2013 for the Department's materiality threshold due to DOC OFM.	TBD
Fieldwork ends for audits of stand-alone and consolidated bureaus.	TBD
Month of October closed for transactions in CBS	OCTOBER 31, 2013
All program offices canvass for all unasserted claims through November 10, 2013.	TBD
Unasserted claims through November 10, 2013 for the Department's materiality threshold due to DOC OFM.	TBD
DOC Review Checklist Part III signed by NOAA and BIS CFO due to DOC OFM.	TBD
NOAA Line Offices and select Staff Offices submit to Financial Statements Branch (Germantown Finance Office) reconciliations of all CWIP costs to the CBS CA500D report as of October 31, 2013, including additions and deletions from October 1, 2013, through October 31, 2013. All adjustments and differences must be properly identified and explained in detail.	NOVEMBER 7, 2013
Management representation letter through November 10, 2013 due to DOC DCFO.	TBD
All bureaus canvass their program offices for all unasserted claims through November 15, 2013.	TBD
All bureaus submit to OFM unasserted claims through November 15, 2013 for the Department's materiality threshold.	TBD
Department's CFO submits to OMB and Congress Department's final Performance and Accountability Report.	TBD
Treasury Report on Receivables (TROR) due to Treasury.	TBD
Fieldwork ends at the Department-level.	TBD
Consolidated IPA issues draft audit report to OIG and OFM.	TBD
Consolidated IPA issues final audit report to OIG and OFM.	TBD
OIG provides draft management letter to DOC.	TBD
Post-close trial balance data due to DOC OFM.	TBD
OIG provides final management letter to DOC.	TBD
Draft corrective action plans due to DOC OFM.	45 days after Issuance of Final Audit Report
DOC submits to OIG Department's final corrective action plans.	60 days after Issuance of Final Audit Report

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Glossary of Acronyms

CBS	Commerce Business System
DOC OFM	Department of Commerce, Office of Financial Management
EST	Eastern Standard Time
ETBs	Expanded Trial Balance (Hyperion data load file)
FACTS II	Federal Agencies' Centralized Trial Balance System II
FINANCE	NOAA Finance and Administration (Germantown Finance Office)
OIG	Office of Inspector General (Commerce)
OMB	Office of Management and Budget
PP&E	Property, Plant and Equipment
RSI	Required Supplementary Information
RSSI	Required Supplementary Stewardship Information
TDR	Transaction Detail Report
TSR	Transaction Summary Report