

FY 2016 Financial Management Key Milestones and Due Dates

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
2-01	Conduct Standalone Audit Entrance Conferences	OIG, OCFO, Agency CFO	A	Various	RD- 2/17 NRCS- 3/3 CCC-3/30 RMA- 4/7 FNS- 3/17	PBC #5
1-02	FY2016 GTAS November Reporting Window opens 8 a.m. EST	Treasury	M	12/4/2015	12/4/2016	
1-03	1st quarter accrual and estimates provided to agencies (FECA, Unemployment, HQ allocations, Judgment Fund)	ACFO-FO	Q	12/15/2015	12/15/2016	PBC #1
1-04	1st quarter accrual and estimates provided to agencies (OPM imputed costs, Unfunded leave)	FRB	Q	12/15/2015	12/10/2016	PBC #2
1-05	FY2016 GTAS November Reporting Window closes 2 p.m. EST	Treasury	M	12/18/2015	12/18/2016	
1-06	October-November 2015 financial dashboard due to Secretary	ACFO-FO	M	12/21/2015	1/15/2016	
1-07	Agencies record 1st quarter accruals & estimates	Agencies	Q	12/22/2015	12/31/2016	
1-01	Import accounting period 03/FY2016 Intradepartmental balances as of 1/6/2016 from GTAS file to ITRS	ACFO-FO/ Agencies	M	1/7/2016	1/7/2016	
1-08	FY2016 GTAS December Reporting Window opens 8 a.m. EST	Treasury	M	1/7/2016	1/7/2016	
1-09	ITRS closes for 1st quarter	ACFO-FO	M	1/11/2016	1/13/2016	
1-10	Agencies enter 1 st quarter non FMMI data in FSDW	Agencies	Q	1/12/2016	1/12/2016	
1-11	Coordinating Committee Meeting	Agencies/OCFO	M	1/12/2016	1/12/2016	
1-12	1st quarter TROR reporting window opens	Treasury	Q	1/12/2016	1/12/2016	
1-13	CRD enters 1 st quarter elimination entries in FSDW	CRD	Q	1/15/2016	2/2/2016	
1-14	FY2016 GTAS December Reporting Window closes 2 p.m. EST	Treasury	M	1/19/2016	1/19/2016	
1-15	1 st Quarter FMMI data extracts as of 12/31/15, for all non standalone agencies, including Forest Service with appropriate reconciliations	ACFO-FS/ ACFO-FO	Q	1/19/2016	1/25/2016	PBC #3
1-17	Agencies (OCFO will send request only to the agencies concerned prior to this date) provide confirmation to ACFO-FO for Treasury's Judgment Fund, No Fear Act and Contract Disputes Act balances as of 12/31/2015	Agencies	Q	1/20/2016	1/15/2016	
1-18	Agencies obtain a full 1 st quarter USSGL trial balance from the child with attributes	FRB/Agencies	Q	1/20/2016	1/20/2016	
1-19	December 2015 financial dashboard due to Secretary	ACFO-FO	M	1/21/2016	1/27/2016	
1-22	1st quarter TROR reporting window closes	Treasury	Q	1/29/2016	1/29/2016	
1-23	Confirmation of Judgment Fund, No Fear Act and Contract Disputes Act balances as of 12/31/2015 to Treasury	ACFO-FO	Q	2/1/2016	1/29/2016	
1-25	1st quarter SBR vs. SF 133 reconciliation	Agencies	Q	2/1/2016	2/5/2016	
1-27	Explanations/Causes and Actions Planned for abnormal balances as of 12/31/2015 due to ACFO-FO	Agencies	M	2/1/2016	2/3/2016	PBC #13
2-03	Import accounting period 04/FY 2016 Intradepartmental balances as of 1/31/2016 from GTAS file to ITRS	ACFO-FO /Agencies	M	1/29/2016 2/2/2016	2/3/2016	
1-28	1 st Qtr Material Difference Explanation Certification	ACFO-FO	Q	2/3/2016	2/12/2016	

