



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
INSPECTOR GENERAL

April 7, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA's Fiscal Year 2016 Financial Statements  
Project No. OA-FY16-0136

**FROM:** Paul C. Curtis, Director   
Financial Statement Audits

**TO:** David Bloom, Deputy Chief Financial Officer  
Office of the Chief Financial Officer

We will begin our audit testing of the U.S. Environmental Protection Agency's (EPA's) fiscal year 2016 financial statements during April 2016. We are providing this memorandum to (1) continue our mutual efforts to establish a high level of expectations and commitments that will be needed by all offices for providing timely and accurate information in support of the financial statements and certain other information included in the EPA's Annual Financial Report, and (2) help ensure a mutual understanding of our respective roles and responsibilities during the audit. We include more details about our respective responsibilities in Attachment 1, *Audit Expectations*, and have attached a list of documents to be provided by the agency in Attachment 2, *Provided by Agency List*, that we require to complete the audit by the Office of Management and Budget (OMB) deadline.

**High Level of Expectations and Commitments**

We appreciate the level of commitment and cooperation exhibited by staff and managers from your office in assisting us to complete our audit of the EPA's fiscal year 2015 financial statements by the deadline. We encourage you to continue your efforts to strengthen the agency's coordination and quality control processes to ensure accurate data is timely available to prepare the annual financial statements and that such statements and supporting documentation are made available in a timely manner for audit. For the fiscal year 2016 financial statements, we will issue an audit report with our opinion in accordance with the OMB deadline regardless of the readiness of the agency's financial statements.

To help ensure that we meet the agreed-upon date for submitting audited financial statements, we are asking that each office responsible for providing information supporting the financial statements provide the highest possible level of commitment from senior officials and staff. We will keep you informed of any delays as they occur. By promptly informing you of any delays, we hope to keep our respective staff on target to meet the due date for submitting audited financial statements to OMB. We will be glad to assist you in keeping office directors informed of the progress and status of the audited financial statements, including briefing senior officials if necessary. It is extremely important that any new processes or procedures developed be provided to us in a timely manner—especially any new processes

involving Compass or changes in controls as a result of changes to the system. If such processes or procedures are provided late in the audit, it may complicate or prevent the development of audit procedures to audit such information in time to meet the deadline. Because the EPA has made substantial changes through its Compass Version Enhancement, we will need additional support from your staff as we update our documentation of your controls.

### Planning and Coordination of Audit Work

We will conduct an entrance conference with your office before transaction testing begins. The estimated timetable for the audit and the types of assistance needed will be discussed at that time. We understand that the EPA is again expecting to prepare an annual financial report for fiscal year 2016 that will include the audited comparative financial statements and other information required by OMB.

Audit work will be performed at all EPA finance centers and, as needed, at other financial and program offices in both headquarters and the regions. We will contact the offices where audit work will be performed to let them know when we will be performing audit work in their offices. For those offices where we do not plan to perform onsite work, we may contact these offices to obtain information.

In addition to the list in Attachment 2, we request that you also provide the following data as soon as possible but no later than 2 weeks from the date of the notification memo and during the audit as developed:

1. The most current Compass business process reengineering maps.
2. The most current posting models at the general ledger account entry level.
3. Any recent policies or procedures on posting transactions in Compass (including, but not limited to, spending adjustment documents developed by the Compass contractor, current crosswalks, etc.).
4. A list of any new accounts.
5. A list of new document types/transaction types, general ledger accounting entries and standard vouchers,
6. A list of changes to existing document types/transaction types and/or standard vouchers.
7. Any general ledger account variance analysis or analytical reviews performed.
8. The most current cumulative Compass contractor change request list.
9. The most current cumulative schedule of posting model changes "Reference Table Updates."
10. Briefings to the Office of the Chief Financial Officer senior management on subjects such as the quarterly variance analysis.

