

Bureau Quarterly Data Call Response Template for Events/Transactions with Potential Significant Impact on Financials

Fiscal Year:

Fiscal Quarter:

Important Note: The underlying bureau is required to complete and submit this template; not the accounting service-provider of a bureau. To assist in its preparation of this template, the underlying bureau can obtain input or feedback from its accounting service-provider.

Response Due to OFM by COB

Bureau:

Prepared by:

Title:

Phone Number:

Email Address:

Date Prepared:

Background:

Bureaus are to notify OFM, ahead of the quarterly HFM reporting window, about any events, changes, or accounting transactions that occurred during the quarter and that could have a significant impact on the Department's consolidated financial statements, footnotes, or audit.

Questions/Responses:

1. Briefly describe any on-going reviews or investigations of which the results might significantly impact the financial statements or financial statement audit.
2. Have there been any significant changes in property, plant, and equipment (include acquisitions and disposals)?
3. Have any rescissions or surplus warrants affected your bureau this quarter?
4. Have there been any changes in your programs that would affect the status of your dedicated collection funds?
5. Have there been any transfers of mixed or commingled funds from other bureaus that would affect the status of your dedicated collection funds?

6. Identify any significant new intra-governmental transfers with other agencies (accomplished via SF-1151: Nonexpenditure Transfer Authorization) your bureau has had this quarter.

7. Has your bureau experienced any major changes to ongoing programs?

8. List and explain any other events or transactions that have occurred during the current quarter that were not noted above, that could have significant impact on the financials. This should include items such as additional funding (i.e. Disaster Relief Appropriations Act, COVID-19 relief).

9. List and explain any change in legislation, related to Funds from Dedicated Collections, during or subsequent to the reporting period and before the issuance of the financial statements that significantly changes the purpose of the fund or that redirects a material portion of the accumulated balance.