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2-04	FY2016 GTAS January Reporting Window opens 8 a.m. EST	Treasury	M	2/4/2016	2/4/2016	
1-24	Support to OIG for 1st Qtr adjustment sample	Agencies	Q	2/1/2016 2/5/2016	2/1/2016	PBC #4
2-05	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	2/9/2016	Canceled	
1-26	Agency 1 st quarter certifications of unliquidated obligations due to OCFO	Agencies	Q	2/1/2016 2/12/2016	2/16/2016	
1-16	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO	Q	1/20/2016 2/16/2016	2/16/2016	
2-07	FY2016 GTAS January Reporting Window closes 2 p.m. EST	Treasury	M	2/18/2016	2/18/2016	
1-29	Responses/support for 1st quarter items selected by OIG from ITRS	Agencies	Q	2/17/2016 2/19/2016	3/14/2016	PBC #6
1-30	Supporting documentation due to OIG for statistically selected transactions as of 12/31	Agencies	Q	2/19/2016	2/22/2016	PBC #7
2-08	January 2016 financial dashboard due to Secretary	ACFO-FO	M	2/22/2016	2/25/2016	
1-20	Agencies submit 1st quarter Management's Explanation of Significant Variances to ACFO-FO	Agencies	Q	1/26/2016 2/22/2016	2/24/2016	
1-21	Agency CFOs certify the FSDW reporting center Financial statements are final for the 3 months ended 12/31/15 and make appropriate representations	Agencies	Q	1/26/2016 2/22/2016	4/29/2016	
2-09	Explanations/Causes and Actions Planned for abnormal balances as of 1/31/2016 due to ACFO-FO	Agencies	M	2/29/2016	3/11/2016	
2-10	Import accounting period 05/FY 2016 Intradepartmental balances as of 2/29/2016 from GTAS file to ITRS	ACFO-FO /Agencies	M	3/1/2016 3/2/2016	3/7/2016	
2-11	FY2016 GTAS February Reporting Window opens 8 a.m. EST	Treasury	M	3/4/2016	3/4/2016	
2-14	Coordinating Committee Meeting	ACFO-FO/Agencies	M	3/8/2016	3/8/2016	
2-13	Agencies response to engagement letter with list of new programs or significant changes that could have a direct or material effect on USDA's financial statements to ACFO-FO for consolidated delivery to OIG.	Agencies	A	3/7/2016 3/11/2016	3/24/2016	
2-15	2 nd quarter accrual and estimates provided to agencies (FECA, Unemployment, HQ allocations, Judgment Fund)	ACFO-FO	Q	3/14/2016	3/15/2016	PBC #8
2-16	2 nd quarter accrual and estimates provided to agencies (OPM imputed costs, Unfunded leave)	FRB	Q	3/14/2016	3/10/2016	PBC #9
2-06	Conduct CFS 2016 audit entrance conference	OCFO/OIG	A	2/12/2016 3/17/2016	3/17/2016	PBC #10
2-17	FY2016 GTAS February Reporting Window closes 2 p.m. EST	Treasury	M	3/18/2016	3/18/2016	
2-18	Agencies record 2 nd quarter accruals and estimates	Agencies	Q	3/21/2016	3/30/2016	
2-19	February 2016 financial dashboard due to Secretary	ACFO-FO	M	3/21/2016	3/25/2016	
1-31	OCFO organizational chart	OCFO	A	3/7/2016 3/22/2016	3/22/2016	PBC #11
2-12	Audit Contact information for OCFO and Agency contacts	OCFO & Agencies	A	3/7/2016 3/22/2016	3/22/2016	PBC #12

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1-32	Explanations/Causes and Actions Planned for abnormal balances as of 12/31/2015 due to OIG.	ACFO-FO	Q	3/22/2016	3/22/2016	PBC #13
2-20	Response to engagement letter with list of new programs or significant changes and new laws and regulations with direct effect on financial statements to OIG.	ACFO-FO	A	3/28/2016 3/25/2016	3/24/2016	PBC #14
2-21	Import accounting period 06/FY 2016 Intradepartmental balances as of 03/29/2016 from GTAS file to ITRS	ACFO-FO/ Agencies	Q	3/29/2016 3/30/2016	3/30/2016	
2-22	ITRS closes for 2 nd quarter-- must be reconciled with trading partners and within threshold	ACFO-FO	Q	3/31/2016	4/7/2016	
2-23	Explanations/Causes and Actions Planned for abnormal balances as of 2/28/2016 due to ACFO-FO	Agencies	M	3/31/2016	4/4/2016	
2-24	Fee Reviews submitted	Agencies	A	4/1/2016	5/26/2016	
2-25	FY2016 GTAS March Reporting Window opens 8 a.m. EST	Treasury	M	4/6/2016	4/6/2016	
2-26	2nd quarter TROR reporting window opens	Treasury	Q	4/12/2016	4/12/2016	
3-01	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	4/12/2016	4/12/2016	
2-27	Agencies obtain a full 2 nd quarter USSGL trial balance from the child with attributes	FRB/ Agencies	Q	4/13/2016	4/18/2016	
2-28	Agencies enter 2 nd quarter non FMFI data in FSDW	Agencies	Q	4/15/2016	4/15/2016	
2-29	CRD enters 2 nd quarter elimination entries in FSDW	CRD	Q	4/15/2016	4/15/2016	
2-30	2nd Quarter FMFI data extracts as of 3/31/2016, for all non standalone agencies, including Forest Service with appropriate reconciliations (including date of last activity field for obligations)	ACFO-FO/FS	Q	4/15/2016	4/18/2016	PBC #15
2-31	ACFO-FO provides listing of treasury symbols that reported activity in Exempt from Apportionment accounts to agencies	ACFO-FO	A	4/15/2016	4/15/2016	
2-33	FY2016 GTAS March Reporting Window closes 2 p.m. EST	Treasury	M	4/18/2016	4/18/2016	
2-34	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO	Q	4/19/2016	4/20/2016	
2-35	Agencies (OCFO will send request only to the agencies concerned prior to this date) provide confirmation to ACFO-FO for Treasury's Judgment Fund, No Fear Act and Contract Disputes Act balances as of 3/31/2016	Agencies	Q	4/20/2016	4/12/2016	
2-36	March 2016 financial dashboard due to Secretary	ACFO-FO	M	4/21/2016	4/25/2016	
2-37	Agency CFOs certify the FSDW reporting center Financial statements are final for the 6 months ended 3/31/2016 and make appropriate representations	Agencies	Q	4/26/2016	4/29/2016	
2-38	Agencies submit 2 nd quarter Management's Explanation of Significant Variances to ACFO-FO	Agencies	Q	4/26/2016	4/28/2016	
2-39	2 nd qtr financial statement line variance explanations due to OIG	ACFO-FO	Q	4/29/2016	4/29/2016	PBC #16
2-40	2nd quarter TROR reporting window closes	Treasury	Q	4/29/2016	4/29/2016	