Please provide all requested documents to Sheila May at [may.sheila@epa.gov](mailto:may.sheila@epa.gov) and Robert Smith at [smith.robertL@epa.gov](mailto:smith.robertL@epa.gov). We will work closely with your staff to ensure the audit meets the OMB deadline. If you know of issues you would like us to address during the audit, we would like to discuss these issues at the entrance conference.

We respectfully note that the Office of Inspector General (OIG) is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

Should you or your staff have any questions, please contact me at (202) 566-2523 or [curtis.paul@epa.gov](mailto:curtis.paul@epa.gov), or Robert Smith at (202) 566-2531 or [smith.robertl@epa.gov](mailto:smith.robertl@epa.gov).

cc: Administrator  
Deputy Administrator  
Assistant Administrators  
Associate Administrator for Congressional and Intergovernmental Relations  
Associate Administrator for Public Engagement and Environmental Education  
General Counsel  
Regional Administrators, Regions 1-10  
Associate Chief Financial Officer  
Controller, Office of the Controller, Office of the Chief Financial Officer (OCFO)  
Deputy Controller, Office of the Controller, OCFO  
Director, Office of Planning, Analysis, and Accountability, OCFO  
Director, Office of Administration, Office of Administration and Resources Management (OARM)  
Director, Office of Grants and Debarment, OARM  
Director, Office of Acquisition Management, OARM  
Director, Office of Human Resources, OARM  
Director, Headquarters Procurement Operations Division, OARM  
Director, Cincinnati Procurement Operations Division, OARM  
Director, Research Triangle Park Procurement Operations Division, OARM  
Director, Office of Site Remediation Enforcement, Office of Enforcement and Compliance Assurance  
Director, Office of Technology Operations and Planning, Office of Environmental Information  
Director, Office of Emergency Management, Office of Land and Emergency Management  
Director, Office of Budget, OCFO  
Director, Grants and Interagency Agreements Management Division, OARM  
Director, Facilities Management and Services Division, OARM  
Director, Office of Policy and Resource Management, OARM  
Deputy Director, Office of Policy and Resource Management, OARM  
Director, Enterprise Desktop Solutions Division, Office of Environmental Information  
Director, National Computer Center, Research Triangle Park, North Carolina  
Director, Financial Services Division, OCFO  
Director, Office of Technology Solutions, OCFO  
Director, Program Accounting Branch, Office of the Controller, OCFO  
Director, Accountability and Cost Analysis Division, Office of the Controller, OCFO  
Director, Management Integrity and Accountability Branch, Office of the Controller, OCFO  
Director, Applications Management Staff, Office of Technology Solutions, OCFO  
Director, Policy Training and Accountability Division, Office of Financial Management, OCFO  
Director, Research Triangle Park Finance Center, OCFO  
Director, Cincinnati Finance Center, OCFO  
Director, Las Vegas Finance Center, OCFO  
Director, General Ledger Analysis & Reporting Branch, Office of the Controller, OCFO  
Director, Washington Finance Center, Financial Services Division, OCFO  
Director, Real Property Services Staff, Office of Administration, OARM  
Agency Audit Follow-Up Coordinator  
Audit Follow-Up Coordinator, Office of the Administrator  
Audit Follow-Up Coordinator, OCFO

Audit Follow-Up Coordinator, OARM  
Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance  
Audit Follow-Up Coordinator, Office of Environmental Information  
Audit Follow-Up Coordinator, Office of Air and Radiation  
Audit Follow-Up Coordinator, Office of Water  
Audit Follow-Up Coordinator, Office of Research and Development  
Audit Follow-Up Coordinator, Office of Chemical Safety and Pollution Prevention  
Audit Follow-Up Coordinator, Office of Land and Emergency Management  
Audit Follow-Up Coordinator, Office of the Controller, OCFO  
Audit Follow-Up Coordinator, Office of Financial Services, OCFO  
Audit Follow-Up Coordinator, Office of Technology Solutions, OCFO  
Audit Follow-Up Coordinator, Office of the Technology Operations and Planning,  
Office of Environmental Information  
Audit Follow-Up Coordinator, Office of Grants and Debarment, OARM  
Audit Follow-Up Coordinators, Regions 1–10  
Inspector General  
Deputy Inspector General  
Chief of Staff, OIG  
Counsel to the Inspector General  
Assistant Inspector General for Audit  
Assistant Inspector General for Program Evaluation  
Assistant Inspector General for Investigations  
Deputy Assistant Inspector General for Audit  
Deputy Assistant Inspector General for Congressional and Public Affairs  
Congressional and Media Liaison, OIG  
Director, Information Resources Management Audits, OIG