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2-41	1st and 2nd Quarter Financial Statements submitted to OIG with appropriate support, including: a) eliminating entries, b) Updated USDA crosswalks c) List of exclusions & list of any exceptions to the crosswalks d) Funds from Dedicated Collections Treasury Symbol list	ACFO – FO	A	4/29/2016	4/29/2016	PBC #17
2-32	Response to Fraud Questionnaire to ACFO-FO	Agencies	A	4/15/2016 5/2/2016	5/10/2016	
2-42	Confirmation of Judgment Fund, No Fear Act and Contract Disputes Act balances as of 3/31/2016 to Treasury	Agencies/ ACFO-FO	Q	5/2/2016	5/2/2016	
2-43	Summary of PROP Suspense balances as of 3/31/2016	ARB	Q	5/2/2016	5/16/2016	PBC #18
2-44	2 nd quarter SBR vs. SF 133 reconciliation	Agencies	Q	5/2/2016	5/2/2016	
2-45	Lead summary of suspense balances as of 3/31/2016 provided to OIG	FRB	M	5/2/2016	5/2/2016	PBC #19
2-46	CPAIS reconciliations to FMFI as of 3/31 for non-standalone agencies	ARB	Q	5/2/2016	5/9/2016	PBC #20
2-48	Provide Period 3/31/2016 Account Variance Analysis before front-end adjustments for changes greater than or equal to \$25 million and greater than or equal to 10% to ACFO-FO and OIG.	Agencies/ ACFO-FO	Q	5/2/2016	5/3/2016	PBC #22
2-50	Explanations/Causes and Actions Planned for abnormal balances as of 3/31/2016 due to ACFO-FO	Agencies	M	5/2/2016	5/2/2016	PBC #23
2-51	Agency 2 nd quarter certifications of unliquidated obligations due to OCFO	Agencies	Q	5/2/2016	5/17/2016	
2-59	WIP Status Template as of 3/31/2016 due to OCFO	Agencies	Q	5/2/2016	5/5/2016	
3-02	Import accounting period 07/FY 2016 Intradepartmental balances as of 4/30/2016 from GTAS to ITRS	ACFO-FO /Agencies	M	5/5/2016 5/2/2016	5/2/2016	
2-53	2 nd Quarter Material Difference Explanation Certification	Treasury	Q	5/4/2016	5/4/2016	
3-03	FY2016 GTAS April Reporting Window opens 8 a.m. EST	Treasury	M	5/5/2016	5/5/2016	
2-60	OIG will access fee review data online and request support from agencies for selected fee reviews	ACFO-FO/Agencies/ OIG	A	5/6/2016	5/26/2016	PBC #24
2-52	Support to OIG for 2 nd Qtr adjustment sample	Agencies	Q	5/2/2016 5/6/2016	4/27/2016	PBC #25
3-04	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	5/10/2016	5/10/2016	
3-05	FY2016 GTAS April Reporting Window closes 2 p.m. EST	Treasury	M	5/18/2016	5/18/2016	
2-54	Response to Fraud Questionnaire to OIG	ACFO-FO	A	5/16/2016 5/20/2016	5/19/2016	PBC #27
3-06	April 2016 financial dashboard due to Secretary	ACFO-FO	M	5/23/2016	5/25/2016	
3-07	Lead summary of suspense balances as of 4/30/2016 provided to OIG	FRB	M	5/23/2016	5/20/2016	PBC #30
3-08	Explanation/Causes and Actions Planned for abnormal balances as of 4/30/2016 due to ACFO-FO	Agencies	M	5/31/2016	7/11/2016	

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2-57	Responses/support for sample of 2nd quarter items selected by OIG from ITRS	Agencies	Q	5/31/2016	No sample selected	Review of 2nd quarter adjustment worksheets and elimination entries completed. No exceptions or errors noted.
3-09	Import accounting period 08/2016 Intradepartmental balances as of 5/31/2016 from GTAS file to ITRS	ACFO-FO /Agencies	M	6/3/2016 6/2/2016	6/9/2016	
3-10	FY2016 GTAS May Reporting Window opens 8 a.m. EST	Treasury	M	6/6/2016	6/6/2016	
2-47	Summary spreadsheet showing status of personal property reconciliations as of 3/31/2016 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG	ARB	Q	5/2/2016 6/10/2016	6/13/2016	PBC #21
3-11	Reconciliation of FY 2015 SBR to President's Budget	Agencies	A	6/6/2016 6/10/2016	6/13/2016	
3-12	ACFO-FO sends letter of inquiry to OGC requesting interim response effective no earlier than 5/31/2016	ACFO-FO	A	6/8/2016 5/9/2016 – 6/9/2016	6/9/2016	PBC #26
2-02	Conduct entrance conference at selected agencies for field work	OIG and Selected Agencies	A	5/20/2016 6/13/2016	6/13/2016	PBC #29
3-13	3 rd quarter accrual and estimates provided to agencies (FECA, Unemployment, HQ allocations, Judgment Fund)	ACFO-FO	Q	6/13/2016	6/13/2016	PBC #31
3-14	3 rd quarter accrual and estimates provided to agencies (OPM imputed costs, Unfunded leave)	FRB	Q	6/13/2016	6/9/2016	PBC #32
3-16	Statement of Net Cost percentages for 3 rd quarter financial statements	ACFO-FO	A	6/13/2016	6/13/2016	PBC #34
3-17	3 rd Qtr. Updated financial statement crosswalks	ACFO-FO	A	6/13/2016	6/13/2016	PBC #35
3-18	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	6/14/2016	6/14/2016	
2-55	Supporting documentation due to OIG for statistically selected transactions as of 3/31/2016- Revenues and Expenses	Agencies	Q	5/16/2016 6/17/2016	6/21/2016	PBC #28
3-19	FY2016 GTAS May Reporting Window closes 2 p.m. EST	Treasury	M	6/17/2016	6/17/2016	
2-58	Supporting documentation due to OIG for statistically selected transactions as of 3/31/2016- Obligations	Agencies	Q	6/20/2016	6/21/2016	PBC #36
3-21	Submit completed FAM 2010-Checklist for Federal Accounting, Summary of Changes to ACFO-FO	Agencies	A	6/20/2016	6/23/2016	
3-22	May 2016 financial dashboard due to Secretary	ACFO-FO	M	6/21/2016	6/22/2016	
3-23	Agencies record 3 rd qtr. Accruals and estimates	Agencies	Q	6/23/2016	6/30/2016	
2-56	Agencies submit support for treasury symbols that were reported as exempt from apportionments	Agencies	A	5/31/2016 6/24/2016	7/15/2016	