## ***Audit Expectations***

We will audit the consolidated balance sheet of the U.S. Environmental Protection Agency (EPA) as of September 30, 2016, and September 30, 2015, and the related consolidated statements of net cost, net cost by goal, changes in net position, and custodial activity; and the combined statement of budgetary resources for the years then ended. We confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements and to determine whether:

1. The financial statements are fairly presented in all material respects in accordance with generally accepted accounting principles.
2. The EPA's internal control structure over financial reporting related to the financial statements is in place and provides reasonable assurance that:
  - a. Financial transactions are executed in compliance with applicable laws and regulations.
  - b. Assets are safeguarded against loss from unauthorized acquisition, use or disposition.
  - c. Transactions are properly recorded, processed and summarized to permit the preparation of reliable financial statements.
3. The agency complied with laws and regulations that would have a direct and material effect on the financial statements, including determining whether the agency substantially complied with the Federal Financial Management Improvement Act provisions.
4. The information and manner of presentation contained in the Management's Discussion and Analysis and any other accompanying information is materially consistent with the information contained in the principal statements.

### ***Auditor's Responsibilities***

We will conduct our audit in accordance with U.S. generally accepted auditing standards; the standards applicable to the financial audits contained in the *Government Auditing Standards* (2011 Revision) issued by the Comptroller General of the United States; and Office of Management and Budget's (OMB) Bulletin 15-02, *Audit Requirements for Federal Financial Statements*. The standards require that we plan and perform our audits to obtain reasonable, rather than absolute, assurance that the financial statements are free of material misstatement, whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Our audit is not designed to detect errors or fraud that are immaterial to the financial statements that might exist due to error, fraudulent financial reporting or misappropriation of assets. The standards call for the audit organization and the individual auditor to be free both in fact and appearance from personal, external and organizational impairments to independence. Accordingly, we are limited in the support we can extend to you in the preparation and analysis of your accounts and financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the EPA's management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with the standards.

As part of our audit, we will review the agency's control activities related to the financial statements, including its Federal Managers' Financial Integrity Act process, and its analytical reviews and account analyses. The Office of the Chief Financial Officer's quarterly analysis of fiscal year 2015 general ledger account balances will help expedite the audit process and improve the accuracy of the financial statements. These efforts will assist us in determining the agency's compliance with OMB Circular A-123, *Management's Responsibility for Internal Control*; and the Federal Financial Management Improvement Act. We will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

### ***Management's Responsibilities***

The financial statements are the responsibility of the EPA's management. Management is also responsible for:

1. The preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles.
2. The selection and application of the accounting policies.
3. Implementing and maintaining financial management systems that substantially comply with federal financial management system requirements, federal accounting standards and the United States Standard General Ledger at the transaction level.
4. Establishing and maintaining effective internal control necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
5. Designing and implementing programs and controls to prevent and detect fraud.
6. Identifying and ensuring that the EPA complies with the laws and regulations applicable to its activities.
7. Making sure all financial records and related information are available to us in a timely manner.