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3-24	Import accounting period 09/FY 2016 Intradepartmental balances as of 6/28/2016 from GTAS to ITRS	ACFO-FO /Agencies	Q	6/29/2016	6/29/2016	
2-61	WIP Status Template as of 3/31/2016 due to OIG	ACFO-FO	Q	6/30/2016	6/30/2016	PBC #38
3-25	ITRS closes for 3 rd quarter .- must be reconciled with trading partners and within threshold	Agencies	Q	6/30/2016	7/8/2016	
3-26	Explanation/Causes and Actions Planned for abnormal balances as of 5/31/2016 due to ACFO-FO	Agencies	M	6/30/2016	7/11/2016	
3-15	HQ allocation methodology due to OIG	ACFO-FO	A	6/13/2016 7/1/2016	7/1/2016	PBC #33
3-27	Lead summary of suspense balances as of 5/31/2016 provided to OIG	FRB	M	7/1/2016	6/30/2016	PBC #39
3-28	Submit Agency FAM 2010-Checklist for Federal Accounting, Summary of Changes to OIG	ACFO-FO	A	7/1/2016	6/30/2016	PBC #40
3-30	FY2016 GTAS June Reporting Window opens 8 a.m. EST	Treasury	M	7/7/2016	7/7/2016	
4-01	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	7/12/2016	7/12/2016	
3-31	3 rd Quarter TROR reporting window opens	Treasury	Q	7/12/2016	7/12/2016	
3-32	Agencies obtain a full 3 rd quarter USSGL trial balance from the child with attributes	FRB /Agencies	Q	7/13/2016	7/22/2016	
3-33	Provide legal letter response for USDA items as of 6/30/2016	OGC	A	7/13/2016	7/13/2016	PBC #42
3-34	Interim listing of all warrants processes thru 6/30/2016	OBPA	A	7/14/2016		PBC #43
3-35	Agencies enter 3 rd quarter non FMMI data in FSDW	Agencies	Q	7/15/2016	7/15/2016	
3-36	CRD enters 3 rd quarter elimination entries in FSDW	CRD	Q	7/15/2016	7/20/2016	
3-37	3rd quarter FMMI data extracts as of 6/30/2016, for all non standalone agencies, including Forest Service, with appropriate reconciliations (include date of last activity field for obligations)	ACFO-FO/FS	Q	7/15/2016	7/26/2016	PBC #44
3-38	List of treasury symbols that reported activity in Exempt from Apportionment accounts & support for exemption to OIG	ACFO-FO	A	7/15/2016	7/15/2016	PBC #45
3-39	3 rd Qtr. list of Treasury symbol exclusions and a list of Funds from Dedicated Collections Treasury symbols	ACFO-FO	A	7/15/2016	7/19/2016	PBC #46
3-40	FY2016 GTAS June Reporting Window closes 5 p.m. EST	Treasury	M	7/18/2016	7/18/2016	
3-42	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO	Q	7/19/2016	7/21/2016	
3-43	Agencies (OCFO will send request only to the agencies concerned prior to this date) provide confirmation to ACFO-FO for Treasury's Judgment Fund, No Fear Act and Contract Disputes Act balances as of 6/30/2016	Agencies	Q	7/20/2016	7/18/2016	
3-44	Summarize Legal letter response for USDA for items as of 6/30/2016 into OMB table format and submit to OIG	ACFO-FO	A	7/20/2016	7/20/2016	PBC #47
3-45	June 2016 financial dashboard due to Secretary	ACFO-FO	M	7/21/2016	7/22/2016	

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3-46	Provide SBR Reconciliation (as of 6/30) of line 2204 (unobligated balance - apportioned), line 2304 (unobligated balance – exempt from apportionment) and 2404 (unobligated balance – unapportioned) including Report Row, Treasury Symbol, GL Account, No Year Indicator, Fund, and Amount to OIG	ACFO-FO	Q	7/25/2016	7/25/2016	PBC #48
3-47	Agency CFOs certify the FSDW reporting center Financial statements are final for the months ended 6/30/2016 and make appropriate representations	Agencies	Q	7/26/2016	7/29/2016	
3-48	Agencies submit 3 rd quarter Management’s Explanation of Significant Variances to ACFO-FO	Agencies	Q	7/26/2016	7/28/2016	
3-20	Supporting documentation due to OIG for aged ULO sampled transactions	Agencies	A	6/20/2016 7/29/2016		PBC #37 Due: FAS
3-49	3 rd Quarter TROR reporting window closes	Treasury	Q	7/29/2016	7/29/2016	
3-50	3 rd Qtr. Unaudited Financial Statements submitted to OMB	ACFO-FO	A	8/1/2016	8/1/2016	PBC #49
3-51	WIP Status Template as of 6/30/2016 due to OCFO	Agencies	Q	8/1/2016	8/3/2016	
3-52	3 rd quarter SBR vs. SF 133 reconciliation	Agencies	Q	8/1/2016	8/3/2016	
3-53	3 rd qtr financial statement line variance explanations due to OIG	ACFO-FO	Q	8/1/2016	7/29/2016	PBC #50
3-54	Confirmation of Judgment Fund, No Fear Act and Contract Disputes Act balances as of 6/30/2016 to Treasury	ACFO-FO	Q	8/1/2016	8/2/2016	
3-55	Explanations/causes and actions planned for abnormal balances as of 6/30/2016 due to OCFO	Agencies	M	8/1/2016	8/1/2016	PBC #51
3-56	Agency 3 rd quarter certification of unliquidated obligations due to OCFO	Agencies	Q	8/1/2016		Due: FAS
3-57	Lead summary of suspense balances as of 6/30/2016 provided to OIG	FRB	M	8/1/2016	8/1/2016	PBC #52
3-58	CPAIS reconciliations to FMMI as of 6/30/2016 for non-standalone agencies	ARB	Q	8/1/2016	8/1/2016	PBC #53
3-59	Summary spreadsheet showing status of personal property reconciliations as of 6/30/2016 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG	ARB	Q	8/1/2016	8/1/2016	PBC #54
3-60	Summary of PROP Suspense balances as of 6/30/2016	ARB	Q	8/1/2016	8/1/2016	PBC #55
4-03	Import accounting period 10/2016 intradepartmental balances as of 7/31/2016 from GTAS file to ITRS	ACFO-FO/ Agencies	M	8/1/2016 8/2/2016	8/4/2016	
3-61	3 rd Quarter Material Difference Explanation Certification due to Treasury	ACFO-FO	Q	8/3/2016	8/3/2016	
4-04	FY2016 GTAS July Reporting Window opens 8 a.m. EST	Treasury	M	8/4/2016	8/4/2016	
3-62	Provide OIG copies of June 30 th ULO certifications	ACFO-FO	A	8/8/2016		PBC #56 Due: FAS
3-65	Responses/support for sample of 3 rd quarter items selected by OIG from ITRS	Agencies	Q	8/25/2016 8/8/2018	9/8/2016	PBC #57
4-05	Provide draft of PAR (excluding financial statements and footnotes)-changes only to OIG	ACFO-FO	A	8/8/2016	8/8/2016	PBC #58
4-06	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	8/9/2016	8/9/2016	

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3-29	Copies of CFO data call letters for FMFIA/FFMIA assurance statements, and certifications provided to OIG	ACFO-FPP FPD	A	7/6/2016 8/1/2016 8/12/2016	8/11/2016	PBC #41
3-41	3 rd Qtr Notes and RSI due to ACFO-FO	Agencies	A	7/18/2016 7/25/2016 8/12/2016	8/25/2016	
3-63	Supporting documentation due to OIG for statistically selected transactions as of 6/30	Agencies	Q	8/14/2016 8/15/2016 8/31/2016	9/1/2016	PBC #59
3-64	Consolidated 3 rd quarter SBR vs. SF 133 reconciliation due to OMB	ACFO-FO	A	8/15/2016	8/11/2016	
4-07	FY2016 GTAS July Reporting Window closes 5 p.m. EST	Treasury	M	8/18/2016	8/18/2016	
3-67	3 rd Qtr individual detailed Treasury Reports on Receivables (TROR reports) for each reporting entity, including the agencies that make up the rest of the USDA (00).	ACFO-FO	Q	8/19/2016	8/16/2016	PBC #60
4-08	July 2016 financial dashboard due to Secretary	ACFO-FO	M	8/22/2016	8/25/2016	
3-66	Support to OIG for 3 rd Qtr adjustments sample (April-July)	Agencies	Q	8/25/2016	8/22/2016	PBC #61
4-09	OIG to submit interim legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG	A	8/29/2016	8/30/2016	
4-10	FMFIA/FFMIA annual assurance statements and remediation plans due to OCFO-FPP (FPD)	Agencies	A	8/29/2016		Due: FSA-NAD-NRCS- OASCR-OCR-FPP-FMS-NFC-OGC-RD
4-11	Lead Summary of Suspense balances as of 7/31/2016 provided to OIG	FRB	M	8/31/2016	8/31/2016	PBC #62
4-12	Explanations/causes and actions planned for abnormal balances as of 7/31/2016 due to ACFO-FO	Agencies	M	8/31/2016	9/12/2016	
3-50	3 rd Qtr. Footnotes and RSI submitted to OMB	ACFO-FO	A	9/2/2016	8/29/2016	PBC #49
4-13	Import accounting period 11/2016 Intradepartmental balances as of 8/31/2016 from GTAS file to ITRS	ACFO-FO /Agencies	M	9/1/2016 9/2/2016	9/7/2016	
4-14	GFRS opens for closing package submission	ACFO-FO	A	9/6/2016	9/6/2016	
4-15	FY2016 GTAS August Reporting Window opens 8 a.m. EST	Treasury	M	9/7/2016	9/7/2016	
4-16	Submit apportionments and warrant requests that require approval by OMB by this date to OBPA	Agencies	A	9/9/2016		
4-17	Copies of agencies Submissions of FMFIA/FFMIA assurance statements, certifications or remediation plans for Agencies and Dept. and support for changes to last submissions for issues resolved, closed or deemed immaterial provided to OIG	ACFO-FPD	A	9/12/2016 9/9/2016		PBC #63 Due: FSA-NAD-NRCS- OASCR-OCR-FPP-FMS-NFC-OGC-RD