As in past financial statement audits, we will request that key senior managers provide us Management Representation Letters at the conclusion of our fieldwork. Among other things, the letters will confirm management's responsibility for: (1) preparing the financial statements in conformity with the federal financial accounting standards and applicable reporting requirements; (2) providing financial records and related data; (3) communicating to us all matters that pertain to the EPA's possible liability on legal matters that might impact on the finances and operations of the EPA; (4) providing assurances, to the best of their knowledge and belief, of the absence of fraud involving management or those employees who have a significant role in the entity's internal controls; (5) complying with federal financial management system requirements and other applicable laws and regulations; and (6) establishing and maintaining systems of internal controls for both financial and performance data.

### ***Reporting***

We will issue a written report upon completion of our audit of the EPA's fiscal year 2016 consolidated financial statements in accordance with U.S. generally accepted auditing standards; the standards applicable to the financial audits contained in the *Government Auditing Standards* (2011 Revision) issued by the Comptroller General of the United States; and OMB Bulletin 15-02, *Audit Requirements*

*for Federal Financial Statements.* Our report will be addressed to the EPA's management. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph(s).

## ***Provided by Agency List***

### **All Items to Be Provided When Available**

Reference	Audit Area	Event
<b>1. Accounts Payable</b>		
<b>1.a - Intragovernmental</b>		
1.a.i	A/P	Support for amounts reported by the EPA at Treasury Symbol and trading partner level (New)
1.a.ii	A/P	Material Differences/Status of Disposition Certification Report (original source: Treasury, FMS)
1.a.iii	A/P	Reconciliation Breakdown for Agencies with Material Reporting Differences
1.a.iv	A/P	Intragovernmental Transaction scorecards
<b>2. Accounts Receivable</b>		
<b>2.a - Quarterly ADA computations</b>		
2.a.i	A/R	2nd quarter
2.a.ii	A/R	4th quarter (year end)
<b>2.b - Quarterly A/R reconciliations</b>		
2.b.i	A/R	2nd quarter
2.b.ii	A/R	4th quarter (year end)
<b>2.c - Quarterly unbilled accruals</b>		
2.c.i	A/R	Proof of prior year end accrual (i.e., prior fiscal year end accrual amounts vs. actual reimbursable billings)
2.c.ii	A/R	2nd quarter
2.c.iii	A/R	4th quarter (year end)
<b>2.d - Account analysis</b>		
2.d.i	A/R	Account analysis for GL accounts: 13500002, 13500004, 139900, 251000, & 297000
<b>3. Accruals</b>		
<b>3.a - Support for Grant Accrual</b>		
3.a.i	Accruals	Grant accrual methodology
3.a.ii	Accruals	Grant Accrual Rates to OIG Documentation will include details of rate calculation, total calendar year disbursements and final rates
3.a.iii	Accruals	Analysis of accrual and grant disbursement trends
3.a.iv	Accruals	Proof of prior year accrual
<b>3.b - Support for Contract Accrual</b>		
3.b.i	Accruals	Contract accrual methodology
3.b.ii	Accruals	Proof of prior year accrual
<b>3.c - Support for Interagency Agreement Accrual (New)</b>		
3.c.i	Accruals	Contract accrual methodology
3.c.ii	Accruals	Proof of prior year accrual
<b>3.d - Accrual Analysis</b>		
3.d.i	Accruals	11th and 12th month accrual analysis
3.d.ii	Accruals	Any adjustments for Grants, Small Purchases, Travel and Contracts



**All Items to Be Provided When Available**

Reference	Audit Area	Event
<b>4. Allocations</b>		
<b>4.a - Expense Allocations</b>		
4.a.i	Allocations	Regional Certifications of Utilization of EPM by Allowance Holder Responsibility Centers
4.a.ii	Allocations	Standard Operating Procedures for CFO Income and Expense Allocation
4.a.iii	Allocations	Expense Allocation Spreadsheet with support
4.a.iv	Allocations	General Support Services Cost allocated to Superfund, FIFRA and PRIA per the draft financial statements
4.a.v	Allocations	Final expense Allocation Spreadsheet with support and General Support Services Costs Allocated to Superfund
4.a.vi	Allocations	Final revised RSSI report based on changes in final expense allocation
<b>5. Appropriated Amounts</b>		
<b>5.a - Bureau of Public Debt</b>		
5.a.i	Appropriated Amounts	Bureau of Public Debt trial balances for Superfund and Leaking Underground Storage Tanks (9/30 unaudited)
<b>6. Budget</b>		
<b>6.a - Budget Documentation</b>		
6.a.i	Budget	All Appropriation Warrants and Rescissions and 1151s
6.a.ii	Budget	SF 133s
6.a.iii	Budget	OB and OFM monthly 133 reviews (New)
6.a.iv	Budget	OB and OFS variance analysis (New)
6.a.v	Budget	Budget to Proprietary reconciliation as of 6/30 and 9/30(SF and All Other Funds)
<b>7. Financial Statements</b>		
<b>7.a - Monthly GL close</b>		
7.a.i	F/S	Notification of monthly GL close and availability to upload monthly journal files
<b>7.b - Finance Centers and General Ledger Analysis and Reporting Branch (GLARB) monthly GL and tie point reconciliations</b>		
7.b.i	F/S	WFC
7.b.ii	F/S	GLARB
7.b.iii	F/S	RTP
7.b.iv	F/S	CFC
7.b.v	F/S	LVFC
<b>7.c - Quarterly JV, SV, QVs, and manual adjustments with detailed descriptions and supporting documentation</b>		
7.c.i	F/S	1st and 2nd quarter
7.c.ii	F/S	3rd quarter
7.c.iii	F/S	4th quarter
<b>7.d - Financial Statements with supporting documentation. (Note: draft and final footnote disclosure is requested for draft and final F/S.)</b>		
7.d.i	F/S	3rd quarter F/S-w/o footnotes
7.d.ii	F/S	Draft F/S
7.d.iii	F/S	Final F/S
<b>7.e - Financial statement comparative analysis of 3rd Quarter, Draft and Final Financial Statement line-item levels</b>		
7.e.i	F/S	3rd quarter F/S
7.e.ii	F/S	Draft F/S
7.e.iii	F/S	Final F/S

**All Items to Be Provided When Available**

Reference	Audit Area	Event
<b>7.f – GLARB comments and explanations stemming from the OIG's quarterly variance analysis</b>		
7.f.i	F/S	1st and 2nd quarter
7.f.ii	F/S	3rd quarter
7.f.iii	F/S	4th quarter
<b>7.g - Agency Communication on Financial Statements</b>		
7.g.i	F/S	Status of prior year audit differences
7.g.ii	F/S	Agency response to draft report
7.g.iii	F/S	Agency response to final report
<b>8. Fund Balance With Treasury</b>		
<b>8.a - Support for monthly reporting FBWT to Treasury</b>		
8.a.i	FBWT	224s
8.a.ii	FBWT	Internal ALC statement of differences at the transaction level
8.a.iii	FBWT	CARS reports
8.a.iv	FBWT	Supporting documentation for reconciliations to report to Treasury
8.a.v	FBWT	2108s
<b>9. GFRS</b>		
<b>9.a - Applicable Government-wide Financial Report System (GFRS) templates</b>		
9.a.i	GFRS	GFRS templates and GFRS report for module 2 through 4 entry of draft financial statement data into GFRS
9.a.ii	GFRS	OCFO approves FY 2016 and FY 2015 GFRS financial statement data. Agency Closing Package A. Reclassified financial statements – GF003F Closing Package Financial Statement Report B. GF004F Trading Partner Summary C. GF003G Closing Package Line Reclassification Summary Report D. GF006 FR Notes Report E. GF007 Other FR Data Report F, Management Representation Letter and related schedules on the Closing Package
9.a.iii	GFRS	Reconciliation of amounts reported in GTAS to GFRS (New)
<b>10. Internal Control/FMFIA</b>		
<b>10.a - Agency Management Integrity</b>		
10.a.i	IC/FMFIA	Agency Management Integrity Guidance Memo and Attachments
10.a.ii	IC/FMFIA	Informal electronic version of the draft Decision Memo after the Decision Meeting (once approved by CFO)
<b>10.b - Documents from FY 2013 Management Integrity/A-123 Listening/Update Meeting</b>		
10.b.i	IC/FMFIA	Mid Management Integrity/A-123 Listening Meeting Agenda
10.b.ii	IC/FMFIA	Key Management Challenges submitted to OMB, GAO and OIG
10.b.iii	IC/FMFIA	Summary of candidate weaknesses and management challenges
10.b.iv	IC/FMFIA	Summary of agency-level weaknesses and significant deficiencies
10.b.v	IC/FMFIA	Midyear Status Report to the Administrator from the FY 2013 Management Integrity Process
10.b.vi	IC/FMFIA	A-123 work papers and documentation are made available
10.b.vii	IC/FMFIA	Organization assignments for conducting the agency's A-123 Reviews (e.g., phone list and span list)
10.b.viii	IC/FMFIA	EPA's A-123 Planning & Scoping Document
<b>10.c - FMFIA and A-123 Documents</b>		
10.c.i	IC/FMFIA	FMFIA Assurance Letters
10.c.ii	IC/FMFIA	Results of EPA's A-123 Internal Control Reviews Over Financial Reporting