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
4-18	Fiscal year 2015 financial statements and footnotes in 2016 format. These statements should be a complete financial statement package (lock down 15 numbers; finalize footnote verbiage, crosswalks and format of statements to the greatest extent possible). Include the footnote which reconciles 2014 SBR to President Budget.	ACFO-FO	A	9/12/2016 9/9/2016	9/9/2016	PBC #64
4-19	Submit completed FAM 2020-Checklist for Federal Reporting and Disclosures, Summary of Changes to ACFO-FO	Agencies	A	9/12/2016		
4-20	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	9/13/2016		
4-21	4 th quarter accrual and estimates provided to agencies (FECA, Unemployment, HQ allocations, Judgment Fund)	ACFO-FO	Q	9/15/2016		PBC #65
4-22	4 th quarter accrual and estimates provided to agencies (OPM imputed costs, Unfunded leave)	FRB	Q	9/15/2016		PBC #66
4-23	Import accounting period 12/2016 Intradepartmental balances as of 9/15/2016 from GTAS file to ITRS	ACFO-FO /Agencies	A	9/16/2016		
4-24	Submit SF-1151 and new account symbols request that require approval by Treasury by this date to OBPA	Agencies	A	9/16/2016		
4-25	FY2016 GTAS August Reporting Window closes 5 p.m. EST	Treasury	M	9/19/2016		
4-27	Provides update of legal representation letter as of 9/15/2016 to OIG with copy to ACFO-FO	OGC	A	9/22/2016 9/20/2016		PBC #67
4-26	August 2016 financial dashboard due to Secretary	ACFO-FO	M	9/21/2016		
4-28	AFR Clearance- Mission Areas and OES	TARD	A	9/23/2016		
4-29	Agencies record 4 th qtr. accruals and estimates	Agencies	Q	9/23/2016		
4-30	Summarize Legal letter response for USDA for items as of 9/15/2016 into OMB table format and submit to OIG	ACFO-FO	A	9/23/2016		PBC #68
4-32	Lead Summary of Suspense balances as of 8/31/2016 provided to OIG	FRB	M	9/30/2016 9/23/2016		PBC #69
4-31	Import accounting period 13/2016 Intradepartmental balances as of 9/28/2016 from GTAS to ITRS (as of balances to be confirmed at year end)	ACFO-FO /Agencies	A	9/29/2016		
4-02	Close out open items related to the canceling budget fiscal year 2011 with the exception of accounts receivable items that are employee debt. Exclude unliquidated obligations and receipts that have ongoing activity. Close out all unliquidated obligations and receivers that have been inactive for 180 days or more	Agencies	A	8/1/2016 9/30/2016		
4-33	Status Report on Audits with Material Weaknesses and Significant Deficiencies open/closed	ACFO-FPD	A	9/30/2016		PBC #71
4-34	Submit Agency and USDA Consolidated FAM 2020-Checklist for Federal Reporting and Disclosures, Summary of Changes to OIG	ACFO-FO	A	9/30/2016		PBC #72
4-35	Expired accounts moved to cancelled	ACFO-FO / FRB/Agencies	A	9/30/2016		
4-36	ABCO will convert all canceling budget fiscal year 2010 accounts receivable items for employee debt to the miscellaneous receipt account. Close out all remaining canceling budget fiscal year 2011 unliquidated obligations and receivers	Agencies	A	9/30/2016		

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
4-37	Explanations/causes and actions planned for abnormal balances as of 8/31/2016 due to ACFO-FO	Agencies	M	9/30/2016		
4-120	September month end close- Accounting Period 12 close- Email to OIG confirming closure	ACFO-FO / FRB/Agencies	A	9/30/2016 10/3/2016		PBC #70
4-38	Import accounting period 14/FY 2016 Intradepartmental balances as of 9/30/2016 from GTAS file to ITRS	ACFO-FO /Agencies	M	10/3/2016 10/4/2016		
4-39	Draft FMFIA/FFMIA assurance statement and remediation plan due to OIG	ACFO-FPP (FPD)	A	10/6/2016 10/4/2016		PBC #73
4-40	Final listing of all warrants processed during FY 2016	OBPA	A	10/6/2016 10/4/2016		PBC #74
4-41	Close ITRS period 14/FY 2016 for yearend reporting, except for CCC and its trading-partners	ACFO-FO	A	10/6/2016		
4-42	FY2016 GTAS September Reporting Window opens 8 a.m. EST	Treasury	M	10/6/2016		
4-43	AFR Clearance- Departmental/CFO	TARD	A	10/7/2016		
4-45	4th quarter FMMI data extracts as of 9/30/2016 for all nonstandalone agencies, including Forest Service, with appropriate reconciliations (include date of last activity field for obligations)	ACFO-FO ACFO-FS	Q	10/11/2016 10/7/2016		PBC #75
4-46	Lead Summary of Suspense balances as of 9/30/2016 provided to OIG	FRB	M	10/11/2016 10/7/2016		PBC #76
4-44	Close ITRS period 14/FY 2016 for yearend reporting.	ACFO-FO	A	10/7/2016 10/10/2016		
4-47	Provide Period 12/FY 2016 Account Variance Analysis before front-end adjustments for changes greater than or equal to \$25 million and greater than or equal to 10% to ACFO-FO and OIG.	ACFO-FO /Agencies	Q	10/11/2016 10/10/2016		PBC #77
4-48	Begin Accounting Period 13 & 14 close	Agencies	A	10/11/2016		PBC #78
4-49	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	10/11/2016		
4-50	4th Quarter TROR reporting window opens	Treasury	Q	10/11/2016		
4-51	Agencies obtain a full 4 th quarter USSGL trial balance from the child with attributes	Agencies	Q	10/13/2016		
4-52	Record cash adjustments	Agencies	A	10/13/2016		
4-53	Last day for Accounting Period 13 & 14 close for standalone agencies	RD, RMA, CCC, FNS & NRCS	A	10/14/2016		PBC #79
4-60	Narrative PAR (sections other than f/s)	ACFO-FPP	A	10/17/2016 10/14/2016		PBC #84
4-54	Agency RD footnotes	FRB	A	10/15/2016		
4-55	Agencies enter 4 th quarter non FMMI data in FSDW including Reconciliation of Net Cost to Budget	ACFO-FO / FRB/Agencies	Q	10/17/2016		
4-63	Standalone year-end comparative unaudited financial statements and notes provided to OIG and ACFO-FO	RD, RMA, CCC, FNS & NRCS	A	10/19/2016 10/18/2016		PBC #85
4-121	Last day for Accounting Period 13 & 14 close for nonstandalone agencies	ACFO-FO / FRB/Agencies	A	10/18/2016		