**All Items to Be Provided When Available**

<b>Reference</b>	<b>Audit Area</b>	<b>Event</b>
10.c.iii	IC/FMFIA	Reports and other internal communications of results, weaknesses, recommendations
10.c.iv	IC/FMFIA	Corrective actions taken or to be taken
10.c.v	IC/FMFIA	Associated milestone dates for completion
<b>11. Investments</b>		
<b>11.a - Confirmations of Intra-governmental Investment Account Balances as of September 30th, from IFCS</b>		
11.a.i	Investments	Re-registration and Expedited Processing Fund (20X4310)
11.a.ii	Investments	Hazardous Substance Superfund (20X8145)
11.a.iii	Investments	Leaking Underground Storage Tank Trust Fund (20X8153)
<b>12. Information Technology</b>		
<b>12.a - OCFO Financial System Servers' Vulnerability Management Reports</b>		
12.a	IT	OTS provides the last two vulnerability management assessments reports conducted for all OCFO financial systems servers at the RTP facility.
<b>12.b - Other IT Documentation</b>		
12.b.i	IT	Documents reporting Agency IT and Financial System weaknesses by EPA/Contractors
12.b.ii	IT	New policies/procedures or oversight processes to mitigate IT system related deficiencies
12.b.iii	IT	Current system inventory
12.b.iv	IT	OEI provides final Unredacted Exhibits 53 and 300 to OIG
12.b.v	IT	Corrective Action Plans, including completion dates, relating to prior year audit Recommendations #26-35 and Attachment 3 finding "Financial Management System User Account Management Needs Improvement"
<b>12.c - Service Organization Control Reports</b>		
12.c.i	IT	CGI's Service Organization Control (SOC) 1 report for COMPASS conducted in accordance SSAE No. 16
12.c.ii	IT	Service Organization Control (SOC) 1 report for Concur conducted in accordance SSAE No. 16
12.c.iii	IT	Service Organization Control (SOC) 1 report for the Federal Personnel and Payroll System conducted in accordance SSAE No. 16
12.c.iv	IT	Service Organization Control (SOC) 1 report for the Agency Asset Management System conducted in accordance SSAE No. 16
<b>12.d - Last approved System Security Plan (SSP) for the following systems:</b>		
12.d.i	IT	Payment Tracking System
12.d.ii	IT	Integrated Grants Management System
12.d.iii	IT	PeoplePlus
12.d.iv	IT	Federal Personnel and Payment System
12.d.v	IT	Compass
12.d.vi	IT	Agency Asset Management System (new)
<b>12.e - Backup procedures for the following systems:</b>		
12.e.i	IT	Payment Tracking System
12.e.ii	IT	Integrated Grants Management System
12.e.iii	IT	PeoplePlus
12.e.iv	IT	Federal Personnel and Payment System
12.e.v	IT	Compass
12.e.vi	IT	Agency Asset Management System (new)