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
4-65	FY2016 GTAS September Reporting Window closes 5 p.m. EST	Treasury	M	10/19/2016 10/18/2016		
4-56	List of Treasury Symbols Exempt from Apportionment and Support for Exemption – changes only; if no changes provide email to OIG for confirmation.	ACFO-FO	A	10/17/2016 10/14/2016 10/19/2016		PBC #80
4-57	4th Quarter: list of Treasury symbol exclusions, & list of funds from Dedicated Collections Treasury Symbols – changes only; if no changes provide email to OIG for confirmation.	ACFO-FO	A	10/17/2016 10/14/2016 10/19/2016		PBC #81
4-58	List of agencies with activity in GL account 5900 that needs to be cross walked to SCNP line 6.	ACFO-FO	A	10/17/2016 10/14/2016 10/19/2016		PBC #82
4-59	Period 13 & 14 financial statement available for agency and OIG review in FSDW Reporting Center	ACFO-FO / FRB	A	10/17/2016 10/14/2016 10/19/2016		PBC #83
4-61	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO	Q	10/17/2016 10/20/2016 10/19/2016		
4-64	Log and support for CSXE adjustments	ACFO-FO	A	10/19/2016 10/17/2016 10/20/2016		PBC #86
4-67	Agencies (OCFO will send request only to the agencies concerned prior to this date) provide confirmation to ACFO-FO for Treasury's Judgment Fund, No Fear Act and Contract Disputes Act balances as of 9/30/2016	Agencies	Q	10/20/2016		
4-68	CFO Briefing on the AFR to the Secretary	CFO	A	10/20/2016		
4-66	Agencies submit 4th quarter Management's Explanation of Significant Variances to ACFO-FO	Agencies	Q	10/19/2016 10/21/2016		
4-69	Year end notes and RSI, due to ACFO-FO	ACFO-FO / FRB/Agencies	A	10/21/2016		
4-70	September 2016 financial dashboard due to Secretary	ACFO-FO	M	10/21/2016		
4-72	AFR Clearance- Secretary	TARD	A	10/21/2016		
4-73	Support to OIG for period 11-13/FY16 adjustment sample (sample to go out no later than 2 calendar days after period 13 closes)	Agencies	Q	10/24/2016 10/21/2016		PBC #88
4-74	Supporting documentation due to OIG for statistically selected transactions as of 9/30	Agencies	Q	10/24/2016 10/21/2016		PBC #89
4-71	4th qtr financial Statement Line variance explanations as of Period 13/FY 2016 to OIG	ACFO-FO	Q	10/21/2016 10/19/2016 10/22/2016		PBC #87
4-75	Provide final audit adjustments for standalone agencies	OIG and contract auditors	A	10/26/2016 10/25/2016		PBC #90