**All Items to Be Provided When Available**

<b>Reference</b>	<b>Audit Area</b>	<b>Event</b>
<b>12.f – Alternate site locations and Alternate Site Agreements covering services for the following applications:</b>		
12.f.i	IT	Payment Tracking System
12.f.ii	IT	Integrated Grants Management System
12.f.iii	IT	PeoplePlus
12.f.iv	IT	Federal Personnel and Payment System
12.f.v	IT	Compass
12.f.vi	IT	Agency Asset Management System (new)_
<b>13. Legal Representation Letter</b>		
<b>13.a - Legal Representation Documentation</b>		
13.a.i	Legal Rep Letter	Interim Legal Representation schedule
13.a.ii	Legal Rep Letter	Interim Legal Representation Letter
13.a.iii	Legal Rep Letter	Updated Interim Legal Representation schedule
13.a.iv	Legal Rep Letter	Updated Interim Legal Representation Letter
13.a.v	Legal Rep Letter	Final Legal Representation schedule
13.a.vi	Legal Rep Letter	Final Signed Legal Representation Letter
13.a.vii	Legal Rep Letter	Information about subsequent events that occurred after the effective date of the Final Legal Representation letters
<b>14. Management Discussion and Analysis</b>		
<b>14.a - MDA Documentation</b>		
14.a.i	MDA	Significant changes made with the methods of measurement and presentation for this year's Management's Discussion and Analysis (MD&A)
14.a.ii	MDA	Supporting documentation for the information in the IPERA report in the Agency Financial Report (AFR)
14.a.iii	MDA	Draft AFR including MD&A (w/o financial statements)
14.a.iv	MDA	OFM provides OMB "draft" AFR for 10 day review (courtesy copy provided to OIG)
14.a.v	MDA	Updates to support for financial data, including graphs and charts containing financial data, in the MD&A
14.a.vi	MDA	Final MD&A and CFO Message
<b>15. Management Representation Letters</b>		
<b>15.a - Management Rep Letters Documentation</b>		
15.a.i	Mgmt. Rep Letters	Response to Management Inquiry Letter to identify previous audits, attestation engagements and other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented
15.a.ii	Mgmt. Rep Letters	Draft Management Representation Letters w/o audit adjustments
15.a.iii	Mgmt. Rep Letters	Management Representation Letters from Headquarters management (CFO/Administrator excluded)
15.a.iv	Mgmt. Rep Letters	Representations regarding Conflicts of Interests
15.a.v	Mgmt. Rep Letters	(1) Management Representation Letter, (2) Administrator's message for AFR and Annual Assurance Statement and (3) Management Representation Letter for the Special Purpose Financial Statements
<b>16. Obligations</b>		
<b>16.a - Certifications</b>		
16.a.i	Obligations	FY certifications for budget commitments
16.a.ii	Obligations	FY certifications year-end ULO certification (Note: ULO certifications are required from all HQ and Regional Offices)