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
4-76	Provide unaudited final draft of Agency Financial Report (AFR) including consolidated financial statements & notes to OIG, with appropriate support, including: a. eliminating entries, b. support for accruals and estimates c. USDA crosswalks, d. log of CSXE adjustments, e. list of any exclusions between FFIS general and the financial statements generated per the Reporting Center, f. templates, g. list of Treasury Symbols for earmarked funds, and h. final statement of Net Cost goal percentages	ACFO-FO	A	10/27/2016 10/25/2016		PBC #91
4-77	CPAIS reconciliations to FMMI as of 9/30/2016 for non-standalone agencies	ARB	Q	10/27/2016 10/25/2016		PBC #92
4-78	Summary spreadsheet showing status of personal property reconciliations as of 9/30/2016 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG	ARB	Q	10/27/2016 10/25/2016		PBC #93
4-79	Summary of CPAIS and PROP suspense balances as of 9/30	ARB	Q	10/27/2016 10/25/2016		PBC #94
4-80	Explanations/causes and actions planned for abnormal balances as of 9/30/16 (as of period 13) due to ACFO-FO	Agencies	M	10/27/2016 10/25/2016		PBC #95
4-81	Subcabinet and Mission areas provide management representation letter for PAR including year-end statements with CFO certification to OCFO	Agencies	A	10/27/2016		
4-82	WIP Status Template as of 9/30/2016 due to OCFO	Agencies	Q	10/30/2016		
4-83	Confirmation of Judgment Fund, No-FEAR, and Contract Disputes balances as of 9/30/2016 to Treasury	ACFO-FO	Q	10/31/2016		
4-84	4 th quarter SBR vs. SF-133 Reconciliation	Agencies	Q	10/31/2016		
4-85	Agency 4 th quarter certification of unliquidated obligations due to OCFO	Agencies	Q	10/31/2016		
4-86	Standalone agencies provide final (publishable) audited financial statements & notes to OIG & ACFO-FO	CCC, RD, FCIC, FNS & NRCS	A	11/1/2016		PBC #96
4-87	Provide advance copy of unaudited PAR to OMB for comment	ACFO-FO/PAD	A	11/1/2016		
4-88	OIG provides final audit adjustments for consolidated financial statements	OIG	A	11/2/2016		PBC #97
4-89	Provide final legal representation letter as of October 31 to OIG with copy to ACFO-FO	OGC	A	11/2/2016		PBC #98
4-90	Last possible day to close accounting period 15/FY 2016	ACFO-FO/FRB	A	11/3/2016		PBC #99
4-91	Revised year end notes and RSI due to ACFO-FO	ACFO-FO / FRB/Agencies	A	11/3/2016		
4-92	Summarize final Legal letter responses into OMB format and submit to OIG along with support for recording contingent liabilities	ACFO-FO	A	11/5/2016 11/4/2016		PBC #100
4-93	Provide SBR Reconciliation (as of 9/30) of line 2204 (unobligated balance-apportioned), line 2304 (unobligated balance – exempt from apportionment) and line 2404 (unobligated balance-unapportioned) including Report Row, Treasury Symbol, GL Account, No Year Indicator, Fund, and Amount to OIG	ACFO-FO	Q	11/5/2016 11/4/2016		PBC #101
4-94	Provide final AFR including adjusted comparative consolidated financial statements and notes to OIG	ACFO-FO	A	11/5/2016 11/4/2016		PBC #102
4-95	Provide copy of draft financial statements and notes to GAO	ACFO-FO	A	11/6/2016		

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
4-96	OIG issues final audited standalone financial statements reports	OIG	A	11/10/2016 11/9/2016		PBC #103
4-98	All Accounting Periods through 16 close and begin to run year end close – Period 17/FY 2016	ACFO-FO / FRB	A	11/10/2016 11/9/2016		PBC #104
4-97	Draft Agency Closing Package submission due in GFRS	ACFO-FO	A	11/10/2016		PBC #105
4-99	Provide OIG with Management Representation Letter for final review before CFO and Secretary signature	ACFO-FO	A	11/10/2016		
4-100	OIG provides draft consolidated audit report to OCFO	OIG	A	11/10/2016 11/11/2016		PBC #106
4-101	4th Quarter TROR reporting window closes	Treasury	Q	11/11/2016		
4-102	Final Agency Closing Package submission due in GFRS (including audit adjustments)	ACFO-FO	A	11/14/2016 11/13/2016		PBC #107
4-103	Combined Management Representation Letter for general- and special purpose statements signed by CFO and Secretary provided to OIG	ACFO-FO	A	11/14/2016		PBC #108
4-104	Email to OIG and OCFO indicating whether significant changes have occurred since the November 2 nd Legal letter.	OGC	A	11/14/2016		PBC #109
4-105	Exit conference held to discuss audit findings for CFS	OIG/OCFO	A	11/14/2016		PBC #110
4-106	CFO approves fiscal year end closing package	OCFO	A	11/14/2016		PBC #111
4-107	OCFO sends a final 508 compliant AFR (without OIG's report and agency response)	OCFO	A	11/14/2016		PBC #112
4-108	OIG submits a word file of the final audited consolidated financial statements report to OCFO.	OIG	A	11/15/2016		PBC #113
4-109	OIG issues final audited consolidated financial statements report	OIG	A	11/15/2016		PBC #114
4-110	Final audited consolidated financial statements, standalone financial statements, and copies of the management representation letter submitted to OMB, Main Treasury & GAO	ACFO-FO	A	11/15/2016		PBC #115
4-111	Agency Financial Report released to the OMB Director, Congress, Main Treasury, FMS & GAO	OCFO	A	11/15/2016		PBC #116
4-112	Provide opinion on fiscal yearend closing package (input into GFRS)	OIG	A	11/16/2016		PBC #117
4-113	Consolidated 4 th quarter SBR vs. SF 133 reconciliation due to OMB	ACFO-FO	Q	11/16/2016		
4-115	CFO Representation for Federal Intragovernmental Activity and Balances and Closing Package Material Difference Report	ACFO-FO	A	12/16/2016 12/5/2016		
4-114	Coordinating Committee Meeting	ACFO-FO/ Agencies	M	12/13/2016		
4-116	Updated legal as of 1/28/2017 12/19/2016	OGC	A	2/2/2017 2/1/2017 12/21/2016		PBC #118
4-117	Submit legal letter update email to DOJ, FMS & GAO on subsequent changes through 1/28/2017 12/19/2016	OIG	A	2/2/2017 2/1/2017 12/21/2016		PBC #119
4-118	Email on subsequent changes to rep letters and f/s (general and special purpose) thru 2/15/2017 1/2/2017 submitted to OMB,GAO, Treasury and OIG	ACFO-FO	A	2/15/2017 1/3/2017		PBC #120

Item No.	Task Description	Responsible Area	Frequency (Monthly, Quarterly, Annually)	Required Completion Date	Actual Completion Date	Comments
4-119	Final Report of the U.S. Government published	Treasury	A	2/25/2017 1/12/2017		