**All Items to Be Provided When Available**

Reference	Audit Area	Event
16.a.iii	Obligations	ULO report
<b>17. Payroll</b>		
<b>17.a - Quarterly headcounts</b>		
17.a.i	Payroll	Semiannual as of March 31
17.a.ii	Payroll	Semiannual as of September 30
<b>17.b - Quarterly Unfunded leave reports</b>		
17.b.i	Payroll	1st and 2nd quarters
17.b.ii	Payroll	3rd quarter
17.b.iii	Payroll	4th quarter
<b>17.c - Payroll paymerge data file on DVD of payroll transactions</b>		
17.c.i	Payroll	Pay periods 01 through 13 for FY 2016 for the 6th month testing phase
17.c.ii	Payroll	Pay periods 14 through 20 for FY 2016 for the year end testing phase
17.c.iii	Payroll	Pay periods 21 through 27 for FY 2016 for the year end testing phase
<b>17.d - IBC Payroll Disbursement Analysis for pay periods 1 – 26/27</b>		
<b>17.e - Payroll Summary Report (EPABPY0048) for fiscal pay period 26/27</b>		
<b>17.f - Biweekly Payroll Summary Report with number of employees, gross \$ &amp; accrual</b>		
<b>17.g – Scanned copies of IBC IPAC payroll documents</b>		
17.g.i	Payroll	1 <sup>st</sup> & 2 <sup>nd</sup> quarters
17.g.ii	Payroll	3rd quarter
17.g.iii	Payroll	4th quarter
<b>17.h – Other Payroll Documents</b>		
17.h.i	Payroll	Distinctive Query Report
17.h.ii	Payroll	Excess Salary Report, provided by OFS
17.h.iii	Payroll	Personnel actions for selected pay periods (information on separations and accretions) Columns to include: AASHIP ID, ORG CODE, DEPT NAME, NOA CODE, ACTION/DESCR, PAY PLAN, GRADE, STEP, EFFECTIVE DATE, WIP STATUS
17.h.iv	Payroll	Methodology for computation of Accruals to be reported in the Financial Statements
<b>18. Property</b>		
<b>18.a - Property Documentation</b>		
18.a.i	Property	Representations for Property and Compliance with Laws
18.a.ii	Property	All property worksheets. Agency and OIG staff will discuss information needed prior to agency submission.
18.a.iii	Property	Listing of the agency's capitalized software systems and IT codes. Agency and OIG staff will discuss information needed prior to agency submission.
<b>18.b - APMO Certifications</b>		
18.b.i	Property	Certification on the agency-wide results of the annual property inventory
18.b.ii	Property	Annual Property Inventory certifications from all 24 Accountable Areas
18.b.iii	Property	Report on the completion of the annual Headquarters property inventory
<b>18.c - Contractor Held Property</b>		
18.c.i	Property	Final contractor held property worksheet in coordination with OAM, along with the annual property inventory reports for contracts with capital property costing \$25,000 or more
18.c.ii	Property	Contractor held property worksheet adjustments and supporting documentation with depreciation calculations

**All Items to Be Provided When Available**

Reference	Audit Area	Event
<b>19. Revenue</b>		
<b>19.a - Supporting documentation for quarterly reconciliations and analysis of unearned revenue accounts</b>		
19.a.i	Revenue	23100012
19.a.ii	Revenue	23100013, 23100031, 23100032
19.a.iii	Revenue	23200021, 23200022
19.a.iv	Revenue	901100, 901200, 901300, 901400
<b>19.b - Supporting documentation for quarterly unearned revenue accruals ( SSCs, unbilled oversight costs, GLLA)</b>		
19.b.i	Revenue	SSC
19.b.ii	Revenue	UBO
19.b.iii	Revenue	GLLA
<b>20. Supplemental Information</b>		
<b>20.a - Supplemental Information Documentation</b>		
20.a.i	Supplemental	Superfund Pre-Authorized Mixed Funding Agreement Information
20.a.ii	Supplemental	Regional responses to surveys on Environmental Liability and Clean-up Costs and Deferred Maintenance
20.a.iii	Supplemental	RSSI report, support, and standard operating procedures
<b>Additional Details:</b>		
1	Additional support will be requested as needed.	
2	Specific months/periods to be determined during testing.	
3	Requested items may change based on changes in requirements.	
4	Monthly requested items due on the 15th of the subsequent month.	
5	Quarterly requested items due on the 15th of the subsequent month.	
6	All deliverables should include the source of the data provided, and the responsible contact person's name.	